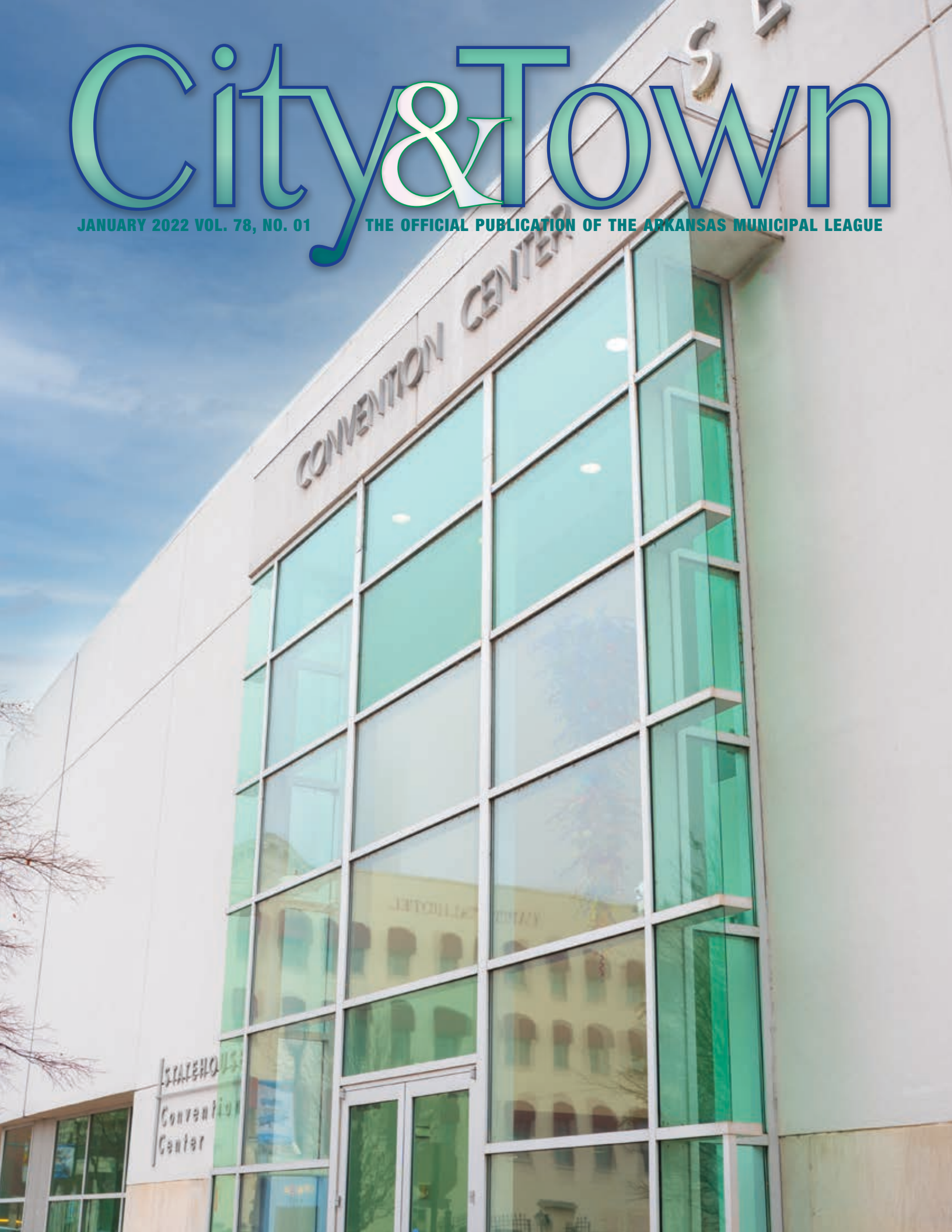


City & Town

JANUARY 2022 VOL. 78, NO. 01

THE OFFICIAL PUBLICATION OF THE ARKANSAS MUNICIPAL LEAGUE



STATEWIDE
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Center

How do you think new money becomes old money?



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Cover photo by Ben Cline.



ON THE COVER—With safety protocols in place and lanyards ready to wear, the League is excited for the opportunity to meet with members in person for the 2022 Winter Conference, January 19-21 at the Statehouse Convention Center and Little Rock Marriott. And for those who can't attend in person or who feel more comfortable participating online, we are offering a virtual option as well so that everyone can benefit from the array of workshops and general sessions. Check out the registration info and expanded agenda beginning on page 32. And turn to page 28 for a preview of what the conference offers, in person and online. We look forward to seeing you and starting the new year on the right track!—atm

Features

16 Budget time
Most cities and towns in Arkansas are required by law to pass a budget by February 1 each year. Review the state statutes that guide this process.

20 Record retention 101
From accounting documents to police citation books, Arkansas statutes govern how long cities and towns must retain records.

28 Hybrid Winter Conference ready to roll
Whether you'll be tuning in online or joining us at the Little Rock Marriott and Statehouse Convention Center January 19-21, the 2022 Winter Conference offers members a great experience and an agenda packed with info to help make you a better public servant. Here's a sneak peek at what you can expect.

58 Where did I read that?
The annual five-year *City & Town* and legal articles indexes will help you locate articles, columns and legal opinions that appeared in the magazine from 2017-2021. Didn't keep your copies around? No worries! The magazine archive at www.arml.org is available to help you fill in the blanks.

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Greetings, fellow municipal officials,

Welcome to 2022. It doesn't seem possible that another year has passed. 2021 was an eventful year, some good and some bad. We started out the year with an attack on our nation's capital by a violent mob, fueled by conspiracy theories and intent on overturning an election. Hopefully all that were involved in this insurrection will be held accountable and we will never see anything like it again.

On the good news side, after battling the COVID-19 pandemic for almost two years and with a death toll that had already reached 800,000 Americans, our scientific community received approval for three vaccines that have proven to be safe and effective. While COVID has not gone away, I believe we have turned the corner, and if everyone will listen to our medical professionals, get their vaccines and practice common-sense safety guidelines, 2022 will be the year we return to a much more normal way of life. A pandemic such as this that affects all of us can only be overcome by all of us working together.

2021 also saw the inauguration of a new president and vice president. I believe the election of Vice President Kamala Harris was a sign of how our country has changed in a positive way. While there is still much to be done in regard to equal rights and opportunities for everyone, we are moving in the right direction. Whatever your political views are, I hope you will keep our nation's leaders in your prayers that they have the strength, character and wisdom to lead our country in the right direction. If we consider the decisions and pressures we face as local officials, then multiply that many times over, I think we all realize what a daunting task the leaders of our nation face every day.

I am looking forward to seeing many of you at the 2022 Winter Conference. It has been way too long since we have enjoyed the fellowship of our peers. The League staff has been working hard and I expect a great conference. Some of the things on the agenda I would like to mention include the continuing certification workshops. It is important for participants in the League's Voluntary Certification Program to be fully present at these workshops to receive the three hours of continuing education credit. Badges will be scanned after the last session on Wednesday and after the ARPA update session on Friday.

Main Street Arkansas' Excellence in Downtown Revitalization Awards will be presented during the opening night banquet along with the recognition of municipal officials and personnel who have achieved Level 1 certification status, continuing certification status, and the new grant writing and grant management certification status. The agenda is filled with topics geared toward municipalities of all sizes, so make your plans to attend now.

Let's all resolve to make 2022 a great year for cities and towns in Arkansas as we set an example for our state and national leadership of what can be accomplished when we work for the people, not a political party or personal cause.

Best,



Tim McKinney
Mayor, Berryville
President, Arkansas Municipal League



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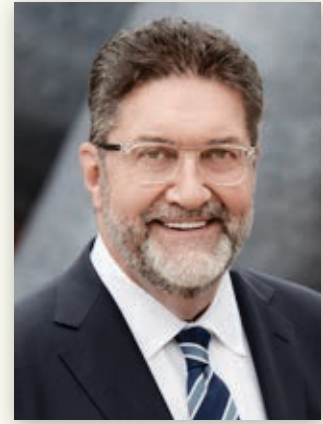
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From the Desk of the Executive Director

Another trip around the sun¹: Father Time² and Baby New Year,³ Death and Taxes⁴



Here we are, another 12 months behind us and another 12 in front of us. Is it just me, or does it feel like the days, weeks and months are on fast forward? 2021 seemed to wiz by and yet so much happened. I checked my column from January of last year. I was upbeat—and will try to be here—and ready to put 2020 in the books. In many ways the local controller and I would just as soon forget that year in its entirety. Well, at least beginning in April and all the following months. Unfortunately, 2021 proved to be equally as challenging as 2020. Anybody remember how 2021 began? January 6 to be precise? The very essence of democracy was attacked and bloodied when the People’s House was attacked. I used the terms insurrection and sedition in my February 2021 column to describe what occurred. A year later they are still the correct terms. So far it looks like I’m not doing too well on the upbeat nature that New Year’s messages should bring! I shall endeavor to correct that in the proceeding paragraphs.

Man, oh man, that title sure is upbeat! I said that to the local controller and got an eye roll. Rather than dwelling on death and taxes, cuz nothing says fun like death and taxes, let’s peek at the optimism of the new year. Both Father Time and Baby New Year are givens in our world. We begin the new 12-month journey after enjoying the holidays with our families and loved ones. Presumably we are well rested and ready for a new beginning. Okay, none of us are really rested until post-Christmas but you get the idea. My point is the end of the year is coming whether you like it or not. Same with the new year. It’s gonna happen.

Where does one find something positive about just about anything? *Good Housekeeping* of course!⁵ In a piece titled “35 New Year Traditions to Bring You Luck from Around the World” by Marisa Lascala,⁶ the magazine provides a laundry list of fascinating traditions. Here are a few that resonated with me, but I suggest you look the entire list over. It’s pretty cool.

- Most of you will know this one and likely partake: having Hoppin’ John for dinner⁷ on New Year’s Day.
- In Italy, lentils are the good luck food and, in the Philippines, eating 12 round fruits is a thing. I’m not sure I can name 12 round fruits, but then again, I don’t live in the Philippines.

¹ Jimmy Buffet and Martina McBride sang this song as a duet on Buffet’s *License to Chill* album released in 2004. It’s a great song and the lyrics reminded me to slow down and enjoy this thing we call life! <https://bit.ly/3mghARp>

² Father Time is the artistic personification of time. As the clock ticks down on December 31 to the New Year, we envision Father Time as a very old person. <https://bit.ly/3J85hAa>

³ Just like Father Time, Baby New Year is the artistic personification of the New Year. New and innocent with nothing but optimism and happiness to greet the newest year. <https://bit.ly/3pfoiJo>

⁴ I’m pretty sure this is the first time I’ve used the word idiom in this column. “Death and taxes” is an idiom. Idioms are separate words that in common use would not conclude with the same meaning as when they are grouped together. For instance: It’s raining cats and dogs. <https://bit.ly/3FfX8rg>. I mean seriously, can you imagine cats and dogs falling from the sky?! Yuck. Where was I? Oh yes, death and taxes. The most famous quote is from Benjamin Franklin found in a letter he wrote to Jean-Baptiste Le Roy in 1789 in which he expresses the new Constitution of the United States has the appearance of being permanent. He then writes: “...but in this world nothing can be said to be certain, except death and taxes.” The first time the idiom was used was in 1716 by Christopher Bullock in his play, a comedy, *The Cobler of Preston*. I’ve never seen it.

⁵ <https://www.goodhousekeeping.com>. The local controller is literally rubbing her eyes at the *Good Housekeeping* reference. Her exact quote: “The 1950s want you to return.” I tried to be funny and noted that the magazine started in 1885. <https://bit.ly/3pcgLL8>. Her response was a muted: “Fine, get your horse and buggy and hop on back to the 1880s.” She’s funny, that local controller.

⁶ <https://bit.ly/3ml4W3y>

⁷ Dinner comes from the old French word (ca. 1300s) *disner*. <https://bit.ly/3Fh7EP5>. Dinner and supper are sort of used interchangeably these days. History, however—including at my grandparent’s house in Columbia, South Carolina—indicates two different meals. Dinner was the heavy or big meal and was had midday and supper was a light meal at night. That was the case until the late 1880s or, in my family at Nana and Papa’s, until the 1980s! <https://bit.ly/3yLiV7N>

- Watch something drop. We all know about the crystal ball in Times Square, but here are a couple more that I think you'll get a kick out of: the big cheese drop in Plymouth, Wisconsin; the giant mushroom drop in Kennett Square, Pennsylvania; and, in New Orleans, either the big fleur de lis drop or the big gumbo pot drop. So, drop something new or use one of these!
- Wearing white in Brazil. Ain't no way the local controller's doin' that.
- Jump seven waves. Also a Brazilian thing. Not sure where you're gonna do that in the Natural State.
- Make resolutions. Ugh. That's all I'm gonna say. Ugh.
- Decorate your front door with onions. Don't shoot the messenger. This is a Greek thing because in that country onions are widely considered to be good luck and helpful with fertility. Again, I'm just the messenger.
- Jump into the new year. I don't recommend this one, particularly when the bell tolls midnight on January 1, 2022. In Denmark folks stand on a chair and leap into the new year. I've been in the risk management world too long. All I'm seeing are injury claims. Lots and lots of claims.
- The Irish bang on the walls of their homes with Christmas bread. I'm guessing it's stale and hard by the time the new year arrives. The banging is said to chase away the bad spirits. I don't recommend this one, at least not at Casa Hayes. Walls with crumbs would not sit well the local controller. Zorro and Olive⁸ might like it, however.
- Smash a peppermint pig. I'm not making that up. In upstate New York special peppermint pigs are sold throughout the holiday season. Everyone takes a turn whacking the peppermint pig with a special hammer and then eating a small piece for good luck.

I'm sticking with Hoppin' John or black-eyed peas and greens. Call me old school.

2022

Well, here we are. 2022 is upon us and it's not leaving. I have lots of questions and thoughts about this coming year. In no particular order, here are a few:⁹

- What's gonna happen with the COVID-19 pandemic now that the Omicron variant is here? I'm betting that's at the top of a lot of people's lists. I grow weary of masks and social distancing. I am proud to say, however, that I'm a long-time hand washer.
- Will the Green Bay Packers win the Super Bowl? Will Aaron Rodgers' toe heal in time for them to win? Too soon?
- Certainly, we'll not get another record snow like we did last winter. Certainly not. Certainly.
- Will my suits and sports coats regain their appropriate sizes after having shrunk during the pandemic? Shrinking clothing is a known side effect of the pandemic.¹⁰
- Cities and towns will continue to provide the leadership needed to keep our wonderful state healthy and productive.
- Municipal officials will be front and center, and well informed, about using federal and state funds lawfully and efficiently.
- Broadband will spread to the far corners of our state thus bringing jobs and economic fortune.

⁸ For any of you first-time readers, the local controller is the lovely Mrs. Hayes. Zorro is my 70-pound black and white goldendoodle that has regularly appeared on League broadcasts during the pandemic. Olive is a shaggy multiple brown shaded something-doodle. Her mama is a goldendoodle named Pearl. Her daddy is a not so good-looking mutt. Olive's a year old. She's a terrorist.

⁹ The local controller is now chanting "get to the point" over and over again. Ahh, the joy of marriage.

¹⁰ The local controller does not wish to laugh right now but she did snort a little.

- Water and wastewater systems in Arkansas will be the cream of the crop nationwide. Hey, how about that?! Another idiom!
- The A-State Red Wolves will have a great football season after one of the best signing classes in school history.
- The football Hogs will do the same...and I think they'll finish in the top 10 or better!
- Americans will begin to recognize the need to be kind, civil and respectful to each other regardless of differing viewpoints. Arkansans, municipal officials in particular, will lead in this regard because we're good hard-working people that only want the best for our state and the country.

In 2022 we city officials are coming in hot! We are going to take our communities to newer and better things. Our streets and bridges will begin a long overdue overhaul and will be the envy of our neighboring states. Our public safety personnel and services will reach all time highs in quality and quantity. Municipal services of all kinds will get better with each passing day of the new year because the officials responsible for them are so very dedicated. 2022, feel free to pitch your best stuff. Fastball.¹¹ Mayors and councilmembers will hit homer after homer! Slider.¹² Same thing from our public safety peeps! Knuckleball.¹³ Public works and utilities will bat a thousand! Curve ball.¹⁴ Watch out...parks and rec wield a wicked bat! And that's just the top of the lineup. Wait until you see all the other municipal officials and employees at the plate, 2022. It won't matter what you throw. Changeup,¹⁵ cutter,¹⁶ forkball,¹⁷ Eephus.¹⁸ Bring 'em. You'll learn quickly that Arkansas' cities and towns are not to be taken lightly. This is their year, and they are gonna be champions!

Until next month, Peace.



Mark R. Hayes
Executive Director
Arkansas Municipal League

¹¹ Often called the heater, the high cheese or cheese. <https://atmlb.com/3mgj9Ph>

¹² Sometimes called the snapper or the breaking ball. <https://atmlb.com/3yI0sZT>

¹³ The knuckler! <https://atmlb.com/3ecnmPn>

¹⁴ Sometimes called the Uncle Charlie! <https://atmlb.com/32oErDj>

¹⁵ Often called the dreaded equalizer! <https://atmlb.com/3eawQe7>

¹⁶ The cut-fastball. <https://atmlb.com/3J87njw>

¹⁷ The fork. Well, that's sorta dull for a nickname. <https://atmlb.com/3J87njw>

¹⁸ I've watched my fair share of baseball, but I've never heard of this pitch. Ever. It's a very rare pitch known as slowball, overhand softball pitch, folly floater, LaLob and spaceball. More players need to use it...those are cool nicknames. <https://atmlb.com/3ebRf2k>



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**McClelland Consulting Engineers would like to send
our warmest wishes for a happy holiday season
and wonderful new year.**



**We are thankful for the
opportunity to serve our
communities in the upcoming
year and beyond.**

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Time to levy property taxes

City and town councils may levy general property taxes of up to five mills on the dollar (Ark. Const. art. 12 § 4; A.C.A. §§ 26-25-102 and 103). In order to implement this millage, the governing body of the city or town must certify the rate of taxation levied to the county clerk. (A.C.A. § 26-73-202). This must be done prior to the time fixed by law for the quorum court to levy county taxes. *Id.* A.C.A. § 14-14-904(b) establishes the November or December meeting of the quorum court as the time to levy those taxes.

Accordingly, municipal officials should check with the quorum court to determine whether its levying meeting will be in November or December. It is important also to bear in mind that the city council must levy and certify its taxes annually, as failure to levy by the required date will result in a millage of zero for the following year (See Ark. Ops. Atty. Gen. No. 91-044 and 85-5).

The bottom line: If your city or town wishes to collect property taxes for the following year, make sure that council approval and certification to the county clerk occur prior to the meeting of the quorum court at which county taxes are levied.

2021 Act 833 deadline for Arkansas fire departments

The 2021 Act 833 application period will open January 1, 2022, and will close June 30, 2022. Act 833 of 1992, "Funding for Fire Departments," is administered by the Arkansas Fire Protection Services Board 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 for all active members. An online application is available on the Arkansas Fire Portal at arfire.arkansas.gov. To request log-in credentials contact your county LEMC/Fire Coordinator or State Fire Coordinator Louis Eckelhoff at 501-683-6781 or email louis.eckelhoff@adem.arkansas.gov.

Obituaries

WESLEY EDWARD ADAMS, 61, council member and volunteer fire chief for the town of Sedgwick, died December 7 from injuries sustained in the line of duty.

Bridge-load posting certification deadline set for Dec. 31

To promote safe travel over bridges on city streets and ensure eligibility for federal highway funding, cities and towns with bridge-length structures must submit a properly endorsed bridge-load posting certification by December 31.

The Federal Highway Administration and the Arkansas Department of Transportation administer the requirements of the National Bridge Inspection Standards, and the regulations implementing this federal law place the compliance responsibility on the official with jurisdiction over each bridge. In addition to identifying structural deficiencies during the inspection process, the official must also advise the traveling public of any weight restrictions if a bridge is found to not be capable of safely supporting legal-load vehicles. If the bridge is determined to not be capable of safely supporting a minimum of a three-ton vehicle, it is the official's responsibility to close the bridge until it is adequately strengthened or replaced.

Arkansas law A.C.A. § 27-85-101, Conservation of Bridges, requires the "administrators of the various public highway, road and street systems shall make every effort to conserve the safe function of the bridges under their jurisdiction pursuant to the findings and recommendations of the bridge safety inspections by the bridge inspection teams of the Arkansas Department of Transportation in accord with the national bridge inspection standards published in the Federal Register."

Copies of required documents, as well as the Local Government Procedures for Compliance with the National Bridge Inspection Standards manual, can be downloaded at www.ardot.gov/divisions/bridge/bridge-rating-and-inventory. For questions or additional assistance, contact Todd Russell, district construction engineer, at todd.russell@ardot.gov or 870-836-6401.

Meeting Calendar

January 19-21, 2022, Arkansas Municipal League Winter Conference

March 14-16, 2022, National League of Cities—Congressional City Conference

Turnback reporting requirement repealed

Act 517 of the 2021 regular session of the Arkansas legislature has repealed the requirement in A.C.A. § 27-70-207 that municipalities receiving \$2 million or more in total highway revenues and highway severance turnback must submit reporting for the previous year's projects to the House Committee on Public Transportation and the Senate Committee on Public Transportation, Technology and Legislative Affairs. The act went into effect on July 29.

Note: Reporting requirements related to the wholesale sales tax on motor fuel and distillate special fuel under Act 91 of 2020, which amended Arkansas Code § 26-64-104(a)(1), remain in effect. Under Section 13:

(a)(1) Each city and county that expends revenues distributed under this chapter shall submit a report to the Secretary of the Department of Finance and Administration no later than ~~June 30~~ March 15 of each year detailing the following for the previous calendar year:

(B) Expenditures made from the revenues received under this chapter; and

(C) Projects funded using revenues received under this chapter. 🏠

Call us



You may now reach the Municipal Health Benefit Program, the Workers' Compensation Program, and the Municipal Property & Vehicle Programs directly, by phone or by fax, 8 a.m. to 5 p.m., Mon.–Fri.

Municipal Health Benefit Program

501-978-6137

Fax 501-537-7252

Municipal League Workers'

Compensation Program

501-978-6127

Fax 501-537-7260

Municipal Property & Vehicle Programs

501-978-6123

Fax 501-978-6562



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Annual Statements

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

Form A		
City or Town of _____		
(Cities of the first class, second class, and incorporated towns)		
Financial Statement January 1, 2021—Dec. 31, 2021		
GENERAL FUND		
Balance January 1, 2021	\$ _____	
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, 2021		\$ _____
STREET FUND		
Balance January 1, 2021	\$ _____	
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, 2021		\$ _____
The classification of expenditures shall be by department, i.e., administrative, police department, fire department, parks department, etc.		
INDEBTEDNESS		
Type of Debt	Amount	Date Last Payment Due
Property Tax Bonds	\$ _____	_____
Short term financing obligations	\$ _____	
Sales & Use Tax Bonds	\$ _____	
Revenue Bonds	\$ _____	
Lease Purchase Agreements	\$ _____	
		Date Free of Debt

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

Municipalities must publish annual financial statement


The time is rapidly arriving for the annual reporting of each city and town's financial statement. Refer to the *Handbook for Arkansas Municipal Officials*, 2021-2022 ed., section 14-59-116 and section 14-237-113.

A.C.A. § 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. 

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

Form B		
City or Town of _____		
Financial Statement January 1, 2021—Dec. 31, 2021		
WATER AND SEWER DEPARTMENTS		
Balance January 1, 2021	\$ _____	
Cash Receipts		
Water Payments	\$ _____	
Sewer Payments	\$ _____	
Sanitation Funds	\$ _____	
Other	\$ _____	
Total Receipts	\$ _____	
Total Funds Available	\$ _____	
Expenditures		
Personal Services	\$ _____	
Supplies	\$ _____	
Other services and charges	\$ _____	
Capital Outlay	\$ _____	
Debt Service	\$ _____	
Transfers Out	\$ _____	
Total Expenditures	\$ _____	
Balance Water and Sewer Fund		
Dec. 31, 2021	\$ _____	
INDEBTEDNESS		
Type of Debt	Amount	Date Last Payment Due
Short term financing obligations	\$ _____	_____
Water Revenue Bonds	\$ _____	
Sewer Revenue Bonds	\$ _____	
		Date Free of Debt

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

Reminder: Time to pass your budget

Most cities and towns in Arkansas are legally obligated to pass their budget on or before February 1 of each year.



Budgets in Mayor-Council Municipalities

A.C.A. § 14-58-201. Annual submission.

On or before December 1 of each year, mayors of all cities and incorporated towns having the mayor-council form of government shall submit to the governing body of the city or town, for its approval or disapproval, a proposed budget for operation of the city or town from January 1 to December 31 of the forthcoming year.

A.C.A. § 14-58-202. Adoption of budget.

Under this subchapter, the governing body of the municipality shall, on or before February 1 of each year, adopt a budget by ordinance or resolution for operation of the city or town (AML recommends using a written resolution).

A.C.A. § 14-58-203. Appropriations and changes.

- (a) The approval by the municipal governing body of the budget under this subchapter shall, for the purposes of the budget from time to time amount to an appropriation of funds which are lawfully applicable to the items therein contained.
- (b) The governing body may alter or revise the budget and unpledged funds appropriated by the governing body for any purpose may be subsequently, by action of the governing body, appropriated to another purpose, subject to the following exceptions:
 - (1) Funds resulting from taxes levied under statutes or ordinances for specific purposes may not be diverted to another purpose;
 - (2) Appropriated funds may not be diverted to another purpose where any creditor of the municipality would be prejudiced thereby.

Budgets in City Administrator-Director Municipalities

A.C.A. § 14-48-117(6)

He or she [the city administrator] shall prepare the municipal budget annually and submit it to the board for its approval or disapproval and be responsible for its administration after adoption.

A.C.A. § 14-48-122

- (a) The approval of the budget by the board of directors shall amount to an appropriation, for the purposes of the budget, of the funds which are lawfully applicable to the different items therein contained.
- (b) The board may alter or revise the budget from time to time, and unpledged funds appropriated by the board for any specific purpose may by subsequent action of the board be appropriated to another purpose subject to the following exceptions:
 - (1) Funds resulting from taxes levied under statute or ordinance for a specific purpose may not be diverted to another purpose; and
 - (2) Appropriated funds may not be diverted to another purpose where any creditor of the municipality would be prejudiced thereby.

Budgets in City Manager-Director Municipalities

A.C.A. § 14-47-120(6)

He or she [the city manager] shall prepare the municipal budget annually and submit it to the board for its approval or disapproval and be responsible for its administration after adoption.

A.C.A. § 14-47-140

- (a)(1) Any municipality organized and operating under the city manager form of government may authorize the mayor of the municipality to have the following

duties and powers if approved by the qualified electors of the municipality at an election called by the municipal board of directors by referendum or by the qualified electors of the municipality by initiative:

...

(E) The power to prepare and submit to the board of directors for its approval the annual municipal budget.

A.C.A. § 14-47-125

- (a) The approval by the board of directors of the budget shall amount to an appropriation for the purposes of the budget of the funds which are lawfully applicable to the different items therein contained.
- (b) The board may alter or revise the budget from time to time, and unpledged funds appropriated by the

board for any specific purpose may be appropriated by subsequent action of the board to another purpose, subject to the following exceptions:

- (1) Funds resulting from taxes levied under statute or ordinance for a specific purpose may not be diverted to another purpose; and
- (2) Appropriated funds may not be diverted to another purpose where any creditor of the municipality would be prejudiced thereby.

A *Sample Resolution for the Adoption of the Municipal Budget* can be accessed via the Legal FAQs page at www.arml.org/legal-faqs for your convenience. Please call or email the League with any questions you may have. ☎

NOTICE: Annexation Reports Due March 1

A.C.A. §§ 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.

A.C.A. § 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.

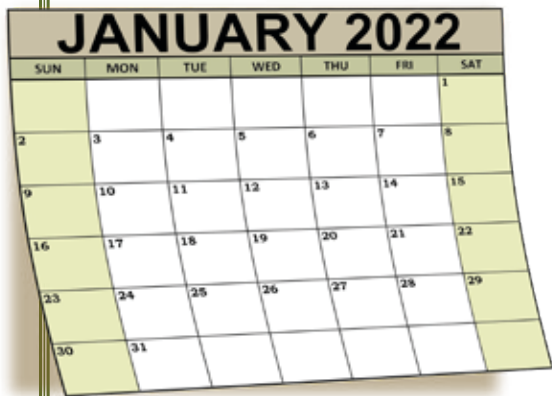
(b) If the scheduled services have not been extended to the area and property boundaries of the new inhabitants within three (3) years after the date annexation becomes final, the written notice reporting the status of the extension of scheduled services shall:

(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 at www.arml.org/legal-faqs. ☎



Reminder to All City Councils Regarding First Council Meeting of 2022

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

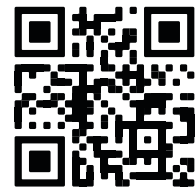
A.C.A. § 14-43-501. Organization of governing body

- (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. 🏛️

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Record retention laws for Arkansas municipalities

Current as of December 1, 2021

Lanny Richmond II, Legal Counsel, Arkansas Municipal League

DESTRUCTION/RETENTION

(A.C.A. §§ 14-2-201; 14-2-203)

These statutes provide for the destruction of paper records and reproduction in another format. Review these procedures carefully before destroying any records.

A.C.A. § 14-2-201. Authority—Requirements.

- (1.) 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.

- (2.) 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.
- (3.) The device used to reproduce the records shall be such as to accurately reproduce and perpetuate the original records in all details.

A.C.A. § 14-2-203. Disposal, etc., of copied records.

- (1.) 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.

(2.) 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:

- a. The city or town complies with any specific statute regarding municipal records; and
- b. The following records are maintained permanently in either the original or electronic format as required by law:
 - (i) Ordinances;
 - (ii) City council minutes;
 - (iii) Resolutions;
 - (iv) Annual financial audits; and
 - (v) Year-end financial statements.

COURT RECORDS

(A.C.A. §§ 13-4-201 through 204; 16-46-101; 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 handwritten document over 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.

ACCOUNTING

(A.C.A. § 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 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 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 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

(A.C.A. § 16-10-211(a)(3)(K) & (L))

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

POLICE DEPARTMENT RECORDS

(A.C.A. § 14-2-204)

Maintain permanently or for at least seven 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 10 years, these may be copied and maintained under § 14-2-203. In addition, records constituting evidence of sexual offenses or violent offenses resulting in convictions must comply with §§ 12-12-104 and 5-42-203 and must also be maintained permanently. Furthermore, all of the above records must comply with § 14-2-203(b)(1).

Maintain for three years: accident, incident and offense reports; fine and bond records; parking meter records; radio logs and complaint cards; and employment records, payroll sheets, timecards and leave requests. After three years, they may then be copied electronically or disposed of.

WATER and SEWER

(A.C.A. § 14-237-112)

These provisions are substantially the same as for accounting records (see above).



HISTORICAL

(A.C.A. § 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

A.C.A. § 16-10-211. Record retention schedule.

- (1.) All towns, cities, and counties of the State of Arkansas shall maintain records for the district courts and are to:
 - a. Permanently maintain:
 - (i) Case indices for all district courts;
 - (ii) Case dockets for all district courts;
 - (iii) Active warrants;
 - (iv) Waivers;
 - (v) Expungement and sealed records;
 - (vi) Files concerning convictions under the Omnibus DWI or BWI Act, § 101-65-5 et seq; and
 - (vii) Domestic battering files;
 - b. Maintain for a period of at least seven (7) years and in no event dispose of before being audited:
 - (i) 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;
 - (ii) Show cause orders;
 - (iii) Case information, including arrest reports and affidavits; and
 - (iv) Files concerning cases resulting in a suspended imposition of sentence; and
 - c. Maintain for a period of at least three (3) years and in no event dispose of before being audited:
 - (i) Bank reconciliations;
 - (ii) Check book registers and check listings;
 - (iii) Cancelled checks;
 - (iv) Bank statements;
 - (v) Receipts;
 - (vi) Deposit collection records;
 - (vii) Receipts listings;
 - (viii) Distribution reports;
 - (ix) Receipt and disbursement journals;

- (x) Time payment records;
- (xi) Citation book logs;
- (xii) Citation books from each police department and sheriff’s office;
- (xiii) Served, recalled, or quashed arrest warrants;
- (xiv) Copies of citations;
- (xv) Alternative service or community service timesheets;
- (xvi) Uniform filing fees collection remittance forms and fine reports;
- (xvii) Miscellaneous fee and fine collection reports; and
- (xviii) Served or unexecuted search warrants.

- (2.) 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.
- (3.) When records are destroyed under subsection (b) of this section, the town, city, or county shall document the destruction by the following procedure:
 - a. An affidavit is to be prepared stating:
 - (i) Which records are being destroyed and to which period of time the records apply; and
 - (ii) The method of destruction; and
 - b. 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.
- (4.) 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. ☹



ARKANSAS MUNICIPAL EQUIPMENT

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LOOK

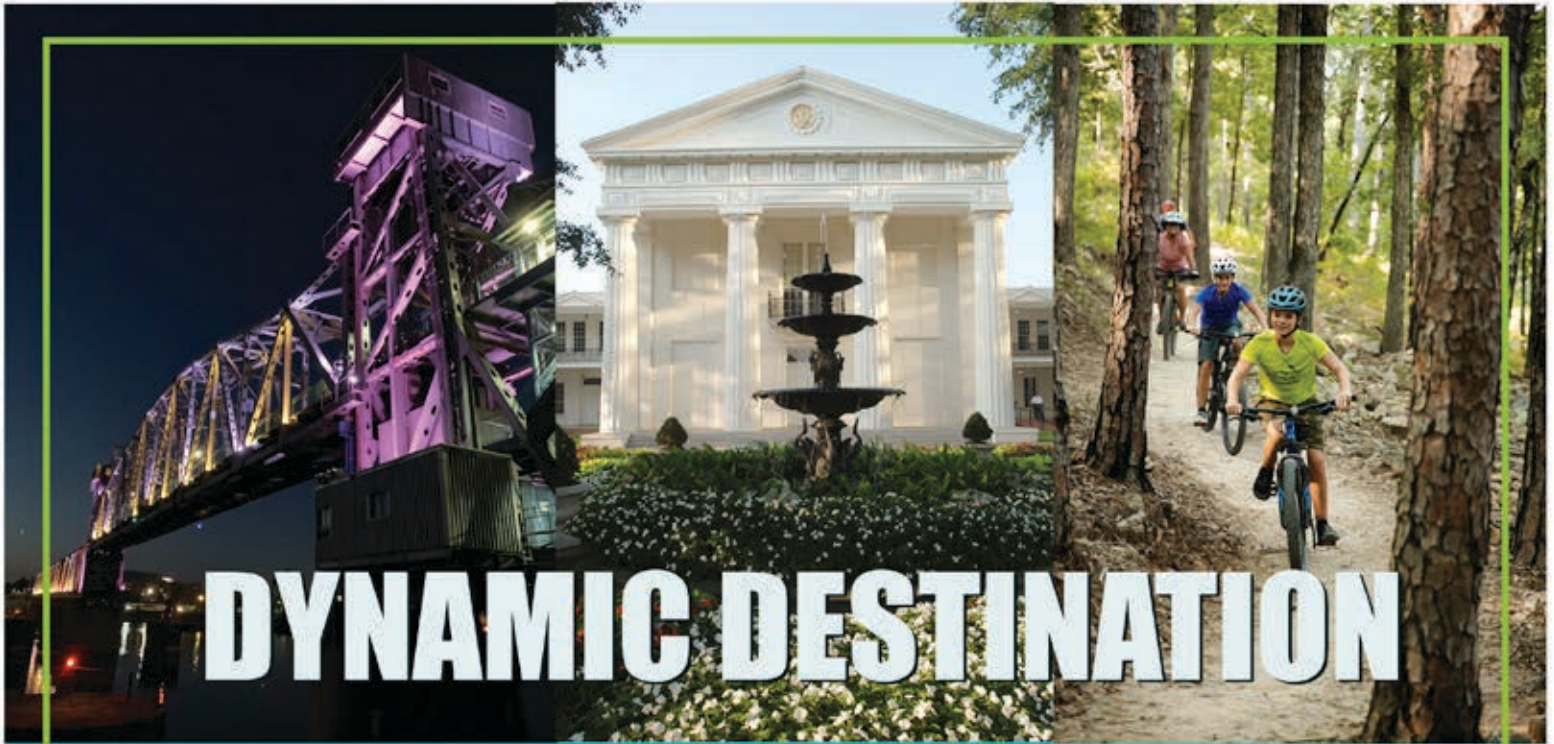
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DYNAMIC DESTINATION

Little Rock is proud to host the Arkansas Municipal League's 2022 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.



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FROM THE DESK OF
MAYOR **FRANK SCOTT, JR.**

January 19, 2022

Arkansas Municipal League
2022 Winter Meeting Delegates

Dear Delegates,



On behalf of the City of Little Rock, I am pleased to welcome you to Little Rock for the 2022 Winter Conference of the Arkansas Municipal League. After nearly two years of virtual meetings, I am pleased that the AML will once again be hosting an in-person gathering. I am also pleased that there will still be a virtual option for those who choose that.

Our state 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 events during the pandemic have certainly shown how interconnected we all are, but they have also highlighted gaps and disconnects in services and offerings. Together, we as the AML members will work to address those.

A city on the move, Little Rock continues to renew and grow, not just in downtown but throughout the city. I know you will be spending most of your time focused on the conference activities downtown, however I hope you will get a chance to explore the different neighborhoods and attractions Little Rock offers. While you are downtown, hop on one of our streetcars for a free, fun and convenient way to discover the unique boutiques and fantastic restaurants in our downtown core.

Recently ranked one of 12 'Best Places to Live' by Outside magazine, one of 'America's 50 Best Small Cities' by Resonance Consultancy, one of the Top 100 Cities by Livability, and a Top 10 'Best U.S. Value Destination' three years running by Trivago.com, Little Rock continues to garner national and international acclaim for its restaurants, beauty, and quality of life. Both Southern Living and Food & Wine magazines have named Little Rock as one of "15 Southern Cities All Food Lovers Should Visit Now."

Little Rock offers many wonderful visitor attractions including the Clinton Presidential Center, Central High School National Historic Site, Old State House Museum, Historic Arkansas Museum, and the Mosaic Templars Cultural Center. For those who enjoy experiencing local Bar-B-Que, Sims on Broadway has been serving up the best since 1937. Since 1905, Lassis Inn has been known for its fried catfish. It was recently named as a James Beard American Classics winner.

Wherever you decide to dine, shop, or play – the residents of Little Rock join me in welcoming you and expressing appreciation to you for making Little Rock your destination of choice.

Mayor Frank D. Scott, Jr.
City of Little Rock

CITY HALL, SUITE 203, 500 W. MARKHAM

☎ 501.371.4510 ✉ FSCOTTJR@LITTLEROCK.GOV

The Most Underrated City in Arkansas:

NORTH LITTLE ROCK

Recently, *Trillist 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 a powerful punch for travelers eager to experience something new. What do visitors - and residents - love about North Little Rock?

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.



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, Simmons Bank 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.



The RV parks in the U.S. Downtown Riverside RV Park is one-of-a-kind with its location by the Arkansas River in downtown. The RV park recently celebrated 12 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 *USA Today's* 10 Best 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!



nlr.ar.gov

OFFICE OF THE MAYOR



TERRY C. HARTWICK
MAYOR
mayor@nlr.ar.gov

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NORTH LITTLE ROCK, ARKANSAS 72119-5757
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Arkansas Municipal League
2022 Hybrid Winter Conference
January 19-21, 2022

Greetings!

As Mayor, it is my pleasure to welcome you to the Arkansas Municipal League 2022 Hybrid Winter Conference. I'm glad we could come together again, and while you're visiting, we hope you'll enjoy some of the best of what North Little Rock has to offer.

The **Argenta Arts & Entertainment District** is North Little Rock's historic downtown neighborhood. Enjoy a variety of restaurants and breweries, the North Little Rock Heritage Center, and more. Stop by Argenta Plaza, an outdoor community space that's perfect for relaxing or people-watching.

As you stroll down Main Street, you might see (or hear!) the **METRO Streetcar** making its rounds. Hop on one of the replica vintage trolleys and enjoy amazing views of the Arkansas River as you travel between Argenta in North Little Rock and the River Market District in Little Rock.

Not far from Argenta in North Shore Riverwalk Park, the **Arkansas Inland Maritime Museum** offers tours of the USS *Razorback* (SS-394), a World War II-era submarine. Enjoy the exhibits and learn about the tugboat USS *Hoga* (YT-146), which was designated a National Historic Landmark for the tugboat's heroic actions during the attack on Pearl Harbor.

To immerse yourself in nature without leaving town, visit **Burns Park**, one of the largest municipal parks in the nation. Within its 1,700 acres, you'll find two 18-hole golf courses, a dog park, disc golf, nature trails, and more.

Last but not least, visit **The Old Mill at T.R. Pugh Memorial Park**, a historic replica of an 1800's gristmill that was featured in the opening scenes of *Gone With The Wind*. The unique sculptures, beautiful landscaping, and peaceful waterfall make this a perfect photo op.

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

Sincerely,

Terry C. Hartwick
Mayor

"An Equal Opportunity Employer"



2022 WINTER CONFERENCE

Statehouse Convention Center | Little Rock | January 19-21, 2022

2022 Winter Conference goes hybrid

The Arkansas Municipal League's 2022 Winter Conference is right around the corner, and we're gearing up for another unique gathering! With a couple of virtual conferences and conventions in the record books, we're looking forward to our first in-person event since 2020—with a twist, of course.

This year's Winter Conference is hybrid, meaning attendees can participate in person or virtually. While our in-person capacity has been reached and registration is closed for in-person attendees, the virtual attendee registration option is still available. The League's goal in creating a hybrid event is to make sure that each and every attendee has the best experience possible, whether they're sitting in Governor's Hall IV or at their office. Read on for what to expect from the 2022 Winter Conference.

Safety First

The League wants to ensure that in-person attendees feel safe being back together. Out of concern for all members and employees the following precautions will be taken with the intention to protect all involved:

- In-person attendees are encouraged to wear a face covering that fits completely over the mouth and nose and practice social distancing. In-person attendees will receive a black cloth face mask at registration, and disposable masks will also be available at League Services.
- Sanitizing stations and sanitizing solutions will be provided in all meeting spaces, meals and common areas of the Statehouse Convention Center and the Little Rock Marriott.
- Tables and chairs in meeting areas will be spaced at least 3 feet apart.
- Tables and chairs in meal areas will be spaced at least 3 feet apart. Chairs in meal areas will be reduced to six per table.

- Tables and chairs in common areas of the Statehouse Convention Center and the Little Rock Marriott will be spaced at least 3 feet apart.

We know that the way we approach personal interaction has changed dramatically over the past two years, and sometimes it can be challenging to know—and awkward to ask—if someone is ready to shake hands, would rather tap elbows or do a fist bump, or prefers to maintain social distancing. To help in-person attendees communicate their level of comfort, everyone will receive a set of red, yellow and green lanyards at registration. Wear the red lanyard to let others know that social distancing is a must for interaction. If you're comfortable in a small crowd or don't mind a fist bump from a colleague, choose yellow. And if you're open to handshakes and big group photos, go green. Remember that you can change your lanyard based on the situation, and above all, please respect the decisions of how others choose to interact.

Attendee Hub App

In-person and virtual attendees alike will have the 2022 Winter Conference at their fingertips with the Attendee Hub app! Access the agenda, visit the virtual exhibitor hall, participate in live Q&A sessions, and stay up to date on event information. You will receive a download link and access code via email a few days prior to the event.

Live & On-Demand

The 2022 Winter Conference will be packed with informative sessions, certification workshops and more, and virtual attendees won't miss a thing—all sessions from Governor's Hall IV will be livestreamed on the Attendee Hub site. Select content will be also available on the Attendee Hub after the event concludes.

League Services

League Services returns to Governor's Hall I & II, offering in-person attendees the latest resources, from our library of publications to information on all our programs and services. In-person attendees will also be able to get an updated ID card made. Virtual attendees can check out the League's booth for downloads, videos and more.

Education & Certifications

The League staff has created exceptional content for this year's hybrid conference with timely, educational sessions that focus on current events, as well as three continuing certification hours. Topics include the 2020 Census Count Question Resolution, preparing for the 2024 Great American Eclipse, an update on the ongoing opioid litigation and settlement, the latest on the American Rescue Plan Act, an overview of redistricting, and much more. Check out the full agenda beginning on page 34.

Exhibitors & Sponsors

Governmental agencies have been invited to exhibit at the 2022 Winter Conference. Drop by Governor's Hall I & II during breaks and exhibit hall hours or visit the

virtual exhibitor booths in the Attendee Hub to learn more about services their agencies might offer to your municipality. Sponsors of the 2022 Winter Conference will also be exhibiting in person and in the virtual space.

Awards & Recognition

During the Opening Night Banquet sponsored by JTS Financial, newly certified municipal officials and personnel, as well as those who have maintained their status with continuing education, will be recognized, along with the inaugural class of Grant Writing 101 and Grant Management certification course participants. Main Street Arkansas will also present their Excellence in Downtown Revitalization Awards. Following Thursday's Opening General Session, *Arkansas Business* will present the 2022 Trendsetter City Awards to cities and towns with a vision for growth and improvement in areas such as education/workforce, tourism, infrastructure and public safety. Also on Thursday, the Volunteer Community of the Year Awards Luncheon, sponsored by American Fidelity Assurance, will recognize municipalities that are going above and beyond. 🏡

Connecting with **HW** ■ What Sets Us Apart?

Our People Do.

A Principal at HW since 2009, Larry is the Managing Partner of HW's Fort Smith office and currently serves as the Director of Human Resources for the firm. He is a licensed Professional Engineer in Arkansas and Oklahoma, and has managed many of HW's largest construction projects. He earned his Bachelor of Science in Civil Engineering from the University of Arkansas.

A lifelong resident of the Arkansas River Valley, Larry lives with his wife of 18 years, Melanie, and their three children Rhyen, Hudson, and Caroline. Most of his free time is spent between the volleyball gym, swimming pool, or dance studio with his children's activities. Larry grew up duck hunting and bass fishing on the Arkansas River, where he still enjoys those same activities today.

Larry E. Yancey, PE.
Vice President & Principal

HW
HAWKINS WEIR
ENGINEERS, INC.

www.hawkins-weir.com

ACCRTA to hold new clerk orientation at Winter Conference

The Arkansas City Clerks, Records and Treasurers Association (ACCRTA) will hold a new clerk orientation session at noon on Wednesday, January 19 during the Arkansas Municipal League's 2022 Winter Conference at the Marriott Hotel and Statehouse Convention Center in Little Rock.

The orientation will cover a variety of important topics, including ethics, handling FOIA requests, setting agendas and an overview of professional certification programs. New clerk orientation offers newly elected officials the opportunity to receive the education and information necessary to begin the process of serving your citizens. It's 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 a similar issue.

Winter Conference attendees can visit the ACCRTA booth in the exhibit hall and bid on silent auction items that help fund scholarships for district workshops and the Municipal Clerks Institute. The booth will have



information about the ACCRTA, including membership applications, as well as information about the International Institute of Municipal Clerks, a worldwide organization with close to 15,000 members. The ACCRTA will also have a virtual booth on the official 2022 Winter Conference app.

Additional training will be available at the League's 88th Convention in June, and all of the meetings qualify toward becoming a Certified Municipal Clerk and continuing education credits. 📱

ACAA offers CLE during Winter Conference

Six hours of continuing legal education (CLE) will be available for city attorneys who register for the League's 2022 Winter Conference, scheduled for January 19-21 at the Marriott Hotel and Statehouse Convention Center in Little Rock. The Arkansas City Attorney's Association (ACAA) sponsors the CLE and all ACAA officers urge their members to register for the conference as soon as possible.

Held in conjunction with the Winter Conference, the CLE sessions will begin Thursday, January 20, with two sessions in Governor's Hall IV of the Statehouse Convention Center. Sessions will continue Friday, January 21, in the Marriott Hotel's Arkansas Ballroom. The agenda includes topics such as zoning and land use plans, short-term rental laws, Arkansas gun laws and one hour of ethics.

To attend the CLE program, registration is required. You may register online for the Virtual 2022 Winter Conference at www.arml.org. Registration for

the in-person conference is now closed. For Winter Conference registration information, call Tricia Zello at 501-374-3484, ext. 285, or email tzello@arml.org. For CLE information, call Mary Caffee at 501-978-6128 or email mcaffee@arml.org. 📱



Arkansas City Attorney's Association



Voluntary Certification Program

Level 1	Continuing Education	Advanced Level 2	Advanced Level 3
City Government 101 Municipal Finance 101 Human Resources	Various topics of interest to municipalities	Municipal Finance 201 Disaster Preparedness Leadership 101 at the Local Level	Personnel Management Technology/ Cybersecurity Conflict Management Leadership 201 at the Local Level
15 hours	6 hours	15 hours	20 hours

Voluntary Certification Class Schedule

Month	Even Year - Level 2	Month	Odd Year - Level 3
Jan.	Winter Conference (3 Hours of Continuing Education)	Jan.	Winter Conference City Gov't 101 (5 hours of Level 1) plus (3 Hours of Continuing Education)
Feb.	Municipal Finance 201 (5 hours of Advanced Level 2)	Feb.	Personnel Management (5 hours of Advanced Level 3)
Mar.	Disaster Preparedness (5 hours of Advanced Level 2)	Mar.	Technology/Cybersecurity (5 hours of Advanced Level 3)
April	City Government 101 (5 hours of Level 1)	April	Planning & Zoning (5 hours of Continuing Education)
May	Leadership 101 (5 hours of Advanced Level 2)	May	Conflict Management (5 hours of Advanced Level 3)
June	June Convention (3 Hours of Continuing Education)	June	June Convention (3 Hours of Continuing Education)
July		July	
Aug.		Aug.	
Sept.	Municipal Finance 101 Workshop (5 hours of Level 1)	Sept.	Municipal Finance 101 Workshop (5 hours of Level 1)
Oct.	Human Resources (5 hours of Level 1)	Oct.	Human Resources (5 hours of Level 1)
Nov.	MHBP/MLWCP	Nov.	Leadership 201 (5 hours of Advanced Level 3)
Dec.		Dec.	



2022 WINTER CONFERENCE

Statehouse Convention Center | Little Rock | January 19-21, 2022

Due to concerns regarding safety protocols, our in-person attendee capacity has been reached. Therefore, we cannot accept any more in-person attendees. However, the virtual attendee option is available to members. Visit www.arml.org/reg to register as a virtual attendee.

REGISTRATION

PLEASE NOTE: Registration *must* be done online. Telephone registration will *not* be accepted. **On-site registration is not available.** No refunds will be given for either attendee type after Monday, Jan. 3, 2022, at 5 p.m.

IN-PERSON Attendee

Closed, Sold Out

MEMBERS

Advanced Registration—**\$185**

Must register before Friday, Jan. 7, 2022, at 5 p.m.

After Friday, Jan. 7, 2022—**\$200**

Guest—**\$125**

Non-Member/Other—**\$250**

In-person attendee registration includes meals, activities and a printed or digital version of the *Handbook for Arkansas Municipal Officials, 2021-2022*.

**IN-PERSON ATTENDEE ONLINE REGISTRATION DEADLINE:
FRIDAY, JAN. 7, 2022, AT 5 P.M.**

VIRTUAL Attendee

Open

Registration for *all* Virtual Attendees—**\$185**

**VIRTUAL ATTENDEE ONLINE REGISTRATION DEADLINE:
MONDAY, JAN. 17, 2022, AT 5 P.M.**



2022 WINTER CONFERENCE

Statehouse Convention Center | Little Rock | January 19-21, 2022

RESERVATIONS

Room blocks at participating hotels will open on Friday, Oct. 15, at 8 a.m. Please identify yourself as being with the Arkansas Municipal League to receive the reduced room rate listed below.

- Check in at 3 p.m.
- Cut-off date for hotel reservations is Jan. 1, 2022.
- Rooms in Little Rock are subject to a 13-15% 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 accommodations.
- Please check on cancellation policy for your hotel as penalties can apply.

ROOM RATES

MARRIOTT HOTEL (headquarters hotel)—~~\$149~~ **Sold Out**
877-759-6290
Online: <https://bit.ly/3msO36n>

CAPITAL HOTEL—~~\$200~~ **Sold Out**
501-374-7474 or 501-370-7062

DOUBLETREE HOTEL—~~\$149~~ **Sold Out**
800-774-1500 or 501-508-8146
Group Code: AML
Online: <https://bit.ly/3BgmFyE>

COURTYARD MARRIOTT—\$159/\$169
501-975-9800
Online: <https://bit.ly/3DBHTrk>



2022 WINTER CONFERENCE

Statehouse Convention Center | Little Rock | January 19-21, 2022

#2022AMLWC Tentative Agenda

Wednesday, January 19, 2022

12:00 P.M. to 2:00 P.M.	ARKANSAS CITY CLERKS, RECORDERS AND TREASURERS ASSOCIATION (ACCRTA) TRAINING <i>This session is an orientation for city clerks, recorders and treasurers. This training is especially helpful for individuals who are newly elected or new to their positions.</i>	ARKANSAS BALLROOM, MH
1:00 P.M.	MUNICIPAL LEAGUE WORKERS' COMPENSATION PROGRAM BOARD OF TRUSTEES MEETING <i>The quarterly board meeting of the MLWCP will be held at this time.</i>	MANNING ROOM, MH
1:00 P.M. to 7:00 P.M.	REGISTRATION (NO ON-SITE REGISTRATION AVAILABLE) <i>Stop by to receive your badge, tote bag, thumb drive containing updated publications and Handbook coupon to redeem at League Services.</i>	OSAGE ROOM, SCC
1:00 P.M. to 7:00 P.M.	VISIT WITH GOVERNMENTAL AGENCIES AND SPONSORS <i>Governmental agencies have been invited to exhibit in Governor's Halls I and II. Drop by during the breaks and exhibit hall hours to visit with the agencies and sponsors about services they provide to municipalities. Sponsors of the 2022 Arkansas Municipal League Hybrid Winter Conference will also be set up in the exhibit hall. Virtual attendees, be sure to head to the virtual booths in the Attendee Hub!</i>	GOVERNOR'S HALLS I & II, SCC
3:00 P.M. to 3:15 P.M.	OVERVIEW OF THE VOLUNTARY CERTIFICATION PROGRAM: LEVELS 1-3 <i>This session will address the various levels of certification newly offered through our League Voluntary Certification Program. Discussion on how municipal officials and personnel can obtain Level 2 and Level 3 Certified Municipal Official and Certified Municipal Personnel designations will take place.</i> Presiding: Mayor Tim McKinney, Berryville, President, Arkansas Municipal League Speaking: Whitnee V. Bullerwell, Deputy Director, Arkansas Municipal League	GOVERNOR'S HALL IV, SCC
3:15 P.M. to 4:15 P.M.	*U.S. CENSUS BUREAU: COUNT QUESTION RESOLUTION (CQR) <i>This continuing certification workshop focuses on the 2020 Census Count Question Resolution program. The CQR program provides a mechanism for governmental units to request a review of their official 2020 census results. Additionally, the CQR program helps ensure that housing and population counts are correctly allocated to the 2020 census tabulation blocks in all 50 states. A Q&A period will follow if time permits.</i> Presiding: Mayor Tim McKinney, Berryville, President, Arkansas Municipal League Speaking: Craig Best, CQR Specialist, U.S. Census Bureau	GOVERNOR'S HALL IV, SCC
4:15 P.M. to 4:30 P.M.	BREAK	

MH = MARRIOTT HOTEL, SCC = STATEHOUSE CONVENTION CENTER

#2022AMLWC Tentative Agenda

Wednesday, January 19, 2022, continued

<p>4:30 P.M. to 5:30 P.M.</p>	<p>PREPARING FOR THE 2024 GREAT NORTH AMERICAN ECLIPSE: WELCOMING VISITORS TO THE NATURAL STATE</p> <p><i>The 2017 Great American Eclipse proved that an astronomical experience could be a major tourism event. States within the path of the solar eclipse recorded historic economic impact. Nearly two-thirds of Arkansas will be within the path of totality for the Great North American Eclipse on April 8, 2024. Now is the time for cities, towns and communities to begin planning for this massive opportunity.</i></p> <p>Presiding: Mayor Virginia Young, Sherwood, First Vice President, Arkansas Municipal League Speaking: Mark R. Hayes, Executive Director, Arkansas Municipal League Kimberly J. Williams, Special Projects Manager, Division of Arkansas Tourism; Director, Arkansas' Great River Road; Travel Writer for the Arkansas Delta</p>	<p>GOVERNOR'S HALL IV, SCC</p>
<p>5:30 P.M. to 5:45 P.M.</p>	<p>BREAK</p>	
<p>5:45 P.M. to 6:45 P.M.</p>	<p>*STRESS IN THE WORKPLACE: THE IMPORTANCE OF MINDFULNESS AND MENTAL HEALTH</p> <p><i>This continuing certification workshop discusses how stress in the workplace can keep us from being fully engaged and doing our best work. Stress in city hall and city departments, if not addressed and handled properly, will lead municipal officials and personnel to burnout, disengagement, increased sick days and strained relationships in the workplace. This workshop, now more than ever, is beneficial to everyone in attendance. A few updates regarding the Municipal Health Benefit Program will also be announced, including changes related to this topic. A Q&A period will follow if time permits.</i></p> <p>Presiding: Mayor Tim McKinney, Berryville, President, Arkansas Municipal League Speaking: Maggie Young, President, SWEAP Connection Katie Bodenhamer, MHBP General Manager & Benefits Counsel, Arkansas Municipal League</p> <p><i>*Wednesday's continuing certification workshops offer two hours of continuing certification credit. Participants will be scanned at the conclusion of the workshop at 6:45 p.m.</i></p>	<p>GOVERNOR'S HALL IV, SCC</p>
<p>7:00 P.M. to 8:30 P.M.</p>	<p>OPENING NIGHT BANQUET <i>Sponsored by JTS Financial</i></p> <p><i>Clarence Anthony, Executive Director and CEO of the National League of Cities, will kick off the evening with a special address to attendees. Main Street Arkansas—now entering its 38th year—will present their Excellence in Downtown Revitalization Awards. Municipal officials who have newly obtained their "Certified Municipal Official" or "Certified Municipal Personnel" status, and those who have maintained their status with continuing education will be recognized. Additionally, the League will recognize the inaugural certification class on "Grant Writing 101 and Grant Management." Thank you to JTS Financial for sponsoring this wonderful event!</i></p> <p>Presiding: Mayor Tim McKinney, Berryville, President, Arkansas Municipal League Invocation: Rev. Gary Perry, Council Member, Alma Speaking: Clarence Anthony, Executive Director & CEO, National League of Cities Emceeding: Secretary Stacy Hurst, Arkansas Division of Parks, Heritage and Tourism Presenting: Greg Phillips, Director of Main Street Arkansas, Arkansas Division of Parks, Heritage and Tourism</p>	<p>WALLY ALLEN BALLROOM, SCC</p>
<p>8:30 P.M. to 10:00 P.M.</p>	<p>OPENING NIGHT DESSERT RECEPTION <i>Sponsored by Stephens</i></p> <p><i>Stick around as opening night isn't over! After the banquet, join League President Tim McKinney, First Vice President Virginia Young and our incredible hosts from Stephens for delightful desserts and drinks at the beautiful Capital Hotel. There will be an opportunity to tour this amazing historic property.</i></p>	<p>CAPITAL HOTEL MEZZANINE</p>

MH = MARRIOTT HOTEL, SCC = STATEHOUSE CONVENTION CENTER

#2022AMLWC Tentative Agenda

Thursday, January 20, 2022

7:00 A.M. to 7:45 A.M.	<p align="center">VOLUNTARY PRAYER SESSION</p> <p><i>This session is devoted to gather and pray for those who lead our nation, state and municipalities.</i></p>	FULTON ROOM, SCC
7:00 A.M. to 8:45 A.M.	<p align="center">HOST CITY BREAKFAST</p> <p align="center"><i>Sponsored by the City of Little Rock and The Little Rock Convention and Visitors Bureau</i></p> <p><i>Enjoy a delicious breakfast to get your day started off right. Thank you to the host city, Little Rock, and to the Little Rock Convention and Visitors Bureau for hosting this delicious and fortifying breakfast.</i></p>	GOVERNOR'S HALLS I & II, SCC
7:00 A.M. to 5:00 P.M.	<p align="center">REGISTRATION (NO ON-SITE REGISTRATION AVAILABLE)</p> <p><i>Stop by registration to receive your badge, tote bag, thumb drive containing updated publications and Handbook coupon to redeem at League Services.</i></p>	OSAGE ROOM, SCC
7:00 A.M. to 5:00 P.M.	<p align="center">VISIT WITH GOVERNMENTAL AGENCIES AND SPONSORS</p> <p><i>Governmental agencies have been invited to exhibit in Governor's Halls I and II. Drop by during the breaks and exhibit hall hours to visit with the agencies and sponsors about services they provide to municipalities. Sponsors of the 2022 Arkansas Municipal League Hybrid Winter Conference will also be set up in the exhibit hall. Virtual attendees, be sure to head to the virtual booths in the Attendee Hub!</i></p>	GOVERNOR'S HALLS I & II, SCC
8:45 A.M. to 10:00 A.M.	<p align="center">OPENING GENERAL SESSION</p> <p><i>Winter Conference officially begins with the Presentation of Colors and the singing of the National Anthem. Little Rock Mayor Frank Scott Jr. will welcome attendees, and humorous motivational speaker Charles Marshall will deliver the keynote address, "Real Heroes Don't Wear Spandex." Thank you to Olympus Construction for sponsoring our keynote speaker!</i></p> <p>Presiding: Mayor Tim McKinney, Berryville, President, Arkansas Municipal League Color Guard: Little Rock Fire Department National Anthem: Sergeant Allison Walton, Little Rock Police Department Host City Welcome: Mayor Frank D. Scott Jr., City of Little Rock Speaking: Charles Marshall, Founder and President, M Power Resources</p>	GOVERNOR'S HALL IV, SCC
10:00 A.M. to 10:30 A.M.	<p align="center">TRENDSETTER CITY AWARDS</p> <p><i>Arkansas Business will present the 2021 Trendsetter City Awards to cities and towns with a vision for growth and improvement in areas such as education/workforce, tourism, infrastructure and public safety. These awards are presented in partnership with Arkansas Business Publishing Group, Crews & Associates, Crafton Tull, the Arkansas State Chamber of Commerce, the Associated Industries of Arkansas and the Arkansas Municipal League.</i></p> <p>Presiding: Mayor Virginia Young, Sherwood, First Vice President, Arkansas Municipal League Presenting: Mitch Bettis, President/Publisher, Arkansas Business Publishing Group Paul Phillips, Senior Managing Director, Crews and Associates Bonnie Jacoby, Vice President Business Sales & Training, Arkansas Business Publishing Group</p>	GOVERNOR'S HALL IV, SCC
10:30 A.M. to 10:45 A.M.	BREAK	

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#2022AMLWC Tentative Agenda

Thursday, January 20, 2022, continued

<p>10:45 A.M. to 11:45 A.M.</p>	<p align="center">GENERAL SESSION II: OPIOID LITIGATION AND SETTLEMENT UPDATE</p> <p><i>The monumental process to fight for and receive opioid settlement dollars and to further litigate with other drug companies has taken a few years of hard work and “out of the box” thinking. Arkansas’ unique approach to this epidemic—joining together all cities, towns, counties and the state of Arkansas—has been very advantageous. Our combined levels of government, resulting in a strongly unified force, have caught the attention of other governmental entities, attorneys and drug companies across the nation.</i></p> <p>Presiding: Mayor Tim McKinney, Berryville, President, Arkansas Municipal League Speaking: F. Jerome Tapley, Principal Co-Chair, Cory Watson Attorneys Mark R. Hayes, Executive Director, Arkansas Municipal League Chris Villines, Executive Director, Association of Arkansas Counties John L. Wilkerson, General Counsel, Arkansas Municipal League Colin Jorgensen, Litigation Counsel, Association of Arkansas Counties</p>	<p>GOVERNOR’S HALL IV, SCC</p>
<p>12:00 P.M. to 1:30 P.M.</p>	<p align="center">VOLUNTEER COMMUNITY OF THE YEAR AWARDS LUNCHEON <i>Sponsored by American Fidelity Assurance</i></p> <p><i>Arkansans are known for giving back and the 2021 Volunteer Community of the Year Awards will be given to deserving cities and towns in Arkansas. Volunteerism in our state is strong and the cities and towns receiving recognition today have citizens who are going above the typical call of volunteerism. Thank you to American Fidelity Assurance for sponsoring this wonderful event!</i></p> <p>Presiding: Mayor Tim McKinney, Berryville, President, Arkansas Municipal League Invocation: Mayor Harry Brown, Stephens, Past Presidents Advisory Council, Arkansas Municipal League Speaking: TBA Emceeding: Craig O’Neill, News Anchor, KTHV Presenting: Amanda Richardson Nipper, Commission Chair, EngageAR</p>	<p>WALLY ALLEN BALLROOM, SCC</p>
<p>1:45 P.M. to 2:45 P.M.</p>	<p align="center">LEGISLATIVE ISSUE: HOW ONE CITY’S ISSUE CAN AFFECT ALL CITIES AND TOWNS AT THE LEGISLATURE</p> <p><i>Be sure to join this important session regarding legislative updates that have taken place since the conclusion of the 93rd General Assembly and hear how comments made during meetings can affect all cities and towns in Arkansas.</i></p> <p>Presiding: Mayor Virginia Young, Sherwood, First Vice President, Arkansas Municipal League Speaking: Mark R. Hayes, Executive Director, Arkansas Municipal League John L. Wilkerson, General Counsel, Arkansas Municipal League James Walden, Planning Director, City of Conway Mayor Doug Sprouse, Springdale, Past President, Arkansas Municipal League Colby Fulfer, Chief of Staff, City of Springdale</p>	<p>GOVERNOR’S HALL IV, SCC</p>
<p>2:45 P.M. to 3:00 P.M.</p>	<p align="center">BREAK</p>	
<p align="right">MH = MARRIOTT HOTEL, SCC = STATEHOUSE CONVENTION CENTER</p>		

#2022AMLWC Tentative Agenda

Thursday, January 20, 2022, continued

<p>3:00 P.M. to 4:00 P.M.</p>	<p align="center">**HOW TO ENSURE YOUR CITY'S OR TOWN'S LAND USE IS ARRANGED TO YOUR ADVANTAGE</p> <p><i>This session is devoted to discussion on comprehensive land use plans, zoning regulations and compliance with zoning regulations. Attention to plans, zoning regulations and compliance will allow your city or town the ability to regulate land use to a municipality's advantage.</i></p> <p>Presiding: Mayor Tim McKinney, Berryville, President, Arkansas Municipal League Moderating: John L. Wilkerson, General Counsel, Arkansas Municipal League Speaking: Jim von Tungeln, Planning Consultant, Arkansas Municipal League Lanny Richmond, Senior Legal Counsel, Arkansas Municipal League Bill Burrough, City Manager, City of Hot Springs Brian W. Albright, City Attorney, City of Hot Springs</p>	<p>GOVERNOR'S HALL IV, SCC</p>
<p>4:00 P.M. to 4:15 P.M.</p>	<p align="center">BREAK</p>	
<p>4:15 P.M. to 5:15 P.M.</p>	<p align="center">**MUNICIPAL PROJECTS AND HOW ACT 9 BONDS CAN FUND THEM</p> <p><i>The cities and towns of Arkansas have a plethora of needs. Therefore, projects must be of priority, fully vetted and properly scaled. There is a good amount of chatter centered around solar projects, such as municipal net metering. Learn from the League's expert on municipal power and one of Mitchell Williams' expert attorneys on the usage of Act 9 Bonds for funding projects. A Q&A period will follow if time permits.</i></p> <p>Presiding: Mayor Virginia Young, Sherwood, First Vice President, Arkansas Municipal League Moderating: John L. Wilkerson, General Counsel, Arkansas Municipal League Speaking: Jason Carter, General Counsel, Arkansas Municipal Power Association Michele Simmons Allgood, Member, Mitchell, Williams, Selig, Gates, & Woodyard P.L.L.C.</p> <p><i>**The 3:00 p.m. and 4:15 p.m. sessions will also serve as two hours of CLE for city attorneys.</i></p>	<p>GOVERNOR'S HALL IV, SCC</p>
	<p align="center">DINNER ON YOUR OWN</p>	
<p align="right">MH = MARRIOTT HOTEL, SCC = STATEHOUSE CONVENTION CENTER</p>		

#2022AMLWC Tentative Agenda

Friday, January 21, 2022

7:00 A.M. to 8:45 A.M.	BREAKFAST	GOVERNOR'S HALLS I & II, SCC
7:00 A.M. to NOON	REGISTRATION (NO ON-SITE REGISTRATION AVAILABLE) <i>Stop by registration to receive your badge, tote bag, thumb drive containing updated publications and Handbook coupon to redeem at League Services.</i>	OSAGE ROOM, SCC
9:00 A.M. to 2:00 P.M.	CONTINUING LEGAL EDUCATION <i>City attorneys will meet for a total of six hours of CLE over Thursday and Friday.</i>	ARKANSAS BALLROOM, MH
9:00 A.M. to 10:00 A.M.	GENERAL SESSION I: AN OVERVIEW OF REDISTRICTING IN ARKANSAS <i>Redistricting in Arkansas has often been a point of contention. Listen to the experts discuss the Congressional Districts map, the State Senate and House District maps, and the redrawing of city wards.</i> Presiding: Mayor Tim McKinney, Berryville, President, Arkansas Municipal League Speaking: Shelby Johnson, State GIS Officer, AR Geographic Information Systems Office Doug House, Deputy Director for Redistricting, Office of the Attorney General (Tentative) Linda Burgess, Code and Opinions Attorney, Arkansas Municipal League	GOVERNOR'S HALL IV, SCC
10:00 A.M. to 10:15 A.M.	BREAK	
10:15 A.M. to 11:15 A.M.	GENERAL SESSION II: AEDI SALES TAX TOOL AND APPLICATIONS OF SALES TAX DATA <i>Experts with the Arkansas Economic Development Institute, affiliated with the University of Arkansas at Little Rock and in collaboration with the Arkansas Municipal League, will share interesting data and reports regarding sales tax collections in Arkansas. This session also includes applications of sales tax data on specific purchases that cities and towns may find of interest. A Q&A period will follow if time permits.</i> Presiding: Mayor Virginia Young, Sherwood, First Vice President, Arkansas Municipal League Speaking: Mark R. Hayes, Executive Director, Arkansas Municipal League Dr. Michael Pakko, Chief Economist, Arkansas Economic Development Institute, State of Arkansas Dr. Carlos Silva, Regional Economist, Arkansas Economic Development Institute, State of Arkansas	GOVERNOR'S HALL IV, SCC
11:15 A.M. to 12:15 P.M.	*UPDATE ON THE AMERICAN RESCUE PLAN ACT (ARPA) <i>The League's outreach to our members regarding federal relief funds has been strong and consistent since the CARES Act, and now we've turned our attention to ARPA. In this session, League staff will review some of the high points of ARPA and update attendees on the most recent rule changes. A Q&A period will follow if time permits.</i> Presiding: Mayor Tim McKinney, Berryville, President, Arkansas Municipal League Speaking: John L. Wilkerson, General Counsel, Arkansas Municipal League Cindy Frizzell, Director of Finance, Arkansas Municipal League Caran Curry, Grants Attorney, Arkansas Municipal League Blake Gary, Legal Counsel, Arkansas Municipal League Concluding Remarks: Mayor Tim McKinney, Berryville, President, Arkansas Municipal League <i>*Scanning for the final one hour of continuing education certification credit will take place at the conclusion of the ARPA session.</i>	GOVERNOR'S HALL IV, SCC
12:15 P.M.	LUNCH <i>Before you head home, join us for a buffet in the Marriott Grand Ballrooms.</i>	MARRIOTT GRAND BALLROOMS B & C, MH
1:15 P.M.	MUNICIPAL HEALTH BENEFIT PROGRAM BOARD OF TRUSTEES MEETING <i>The quarterly meeting of the MHBP's Board of Trustees will be held during this time.</i>	MANNING ROOM, MH

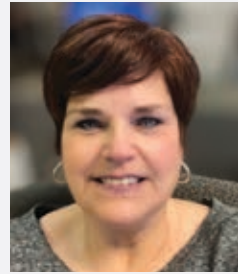
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Meet Traci Squires, certified paralegal with the Municipal Legal Defense Program.



City & Town: What are your duties at the Arkansas Municipal League?

Traci: I am a paralegal in the Municipal League Defense Program. I work with Sara Monaghan, senior litigation counsel, and we defend the cities as well as city employees in civil litigation cases.

How long have you been working at the League? How did you get started? I've been employed in this position for 14 years. Funny story, I wasn't really looking for a job at the time, but an attorney friend told me I should talk to Mark Hayes about a paralegal position at the League. I went in thinking this will be short and sweet, but after talking to Mark and hearing about the position, I changed my mind and met with Don Zimmerman. The rest is history.

How has the League changed since you started? What has stayed the same? The biggest change at the League is the technology advancements and social media presence. When I started, we kept paper files on *everything* and now we are basically paperless. We now have a Facebook page, and because of COVID-19, we realized we can all work remotely and never miss a beat. Through the years, we have strived to provide the best possible service to our members, and that will never change.

What advice would you have for someone just getting into public service? Jump in with both feet. It's a great feeling to know that you are helping people in your community, whether it's your profession or running for an office.

Where did you grow up? How has it changed? Stayed the same? I was born and raised in North Little Rock. After high school, I went to Fayetteville for college and then made my home in North Little Rock afterward. When I was young, there was no McCain Mall or Lakewood Village Shopping Center. Hard to believe, but that was just a wooded area and now it's lined with commercial properties. The people are still very kind and welcoming.

What is your favorite spot in your hometown? Why? My favorite spot would have to be the Old Mill in Lakewood. Who doesn't love that place? It's a beautiful oasis in the middle of town and a perfect backdrop for photos.

What is your favorite part about working for the League and the cities and towns of Arkansas? I love my co-workers, and it's nice to know I'm helping cities, towns and their employees on a daily basis. ☺

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Meet Jeff Sexton, who works in the building maintenance department of the Jonesboro Police Department and was the city's non-uniform employee of the month for October.



City & Town: What are your duties and responsibilities in Jonesboro?

My duties involve the cleaning of the Jonesboro Police Department's buildings, including the actual Police Department on Caraway Road and the two locations on Washington Avenue (the Justice Complex and the Patrol Building).

Why did you choose your profession? Did it choose you?

It was initially a part-time position to supplement an electronics repair business, which was becoming phased out by technology. After seven months it became a full-time position.

What's your favorite aspect of your job?

What's the biggest challenge? My favorite aspect of the job is the ability to work unsupervised and working around the men and women who sacrifice to protect the city of Jonesboro. The biggest challenge is to ensure the safety of employees during the pandemic.

What's your favorite spot in Jonesboro?

Why? My favorite spot in Jonesboro is Craighead Forest Park as I enjoy the outdoors and nature.

What is the public perception of your job versus the reality of your job? I believe the public perception of my job is that it is not something they give much thought to until the job is not being done. The reality is the same answer.

In what season does Jonesboro shine the most? Jonesboro shines in all seasons, but especially when there is a need in the community. It is one of the most giving communities in the state.

What's the biggest lesson you've learned working for a city government? That—for Jonesboro's part—all employees are treated with the same respect and courtesy, which makes for a great working environment.

What advice do you have for someone who would like to follow your footsteps into this job? To take pride in what you do and do it to the best of your ability.

What are three "can't miss" things that someone can do if they visit Jonesboro? The three "can't miss" things to do in Jonesboro are Christmas at the Park, Historic Downtown Jonesboro and Craighead Forest Park. 🎄

Does your city or town have an employee of the month we should feature? Let us know at citytown@arml.org!



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New for 2022: MLWCP debuts new safety management system

By Allen Green

Happy New Year! Talk about a spectacular late (or early, depending on how you look at it) Christmas gift! New for 2022, the Arkansas Municipal League will be offering pool members access to a new safety management tool. After January 1, all Municipal League Workers Compensation Program members will have free access to the JJ Keller Safety Management Suite. This comprehensive safety management system (SMS) will help leaders implement and track all aspects of their safety program. Here's a brief review of the elements in the new Keller SMS.

Dashboard—A dashboard feature will give you a quick snapshot of your main program indicators, upcoming events and tasks, real-time analytics and measures of effectiveness.

Safety Plans & Policies—This tool will help you create compliant safety plans, programs and policies that are customized and tailored to your location and specific needs. Access over 100 templates for safety, health, environmental and DOT programs. You can easily upload your existing programs and policies so that everything is maintained in one location.

Training—Instant access to hundreds of training programs and resources will now be available to members. Both online training and classroom-style presentation materials are included. You can now assign, present and track your training in one convenient location. Whether you prefer computer-based training or traditional classroom-style training with PowerPoints, safety talks, handouts and quizzes, it's all included at no cost to you.

Audits & Inspections—Generate and print audit checklists for your specific needs. Schedule, assign and collect audit results for analysis, and generate reports of findings and corrective actions. Easily attach photos, notes or other information to the report.

Incident Center—Track and manage all reported incidents and then assign, track and monitor corrective actions generated during investigations. Develop and document thorough incident reports and easily create return-to-work documents. Set up alerts to stay informed of incidents as they are reported and analyze trends using interactive charts and tables.

Chemical Management—Maintain your chemical lists, access safety data sheets and print chemical labels.

News/Updates—Search and access information on more than 900 compliance topics from an up-to-date repository of regulatory information and receive timely updates on federal and state regulatory changes with explanations that are easy to understand.

Expert Help—The Keller SMS offers direct access to a team of in-house safety experts to answer any safety questions you might have.

Learning Opportunities—Participate in free webcasts and compliance forums on a variety of safety, health and DOT topics.

Discussion Board—Connect with others to discuss safety topics on the industry's largest online safety discussion board.

The JJ Keller Safety Suite is an excellent tool for managing all aspects of your safety, regulatory and compliance programs. It's like having a room full of safety professionals at your fingertips! Like anything, though, what you get out of it is only as good as what you put into it. There's no magic bullet for eliminating injuries, and an SMS won't get out and do the audits or training for you. This tool will, however, greatly increase your resources, streamline the process and increase your efficiency in managing your safety, health and environmental programs.

More details are forthcoming on how to get started using this fantastic safety management tool. Questions on this or other loss control and safety topics can be sent to Allen Green at agreen@arml.org. 📧



Allen Green is the League's loss control liaison. Contact Allen at 501-374-3484, ext. 122, or email him at agreen@arml.org.

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Here is the plan. How do we sell it?

By Jim von Tungeln

Success in preparing and adopting a plan requires much from a city. The process must enjoy good leadership and benefit from good management. The plan must generate solid social input. The plan deserves a high level of talent and expertise in preparation. Anything else?

Yes, the plan needs widespread acceptance. This requires the ability to sell. Planners, unfortunately, can fall short at this. Most experienced observers can recall a plan that died from neglect created by an attitude of “Here it is. Take it or leave it.”

One also remembers the instance in which a council member commented, “Let’s get it [the plan] finished and adopted so we can put it on a shelf and ignore it.” That constituted a sales pitch but not the kind devoutly wished.

What does it mean to sell a plan? Unlike a product that one can touch and see, the plan is an idea or a collection of ideas. To sell it means to build support for it. If done properly, this also involves getting other people to buy into the plan and help implement it. One consistent attribute of successful cities and towns is the pride that citizens express about their own. This should apply to its plans as well as its park system, schools, downtown and neighborhoods.

In short, where a city is going should be as attractive to the populace as where it has been or where it is.

Salespeople don’t rank at the top of the list of professionals to whom planners look for advice. If they did, they might receive some valuable tips in promoting the plan as a valuable product to the populace.

For openers, successful sellers would say “know your prospect.” In planning, this would be a plural noun. It would also involve a high level of diversity. The list would include, but not be limited to, the following:

- Community Leaders—These are the ones who can promote, support or deflate a plan, depending on how they determine its value, or lack thereof, to them and how much of their valuable time it warrants.
- The Usual Suspects—Representatives of special interest groups that always appear interested in plans or planning, but whose support lags once they find that their particular concerns are addressed.



PHOTO BY JIM VON TUNGELN

Planners should be able to sell the benefits of workforce housing to the community.

- So-called “Joe Sixpack”—Better known as the working stiff, whose knowledge of the plan and its supporting regulations only goes as far as the extent to which it impacts a home, job or business.
- The Abandoned Mother—The holder of two jobs with “latchkey kids” who has neither the time nor the interest to concern herself with a plan in any way.
- The “Least of Those Among Us”—Those who have come to believe, whether true or not, that plans cater more to the family worried about how to purchase a third car than to the family who can’t afford one car.

Selling a single plan to groups such as these requires forethought, communication skills and a proven track record. Trust of, and belief in, ideas don’t come easily in our modern world. Sometimes it seems that for every proponent of an idea developed with sound reasoning, there are a dozen opponents whose relationship with reality is as shaky as a ball balanced on a knife’s edge. Sound proposals can encounter strongly held preferences and prejudices.

They call those “objections.” Super-talented sales professionals use a technique called “reversal” that works on occasion. For example, “Your concern is understandable, but it may be the very reason you should support this proposal. Change is inevitable here and this may be the very best solution you will ever see.”

The successful salesperson might also advise adapting the plan’s story to the listener. They will point out that a prospect’s favorite media channel is WIIFM, or “what’s in it for me.” Now, this doesn’t mean that plans should pander to certain groups simply to gain support. Rather, it means that, among such varied groups as those listed above, it may happen that some fail to see connections between plan proposals and their particular area of life. Planners could become more skilled at pointing out these relationships.

For example, the job holder or the small-business owner may fail to see, without guidance, the relationship between a well-regulated transportation system and a person’s job or business. Sales professionals tell us that it isn’t enough to point out that an electric drill may create a hole in a piece of wood easily and safely. A better selling point is that the hole may be part of a personal gift created for a treasured family member or friend. A good sales pitch should produce a positive emotion. Experts tell us, “Don’t sell the steak. Sell the sizzle.”

To make this more effective, supporters of the plan must focus on what they are selling. For many if not most of the families who live and/or work in the planning area, the best-selling goal is peace of mind. Families fear uncertainty. A plan should be an ally and comforter.

Selling the plan should stress workable features. Stakeholders won’t be impressed with streetscape plans in a downtown where merchants must keep their doors locked during business hours. Nor will they “buy into” plans that propose pedestrian and bike paths serving poorly performing schools along paths that are unsafe. Sound plans reflect reality as well as process. They make a family’s life safer, easier and better in the simplest way possible.

American essayist Ralph Waldo Emerson suggested that each person we meet is superior to us in some way. In that, he observed, we may learn from them. Perhaps the ideas suggested above tell us that we may learn valuable lessons in planning from the next sales professional we meet.

Selling an intangible—and that is what makes up a plan—relies on momentum. They call that enthusiasm. Daniel Burnham (1846-1912), one of the icons of urban planning, left a message for planners. He told us to make large plans that would stir our souls. Most planners today would agree to a point. They would argue that “large plans” should refer to the ideas they contain, and not the scope of the product, or its final weight. They would argue that a small plan can certainly promote large ideas. What could be larger in scope than a plan that helps make a community so appealing that its high school graduates would want to return and live there after completing their education? That should stir the soul in any of us. It might even make the concept of affordable housing easier to sell. ☺



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.



PHOTO COURTESY CCED

UCA's Dr. Shaneil Ealy, far right, and the inaugural class of the Women's Leadership Academy.

Women's leadership development as economic development

By Halei Boyles

If one conclusion has emerged from the women's movement in the United States, it is that facilitating the social and economic empowerment of women benefits everyone. Historic women's rights movements such as women's suffrage ushered in substantial societal impacts, including decreases in child mortality and increased governmental investment in schools and public health programs. Women's economic advancement also creates growth. According to the Borgen Project, a nonprofit organization addressing global poverty and hunger, closing the labor force gap between men and women by just 25 percent would result in 100 million new jobs for women by 2025.

In Arkansas, these positive impacts are apparent. Since 1897, The Arkansas Federation of Women's Clubs has advocated for public libraries, historic preservation and social reform. Today, a variety of women's initiatives in Arkansas continue to foster women's social and economic empowerment while contributing to our state's overall prosperity. The Women's Leadership Network (WLN) is an example of a group in Arkansas dedicated to women's leadership development that has the potential to usher in lasting economic gains with women at the helm.

Dr. Shaneil Ealy, associate vice president for the Division of Outreach and Community Engagement and co-director of the Women's Leadership Network at the University of Central Arkansas, has a passion for developing women-centered programming. Ealy saw a need in central Arkansas for leadership training designed specifically for and by women leaders; in response, she and other local leaders rallied together to kick off the WLN in 2017.

Created for women, by women, the WLN provides growth, development and connection opportunities for diverse women in central Arkansas. The WLN offers a variety of training opportunities, including small business marketing workshops, mental health care during the pandemic and the Centering Equity Series focused on diversity, equity, inclusion and belonging. Mentorship is woven through all of WLN's programming as well.

"When we began WLN, we sent out an application for women who wanted to partner up, invest and give back to other women as mentors and for women who were interested in being a mentee," Ealy said. "Through the mentorship program we have about one hundred matches. I really think that showcases the need for women to connect with other women—and women who

want to invest and give back to other women leaders and their communities.”

The success and expansion of WLN over time has led to the development of a new program, the Women’s Leadership Academy (WLA). WLA is a six-month program to equip future women leaders for excellence in the workforce. It focuses on recruiting women from many fields, including business, education and public service. WLA’s mission is to elevate, empower and embrace women through speakers, hands-on experiences and community service. The first sessions will begin in January 2022 and end in July 2022.


The leadership skills developed and peer networks formed by the WLN, the WLA and other efforts in Arkansas coincide with promising new data on the rise of women’s leadership and women-owned small businesses in Arkansas and in the United States.

According to the 2019 State of Women-Owned Businesses Report, commissioned by American Express, the number of women-owned businesses in the United States increased by 21 percent between 2014 and 2019, outpacing the overall business growth rate (9 percent). Additionally, total employment by women-owned businesses rose by 8 percent, outpacing the employment rate for all businesses (1.8 percent). In Arkansas, small

businesses make up 99.3 percent of state businesses, and 43.1 percent of those businesses are owned by women.

These trends show that fostering women’s leadership and achievement is a prudent investment, because the success of women spurs on the overall growth of our state’s economy. With networks like the WLN and leadership development programs like the WLA, Arkansas is investing in our women and therefore investing in our future economic prosperity.

Continuing the recognition and mentorship of women who are changing and challenging the status quo, new generations of women will have opportunities that were once unattainable. Women’s leadership and development programs are combating inequities and disparities in the state and guiding future women in their own economic development.

You can learn more about the Women’s Leadership Network at www.uca.edu/outreach/women. 



Halei Boyles is an undergraduate student at the University of Central Arkansas majoring in public administration and served as the UCA Center for Community and Economic Development intern in fall 2021.



Baby's health begins before pregnancy

By Nirvana Manning, M.D., FACOG

When planning to expand your family, couples often think about buying a crib, what kind of car seat to get and what brand of diapers to buy. These are all things that will come in handy after the baby is born. But many women may not think of what they can do before becoming pregnant to prepare for a newborn.

Since January is National Birth Defects Prevention Month, I want to look at some things women can do before pregnancy to limit the risk of their baby developing birth defects.

Most birth defects, including cleft lip or palate, congenital heart defects and spina bifida, develop within the first three months of pregnancy. According to the Centers for Disease Control, one in 33 babies in the U.S. is born with a birth defect.

Many things contribute to a child's development in the womb, including genetics, behaviors, and social and environmental factors, so it is important to talk to your doctor to set up a preconception counseling session.

Healthy weight

Reaching a healthy weight before becoming pregnant can cut down on the risk of complications. Obesity increases the risk of your unborn child having health issues and can lead to complications such as miscarriage, stillbirth or gestational diabetes. If you already have diabetes, be sure to control your blood sugar before pregnancy, as this will cut the risk of your newborn developing certain heart and neurological issues.

Maintaining a balanced diet full of fruits, vegetables and whole grains, and getting at least 150 minutes of exercise per week will help ensure you and your baby are as healthy as possible.

Folic acid

While you can get many of the vitamins and minerals your body needs by maintaining a healthy diet, adding in a multivitamin is a good idea, especially when you're planning on getting pregnant. When choosing a vitamin, look for one that has at least 400 micrograms of folic acid, a vitamin that helps create new cells. It has also been shown to help develop the neural tube, which forms the early brain and spine. Many conditions that affect the neural tube occur before many women know they are pregnant, so it is important to start taking folic acid before trying to conceive.

One neural tube defect is anencephaly, which is when the baby is born without part of its brain or skull. There are no known treatments, and infants with this condition usually die shortly after birth.

Another is spina bifida, which is when the bone that protects the spinal cord doesn't form, leaving the cord and nerves exposed to damage. The severity of spina bifida depends on the size and location of the opening in the spine and can cause physical and intellectual disabilities.

A third neural tube defect is encephalocele, which occurs when the tube does not close completely, causing an opening in the skull through which part of the brain and the membrane that covers it protrude. The opening can be corrected with surgery, but the child will likely experience neurological problems.

The risk for these three birth defects can be mitigated by taking folic acid before and during pregnancy.

Smoking/alcohol/medication

Smoking is unhealthy at any point, but the sooner you quit before becoming pregnant, the better. Quitting early will reduce the risk of the baby being born prematurely. Women who smoke during pregnancy are more likely to have a baby born with a cleft lip or palate, or a congenital heart defect.

You should also cut out alcohol and any illicit drug use, including marijuana, as alcohol and drug use are known to cause severe problems in a baby.

As far as prescription medications, you should discuss the benefits and risks of continuing or starting treatment with your doctor.

It is important to remember that preparing for a baby starts before pregnancy. Taking care of yourself before pregnancy will not only benefit you, but also the health of your newborn. 🍷



Nirvana Manning, M.D., FACOG, is chair and associate professor in the College of Medicine's Department of Obstetrics and Gynecology at the University of Arkansas for Medical Sciences (UAMS).



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Prune in winter for more resilient trees

By Krissy Kimbro

In February 2021, an epic winter event blanketed much of Arkansas in snow and ice. Short-term effects on trees included increased mortality among younger and newly planted trees. Long-term effects, such as a decline noted in several species of oaks, are still being analyzed by biologists. As a new year begins, it brings with it the potential for more winter weather, followed almost immediately by springtime storms. Although the intensity of extreme weather events cannot always be predicted, there are steps tree care professionals recommend that can help increase the ability of trees to weather the storms.

Right tree, right location

It bears repeating as often as possible: Planting the “right” tree in the “right” place is one of the most important factors in predicting the tree’s ability to survive and thrive. Native trees are best adapted to grow well in the environments where they occur naturally. Additionally, just because a tree is native to Arkansas does not mean it will grow well anywhere in Arkansas. One of the magnificent features of our state is the variety and diversity that exist across the various ecosystems present in the different regions of the state. Before simply planting an oak tree that is native to the state, research in what region of the state it grows best. Oak varieties occurring naturally in the Ozark Highlands and sourced from northwest Arkansas will not fare as well when planted in the bottomlands of Union County. Seek out local nurseries rather than big box retailers when purchasing trees, and look for varieties native to the particular region in which they will be planted. Traits such as wind resistance and the ability to thrive in wet conditions can increase in successive generations, so a best practice is to plant trees grown from seed from the local area.

Irrigation increases resiliency

Thirsty trees are stressed trees. During winter dormancy, people often assume trees do not need to be watered. In truth, trees need consistent moisture that is appropriate for their species. Make sure they are well watered through the summer and fall up until the ground freezes, and water every couple of weeks during the winter when there is no snow cover. The goal is to get water down to about 12 inches below ground level—that’s where trees can best access it. In Arkansas, where a high of 76 degrees on Monday may be followed by a



PHOTO BY HAROLD FISHER

Removing dead or damaged branches can be a challenge in summer, when limb structure and smaller branches are obscured by leaves. This tree’s large “widow-maker” limbs endangering passers-by could have been more safely removed in the prior winter, when their structure was more visible, allowing easier access by pruning crews.

low of 28 degrees on Tuesday night, a good strategy is to apply water at mid-day to give it time to soak in before the ground freezes at night. Trees can have a root zone equal to or greater than their height (that’s often beyond the edge of the drip line), so apply water slowly and over a broad area around the tree.

Mulch matters

Mulch is one of the best things you can do for your trees heading into the winter. Adding a layer of organic mulch in the fall protects the soil from moisture loss and helps regulate soil temperature throughout the winter. Freezing temperatures can cause cracks in the soil, which expose the roots to air and can cause them to dry out. Mulch provides a blanket of protection for the soil above the root zone. A 2- to 3-inch layer of mulch is generally sufficient to provide protection. Be certain the mulch is brushed back from the tree trunk and not piled up against it; visualize a donut of mulch evenly circling the tree, not a volcanic pile of mulch towering up its trunk.

Preventive pruning

Proper pruning means removing the right branches from the right places to improve the shape, health and safety of your trees. When a limb succumbs to breakage, whether due to failing under the weight of ice or being ripped off in strong winds, the bark where the branch joins the main trunk is often peeled away as the limb breaks. Preventive pruning can help mitigate this damage. Once leaves have fallen from hardwoods, it is easier to see a tree's structure and shape. Dead limbs and dangerous branches can more easily be noted and can be removed more safely without leaves obscuring the canopy. Disease agents such as bacteria, fungi, parasites and insects are usually dead or dormant during winter months. As a result, diseases are less likely to be spread when pruning activities take place in the winter.

Pruning causes two responses from trees: wound closure and the stimulation of new growth. Pruning during the time period when a tree is dormant gives the pruning cuts time to close before insects and disease pathogens are active again. It also means that trees will not begin to put on new growth until springtime, when they will again be able to utilize the moisture, nutrients, and sunlight necessary for healthy growth. As trees begin to put on new growth in the spring, they will be able to focus all the growth activity on healthy parts of the tree, rather than waste vital nutrients and energy on branches with broken limbs or diseased areas.

The one caveat to winter pruning is in regard to trees and shrubs that bloom in early spring. These plants will have developed and set the buds before winter arrived, so winter pruning will remove those flower buds. For these species, such as redbud, pruning should be delayed until after the flowering period is over. For late spring-blooming trees, however, pruning during the winter months will be fine.

Function and appearance

In the urban setting, trees are generally planted for specific purposes such as shade, stormwater mitigation and to improve aesthetics. Pruning in the winter months helps increase a tree's resiliency against weather events, but it is also a great time to improve the tree's function and appearance. Without leaves obscuring the view, it is easier to plan which branches need to be removed to thin out an overcrowded canopy, thereby increasing air circulation through the canopy. Lower limbs on both hardwoods and evergreen street trees can be removed in winter to allow for better accessibility around the trees by pedestrians, vehicles and landscape crews. Reduction pruning is best done by pruning unwanted branches where they join the main stem of the tree, so being able to visualize the entire branching pattern of the leaf-less tree is more feasible in winter.



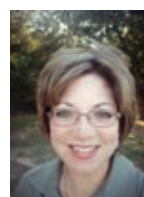
PHOTO BY KRISSY KIMBRO

Harold Fisher, urban and community forestry partnership coordinator with the Arkansas Department of Agriculture Forestry Division, discusses pruning recommendations for an historic elm tree in December 2019. In contrast to the pine trees in the background, the branching pattern of the leafless elm is clearly seen, allowing for the best opportunity to make the most appropriate cuts for improving the tree's structure and ability to withstand future weather events.

Health and safety

Finally, winter pruning provides benefits for those pruning the tree. The opportunity to get outside and perform tree care tasks during a time of year when opportunities for gardening and plant care work are typically more limited affords health benefits, both physical and mental. Safety aspects such as improved sight-lines and less weight on branches being removed are also important to note. If any pruning will involve taking out larger branches or branches that cannot be reached from the ground, it is advised to enlist the services of tree care professionals such as certified arborists.

Pruning during the winter months helps trees become more resilient and better able to withstand the stresses of late winter ice and springtime rains and winds. If you need additional assistance with selecting, planting or caring for trees in your yard or in your community, please reach out to your local forester, arborist or county extension agent. 🌳



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PHOTO BY TIM BLUE

Flags, cones and other traffic control devices are essential for street departments to have on hand and ready to quickly deploy during weather emergencies like the massive winter storm that blanketed much of Arkansas in record snow and ice in February 2021.

Winter weather preparedness

By Tim Blue

If there is one constant feature of the weather in our part of the country, it's the broad range of weather patterns we see at virtually all times of year. The seasonal attributes one might expect are often displaced by the anomalies inherent with our region. Our state has seen temperatures in the high 80s during the month of January and has also seen the mercury fall below freezing in May. In February 2021, cold temperatures and winter precipitation across Arkansas combined to create a winter weather challenge on a scale exceeding anything local utility and local government employees had ever faced. Winter storms can move very fast and the accompanying sleet and snow can be quite difficult for weather forecasters to predict. Municipal employees charged with keeping streets and roads open can find themselves facing an emergency situation with almost no time to make specific preparations. There are a few measures, however, that can be taken to mitigate the effects a sudden winter storm will have on your ability to protect your citizens.

Long-range planning

Working with public funds and limited budgets, it's always a priority for public officials to be good stewards of the taxpayer dollar. It would, of course, be ideal to have a modern fleet of snow removal equipment on hand to address extreme weather events, but realistically, local governments can seldom afford to invest substantial sums of money in equipment that will rarely be needed. Many truck-mounted snowplows are too costly to justify

the expenditure and too heavy to be mounted on some of the lighter duty dump trucks used by local governments. Consequently, the task falls to rubber-tired backhoes, skid steer loaders and motor graders to remove snow, ice and other obstructions from city streets and county roads when a winter storm strikes. Though these types of machines are not ideal for such operations, they can be quite effective when coupled with an organized staff and dispatched according to an efficient working plan.

Essential resources

Naturally, there are a few inexpensive items that every city and county should have readily available to provide for the safety of the traveling public. Temporary signage, traffic drums, traffic cones and barricades should always be kept available should the need arise to temporarily close a roadway. Traffic control devices like these are essential to response teams in a variety of emergencies, not just those related to the weather. These items are indispensable to street and road operations and serve to protect both workers and motorists when properly used. An appropriate inventory of these items will also serve to relieve emergency responders such as police officers, who are sometimes required to secure hazardous situations when their services are needed elsewhere.

Another useful item for combatting winter weather is a ready stockpile of coarse sand. An inventory of this material should be kept in a location separate from construction materials to ensure its availability in

emergencies. Many placement locations can be identified in advance and personnel can proceed to spread it as soon as forces are assembled. Bridges, steep hills, sharp curves and areas that receive limited sunlight are among the places where an application of sand can increase traction and provide a safer route for motorists.

Most street departments will rely to some extent on equipment to remove accumulated snow. One often overlooked concern when using loaders, graders, snowplows and other types of heavy equipment is the increased wear on the cutting surfaces of the machines caused by paved surfaces. Since the need to replace these items is likely to arise when parts facilities are not open for business, at least one set of replacement cutting edges for every machine should be kept on hand for this eventuality.

General preparedness practices

It should be a standard practice in every street department to fill the fuel tanks of any equipment used on a given day at the end of the day's operations. Winter events (and summer storms as well) are likely to generate interruptions to electrical service. Consequently, personnel called in to respond to an emergency could find themselves unable to quickly fuel an essential piece of equipment if it's parked with an empty tank. Likewise, the lights, wipers, heaters and other systems should always be kept in good repair.

Staffing

Mobilizing maintenance equipment to clear streets can be critical to how quickly a city can restore public routes for use. Some local governments have multiple pieces of equipment and can simultaneously deploy staff to numerous locations. A series of preplanned routes can be developed to ensure that efforts are not duplicated at a time when optimization of resources is vital. It is equally important that staffing be reviewed in advance so the proper personnel are available for duty on short notice. Serious situations that involve multiple snow and ice events may require the organization of shifts to keep streets open around the clock while equipment is used for clearing snow and ice.

Response planning

Smaller cities may rely on a single piece of equipment to perform a multitude of tasks, so it's important to prioritize specific operations to avoid utilizing a limited resource in an ineffective manner. Where heavy equipment such as snowplows and motor graders produce results rather quickly, smaller earth moving machines like front-end loaders and rubber-tired backhoes are less efficient. In these cases it's essential to focus efforts in the places where access is the most urgent. The clearing of

routes should be performed in a predetermined sequence with emphasis given to the highest needs of the public. Routes into hospitals and other critical health care facilities should be established as soon as possible. Emergency medical transportation is also a critical concern, and clearing an access route for local ambulance services should be high on the list of priorities for street departments. Routes used by police and fire personnel should be opened as early as possible, as well as those to health providers who perform high-priority health services, such as dialysis clinics.

A yearly meeting among street officials, police and fire departments, public utilities and managers of medical facilities can be facilitated by local emergency management offices to identify and communicate the most urgent needs for a given locale. It's important to identify as many of the concerned parties as possible to maximize input. It's also a good idea for maintenance and emergency personnel to know the location of local emergency shelters and food banks, since there is a strong possibility they will encounter stranded travelers or citizens who cannot travel for food supplies due to the inclement weather.

When weather forecasts or winter storm warnings are issued, department managers should assemble their staffs in preparation of the event to confirm staffing arrangements and priority operations. A planning session for a predicted snow or ice storm should also devote a few minutes to address the hazards employees may encounter while working in conditions of extreme cold.

Performance assessment and identification of deficiencies

Severe winter storms are particularly challenging to street and road departments in the southern regions of the United States, largely because such events are too infrequent to justify the purchase of specialized equipment used to counter their effects. But good communication and interaction with other agencies and our citizens will put us on the path to a safe and efficient recovery when nature strikes. As snow melts and temperatures ease upward, it's always a good idea to assemble the staff and review the challenges and successes encountered during the response in order to better prepare for future events. 🏠



Tim Blue is a construction observer in MCE's Little Rock office. Contact him by phone at 501-371-0272 or email him at tblue@mce.us.com.

2020/2021 State Turnback Funds

Actual Totals Per Capita						
MONTH	STREET		SEVERANCE TAX		GENERAL	
	2020	2021	2020	2021	2020	2021
January	\$6.789	\$6.659	\$0.083	\$0.071	\$2.145	\$1.951
February	\$6.340	\$6.607	\$0.118	\$0.163	\$1.087	\$0.893
March	\$5.758	\$5.693	\$0.101	\$0.110	\$1.087	\$0.892
April	\$6.088	\$6.135	\$0.064	\$0.162	\$0.924	\$0.889
May	\$5.943	\$7.568	\$0.034	\$0.258	\$0.924	\$0.890
June	\$5.605	\$6.753	\$0.030	\$0.206	\$0.924	\$1.665
July	\$6.094	\$7.303	\$0.022	\$0.163	\$2.795	\$4.306
August	\$6.478	\$6.988	\$0	\$0.150	\$1.542	\$0.854
September	\$6.399	\$6.822	\$0.014	\$0.205	\$0.728	\$1.020
October	\$6.378	\$6.597	\$0.021	\$0.295	\$0.893	\$0.964
November	\$6.340	\$6.306	\$0.060	\$0.285	\$0.893	\$0.964
December	\$5.984	\$6.12	\$0.105	\$0.374	\$0.893	\$0.96
Total Year	\$74.197	\$79.549	\$0.652	\$2.443	\$14.838	\$16.250

Actual Totals Per Month						
MONTH	STREET		SEVERANCE TAX		GENERAL	
	2020	2021	2020	2021	2020	2021
January	\$12,833,880.33	\$12,587,621.61	\$156,199.64	\$134,647.89	* \$4,054,970.57	* \$3,688,464.32
February	\$11,984,924.80	\$12,488,753.05	\$223,221.26	\$308,183.56	\$2,055,049.55	\$1,688,281.84
March	\$10,883,990.67	\$10,760,836.82	\$191,150.53	\$207,709.60	\$2,055,396.67	\$1,685,424.74
April	\$11,509,342.85	\$11,627,333.33	\$120,647.65	\$307,147.46	\$1,747,446.98	\$1,684,913.88
May	\$11,233,895.61	\$14,343,742.05	\$63,817.15	\$489,324.42	\$1,747,094.76	\$1,687,137.50
June	\$10,595,347.60	\$12,799,319.93	\$57,224.47	\$390,405.22	\$1,747,446.98	\$3,154,867.86
July	\$11,520,392.64	\$13,841,564.30	\$41,735.92	\$309,031.02	** \$5,284,317.00	*** \$8,160,945.43
August	\$12,263,537.56	\$13,245,023.56	\$0	\$285,053.21	\$2,919,346.12	\$1,617,878.89
September	\$12,097,147.76	\$12,929,805.85	\$26,456.51	\$389,181.65	\$1,376,535.41	\$1,932,348.55
October	\$12,057,206.89	\$13,228,061.49	\$39,675.17	\$592,445.41	\$1,688,464.32	\$1,933,129.73
November	\$11,984,780.59	\$12,644,574.33	\$113,060.67	\$571,049.30	\$1,688,281.98	\$1,932,763.61
December	\$11,312,336.38	\$12,272,528.63	\$199,121.43	\$749,777.69	\$1,688,464.32	\$1,933,129.71
Total Year	\$140,276,783.68	\$152,769,164.95	\$1,232,310.40	\$4,733,956.43	\$28,052,814.66	\$31,099,286.06

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

** Includes \$3,513,475.64 supplemental for July 2020

***Includes \$3,513,480.88 supplemental for July 2021

Local Option Sales and Use Tax in Arkansas



2021 Elections

MOUNTAIN HOME, March 9
 Passed. 0.5% temporary
 Passed. 0.25% ongoing

COTTER, May 11
 Passed. 1% extension

HARRISON, May 11
 Passed. 0.25% temporary
 Passed. 0.25% ongoing

LOWELL, May 11
 Passed. 1% extension

BEEBE, Sept. 14
 Passed. 0.25% ongoing
 Failed. 0.75% temporary

GARFIELD, Sept. 14
 Passed. 0.5% extension

LITTLE ROCK, Sept. 14
 Failed. 0.625% ongoing

PEA RIDGE, Sept. 14
 Passed. 1% ongoing

Source: Rachel Garrett, Office of State Treasurer

See also: www.dfa.arkansas.gov

Sales and Use Tax Year-to-Date 2021 with 2020 Comparison (shaded gray)

Month	Municipal Tax	County Tax	Total Tax	Interest				
January	\$68,199,990	\$62,951,910	\$59,726,912	\$54,023,046	\$127,926,902	\$116,974,957	\$14,602	\$137,620
February	\$79,611,239	\$73,128,305	\$68,300,663	\$61,276,755	\$147,911,902	\$134,405,060	\$20,412	\$151,340
March	\$66,877,931	\$57,761,974	\$57,918,592	\$49,863,364	\$124,796,523	\$107,625,338	\$13,492	\$140,860
April	\$60,600,707	\$58,720,966	\$53,282,134	\$50,676,002	\$113,882,841	\$109,396,969	\$16,537	\$173,069
May	\$83,488,059	\$64,061,809	\$73,792,913	\$55,167,274	\$157,280,972	\$118,762,027	\$10,492	\$51,758
June	\$78,858,097	\$61,816,632	\$67,860,902	\$54,700,218	\$146,718,999	\$120,220,830	\$9,681	\$37,445
July	\$76,784,978	\$66,569,122	\$65,778,959	\$58,404,198	\$142,563,936	\$127,921,569	\$12,566	\$27,240
August	\$78,501,622	\$69,810,263	\$67,970,242	\$61,352,447	\$146,471,864	\$132,096,586	\$9,395	\$22,963
September	\$77,398,158	\$69,731,104	\$65,883,715	\$62,286,322	\$143,281,872	\$132,017,426	\$13,951	\$14,982
October	\$77,705,438	\$67,795,513	\$66,726,221	\$60,898,642	\$144,431,660	\$128,694,156	\$11,344	\$13,552
November	\$76,869,137	\$70,085,468	\$65,831,542	\$62,498,473	\$142,700,679	\$132,583,941	\$8,299	\$12,579
December	\$76,860,225	\$67,813,178	\$65,183,723	\$60,080,515	\$142,043,948	\$127,893,693	\$9,939	\$14,370
Total	\$901,755,580	\$790,246,247	\$778,256,518	\$691,227,256	\$1,680,012,098	\$1,488,592,551	\$150,710	\$797,777
Averages	\$75,146,298	\$65,853,854	\$64,854,710	\$57,602,271	\$140,001,008	\$124,049,379	\$12,559	\$66,481

Egypt	2,238.98	2,166.28	Oil Trough	3,689.89	3,935.82	Joiner	8,023.38	6,203.81	Barling	95,977.54	83,507.04
Jonesboro	1,556,904.40	1,300,984.87	Pleasant Plains	5,747.08	5,283.09	Keiser	12,099.52	8,174.82	Bonanza	11,781.43	10,328.36
Lake City	46,087.32	40,269.55	Southside	69,862.93	59,052.51	Leachville	32,850.75	21,465.62	Central City	9,252.54	9,017.11
Monette	29,839.86	29,031.99	Sulphur Rock	9,943.10	6,902.83	Luxora	15,176.76	12,687.66	Fort Smith	1,789,132.09	1,548,517.58
Crawford County	506,842.56	841,778.54	Izard County	55,219.31	51,832.41	Manila	59,321.47	35,995.04	Greenwood	190,991.69	160,799.10
Alma	72,758.94	61,260.75	Jackson County	325,090.98	303,645.03	Marie	1,740.01	904.72	Hackett	15,735.34	14,585.44
Cedarville	17,578.91	15,758.90	Amagon	894.86	1,089.08	Osceola	112,391.79	83,546.83	Hartford	10,015.22	11,531.84
Chester	1,798.68	1,797.46	BeeDeville	1,089.40	1,189.10	Victoria	322.22	398.51	Huntington	9,834.59	11,406.10
Dyer	9,642.90	9,903.01	Campbell Station	3,008.81	2,833.83	Wilson	12,341.19	9,725.76	Lavaca	49,172.93	41,115.85
Kibler	12,553.26	10,863.92	Diaz	15,874.07	14,647.02	Monroe County	NA	NA	Mansfield	13,728.28	12,986.79
Mountainburg	6,595.15	7,133.33	Grubbs	3,903.67	4,289.64	Montgomery County	220,512.61	207,431.24	Midland	4,556.02	5,337.77
Mulberry	19,273.31	18,709.46	Jacksonport	1,945.35	2,355.97	Black Springs	888.90	771.03	Sevier County	547,237.39	468,951.43
Rudy	1,623.80	689.59	Newport	103,816.94	87,559.83	Glenwood	574.08	327.10	Ben Lomond	1,842.51	1,523.79
Van Buren	290,011.53	257,647.86	Swifton	9,506.29	8,868.22	Mount Ida	9,222.36	8,380.12	De Queen	80,346.66	69,295.63
Crittenden County	909,103.53	1,505,054.24	Tuckerman	22,138.10	20,692.52	Norman	2,805.60	2,943.94	Gillham	2,066.24	1,681.42
Anthonyville	1,150.34	1,221.85	Tupelo	907.83	2,000.35	Oden	1,666.70	1,806.87	Horatio	12,107.93	10,971.28
Clarkedale	2,863.06	2,815.57	Weldon	739.24	833.49	Nevada County	117,201.60	120,066.80	Lockesburg	7,817.51	7,766.07
Crawfordsville	3,936.71	3,635.19	Jefferson County	483,340.67	452,763.67	Bluff City	1,116.21	1,105.37	Sharp County	292,648.25	265,086.11
Earle	15,601.99	18,320.16	Alzheimer	9,724.66	11,348.86	Bodcaw	1,144.58	1,230.17	Ash Flat	14,189.51	12,288.18
Edmondson	2,070.61	3,240.56	Humphrey	2,990.05	3,552.29	Cale	690.53	704.23	Cave City	24,111.08	21,842.86
Gilmore	1,349.73	1,796.35	Pine Bluff	576,395.59	566,093.71	Emmet	3,755.37	4,234.30	Cherokee Village	54,693.35	48,626.08
Horseshoe Lake	2,249.55	2,216.03	Redfield	21,028.18	14,958.82	Prescott	29,333.51	29,381.56	Evening Shade	5,819.92	5,416.83
Jennette	904.93	785.48	Sherrill	740.53	968.81	Rosston	2,572.95	2,326.63	Hardy	9,810.72	9,153.44
Jericho	835.06	903.11	Wabbaseka	2,515.00	2,941.02	Willisville	1,399.99	1,354.98	Highland	13,607.52	13,103.21
Marion	117,811.09	93,687.81	White Park	77,978.90	63,733.54	Newtown County	53,616.27	55,312.82	Horseshoe Bend	180.14	100.31
Sunset	1,411.08	1,352.39	Johnson County	154,043.39	133,293.95	Jasper	4,637.59	3,445.96	Sidney	2,660.53	2,269.55
Turrell	3,964.83	4,200.59	Clarksville	114,208.57	97,908.92	Western Grove	3,001.29	2,839.59	Williford	1,094.69	940.43
West Memphis	208,935.44	199,176.71	Coal Hill	9,983.05	10,795.80	Ouachita County	540,735.00	573,214.91	St. Francis County	404,920.07	409,112.99
Cross County	583,881.87	551,586.92	Hartman	6,282.02	5,536.58	Bearden	9,699.06	11,101.49	Caldwell	10,109.56	10,062.84
Cherry Valley	8,271.71	8,309.22	Knoxville	8,035.14	7,798.15	Camden	132,637.13	140,009.77	Colt	6,567.84	6,857.60
Hickory Ridge	3,279.91	3,471.75	Lamar	20,927.89	17,121.79	Chidester	3,162.19	3,321.25	Forrest City	291,742.40	278,695.08
Parkin	11,422.15	14,103.98	Lafayette County	99,660.14	84,842.39	East Camden	9,974.03	10,699.26	Hughes	23,671.14	26,127.10
Wynne	119,601.70	106,794.58	Bradley	3,525.10	3,998.50	Luann	1,912.31	1,884.72	Madison	17,013.64	13,942.92
Dallas County	169,183.12	177,701.56	Buckner	1,436.15	1,750.94	Stephens	9,624.07	10,239.58	Palestine	11,342.42	12,347.36
Desha County	148,471.74	128,649.36	Lewisville	7,964.11	8,149.81	Perry County	169,718.39	125,631.32	Wheatley	6,254.02	6,346.58
Arkansas City	6,786.04	4,978.92	Stamps	10,949.55	10,749.40	Adona	1,007.60	1,259.85	Widener	4,752.18	4,949.82
Dumas	72,209.99	64,018.60	Lawrence County	397,067.28	357,476.73	Bigelow	2,380.38	1,898.82	Stone County	200,828.12	187,769.12
McGehee	69,466.69	57,393.64	Alicia	1,270.60	964.56	Casa	811.49	1,030.79	Fifty Six	2,046.69	2,073.01
Mitchellville	5,288.06	4,897.30	Black Rock	5,242.34	5,149.48	Fourche	378.70	373.74	Mountain View	37,267.87	32,928.50
Reed	2,346.24	2,339.82	Hoxie	23,084.07	21,624.71	Houston	967.03	1,042.85	Union County	611,167.68	581,765.44
Tillar	577.54	285.68	Imboden	5,686.61	5,266.16	Perry	1,771.76	1,627.56	Calion	16,880.18	16,960.34
Watson	3,338.88	2,870.35	Lynn	2,292.41	2,240.26	Perryville	9,284.80	8,800.90	El Dorado	748,349.93	722,151.47
Drew County	478,590.27	470,386.63	Minturn	773.02	847.88	Phillips County	190,351.65	200,420.62	Felsenthal	3,206.74	4,155.83
Monticello	135,019.61	142,467.75	Portia	3,767.38	3,399.28	Elaine	9,523.04	9,632.16	Huttig	21,860.60	23,246.06
Tillar	2,239.13	3,069.97	Powhatan	924.07	560.06	Helena-West Helena	180,007.44	185,922.12	Junction City	20,638.48	20,735.63
Wilmar	6,317.55	7,689.98	Ravenden	3,851.15	3,655.98	Lake View	6,292.20	6,706.15	Norphlet	26,576.94	26,162.76
Winchester	2,191.15	2,131.16	Sedgwick	1,448.31	1,182.36	Lexa	4,005.53	4,322.96	Smackover	68,901.21	68,831.10
Faulkner County	1,074,796.58	868,032.13	Smithville	773.02	606.74	Marvell	16,597.64	17,956.97	Strong	18,042.27	19,584.09
Enola	2,822.55	2,643.15	Strawberry	2,381.27	2,349.16	Pike County	212,921.25	209,823.05	Van Buren County	271,492.25	235,461.45
Holland	5,201.30	4,355.72	Walnut Ridge	47,838.57	41,522.55	Antoine	1,471.39	1,345.61	Clinton	36,338.97	29,677.19
Mount Vernon	1,278.14	1,133.90	Lee County	37,400.30	42,959.22	Daisy	1,145.86	1,322.61	Damascus	3,548.44	2,851.38
Twin Groves	2,813.67	2,619.69	Aubrey	917.38	1,331.22	Delight	3,750.08	3,208.76	Fairfield Bay	28,199.27	24,578.92
Wooster	9,248.73	6,725.17	Haynes	1,036.30	1,174.60	Glenwood	26,120.35	25,141.04	Shirley	3,591.90	3,319.01
Franklin County	281,795.00	193,697.66	LaGrange	441.70	696.93	Murfreesboro	19,466.57	18,873.03	Washington County	1,901,457.61	2,770,868.41
Altus	8,160.05	6,017.41	Marianna	30,367.04	32,223.33	Poinsett County	309,277.27	310,449.66	Elkins	67,170.77	52,830.70
Branch	3,632.14	2,913.45	Moro	1,503.49	1,691.43	Fisher	2,230.03	2,545.11	Elm Springs	35,356.96	35,034.23
Charleston	31,756.69	20,020.99	Rondo	1,384.57	1,550.48	Harrisburg	27,404.59	26,272.88	Farmington	141,427.84	119,188.29
Denning	3,544.88	3,600.57	Lincoln County	158,736.19	133,947.70	Lepanto	21,457.84	21,604.93	Fayetteville	1,751,978.41	1,468,007.11
Ozark	43,462.99	29,245.57	Gould	4,627.86	4,537.57	Marked Tree	28,321.38	29,285.93	Goshen	39,198.49	21,867.70
Wiederkehr Village	613.54	301.65	Grady	2,128.95	2,434.13	Trumann	91,666.62	83,269.73	Greenland	22,620.25	25,316.81
Fulton County	261,603.88	212,876.24	Star City	15,167.93	12,327.87	Tyrone	8,870.56	8,696.76	Johnson	67,301.30	66,912.73
Ash Flat	737.85	534.49	Little River County	336,350.45	341,663.76	Waldenburg	656.62	696.20	Lincoln	42,778.94	44,870.18
Cherokee Village	5,439.19	4,155.42	Ashdawn	49,758.76	51,412.92	Weiner	8,015.72	8,171.75	Prairie Grove	131,376.47	88,303.88
Hardy	228.54	220.09	Foreman	11,409.13	11,005.39	Poik County	327,741.95	300,930.58	Springdale	1,400,161.74	1,280,765.38
Horseshoe Bend	71.83	89.08	Ogden	1,529.78	1,959.42	Cove	8,920.62	9,026.74	Tontitown	80,205.85	409,779.88
Mammoth Spring	6,066.03	5,119.60	Wilton	3,351.51	4,071.23	Grannis	13,870.30	13,091.13	West Fork	43,468.92	46,226.86
Salem	10,225.41	8,567.60	Winthrop	1,354.62	2,090.24	Hatfield	9,647.70	9,759.28	Winslow	6,806.58	7,800.91
Viola	2,337.60	1,765.92	Logan County	373,952.79	345,140.85	Mena	156,292.64	135,566.45	White County	1,440,254.54	1,274,291.76
Garland County	2,725,890.14	2,471,281.05	Blue Mountain	985.15	1,224.95	Vandervoort	3,215.90	2,055.82	Bald Knob	38,950.63	39,393.28
Fountain Lake	8,390.43	8,456.76	Booneville	42,641.19	39,415.88	Wickes	17,813.28	17,817.17	Beebe	130,303.93	99,469.06
Hot Springs	287,141.93	273,308.76	Caulksville	1,724.01	2,104.16	Pope County	490,709.29	407,756.56	Bradford	10,471.26	10,320.85
Lonsdale	1,819.40	1,580.39	Magazine	8,284.19	8,367.23	Atkins	54,466.10	48,970.40	Garner	3,258.76	3,861.82
Mountain Pine	10,333.47	12,945.74	Morrison Bluff	873.20	632.23	Dover	25,470.86	22,374.41	Georgetown	1,250.99	1,686.15
Grant County	262,864.04	240,621.09	Paris	35,554.85	34,891.45	Hector	7,829.86	7,306.59	Griffithville	2,393.87	3,059.54
Greene County	408,513.00	394,550.62	Ratcliff	1,869.54	1,995.49	London	17,831.50	16,870.11	Higginson	10,888.26	8,444.33
Delaplaine	858.75	1,568.10	Scranton	2,742.74	2,212.82	Pottsville	59,819.36	46,080.24	Judsonia	29,633.81	27,454.28
Lafe	5,589.11	6,191.31	Subiaco	4,489.12	5,650.61	Russellville	551,328.78	453,333.46	Kensett	21,622.08	22,409.43
Marmaduke	16,205.74	15,018.66	Lonoke County	845,319.98	349,991.85	Prairie County	99,298.24	98,873.45	Letona	3,706.64	3,467.48
Oak Grove Heights	14,761.66	12,017.63	Allport	1,108.93	1,415.23	Biscoe	3,768.32	4,108.64	McRae	9,513.72	9,273.81
Paragould	394,941.37	352,999.22	Austin	44,615.06	25,080.29	Des Arc	23,536.54	19,434.00	Pangburn	7,722.17	8,172.37
Hempstead County	685,611.29	672,489.87	Cabot	342,594.66	292,595.15	DeValls Bluff	6,424.67	7,006.20	Rose Bud	7,629.51	6,554.22
Blevins	3,930.49	3,759.59	Carlisle	26,214.57	27,246.20	Hazen	18,297.96	16,615.67	Russell	2,841.76	2,937.16
Emmet	245.66	513.21	Coy	1,121.82	1,181.41	Ulm	2,162.14	1,924.17	Searcy	354,246.90	310,822.11
Fulton	1,569.47	2,398.98	England	31,939.74	34,765.36	Pulaski County	1,037,889.29	995,652.77	West Point	2,625.54	2,516.62
Hope	122,172.75	120,486.03	Humnoke	2,823.90	3,495.00	Alexander	4,762.55	4,819.78	Woodruff County	102,084.58	98,706.94
McCaskill	777.91	1,145.78	Keo	2,669.17	3,150.42	Cammack Village	16,842.10	15,684.72	Augusta	25,447.91	23,125.56
McNab	409.43	811.59	Lonoke	55,136.99	52,240.34	Jacksonville	638,116.60	579,272.55	Cotton Plant		

City&Town

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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. Classified ads are FREE to League members and will run for two consecutive months from the date of receipt unless otherwise notified. FOR NON-MEMBERS, classifieds are available for the rate of \$0.70 per word and will run for one month unless otherwise notified. Once we receive the ad, we will send an invoice. The ad will run once payment is received.

DIRECTOR OF FINANCE AND INFORMATION TECHNOLOGY SYSTEMS—

The city of Jefferson City, Missouri, is seeking a results-oriented, progressive, senior-level professional to serve as director of finance and information technology systems. The ideal candidate will effectively communicate and collaborate with city personnel, the council and public and will be responsible for providing sound financial and technical information and services to the city. Requires an accredited bachelors' degree in finance, accounting, public or business administration, computer science or related field and five years' experience in accounting, budgeting, finance administration or information technology. An accredited masters' degree and a CPA certification is preferred. This position reports directly to the city administrator and oversees a staff of 20 employees. Salary: \$43.55 - \$65.33 hourly; \$7,549.48 - \$11,324.23 monthly; \$90,593.81 - \$135,890.72 annually. Applicants must apply on our website at: www.jeffersoncitymo.gov and click on "Employment Opportunities." The deadline to apply for this position is January 23, 2022. After the deadline all received applications and resumes will be forwarded to the hiring committee for review. If you have any questions, please do not hesitate to reach out to the Human Resources Director, Gail Strobe at 573-634-6310 or Gstrobe@jeffersoncitymo.gov.

IT DIRECTOR—

Fort Smith seeks applicants for the position of IT director. The IT director reports directly to the city administrator and is responsible for management strategies to maintain the accessibility, functionality, and security of all computer resources. The IT director is also responsible for the Geographic Information Systems (GIS) unit as well as project management and training support for technology-based projects undertaken by the various city departments. The director serves as the liaison between internal and external users of information technology. Minimum qualifications: bachelor's degree from an accredited four-year college or university in computer science, mathematics, GIS, engineering or a related field, or an equivalent combination of verifiable education and experience; at least 12 years of experience in an IT leadership role; and a minimum of five years of supervisory experience. Preferred qualifications: master's degree in computer science, mathematics, GIS, engineering or a related field; 15 or more years of experience in an IT leadership role; seven years or more of supervisory experience; IT experience in the public sector; and residence within a 30-minute drive to IT offices to limit response time for after-hours calls for service. The annual salary range for this position is \$92,955.20 to \$139,422.40 DOQE. Please apply online. For more information contact Gary Holland, senior vice president, SGR at GaryHolland@governmentresource.com, 405-269-3445.

PARKS & RECREATION DIRECTOR—The city of Beebe is accepting applications for a full-time parks and recreation director. The parks and recreation director position is a key leadership position responsible for all the operations, activities, and policies of the department. The director will administer the initial development of park management protocols and, subsequently, the ongoing management of all aspects of park operations for the city of Beebe, including general maintenance, facility management, property management and public safety. The director will be responsible for both the daily operations, as well as long-term planning for future operational needs for the Parks Department to include development, marketing, implementation and supervision of both the athletic and recreational programs. For a full job description or to apply online please visit www.beebeark.org/employment-opportunities. Applications are also available at Beebe City Hall, 321 N. Elm Street, Beebe, AR 72012. Applications will be accepted until the position is filled. EOE.

POLICE OFFICER—The city of Magnolia is accepting applications for full-time police officers. Minimum qualifications: Must be 21, high school diploma or GED, pass a background check and drug screening, no felony convictions and have a valid driver's license. Benefits include insurance, paid vacation/holidays/academy training, and retirement. Applications are available at MPD, 103 Harvey Couch Blvd., or Magnolia City Hall, 201 E. North. Please send resumes to P.O. Box 1126, Magnolia, AR 71754.

POLICE OFFICERS—The Berryville Police Department is now accepting applications for full-time police officers. Applications and job descriptions can be picked up at the Berryville Police Department at 303 East Madison Avenue, Berryville, 870-423-3343.

SANITATION SUPERINTENDENT—The city of Jonesboro seeks applicants for the position of sanitation superintendent. This exempt position directs, plans, promotes, organizes and administers all duties related to sanitation for the city of Jonesboro. The successful candidate should have a vision for the direction of the Jonesboro Sanitation Department and prior experience leading a large department is preferred. Must be prepared to make presentations to city council, committees and the public. Minimum qualifications: Broad knowledge of such fields as business administration, operating heavy equipment, etc. Waste disposal experience preferred. Equivalent to a four-year college degree, or equivalent combination of education and experience. Three years related experience and/or training in similar operations, and two years related management experience preferred. Valid DL, CDL preferred. Submit a cover letter and resume with your application. Salary: Grade 123/Range \$64,802 – \$69,082 (starting range without council approval). Review position and apply online at www.jonesboro.org. Applicants may also contact the Jonesboro Human Resources office at 300 South Church Street, Suite 100, Jonesboro, AR 72401, 870-933-4640 to submit a paper application. Position open until filled.

TRUCK DRIVER/EQUIPMENT OPERATOR—The city of Magnolia is accepting applications for a full-time truck driver/equipment operator. Minimum qualifications: high school diploma or GED, valid CDL and clean MVR, heavy machinery operation experience, pass a drug screening. Benefits include insurance, paid vacation/holidays and retirement. Applications are available at Magnolia City Hall, 201 E. North. Please send resumes to P.O. Box 1126, Magnolia, AR 71754.

WASTEWATER OPERATOR—The city of Magnolia is accepting applications for a full-time wastewater plant operator. Minimum qualifications: high school diploma or GED, Class 1 Operator License and pass a drug screening. Benefits include insurance, paid vacation/holidays and retirement. Applications are available at Magnolia City Hall, 201 E. North. Please send resumes to P.O. Box 1126, Magnolia, AR 71754.

WATER DISTRIBUTION OPERATOR—The city of Magnolia is accepting applications for a full-time water distribution operator. Minimum qualifications: high school diploma or GED, Class 1 Operator License and pass a drug screening. Benefits include insurance, paid vacation/holidays and retirement. Applications are available at Magnolia City Hall, 201 E. North. Please send resumes to P.O. Box 1126, Magnolia, AR 71754.

WATER TREATMENT PLANT OPERATOR—The city of Magnolia is accepting applications for a full-time water treatment plant operator. Minimum qualifications: high school diploma or GED, Class 1 Operator License and pass a drug screening. Benefits include insurance, paid vacation/holidays and retirement. Applications are available at Magnolia City Hall, 201 E. North. Please send resumes to P.O. Box 1126, Magnolia, AR 71754.



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Standing from left: Lindsey Ollar, Leigh Ann Biernat, Kevin Fought, Dennis Hunt (Executive Vice President and Head of Public Finance), Michael McBryde, Jason Holsclaw
Seated from left: Michele Casavechia, Jack Truemper

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