

City & Town

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THE OFFICIAL PUBLICATION OF THE ARKANSAS MUNICIPAL LEAGUE





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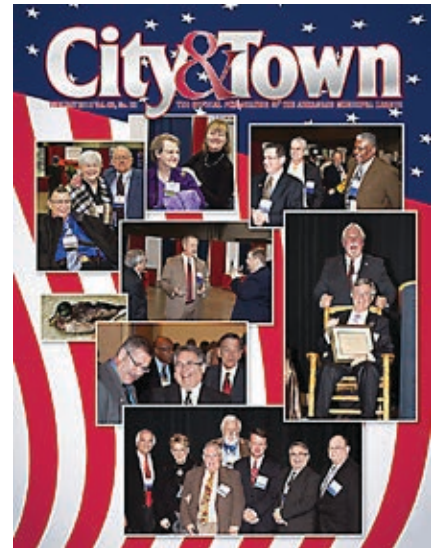
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Leading a small city presents many challenges, and it takes dedication and creativity to keep our communities viable.



ON THE COVER—The League wrapped up a successful 2013 Winter Conference Jan. 18 that included numerous training sessions and discussions about the 89th General Session of the Arkansas Legislature, now underway. Read our coverage of the conference inside beginning on page six. Read also inside about the Delta Awards, the League’s efforts to work with groups in the U.K., what FOIA has to say about personnel records, and more.—atm

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Publisher
Don Zimmerman

Communications Director
Whitnee V. Bullerwell

Advertising Assistant
Tricia Zello

Editor
Andrew T. Morgan

Graphic/Layout Designer
Mark Potter

Here's where to reach us:
501-374-3484 • FAX 501-374-0541
citytown@arml.org • www.arml.org

Cover photos by League Staff

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Dear Friends:

We made it through the 2013 Winter Conference, and I'm sure that all the attendees carried back home the enormous amount of information we were given and have begun to put it to good use. I feel like this particular conference was one of the best I have attended. As usual I picked up morsels I hadn't gotten before. Hats off to the League staff for the great job they did in putting this year's conference together. This is the second year I've gotten to see "up close and personal" the long hours and hard work they did to make it a success.

Although I've attended at least four of the five-hour workshops titled "Government 101: Who Does What at City Hall," I managed to learn something new. It is part of the Voluntary Certification Program for mayors, aldermen, city manager, city directors, and, now, city clerks. I received a lot of compliments on the course, especially from newly elected officials. And of course, I took credit for it!

The highlight of the workshop was when Ken Wasson put a slide up that said "Everyone brightens a room...." Then he put up a slide with his picture on it that said "Some when they enter it...." The next slide with Mark Hayes' picture on it said "And some when they leave it!" That part of the presentation came during a discussion on civility. You wouldn't believe how many people came up to me suggesting that we take the course—emphasizing the section on civility—on the road to their city council meetings. The gist of the comments was that the people on their councils who really needed to sit through the workshop were the ones who never come to the League Conference or Convention.

I'm sure that everyone is well aware that we are in the middle of the 2013 legislative session. Your League staff has already been busy introducing and obtaining sponsors for our legislative package and watching out for our interests. There have been a couple of bills filed and some in the works that could be detrimental to us that the staff has been battling. Please be ready to contact your legislators when Executive Director Don Zimmerman sends out his email blasts. You don't have to wait on Don, however, to stay up-to-date. You can do it on your own by accessing the "Legislative Bulletin" online at www.arml.org.

The Executive Committee and Advisory Councils will meet this month. It's not too late to get involved with one of the Advisory Councils. If you are interested in serving the League in some way, I would be interested in appointing you to one of the Advisory Councils. Just contact Don Zimmerman and let him know of your interest, and we will make a place for you. This would be a good time to encourage any of you newly elected local officials to call the League if you have any questions. One of the first words of advice I received upon election as Camden's mayor was to get involved with the Arkansas Municipal League. It is a treasure trove of information and help.

Quite a few of us have already signed up and are planning to attend the National League of Cities' Congressional City Conference, March 9-13 in Washington, D.C. It's not too late to attend. It's an excellent opportunity to learn about the issues affecting our cities on a national level and will give you a chance to meet with your Senators and Congressmen. Hope to see you in D.C.



A handwritten signature in black ink that reads "Chris Claybaker".

Chris Claybaker
Mayor, Camden
President, Arkansas Municipal League

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Winter Conference offers training, legislative insight

By Andrew Morgan, League staff

Education and training are at the heart of the League's mission, and at the 2013 Winter Conference, held Jan. 16-18 at Little Rock's Peabody Hotel and Statehouse Convention Center, members from cities and towns across the state participated in numerous sessions covering the basics of municipal governance. With the 89th General Session of the Arkansas Legislature underway, the League also welcomed several key legislators at the conference, who gave their take on what issues municipal leaders can expect to come before state lawmakers during the session.

Many of this year's participants were newly elected municipal officials, and attendance overall was strong, with 745 registered delegates and an overall attendance of 1,141. That beats last year's attendance and approaches 2011's record of 753 delegates and an overall attendance of 1,187.



Beebe

Gov. Mike Beebe made a brief appearance at the Winter Conference at Thursday's Volunteer Community of the Year awards luncheon. Pressed for time, Beebe welcomed city and town leaders and helped present the awards. See page 16 in this issue to read about the winning cities' volunteer efforts.

The League's Voluntary Certified Continuing Education Program for municipal officials, now entering its third year, continues to draw a good response from members, with more than 400 officials attending at least one of the four training sessions during Winter Conference. The sessions, a total of eight hours, covered topics ranging from state statutes governing the various roles of elected leaders, record maintenance, conducting



McCaleb

a city council meeting, passing an ordinance, dealing with the media, and more.

One of the continuing education sessions, held during the Jan. 17 Opening General Session, featured a keynote address by Dr. Gary McCaleb, a former mayor of Abilene, Texas, a former president of the Texas Municipal League, and now vice president at Abilene Christian University. To understand the state of America's cities we shouldn't look to New York City or Los Angeles, McCaleb said, but to our smaller cities across the country. Sixty-two percent of the U.S. population lives in cities of between 1,000 and 100,000 people, he said.

McCaleb stressed the importance of building a sense of community in our municipalities.

"No one says they get a 'great sense of city,'" he said. "They have a sense of community."

One of the key ways to achieve a sense of community is to make walkability a priority. Too often cars drive the design of our cities, McCaleb said. He reminded municipal leaders that "cars aren't the most important things in our cities; people are."

During the conference's opening night banquet on Wednesday, Jan. 16, the League recognized 111 mayors, city managers and directors, and aldermen who in the last year had either completed the 21-hour core curriculum to achieve certification or obtained six hours of continuing education to maintain their certification. Certification classes will continue this spring at League headquarters in North Little Rock and at the League's Annual Convention in June in Hot Springs.

Communicating with legislators

Being an advocate for Arkansas's cities and towns at the state Capitol was the original purpose of the Arkansas Municipal League, and it remains a top priority, but League staff members can't do it alone. It's vital, especially during the legislative session, for municipal leaders to stay in touch with their legislators.



Critcher

Jack Critcher, the League's legislative liaison, offered words of advice to members looking to keep the line of communication open with their legislators. Critcher is a former mayor of Grubbs, a former member of Arkansas's House, and went on to be Senate President Pro-tem. With his perspective as a former mayor, Critcher "became as good a friend in the Legislature as the League has ever had," League Executive Director Don Zimmerman said.

Legislators value the opinion of municipal officials as much if not more than those of anyone else in their districts, Critcher said, and they want to hear from you.

"They realize that your hand is on the pulse of the community, and you not only represent yourself, you represent a lot of other folks," he said.

While it's true that legislators can be bombarded by lobbyists "from anything and everything who want you to do this and do that and vote this way or vote that way," city leaders should never be hesitant about contacting them, Critcher said.

The decisions they make at the Capitol usually come down to money, he said, and it's important to keep track of what they do because those decisions can affect our cities and towns and us personally.

"It's important that we pay attention not only to what they say, but also what they do," Critcher said. "We need to keep an eye on them and make sure they spend the money wisely."

Mail, email, Facebook and other social media sites can all be effective, Critcher said, but calling your legislator's cell phone is the best way to contact them. Most legislators are happy to give you their cell phone numbers, he said.

League past presidents offer insights

The League has numerous past presidents who still hold office in their cities and towns and who collectively represent decades of institutional experience. They shared some of that experience with conferees during a Jan. 17 general session during Winter Conference.



Bush

Lake Village Mayor JoAnne Bush (2008-2009 League president) urged municipal leaders never to forget that they are public servants. She also stressed the importance of communicating with your legislators.

"Don't leave it all up just to the Municipal League staff and a few mayors to get the right legislation passed," Bush said. "Work the General Assembly."



Gaskill

Paragould Mayor Mike Gaskill (2007-2008) brought with him years of experience as a grocery store manager to the office of mayor, and the lessons of both careers are surprisingly similar, he said. Fiscal responsibility is a must in both retail and municipal government, he said. In retail, every penny counts.

"I came into office with that same attitude," Gaskill said, "that we value every single penny that comes in. This isn't retail, but the same people that paid my salary when I was in the grocery business are the same people who are paying my salary today as their mayor."

Finding a way to get along is one key to success, Conway Mayor Tab Townsell (2007) said.

“Contentiousness does nothing for a community,” he said.



Townsell

Townsell said he gets along with his city council, the council gets along with the chamber of commerce, and the city gets along with the three universities in town, which has allowed Conway to progress. It’s also important to remember that you serve all of your citizens, not just those who supported you.

“I am the mayor of all of Conway,” Townsell said, “not just rich Conway, those who wrote checks to my reelection campaign, but also those who wrote checks to somebody else’s campaign. I’m mayor of all them, and I have to treat them all equally.”

Try to be a friend to your community, Morrilton Mayor Stewart Nelson (2006) said, and invite them to participate in the process. It’s especially important to keep your local media in the loop, he said.



Nelson

“Make friends with your newspaper and with your radio station,” Nelson said. “Leave your door open and invite them to come in.”

Always remember that you are a temporary employee, he said.

“No matter how good you are—whether you can walk on water or fly through the air—somebody can beat you in that next election.”

In a small city or town, you’ve got to know how to handle dogs, Star City Mayor Gene Yarbrough (2004-2005) said, and you’ve got to be able to pick up the trash, fix a backed up sewer, and change a flat tire. But no matter your town’s size, you have to have a vision, he said.



Yarbrough

“One of the things that I learned early was to have a vision,” Yarbrough said. “Without a vision, you’ll fail.”

Every census, St. Charles gets smaller, Mayor Robert Patrick (2003-2004) said, and there’s no new business or growth in sight. So the town of 230 got creative, sought grants for services like sewers and public safety, and focused on Delta tourism, he said.

“We attacked tourism,” Patrick said. “We’re part of the Great River Road of the Delta Byways, and we’ve been very successful going that way. We have two museums in our town, we’re a Civil War site, and that has helped us a lot.”



Patrick

Patrick urged members to take advantage of the League, state agencies, and your fellow municipal leaders across the state.

“For the small towns, it may seem impossible,” Patrick said, “but I can tell you there are answers out there if you just look for them.”

Legislators give preview of session



Carter

Members of the Arkansas Legislature met Thursday, Jan. 17 with League members to share their perspectives on what issues will be part of the 89th General Session, now underway. Weighing a potential expansion of the Medicaid program in the state will be the key issue, Speaker of the House Davy Carter said.

Sen. Larry Teague, the Senate chairman of the legislative Joint Budget Committee, said he opposes using state surplus money to cover the existing Medicaid shortfall.



Teague

“It is a terrible idea to take one-time money to fund ongoing expenditures,” he said. “Probably it will have to happen, but it’s a terrible idea.”

Sen. Missy Irvin told municipal leaders that the Medicaid system is broken and that the Legislature should focus on cutting waste and eliminating fraud.



Irvin

“I’ve seen it and I know it, and I’ve talked to taxpayers of this state,” Irvin said. “I owe it to the people of this state to take that very seriously before we decide to expand something that is already broken. We’ve got to make sure that programs that we are currently offering work and are not dysfunctional.”

Education funding and expanding on the successes of the prison reform legislation passed last session will also be priorities during the 89th General Session, Rep. Darrin Williams said.



Williams

Highway improvements on the way

Arkansas Highway and Transportation Department Director Scott Bennett and State Aid Engineer David Mayo discussed the new Connecting Arkansas Program (CAP) and the State Aid Street Program for cities. Both were part of Issue 1, which the League supported and Arkansas voters passed in November 2012. CAP is a \$1.3 billion program funded by a 10-year, half-cent sales tax. Bennett said he expects to begin awarding contracts by the end of this year.

Passage of Issue 1 also created a new State Aid Street Program, funded by one cent of the existing tax on motor fuel, which mirrors the state’s aid program for county roads. A nine-mayor committee will guide the program, which is expected to bring an additional \$20 million a year for local projects. The committee, chaired by Paragould Mayor Mike Gaskill, will select municipal street projects from across the state for funding. To avoid the appearance of favoritism, Gaskill pledged that during his term as committee chair, no projects from Paragould would be submitted for consideration.



Bennett

Delta Byways honors tourism achievements

Tourism is an essential part of the economy in the Arkansas Delta, and the 13th Delta Awards, held Feb. 1 in the fine arts building at Phillips Community College in Helena-West Helena, honored the tourism achievements of people, businesses, and communities across the region. The awards each year are sponsored by Arkansas Delta Byways, the nonprofit association based on the Arkansas State University campus in Jonesboro and recognized by the Arkansas Department of Parks and Tourism as the official tourism promotion association for 15 counties in eastern Arkansas. The counties are Arkansas, Chicot, Clay, Craighead, Crittenden, Cross, Desha, Drew, Greene, Lee, Mississippi, Monroe, Phillips, Poinsett, and St. Francis.

Awards were presented in 10 tourism categories. Finalists for the awards were as follows, with the winners in each category designated by an asterisk:



Delta Award winners included, from left, Adam Long, Diana Sanders, Helena-West Helena Alderman Joe St. Columbia, Harold Jones, Johnna Redman, Karen Troutt, Diane McAdoo, Allan Hammonds, Marla Crider, Cindy Smith, Wesley Smith, Richard Hartness, Clyde Milner, Dyess Mayor Larry Sims, and Delta Byways President Marcel Hanzlik.

Media Support Award

- * **ASU Creative Services**—All Counties
Mark Spencer—Monticello
“Sunshine” Sonny Payne—Helena-West Helena

Hospitality Award

- * **Whitton Farms**—Mississippi County
Edwardian Inn—Helena-West Helena
Cajun Express—Wheatley

Entrepreneur Award

- * **Jones Bar-B-Q Diner**—Marianna
Handworks—Helena-West Helena
Main Street Paragould—Paragould

Tourism Support Award

- * **Southland Park Gaming & Racing**—West Memphis
- * **150th Birthday Celebration of Cross County**—Wynne
Arkansas Midland Railroad Santa Train—Drew, Desha and Chicot Counties

Festival/Event of the Year

- * **80th Birthday Tribute to Johnny Cash**—Dyess
Tyronza Stars & Stripes Jubilee—Tyronza
Zombie Walk—Paragould

Boot Strap Award

- * **Scarecrow Contest**—Marion
Granny Clay’s Kitchen—Marked Tree
Helena Second Saturdays—Helena-West Helena

Promotional Award

- * Hemingway-Pfeiffer Educational Center African Safari Exhibit—Piggott
- Historic District Steamboat Partnership—Helena-West Helena
- Main Street Dumas National Historic District—Dumas

Outstanding Member Award

- * Marcel Hanzlik

Cultural Heritage Award

- * Bridging the Blues—Helena-West Helena
- Arkansas Post Museum State Park, Exhibit Buildings—Gillette
- Lakeport Plantation Exhibits—Lake Village

Tourism Person of the Year

- * Cindy Smith—McGehee
- Troy Keeping—West Memphis
- Joe St. Columbia—Helena-West Helena

Photos by Andrew Morgan



Dyess Mayor Larry Sims accepts the Festival/Event of the Year award for their 80th Birthday Tribute to Johnny Cash. The Dyess Colony, a New Deal-era agricultural resettlement project, was the boyhood home of the legendary music icon.

Attorneys, clerks meet at Winter Conference

The Arkansas City Attorney's Association met for its winter meeting and six hours of continuing legal education on Friday, Jan. 18 during the League's Winter Conference at the Peabody Hotel. They covered an array of municipal legal issues, including property inspection policy and fighting blight, an overview of the Fair Labor Standards Act, the basics of drafting a municipal ordinance, the use of conditional use permits by local planning commissions, and more.



Little Rock City Attorney Tom Carpenter



League Counsel David Schoen gives clerks an overview of their duties.

The Arkansas City Clerks, Recorders, and Treasurers Association and the Municipal Clerks Institute at the University of Arkansas hosted a New Clerk Orientation on Wednesday, Jan. 16 at the Winter Conference. Newly elected and veteran clerks from across the state gathered to cover issues like the basic duties of clerks, recorders, and treasurers; professional organizations and certification opportunities for clerks; the nuts and bolts of agendas, ordinances, and minutes; municipal finance; and more.



Fayetteville Clerk/Treasurer Sondra Smith passes out materials.

Winter Conference Snapshots

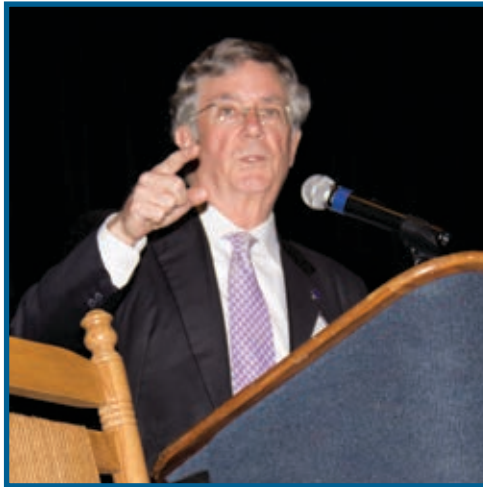




Photos by Andrew Morgan and Mark Potter

Winter Conference Snapshots





Volunteer Communities of the Year honored at Winter Conference

The Department of Human Services Division of Community Services and Nonprofit Support (formerly the Division of Volunteerism) each year honors 12 cities and towns that make volunteerism a priority, giving their time, energy, and resources to improve the quality of life in their communities. The winning Volunteer Communities of the Year for 2012 are Benton, Bentonville, Blytheville, Clarksville, Fayetteville, Fort Smith, Jonesboro, Maumelle, Mountain Home, Norfolk, Van Buren, and Warren. Their accomplishments are listed below. The DHS Division of Community Services and Nonprofit Support and the League honored the recipients at a Jan. 17 luncheon during the League's 2013 Winter Conference.

Benton

Benton citizens contributed more than 222,000 hours of volunteer work. Through the help of volunteers, the Christian Community Care Clinic has been able to offer nutrition and healthy lifestyle classes. The Vine and the Branches, a faith-based ministry, assisted nearly 7,000 people who were affected by economic hardships, natural disasters, and homelessness. Habitat for Humanity volunteers logged over 15,000 hours and provided safe, decent, and affordable housing for families in need. The Royal Players, the local community theatre organization, produced more than 40,000 volunteer hours. The Central Arkansas Development Council utilized over 50

volunteers to distribute air conditioners and food to low-income families. The hard work and support of over 100 volunteers made it possible for Saline Memorial Hospital to continue providing personalized, quality healthcare in the community.

Bentonville

Volunteers in Bentonville recorded over 360,000 hours to help close gaps in services to ensure community needs were met. Volunteer hours increased by 63 percent, which had a profound effect on the community's ability to identify and address needs. The Crystal Bridges Museum of American Art opened in November of



2011, but volunteers have been working on-site since September 2011. Since then, volunteers have logged over 25,000 hours at the museum. The museum offers an array of volunteer activities to fit the varying skill levels and availability of volunteers. To illustrate the importance of volunteer recognition, Mayor Bob McCaslin initiated the "Outstanding Citizen Award." The award recipients included a group of volunteers from Crystal Bridges, a husband and wife team who coordinate volunteers for the Second Street Food Pantry, and a middle school student who volunteers her time to teach other students how to play the violin.

Blytheville

In Blytheville, over 5,000 volunteers recorded 140,000 hours last year. Volunteers share a common belief: that the future of Blytheville is bright, despite all challenges. In Blytheville, volunteer activities include working at the free health clinic, helping at the public museum, and stocking food at local food pantries. Cleaner Safer Blytheville, a community-wide effort, has been very successful in cleaning up neglected areas throughout the city. Over 1,700 volunteers have spent 5,000 hours working to clean up the city. Volunteers spent over 86,000 hours providing Blytheville kids with opportunities to participate in activities ranging from junior league baseball to scholarship pageants.

Clarksville

Nearly 2,000 Clarksville volunteers contributed over 120,000 hours in the past year. Employees from the Johnson Regional Medical Center spent over 13,000 hours on various community service projects, including

first aid classes and CPR training. The Junior Auxiliary of Clarksville donated 1,700 hours reaching out to the neediest children in the community by providing food, clothing, and school supplies. Through the Parent and Community Involvement Program, the school district benefited from 240 parents and community members who assisted students in the classroom or arranged displays and decorations for programs and plays. Clarksville volunteers prove that challenges can be conquered through community service.

Fayetteville

More than 41 percent of Fayetteville residents volunteered last year. These volunteers recorded over 550,000 hours. Volunteers in Fayetteville perform essential functions that otherwise would not be possible. For instance, volunteers teach children about the performing arts, through organizations like the Arts Live Theatre. Also, volunteers worked with organizations like Life Styles and Leadership Fayetteville to help people become employable. The Fayetteville Public School district reported 73,000 hours and began a new program, which was organized by culinary arts students to teach families about healthy cooking. Thousands of hours were donated to help keep Fayetteville clean, green and beautiful. The local economy has noticeably benefited from these efforts, despite a national recession.

Fort Smith

Unique volunteer programs in Fort Smith include free medical and dental clinics; Project Compassion, Inc., which is a one-on-one visitation program in nursing homes; a children's emergency shelter; and Hannah House, a home for unwed mothers. Partners-in-Education, the Boys & Girls Club Lean-On-Me Program and several local churches partner to reduce the numbers of at-risk youth in the community. Volunteers deliver nutritious meals to AIDS patients and the elderly, they befriend families at risk for child abuse and neglect, they are troop leaders for scouts, and camp leaders for blind children and those with muscular dystrophy. The Mayor's Good Neighbor Award has been presented 595 times in an effort to both thank those good neighbor citizens and encourage everyone to volunteer their time to help others. In all more than 10,000 volunteers reporting over 400,000 hours.



Jonesboro

Jonesboro is home to more than 75 nonprofit organizations. Two organizations committed over 20,000 hours of volunteerism to benefit public health: The St. Bernard's Foundation and The NEA Baptist Foundation. Jonesboro is also committed to helping at-risk youth through organizations like City Youth, whose volunteers dedicated 14,000 hours to mentor local children.

Jonesboro also proudly supports community theatre and arts programs. Three hundred volunteers served over 25,000 hours at the Foundation of the Arts, a nonprofit that offers art programs, art education, and a community theatre.

Maumelle

More than 13,000 Maumelle residents volunteered for over 385,000 hours. In particular, 12 real estate agents, aware of families in need, collected 385 coats, \$1,500 worth of school supplies, 50 bicycles, 400 pairs of shoes, and over 400 boxes of cereal. Volunteers can also be found enriching the lives of seniors, providing food and shelter to those in need, and promoting literacy programs. Ray of Hope, a new organization, logged over 85,000 hours to help raise money for nine families suffering from catastrophic loss. The local animal shelter, Friends of the Animals, reported that nearly 25,000 volunteer hours were spent fostering animals, assisting with pet adoptions, and fundraising to meet the sheltered animal's basic needs.

Mountain Home

In Mountain Home 7,000 volunteers logged nearly 300,000 hours last year. The Donald W. Reynolds library reported over 10,000 hours, provided meeting rooms for nonprofits, and hosted its sixth annual Volunteer Fair. The library serves as a hub for volunteers and nonprofits in Mountain Home. Baxter Regional Medical Center utilized 650 volunteers, logged 120,000 hours, and raised nearly \$300,000 for scholarships and community projects. Seventy-eight volunteers at the Twin Lakes Literacy Council made a big impact in the community by committing over 7,500 hours to programs designed to combat illiteracy. The Christmas Wish, a program sponsored by the local newspaper, dedicated over 10,000 hours to provide nearly 950 children with toys and clothing during the holidays.

Norfolk

More than 60 percent of the residents in Norfolk are proud to call themselves volunteers. Last year, these individuals reported over 36,000 hours. The local volunteer fire department contributed over 17,000 hours responding to emergency calls, training for potential hazards, and building a state-of-the-art fire station. Norfolk is the location of the North Arkansas Food Bank, which serves as the central warehouse for 67 hunger relief agencies in nine counties. Volunteers collect, warehouse, deliver, and distribute over one million pounds of food per year. Norfolk Elementary has enjoyed the help of about 60 volunteers who provided over 900 hours tutoring students and assisting teachers. One volunteer contributed over 400 hours to the school by herself.

Van Buren

More than 15,000 volunteers donated 250,000 hours of service to improve the quality of life in Van Buren. One of Van Buren's treasures is VFW Post 1332, which is the oldest VFW in Arkansas. VFW Post 1332 supports youth programs, like local Boy Scout troops, and strives to take care of veterans. Last year, Van Buren hosted the Babe Ruth World Series for 13-15 year olds. Nearly 400 volunteers dedicated over 17,000 hours to the 10-day baseball tournament. Residents also committed time to the group Keep Van Buren Beautiful by volunteering at an array of beautification projects around the community. The General Federation of Women's League of Van Buren reported nearly 300 volunteers serving over 1,000 hours at various projects around the city.

Warren

In Warren 1,300 volunteers dedicated 85,000 hours last year. The Donald W. Reynolds YMCA is driven by volunteers and has provided programs for children, adults, and families for the last 92 years. The Bradley County Historical Museum and the Bradley County Veterans Museum are operated solely by volunteers. The Bradley County Pink Tomato Festival, a 56-year-old event that brings 30,000 people to town, is made possible through volunteerism. Many of these activities and programs are vital to the city of Warren. The festivals, museums, and other activities bring in tourism money, which is crucial to Warren's economy.

League makes U.K. connection

By Sherman Banks

The Arkansas Municipal League is now working on two international exchange programs focused on the United Kingdom. The first concept is to establish an international exchange agreement between the UK's Local Government Association (LGA). We first began exploring this idea in 2011. League Executive Director Don Zimmerman and 2012-2013 President Chris Claybaker, mayor of Camden, have given the nod of approval to proceed with the exploration of the concept.

We will develop a reciprocal relationship with the LGA to exchange ideas and concepts of local governance and how we develop and administer the service programs we provide. We'll participate in official exchanges, in international conferences and conduct research on mutual problems.

The second concept is the development of an international veterans exchange with England. This program came to fruition during a dinner in October of 2011 with Tony Wright, a Winston Churchill Fellow. Wright received a grant from the Winston Churchill Institute to travel to the United States to visit various veteran services installations to view firsthand the assistance programs available for veterans transitioning from military to civilian life.

The primary concept of the exchange program is to engage veterans and their families who may have emotional problems like PTSD, those who may be homeless, or those who struggle with addiction.

Wright and The Honorable Dave Anderson, a member of Parliament, visited Arkansas in December 2012 to meet with various entities who have expressed an interest in assisting to develop this program. They



met with representatives of Judge Mary McGowan of the Veterans Treatment Court, nutritionist David Rath, ARVETS founder and CEO Nicole Hart, Gov. Beebe's Deputy Chief of Staff Lamar Davis, and Aristotle, Inc., CEO Marla Johnson Norris, along with other business leaders. Rison Mayor Vernon Dollar, Heber Springs Mayor Jackie McPherson, Harrison Mayor Jeff Crockett, and Star City Mayor Gene Yarbrough also met with the UK visitors.

One idea that has received a great response is to host the veterans and their families from the UK and introduce them to Arkansas natural beauty. They would visit Hot Springs, Eureka Springs, and the Delta to expose them to the diverse regions of Arkansas.

A delegation will travel from Arkansas to England this May to finalize the agreements for these two exciting new programs.



For more information on how to participate, contact Sherman Banks at 501-374-8493, email sbanks@aristotle.net, or write to P.O. Box 165920 Little Rock, AR 72216.

Sign up to be a research volunteer

By Kate Stewart

Research helps to answer important questions to improve health for all people. The more Arkansans participate in clinical research, the more likely it is that research findings will reflect their real health needs and result in better health care for them.

To produce medical treatments that can help you, researchers need people to participate in their studies. They need individuals of all ages, ethnicities and backgrounds across Arkansas to create a representative population for study.

Arkansans have two easy ways to get involved through the University of Arkansas for Medical Sciences (UAMS).

Text message alerts

People who want to know about new clinical studies at the university can sign up to receive mobile telephone text message alerts from the UAMS Translational Research Institute.

You can join the text messaging service by starting a new text message and entering 772937 where the phone number goes, then texting the word “UAMSresearch” where messages are typed. The service is free, although standard text rates apply.

When a new study begins enrolling volunteers, those who signed up for the text service will receive a text message that briefly describes the study and provides a phone number to call if you are interested in learning more about it. There is no obligation to participate.

ResearchMatch

In addition, you can join about 640 Arkansans who have already signed up to learn about ways to participate in clinical research studies through a service called ResearchMatch.

ResearchMatch is a national volunteer research registry that brings together researchers and willing volunteers who want to get involved as research participants. It's intended to encourage people to volunteer for research studies by helping them find the right match for them or their family.

Registration is done online and takes about 10 minutes. Anyone can sign up. You will be asked to fill in some personal information, including your health history, but you can skip any questions you prefer not

to answer. You can also add details like what kind of research you are interested in and how far you would be willing to travel to participate in a study.

You are not registering to participate in any study, but are registering your interest to be contacted about studies that may be a good match for you. The need for research volunteers is great, as many studies end without getting enough participants. Learn more at www.uamshealth.com/researchmatch.

Community engagement

Another type of research to improve health takes place in your community. Called community engagement, this type of research is about working together with people in the community to address health concerns or topics that are important to them. For example, one UAMS project in Jefferson County is learning new ways to connect community members to research opportunities. UAMS researchers work with community-based organizations and other groups, such as churches, that are already active in the county. Community members known as Community Connectors are hired to assist residents in accessing services and research opportunities. By partnering with local organizations, researchers are better informed about what matters to the community and can be more successful in carrying out studies.

Community engagement goes to the heart of why we're doing research, which is to make a difference in the real world. It's especially important for Arkansas, which has a large percentage of low-income residents and rural areas with less access to health care.

Research participants and volunteers are an important part of creating change in medicine and healthcare. Even if you don't fit the criteria for one study, another one will come along that needs you. Join us by signing up to receive information in one of these ways, and count yourself among those working toward a healthier Arkansas.



Kate Stewart is co-director, Community Engagement Component Translational Research Institute of the University of Arkansas for Medical Sciences.

AHPP schedules 2013 “Walks Through History” and “Sandwiching in History” tours

The Arkansas Historic Preservation Program’s “Walks Through History” and “Sandwiching in History” tours will visit historic properties across the state during 2013, AHPP Director Frances McSwain has announced.

In the “Walks Through History” program, AHPP historians each month provide free, guided walking tours of historic structures and districts across Arkansas. Most tours begin at 11 a.m. on Saturdays. The 2013 schedule includes:

March 9, **Shriners Country Club (Marylake Carmelite Monastery) at East End in Saline County**, co-sponsored by the Saline County Library

April 13, **Cherry Street Historic District at Helena-West Helena**, co-sponsored by the Delta Cultural Center (this tour will begin at 1 p.m. and coincides with the annual meeting of the Arkansas Historical Association)

May 11, **Mount Sequoyah Retreat and Conference Center at Fayetteville**, co-sponsored by the Fayetteville Historic District Commission

June 15, **Fishback Neighborhood Historic District at Fort Smith**, co-sponsored by the Fort Smith Museum of History and Fort Smith Historical Society

July 20, **Historic Downtown Leslie in Searcy County**, co-sponsored by the Searcy County Historical Society

August 10, **Pine Bluff Commercial Historic District**, co-sponsored by the Pine Bluff Historic District Commission and Pine Bluff/Jefferson County Historical Museum

September 14, **Whittington Park Historic District in Hot Springs**, co-sponsored by the Whittington Valley Neighborhood Association and Garland County Historical Society

October 12, **Judsonia Bridge and Historic Downtown Judsonia**, co-sponsored by the White County Historical Society

November 9, **Camp Ouachita Girl Scout Camp Historic District near Thornburg in Perry County**, co-sponsored by the Perry County Historical Museum and Perry County Historical Society

December 14, **Marked Tree Commercial Historic District in Poinsett County**, co-sponsored by the Marked Tree Chamber of Commerce

The “Sandwiching in History” tour series targets Pulaski County structures and sites. The noontime series includes a brief lecture and tour of the subject property. Participants are encouraged to bring their lunches with them. “Sandwiching in History” tours will be held in 2013 at the following locations:

March 1, **St. John’s Seminary**, 2500 North Tyler Street, Little Rock

April 5, **Charles Youngblood House**, 320 West 18th Street, North Little Rock

May 3, **Farmer-Brooks House**, 623 Orange Street, North Little Rock

June 7, **Little Rock YMCA**, 524 South Broadway, Little Rock

July 12, **Villa Marre**, 1321 Scott Street, Little Rock

August 2, **Emmett W. Jenkins House**, 923 West 24th Street, Little Rock

September 6, **Pulaski Heights Baptist Church**, 2200 Kavanaugh Boulevard, Little Rock

October 4, **Lakewood Park**, 4500 Lakeshore Drive, North Little Rock

November 1, **Edward H. Colgan House**, 2318 South Summit Street, Little Rock

December 6, **Faucette-Cook Building**, 421-423-425 Main Street, North Little Rock.

All tours are free and open to the public. For information, call the AHPP at 501-324-9880, write the agency at 1500 Tower Building, 323 Center St., Little Rock, AR 72201, send an email to info@arkansaspreservation.org, or visit www.arkansaspreservation.org.

Personnel records and the Arkansas Freedom of Information Act

By David Schoen, League staff

In the January issue of *City & Town* we looked at a number of federal and state statutes dealing with record retention. Here, we will examine a more specific issue: when to release—or not release—records in response to a request by the press or a member of the public.

Ark. Code Ann. 25-19-105 contains the provisions from the Arkansas Freedom of Information Act (FOIA) pertaining to records, including personnel records. The following information is derived from that code section and from the pamphlet, “Arkansas Freedom of Information Handbook (15th edition).” The statute is available in the *Handbook for Arkansas Municipal Officials*. Both the *Handbook* and the pamphlet may be ordered from publications page on the League’s website at www.arml.org. The FOIA pamphlet may also be downloaded from the same location.

What must be released?

The FOIA was adopted to allow citizens to observe the actions of government leaders and to promote and protect the right of individuals to attend the meetings of policy-making, tax-supported bodies. Information in employee records that must be released upon request include salary and compensation, dates of hire, job applications and resumes, work history, and work email addresses.

When is information in personnel records exempt?

Not all information in personnel records may be released. The FOIA lists exemptions for personal privacy and job evaluation records. If information is exempt, it does not mean that the document in its entirety must be withheld, but only that the custodian must redact the exempt information from the document and then provide the record with the remaining non-exempt material. Examples of information exempt under the personal privacy exemption are non-elected employee’s addresses (must verify city or county), unlisted phone numbers, religious affiliation, welfare payments, payroll deductions, social security numbers, marital status, and details about the employee’s family life.



How do we handle job evaluation and disciplinary records?

Job evaluation records are generally exempt and include “disciplinary” records. However, an exception exists for certain cases in which the discipline resulted in suspension or termination. Such records may be released only if the following criteria are met. First, the suspension or termination must be final, which means that all appeals have been exhausted or waived. Second, the records must have formed the basis for the suspension or termination. Finally, a “compelling public interest” in disclosure must exist. Factors used to determine whether an interest is compelling are (1) the nature of the infraction that led to suspension or termination, with particular concern as to whether violations of the public trust or gross incompetence are involved; (2) the existence of a public controversy related to the agency and its employees; and (3) the employee’s position within the agency. In short, “a general interest in the performance of public employees should not be considered compelling, for that concern is, at least theoretically, always present.”

An employee may see his or her own records.

What are the procedures for handling requests for personnel or job evaluation records?

The FOIA specifies the procedures for personnel or job evaluation record requests. The custodian must determine whether records are releasable within 24 hours and notify the person making the request and the employee of his or her decision. If contact fails, the custodian must send written notice via overnight mail to the last known address. The custodian, requester or subject may seek an Attorney General’s opinion, to be issued within three working days. (Note: The Attorney General has emphasized that the custodian must first make a determination, and then seek an opinion as to the correctness of that decision. The custodian should not merely seek an opinion asking the Attorney General whether or not to release the records.) No disclosure may be made until the Attorney General’s opinion is issued.

The guidelines discussed in this article should help city officials and employees with a basic understanding of their rights and obligations with respect to the release of employee records. However, situations are bound to arise that will create additional questions. When that happens, contact your city attorney or one of the Municipal League lawyers for further assistance.

Newly elected?

There is some great information in the January 2013 *City & Town*.

If you missed it, please go to our website to view or download this helpful issue.



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A case for grants

By Chad Gallagher

The saying goes that “pork barrel spending” is whatever is spent in someone else’s town or district. Everyone wants to see the federal and state government cut wasteful spending, live within their means and be more responsible with the taxpayers funds, yet at the same time everyone loves to see funds spent in their communities for good causes. What mayor in Arkansas today isn’t a bit jealous of Osceola and Mississippi County for landing the new steel plant and would feel it very appropriate to spend state money to help create those jobs? While we are excited for Osceola, it brings to light a question: How do you reconcile the justification for grants and a smaller, more responsible government that spends less. In my mind, easily.

I am a conservative. As a general rule I agree with Ronald Reagan when he said that too often government is not the solution but the problem. Government should run efficiently, spend less and tax less. I believe that less taxation and less regulation are an economy’s best friend. But I am not a libertarian. There are some things the government should do. Government has a large bully pulpit and can impact issues, affect society and do the greater good with its purse on so many fronts. I don’t think eliminating grants to cities and towns or organizations is the solution to wasteful spending; common sense is the solution.

Improving infrastructure for long-term job creation, creating a competitive and thriving education system, closing the gaps in education through good programs, and ensuring fire and police protection are all good uses of government dollars. Some may argue that certain grant programs are unnecessary, but most programs are helpful and ultimately benefit the taxpayers footing the bill.

Two things help ensure a successful grant program from the position of the funder. The first is policy. Policy makers must decide what is worthy of taxpayer dollars. Our General Assembly decides this every biennium when it funds agency budgets. Take a look at the mission and actions of every state agency to get a feel for what taxpayer dollars are used on. Getting the policy right on spending from the beginning will keep you from throwing the baby out with the bath water and arbitrarily cutting or eliminating programs that are beneficial to Arkansas communities and citizens.

Once the policy is set then it is an issue of implementation. Once it is settled that we should spend money on certain things, how will we spend it? This is where I make the case for grants to local governments. No government is closer to the citizens than cities and counties. As a general rule I find that Arkansas can spend money in Arkansas more wisely, more efficiently, and more appropriately than the federal government, and I believe the same is true for the state and local level.

Officials in cities and towns know their needs, know how to stretch a buck and balance a budget. At the local level there is also a great deal of accountability. Citizens know where you live, see you at lunch and can easily show up at the council meeting. This level of accountability also ensures greater efficiency and good stewardship. Once the policy makers decide on what the government should spend taxpayer dollars, put those funds in the hands of the locals if you want the job done right.



Chad Gallagher is principal of Legacy Consulting and a former mayor of De Queen. Contact him in De Queen at 870-642-8937, 501-246-8842 in Little Rock, or email chad.gallagher@legacyincorporated.com.

CALENDAR

**National League of Cities
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**Arkansas Municipal League
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Wednesday-Friday, June 19-21, 2013
Hot Springs, Arkansas**

NEWSLETTER

FEBRUARY 2013

The Newsletter, provided by a'TEST consultants, is included in City & Town as a service of the Arkansas Municipal League Legal Defense Program.

Why are epileptics, addicts still driving heavy trucks?

A recent article in *Transportation Topics* caught my eye and it actually made me very upset. No matter how hard employers and the persons involved in the drug testing industry work to end drugs and alcohol abuse, some abusing employees just slip through the net. This is not right!

The article started out by drawing attention to the federal government's crackdown on commercial drivers with illnesses too severe for them to be driving a heavy truck. It has been proven that people with epilepsy and drug and alcohol addictions continue to drive on our highways.

To make me even more upset, the Government Accountability Office (GAO) found that 230 people receiving Social Security Benefits for epilepsy had been driving trucks as recently as 2011. To further add to the frustration, the article also reported that states had issued or renewed commercial driver's licenses for 23 drivers after they had been verified to receive Social Security benefits for epilepsy, drug addiction, or alcoholism.

The Federal Motor Carrier Safety Administration (FMCSA) states "a person with an established history or clinical diagnosis of epilepsy is not physically qualified to drive a commercial vehicle for interstate commerce if he or she is taking anti-seizure medication or has had a history of epilepsy or seizures within the past 10 years." Those same guidelines state that people who use a controlled substance or addictive drug, or have been diagnosed with alcoholism, should not drive commercial vehicles.

After the findings, the GAO did not recommend the FMCSA make changes to its policies or processes related to drivers' medical qualifications. They are looking at medical examinations more closely.

FMCSA's response to the problems

The FMCSA is reviewing the GAO findings and has taken steps to improve medical oversight of commercial driver license holders. The first step is requiring drivers to submit their medical certificates to state licensing agencies, which began in 2012. Additionally, the new National Registry of Certified Medical Examiners is being implemented so there will be consistent and better

examinations. These two beginning steps are being taken to get epileptic and addicted drivers off the roads.

Sen. Frank Lautenberg (D-N.J.), chairman of the Senate Commerce Committee's subcommittee on surface transportation, has asked the GAO to report on the FMCSA's current system to keep disqualified drivers off the road.

Everyone should want safety for the public, and it has taken on a new importance with the new revelations from the GAO. Close scrutiny is sure to follow.

FMCSA modifies Safety Measurement System

In December 2012, the FMCSA announced 11 changes to its Safety Measurement System (SMS) that sharpen the focus on high-risk carriers and bolsters compliance programs. The agency came under fire for its Compliance Safety Administration (CSA), which industry critics argued weighted a company's crash risk inaccurately.

FMCSA Administrator Anne Ferro has commented that "these improvements will further strengthen CSA." She said this should show that the agency has "made a clear commitment concerning the CSA—based on well-researched and analyzed recommendations."

The FMCSA is encouraging motor carriers to go to the website www.dot.gov/sms to see how the SMS changes may impact their companies.



a'TEST CONSULTANTS, Inc., provides drug and alcohol testing as a service of the Arkansas Municipal League Legal Defense Program. The program helps cities and towns comply with the U. S. Department of Transportation's required drug testing for all holders of commercial drivers' licenses.

Where are our shoppers coming from?

Identifying your retail “trade area” helps community leaders understand market potential, assist local businesses, and plan for the future.

By Mark S. Goodman, CEcD

Over the last few years, I’ve realized that I have increasingly been involved in assisting communities in retail analysis, whether it has been working with mayors, Main Street programs, or local economic developers. As an economic sector, retail and service is absolutely crucial to a community for many reasons. First, it is a jobs creator or maintainer. Second, the sales tax collections generated from our local retailers are critical to maintaining and growing our communities. Third, the availability of products and services we want and need to buy is a quality of life pillar for our communities. Retail selection gives residents incentive and opportunity to spend their money locally, making them less likely to move outside the community—either to shop or to relocate totally to an area with greater amenities and retail options.

I find that the best place to start for a community is in the measurement of its market, or “trade area.” Where are our shoppers coming from? Where should they be coming from? If a community’s retail and service establishments have customers, they have a trade area. The customers come from somewhere and a trade area analysis identifies just that.

Measuring trade areas

It’s true: Nothing is more accurate than a properly conducted survey. A trade area survey can be as simple as collecting, organizing* and mapping the zip codes of the customers of your local businesses. Most of us are probably aware of this method when we make a purchase at a national chain store and we are asked for our zip code. The bottom line is that we can do the same thing as the big retailers, by organizing with local businesses to conduct a trade area survey. In fact, having local businesses participating in a survey is a terrific program concept for a chamber of commerce and its participating businesses.

Other methods for measuring trade area boundaries include the use of statistical models. Some models measure a market for a community based upon travel time. For instance, you might see a map with a trade area measured as a 20-minute drive time from the city. Other models measure what they call “retail gravity,” by calculating that point between two communities where a customer is equally likely to go either way to buy comparable goods or services. This is known as a “trade area boundary,” and it is based upon the relative distance to each community and the size of the community or volume of existing retail activity. For more information on selected models, or to arrange for a presentation to a local audience discussing retail trade area measurement further, please contact IEA (you can find our contact details at the end of this article).

**Statistical ordering of survey results is necessary for an accurate trade area calculation and requires additional description.*

Who makes up your trade area?

It is one thing to know the geographic boundaries of your trade area, and yet another to identify the number of people within those boundaries, how much money they have and spend, and what they spend their money on. This is called a “demographic assessment.” I believe the real value-added quality in a trade area study is found here—in the demographic assessment—as it shows local leaders just how many spending dollars are available in their communities. We may not be capturing all of those dollars, but we know they’re out there, and a demographic profile can help us to understand the local retail environment.

Demographic assessments are generally built on a number of factors, including: total number of people within the trade area, by age and other breakdowns; number of households from within the trade area;

median household income of trade area residents; projections of future population, housing and income; and available dollars to be spent on multiple retail categories, from groceries to clothing to restaurants and many others.


Where do I get help?

Retail analysis is tedious, but it is critical to successful retail development in our communities. A comprehensive trade area analysis requires some careful planning, organizing, data gathering and calculation. For this reason, many communities and economic developers rely on third-party providers to do the work. Consultants and university or government research agencies often are used. Your choice of external assistance will depend on how much you are able to spend, how quickly you need the results, and how often you conduct trade area analysis.


The Center for Economic Development Education at UALR's Institute for Economic Advancement (IEA) can conduct a range of retail studies, including trade area analysis. Please contact us for more information on retail analysis in your community by calling us at 501-569-8519, or by visiting our website, www.iea.ualr.edu.



Mark Goodman is Director of the Center for Economic Development Education, Institute for Economic Advancement, UALR. Email Mark at mgoodman@ualr.edu.


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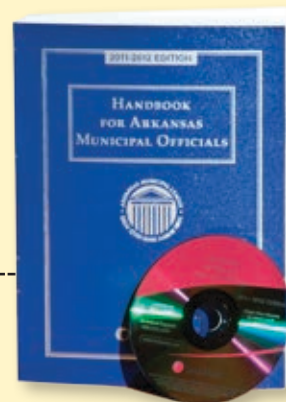
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ACCRTA scholarships available

The executive board of the Arkansas City Clerks, Recorders and Treasurers Association (ACCRTA) awards scholarships for tuition to attend the Municipal Clerks' Training Institute, the Academy for Advanced Education and the International Institute of Municipal Clerks' annual conference, all of which will enable Arkansas clerks to further educational training.

A scholarship honoring the memory of Bill S. Bonner will be awarded to a first-year attendee in the certification program at the Municipal Clerks' Institute in September 2013.

Scholarships include: four local \$400 scholarships to attend the Municipal Clerks' Institute, Sept. 15-20, 2013, in Fayetteville; one \$400 scholarship for the Academy for Advanced Education, Sept. 18-19, 2013, in Fayetteville;

and one \$400 scholarship to attend the International Institute of Municipal Clerks (IIMC) annual conference, May 19-23, 2012, in Atlantic City, NJ.

These scholarships are in addition to the 11 regional scholarships awarded by the IIMC.

Fill out the scholarship application below and return it to:

Barbie Curtis, CMC, CAMC
 City Clerk / Treasurer
 City of Van Buren
 1003 Broadway
 Van Buren, AR 72596

For more information, contact Scholarship Chairman Barbie Curtis at 479-474-8936, or email bcurtis@vanburencity.org.

2013 APPLICATION FOR SCHOLARSHIP ASSISTANCE

I, _____, am a member of the Arkansas City Clerks, Recorders and Treasurers Association and the International Institute of Municipal Clerks, and do hereby apply for assistance from ACCRTA. (Applicant must be a City Clerk, Deputy City Clerk, Recorder, Treasurer or related title at the time of application.)

Name _____ Title _____
 Street Address or P.O. Box _____
 City, State, Zip _____
 Telephone _____ Date assumed present position _____

Other related experience:

Title	Municipality	Years
_____	_____	_____
_____	_____	_____
_____	_____	_____

Education: H.S. ___ Graduate College (years) ___ Degree _____

Check one: This application is for a ___ First ___ Second ___ Third year Institute

What are the approximate costs of the institute you plan to attend?

Travel/Transportation _____ Registration Fee/Tuition _____
 Lodging and Meal _____ Total Amount _____

How much does your municipality budget your department yearly for education? _____

What is your reason(s) for applying for this scholarship? _____

I understand that if a scholarship is awarded to me, it must be used between Jan. 1, 2013, and Dec. 31, 2013, and that I must attend all sessions. Yes. _____

Have you attached written evidence that your Chief Executive or legislative body supports your attendance at the institute and that in the event that a scholarship is awarded, you will be given the time to attend the institute? Yes ___ No ___

I do hereby attest that the information submitted with this application is true and correct to my best knowledge.

Signature: _____ Date: _____

CHECK THE SCHOLARSHIP FOR WHICH YOU ARE APPLYING:

- ___ Municipal Clerks' Institute, Fayetteville—Sept. 15-20, 2013
- ___ Academy for Advanced Education, Fayetteville—Sept. 18-19, 2013
- ___ IIMC Conference, Atlantic City, NJ—May 19-23, 2013

DEADLINE: April 2, 2013
DEADLINE: April 2, 2013
DEADLINE: March 2, 2013

DISCLAIMER: ACCRTA will not be responsible for applications that do not reach the chairman by the deadline. Please feel free to call after a few days to be sure your application was received.

ACCRTA seeks nominations for Clerk of the Year

The Municipal Clerk of the Year Award recognizes a member of the Arkansas City Clerks, Recorders, Treasurers Association (ACCRTA) who has made significant contributions to the objectives of the municipal clerks profession and to the improvement of municipal government in Arkansas and the clerks own community.

Qualities are length of service, good relationship with other clerks, interest in education, attendance at national and regional conferences, community service, advancing and supporting the municipal clerks association.

Any municipal official or ACCRTA member may nominate a candidate for Municipal Clerk of the Year for 2013. **The deadline for nominations is May 1, 2013.** The finalist will be honored at the 79th Annual Arkansas Municipal League Convention, June 19 - 21, 2013 in Hot Springs.

Requirements for nominees:

- Has been an active ACCRTA member for at least five years
- Holds a city clerk/recorder/treasurer or deputy position
- Is a Certified Municipal Clerk or Certified Arkansas Municipal Clerk
- Provides service to other municipal clerks in the state as the opportunity exists
- Exhibits leadership

Complete the nomination information below and send to:

City Clerk Treasurer
Sondra E. Smith
113 West Mountain
Fayetteville, AR 72701
ssmith@ci.fayetteville.ar.us
(479) 575-8323

Municipal Clerk of the Year 2013

Please Submit the Following Information

NOMINEE'S FULL NAME _____
ADDRESS, CITY, ZIP _____
BUSINESS PHONE _____

NAME OF THE CITY THE MUNICIPAL CLERK REPRESENTS _____

YEARS SERVED AS MUNICIPAL CLERK AND YEAR APPOINTED OR ELECTED _____

NUMBER OF YEARS AS ARKANSAS CITY CLERKS, RECORDERS, TREASURERS ASSOCIATION (ACCRTA) MEMBER _____

INTERNATIONAL INSTITUTE MUNICIPAL CLERK (IIMC) PARTICIPATION _____

CERTIFICATION RECEIVED:

IIMC CERTIFIED MUNICIPAL CLERK, IIMC MASTER MUNICIPAL CLERK OR CERTIFIED ARKANSAS MUNICIPAL CLERK

DATE OF CERTIFICATION _____

ACCRTA MEMBERSHIP DATE _____

ACCRTA OFFICES HELD _____

ACCRTA MEETINGS ATTENDED _____

ACCRTA, IIMC, OR ARKANSAS MUNICIPAL LEAGUE COMMITTEE SERVICE _____

EDUCATION PROGRAM PARTICIPATION (INSTRUCTOR, PANEL MEMBER, MODERATOR) _____

COMMUNITY SERVICE _____

LEADERSHIP ACTIVITIES _____

OTHER ACTIVITIES _____

NAME OF INDIVIDUAL SUBMITTING NOMINATION _____

ADDRESS _____

PHONE NUMBER _____

SIGNATURE _____

DATE _____

NOMINATOR: PLEASE BRIEFLY SUMMARIZE THE REASONS WHY YOU BELIEVE YOUR NOMINEE SHOULD BE SELECTED AS THE 2013 MUNICIPAL CLERK OF THE YEAR. _____

Tree benefits 101

By John Slater

The great Theodore Roosevelt once said, “To exist as a nation, to prosper as a state, and to live as a people, we must have trees.”

One of the greatest conservationists of our time knew the true value of the natural world and spent a great deal of time surrounded by it. Today we have an impressive amount of research that proves President Roosevelt’s own findings. Thanks to him, thousands of natural areas have been preserved and protected forever. To have a healthy, thriving city or town we need to continue his work. The U.S. Forest Service’s Urban and community Forestry Program has been collecting research about the benefits of trees from many resources to produce the fact sheet below.

Trees for People: Urban Forestry 101

Trees cool cities and save energy

- Strategically planted urban trees reduce energy use by shading buildings in summer and blocking cold winter winds.
- As they grow trees remove carbon dioxide and other green house gasses from the atmosphere and sequester them in their leaves, branches, trunks and roots.

Trees strengthen quality of place and the local economy

- Trees increase property values by 10 to 20 percent and attract more homebuyers.
- Trees increase municipal revenue through property tax assessments.
- Urban parks provide a setting for festivals and other special events that add millions of dollars to the local economy.
- In retail/commercial districts, shoppers spend more time and money and come back more often.
- Trees give people places to recreate, connect with nature and experience a sense of well being.

Trees improve social connections

- Planting trees is one of the most valuable ways to engage residents.
- Planting creates safer, supportive neighborhoods working for a common vision.
- Trees are a focal point for community revitalization.

- Trees relieve mental fatigue and impulse control, restoring concentration.
- Trees offer a sense of place and improve the quality of life.
- Trees strengthen the social and economic components of environmental justice.

Trees create walkable communities

- Tree-lined streets encourage people to walk in their communities and walk further.
- Street trees have been shown to calm traffic through neighborhoods.
- Trees strengthen Complete Street policies for all users.
- Making streets more walkable encourages transit-oriented development.



Trees improve air quality

- Trees absorb gaseous pollutants through their leaves.
- Trees bind or dissolve water-soluble pollutants onto leaf surfaces.
- Trees intercept and store pollutants on the leaf surfaces.
- Trees capture and store air pollutants in the uneven, rough branches and trunk.
- Trees sequester CO₂ in trunk, branches and roots.
- Trees shade buildings and pavement, reducing the demand for air conditioning and the formation of ozone.

Trees reduce storm water runoff

- Trees act as sponges that keep water on site and recharge the groundwater.
- A typical urban forest of 10,000 trees will retain 10 million gallons of rainwater per year.
- Trees reduce the amount of runoff and pollutants into creeks.
- While manmade drainage systems such as sewers and storm drains accelerate the flow of polluted water through community, trees slow it down and clean the water.
- Tree canopies and roots protect the soil from erosion.
- More trees equals lower costs for storm water management.

Trees help promote smart growth

- Trees strengthen the urban core by improving public social space and the walking experience.
- Trees give people access to nature in the city.
- Trees add breathing room to more compact development.
- Trees separate incompatible uses and buffer noise pollution.
- Trees support mixed use that improves real estate values and the local economy.
- Trees create an interconnected framework of green infrastructure that recovers ecological function, biodiversity and wildlife habitat.

This information came from a factsheet produced by the U.S. Forest Service. The Southern Group of Urban Foresters, which consists of 13 southern states, works closely with USFS Urban and Community Forestry Program, and we share our materials.

Make a Memory...Plant a Tree



John Slater is urban forestry partnership coordinator with the Arkansas Forestry Commission. Contact him at 501-984-5867, or at john.slater@arkansas.gov.



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Leading your small city: What people need from you in today's topsy-turvy world

By Mark Towers

We are living in times of tremendous change. According to experts, the rate of change during the 1970s was five percent. If you are not old enough to remember it, have someone explain this concept to you: There were only three commercial television stations (ABC, CBS, and NBC), and the national anthem came on at midnight (signaling that it was time to go to bed). That simplicity and lack of choice now seems unbelievable to those of us who remember those days.

Today, these same experts report that we are living at a rate of change that is close to 75 percent.

In working with city leaders across the United States, I talk with them about change and the challenges that accompany change. I am always interested in how they deal effectively with these challenges. One mayor of a small city (located not far from a rapidly growing bigger city) recently shared this with me: “Confucius said he who rides a tiger cannot dismount. I feel like I am on a tiger a lot of the time. Many issues and decisions come my way on a daily basis. Leadership in the public sector these days is not for the weak or the easily intimidated.” His words stuck with me and prompted me to interview other people in leadership positions in the public sector.

This article is an outgrowth of both my formal and informal research. It is meant to provide food for thought in relation to your city's future and your city's strategic planning. As a terrific mentor once said, “My job is not to answer your questions. It is to question your answers.” Please use this article as a springboard to stimulate the thinking of you and your colleagues as you endeavor to provide outstanding leadership now and in the future.

As I scoured the literature and the Internet in relation to leadership in the local sector over the past several months, I have come across this amazing statistic. In 1940, 70 percent of the people in America lived in a rural environment. By 1970, 70 percent of the people in America had moved to an urban environment. In a span of 30 years, our society completely changed. Dr. Peter Drucker, the magnificent business guru, was correct

when he noted that the history of working America could be described: from farmer to labor to clerk. This shift in demographics has prompted me to believe that big cities need to think small and small cities need to think big. Let me explain.

Big cities face a larger number of problems based upon the sheer number of inhabitants who reside within the city limits. These issues of traffic, more crime, and so on are all things that come with the territory. Therefore, leaders in big cities need to create a greater sense of neighborhood, connectedness, and common goals among people who live near one another. They must create “a small town soul in a big city body.” This is no easy task these days in our very transient, mobile, and ever-changing society.

Conversely, small cities face the problems of smallness. These issues include lack of skilled workforce, a smaller tax base, and so on. Therefore, leaders in small cities need to “think bigger” in regard to their future. They need to decide what their future must look like in a world where some people are feeling compelled to leave the small city environment in search of greater opportunities in mid-sized or large cities.

A client in Lincoln, Neb., recently told me he grew up in a very small town in western Nebraska and his mother still lives in this town. This is his story:

The mayor of the town invited all interested citizens to a planning session. For the entire morning, he had everyone voice their opinion in regard to the negative things that had happened in their town—loss of population, dilapidated infrastructure, etc. The town clerk listed all of these negatives for everyone to see. Following lunch, the mayor faced the citizens and said, “Now what are we going to do in order to better our future?”

The brainstorming lasted well past the late afternoon deadline, and eventually the town council and the citizens decided on a course of action. They now have a yearly music festival that attracts lots of visitors and tourists to the town. They also have a core group of very active citizens who decided to work together to make things better.



PAINTING BY EGON SCHIELE

They now believe they do not need to go “elephant hunting.” In other words, they no longer think it is a good strategy to try to persuade a large or even mid-sized employer to come to their town. They have decided to build their town by pursuing “one family at a time.” They have dedicated themselves to selling the rural way of life to like-minded individuals who wish to join them. At this juncture, both morale and productivity are on the upswing in the town. They know that they face some tough challenges ahead, but they are now welcoming these challenges, not shying away from them.

The ancient Greeks invented democracy; they also coined the term “idiot.” Their definition of an idiot is someone who did not care about civic affairs. Following this logic, the opposite of an idiot is a “spy for hope.” More than vision statements, mission statements, goals, and other forms of strategic planning, please remember that your key job as a city leader is to be a “spy for hope” during these topsy-turvy times.

This mayor served as an effective leader because he enabled his citizenry. He didn’t act like the “sage on the stage.” He played the role of an “effective guide on the side.” He invited people into the process and, in doing so, created both positive momentum and results. He gave his constituents what they needed—hope and the impetus to go forth and tackle the future. I wish the same scenario for you.

How to lead your small city

As you take the leadership reins in your small city and embrace the strategic planning that lies ahead of you, bear in mind that there are only five competitive advantages that exist in the marketplace of human affairs. They are more, better, faster, different, and less expensive. Read those words again. They are extremely important words.

If you are going to project your city as a “great place to be,” you must keep these five competitive advantages uppermost in your mind. Share them with the key partners in your city and remind them that change is scary, but no change is risky. Brainstorm relentlessly in relation to these words. Read. Study. Observe. Seek ideas that work in other areas and adapt them to yours. Continue to look for ways to add value for your citizens by marketing, touting, and most importantly, “making notable things happen” in regard to your special spot in the great State of Arkansas.

Reprinted with permission from the November 2012 edition of Texas Town & City, the official publication of the Texas Municipal League. Mark Towers is a professional speaker, author, and consultant. He holds a Master’s Degree in Counseling Psychology. He has traveled throughout the United States, Europe, South Africa, Mexico, and Canada since 1987, providing people with creative strategies for dealing with an ever-changing world. Contact Mark at 817-421-4744 or email mark@speakoutseminars.com.

Persistence pays

I grew up in a town of 700 people in eastern Iowa. When I was in high school, my father decided that he wanted our little town to have a nine-hole golf course. He contacted an office in Washington, D.C., and obtained a grant to have a golf course built. There was just one stipulation—he had to obtain matching “seed money” from local citizens in order to get the grant approved. He asked everyone he knew for a \$100 pledge. He was turned down many times, but he persisted. He got the money. The golf course was built in 1966, and today it is still the hub of that city. My father knew that the golf course would make our town better and different. It most certainly has.

—Mark “Tenacious” Towers

Summit preps women for leadership roles

By Merry Moiseichik, Re.D., J.D.,

The Arkansas Recreation and Park Association is hosting a Women's Leadership Summit, April 11-12 at the Chancellor Hotel in Fayetteville, to help prepare participants for leadership roles in their field. Women are a major part of the industries of sport, recreation, tourism, and hospitality. While more than 50 percent of college graduates and middle management are women, they make up less than 10 percent of top leadership positions. When considering who will be the next athletic director, rarely do we think "she." While less of a problem in parks and recreation, women comprise less than 25 percent of the top leadership positions.

There are lots of reasons that have been posed in research for the lack of women at the top. They include balance of family and work, socialization and linguistic style, stereotyping in our society, lack of strong women role models, and their exclusion from informal networks and communications. Change is a social process. Women have to learn how to step up and be seen as leaders.

The lack of women in leadership roles will not change until women gain skills in how to be the people that come to mind when leadership positions are being assigned. The purpose of the Women's Leadership Summit is to help women learn skills from other women who are in leadership positions.

Nationally recognized women leaders in our field, who are some of the best speakers in the country, are excited to share what they believe it takes to live as a woman and take the leadership roles.

- Mary Alice Hill is a retired university men and women's athletic director who has won three Title IX suits for various schools in university athletics. She is a motivational speaker who has been a leader and champion for women in the sports world.
- Blake Woolsey is the senior vice president of the Center for Training, Business and Leadership Excellence at Mitchell Communications Group. Prior to Mitchell she was co-owner of a training company called Executive Communications Consultants and is a national motivational speaker.

- Jan Geden is a retired parks and recreation director from Boulder, Colo. Jan now spends her time teaching at National Recreation and Park Association training schools including the National Directors School and School for Sustainability. She speaks on leadership and personnel development.
- Jane Adams is the executive secretary for the California Recreation and Parks Association, the largest state association in the nation. California leads in programs that have helped reposition the parks and recreation departments to convince community leaders that recreation and parks are essential services, not an easily disposable frill. Many of the ideas developed by the California association have been developed and expanded by Jane.
- Christy Morrison is the executive director of the Stillwater Convention and Visitors Bureau. She is charged with the responsibility of expanding the local area economy through increased visitor spending by attracting conventions and meetings, increased tourism, and the promotion of special events. She has chaired and been a member of Oklahoma's leadership programs for the state.

This is a truly inspiring group of women who have made it in their respective fields. They are recognized as excellent national speakers and will provide exceptional words of wisdom of how to overcome obstacles and incorporate balance and quality of life as a professional woman moving into leadership positions.

To register online for this event, go to the Arkansas Recreation and Park Association website at www.arkarpa.org and follow the Women's Leadership Summit link.



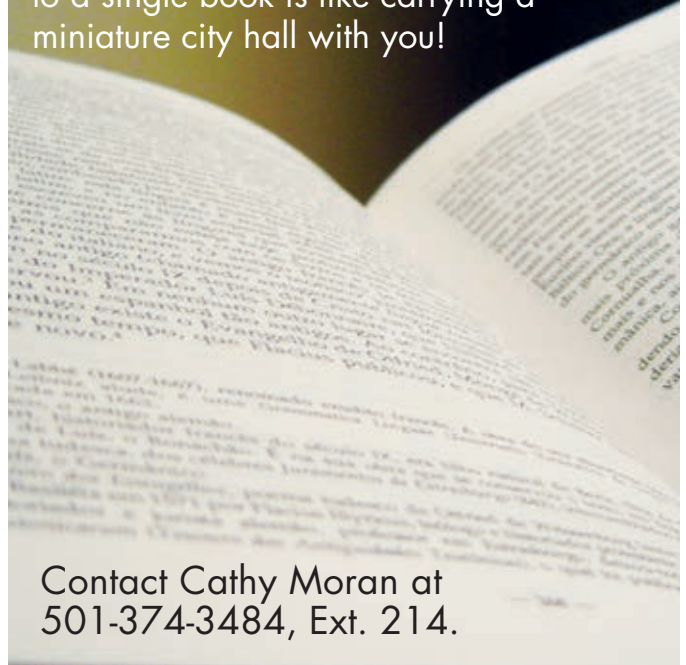
Merry Moiseichik, Re.D., J.D., is professor of Recreation, Health Science, Kinesiology, Recreation and Dance at the University of Arkansas and conference chair of the Women's Leadership Summit.

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Obituaries

WILLIAM MICHAEL McGARY, 26, a Conway police officer, died Feb. 1.

WALTER E. "SONNY" SIMPSON, 77, a former Little Rock police chief, died Feb. 5.

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Small area planning: It's the same as any, but different

By Jim von Tungeln

Attending the League Winter Conference last month, I was struck once more by the interest smaller communities are showing in planning. Their elected officials invariably want to know how to proceed and what to expect. This month, we shall address both questions.

First, we should consider a couple of things. One is that much of what follows could be applied to planning for neighborhoods or other key areas of larger cities. So don't tune out simply because yours is a larger community.

Also, note that there isn't much help available. The professional planners' national organization regards small towns as cities of 50,000 people or less. The "school solution" to community development thus involves massive amounts of money and a consultant or two. We are truly on our own when we get to cities with a population of less than 5,000.

Beginning with similarities, planning for all sizes should begin with the question, "What are we trying to do?" This may sound elementary, but the blindest stare a planner receives can result from asking that question in a city seeking a new sign ordinance.

Planning for small areas should also include goal setting at the early stages, just as it would in a large city. So far, then, we note the establishment of a vision, and the goals we want to achieve in getting to that vision.

Here is where it may begin to differ based on the size of the planning area. Although citizen participation is important, we should be aware that in a small town, residents usually know what the problems are. So, their involvement might best concentrate on how to address those problems rather than to rehash them. Plans become more project-oriented, or strategic, as opposed to policy-oriented.



Veterans Park in Keo, a small community (pop. 256) that used zoning to address a threatening land-use problem.

In my experience, the desire for small city planning results from only one or two problems, as opposed to the multiple, complex, and interlocking issues with which large-city administrators must deal. It may be substandard housing. It may be an individual's answer to the need for affordable housing (read: manufactured housing or manufactured housing in an unpopular location).

Addressing the strategic nature further, small area planners should determine what solution is available within existing statutes. This question is extremely common with me and with the League's attorneys. So, with their guidance, I will address it.

If the identified problem deals with land use, the proper solution most likely involves zoning. The exception would be a land use that is creating a nuisance as opposed to an incompatible use of the land. Let the city attorney make this distinction.

If the problem does involve the use of land, the solution will include zoning regulations. These will require, first, an adopted plan. A key consideration in land use control is that zoning exists in order to carry out or protect the provisions of a plan. It does not exist simply to rid our communities of things we don't like.

Planning and zoning requires a planning commission. Our state's statutes now offer a small town an option not available to large cities. A city of the second class or an incorporated town may elect by ordinance to allow the city council to serve as the planning commission and board of adjustment. This provision can provide a solution to the problem of finding volunteers to serve on a planning commission in a small community.

If the identified community problem involves hazards resulting from poor construction, the solution may be found in the *Arkansas Fire Prevention Code*. Contrary to some misconceptions, the passage of a building code is not optional for cities. The code is a state building code and it applies to every piece of property in the state. A city may adopt it or a more stringent one. It doesn't matter. The fire code applies regardless. Consequently, your fire chief and key firefighters should be thoroughly familiar with its provisions. This can prevent much of the shoddy construction practices that plague small communities.

As mentioned previously, if the problem involves other public safety issues or nuisances, elected officials should consult their city attorney.

Small towns may face problems with low-quality subdivision construction. Many do not, but for those that do, land development can be a potentially devastating issue. The fact is, small towns that face a lot of subdivision activity won't stay small towns for long. So it is important to become proactive in subdivision control at an early stage. Failure to do so will involve public maintenance costs and responsibilities that will last for generations to come.

Unfortunately, this early stage of growth is usually the one in which small towns may lack the resources with which to deal adequately with review of subdivision plans and inspection of construction. Any number of professional consulting engineers are available to help, and some of their costs can be passed from the city to the developer.

Finally, addressing small town problems is more personal than addressing problems in large cities. There is literally "no place to hide" when regulating one's friends, neighbors, and relatives. For this reason, it is vital that planners at the small area level first be sensitive to what solutions will be acceptable to the community. Second, they must be competent in selling tough remedies. After all, it is the future of our living space that is at stake.



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

2012 State Turnback Funds

Actual Totals Per Capita						
	STREET		SEVERANCE TAX		GENERAL	
MONTH	2012	2013	2012	2013	2012	2013
January	\$3.4786	\$3.2369	\$0.2859	\$0.3020	\$3.1339	\$3.1338
February	\$3.7795	\$3.4064	\$0.2584	\$0.3873	\$1.0053	\$1.0094
March	\$3.2521		\$0.4307		\$1.0055	
April	\$3.4633		\$0.2705		\$1.0017	
May	\$3.6848		\$0.1999		\$1.0053	
June	\$3.8035		\$0.2104		\$1.0056	
July	\$3.7480		\$0.1996		\$3.1087	
August	\$3.5350		\$0.1567		\$1.0052	
September	\$3.6430		\$0.1899		\$1.0056	
October	\$3.4734		\$0.2654		\$1.0056	
November	\$3.4269		\$0.2902		\$1.0054	
December	\$3.4321		\$0.2501		\$0.91	
Total Year	\$42.7202	\$6.6434	\$3.0077	\$0.6893	\$16.1978	\$4.1432

Actual Totals Per Month						
	STREET		SEVERANCE TAX		GENERAL	
MONTH	2012	2013	2012	2013	2012	2013
January	\$6,537,582.03	\$6,083,989.12	\$537,347.01	\$567,571.55	* \$5,889,623.14	* \$5,890,046.27
February	\$7,103,104.25	\$6,402,534.31	\$485,627.91	\$728,037.16	\$1,889,245.23	\$1,897,309.37
March	\$6,111,822.72		\$809,523.74		\$1,889,603.23	
April	\$6,508,820.12		\$508,320.37		\$1,882,530.42	
May	\$6,925,015.17		\$375,733.12		\$1,889,362.42	
June	\$7,148,252.90		\$395,417.87		\$1,889,865.20	
July	\$7,043,886.87		\$375,173.84		** \$5,842,460.26	
August	\$6,643,716.19		\$294,503.90		\$1,889,164.55	
September	\$6,846,853.12		\$356,918.13		\$1,890,041.23	
October	\$6,528,081.50		\$498,817.98		\$1,890,041.23	
November	\$6,440,629.62		\$545,491.57		\$1,889,559.03	
December	\$6,450,883.49		\$470,059.64		\$1,703,306.66	
Total Year	\$80,288,647.98	\$12,486,523.43	\$5,652,935.08	\$1,295,608.71	30,434,802.60	7,787,355.64

* Includes \$4 million appropriation from the Property Tax Relief Fund

** Includes \$3,517,657 supplemental in July

Local Option Sales and Use Tax in Arkansas



KEY: Counties not collecting sales tax

Source: Debbie Rogers, Office of State Treasurer See also: www.dfa.arkansas.gov

Sales and Use Tax Year-to-Date 2013 with 2012 Comparison (shaded gray)								
Month	Municipal Tax		County Tax		Total Tax		Interest	
January	\$43,764,256	\$37,846,866	\$39,379,372	\$37,289,267	\$83,143,628	\$75,136,134	\$12,329	\$12,533
Total	\$43,764,256	\$37,846,866	\$39,379,372	\$37,289,267	\$83,143,628	\$75,136,134	\$12,329	\$12,533

January 2013 Municipal Levy Receipts and January 2013 Municipal/County Levy Receipts with 2012 Comparison (shaded gray)

CITY SALES AND USE	AMOUNT	LAST YEAR	Gilbert	114.50	Ozark	68,533.49	78,049.23	Bentonville	429,978.82	394,081.47
Alexander	53,487.07	38,466.43	Gillett	7,967.49	Palestine	20,595.76	7,089.03	Bethel Heights	28,891.81	26,479.74
Alma	176,727.75	175,094.70	Gillham	1,216.82	Paragould	261,726.67	401,267.18	Cave Springs	21,059.84	19,301.63
Almyra	743.26	2,159.20	Gilmore	333.36	Paris	23,713.75	29,553.79	Centerton	115,896.11	106,220.37
Alpena	3,707.76	2,605.74	Glenwood	48,895.87	Patmos	97.99	105.77	Decatur	20,694.43	18,966.73
Alzheimer	2,691.31	2,768.01	Gosnell	13,561.30	Patterson	976.09	1,347.59	Elm Springs	462.85	424.21
Altus	7,343.81	6,185.28	Gould	2,338.18	Pea Ridge	24,240.42	25,469.15	Garfield	6,114.54	5,604.06
Amity	9,177.73	9,177.73	Grady	2,741.14	Perla	2,117.88	1,613.95	Gateway	4,933.04	4,521.20
Anthonyville	209.50	238.99	Gravette	51,505.72	Perryville	15,101.45	18,057.67	Gentry	38,465.57	35,254.22
Arkadelphia	156,272.86	150,334.93	Green Forest	21,031.24	Piggott	55,817.68	56,228.50	Gravette	28,319.33	25,955.06
Ash Flat	84,577.64	78,034.30	Greenbrier	128,098.69	Pine Bluff	880,977.40	901,353.42	Highfill	7,101.15	6,508.30
Ashdown	101,510.21	110,029.24	Greenland	15,634.93	Pineville	1,228.09	486.14	Little Flock	31,486.23	28,857.56
Atkins	42,467.18	42,592.57	Greenwood	153,922.11	Plainview	2,480.76	3,417.14	Lowell	89,245.48	81,794.71
Augusta	23,915.17	22,972.95	Guion	5,286.65	Plumerville	9,351.82	4,522.72	Pea Ridge	58,392.64	53,517.65
Austin	10,832.10	9,112.18	Gurdon	15,476.21	Pocahontas	108,456.01	101,087.20	Rogers	681,661.55	624,752.15
Avoca	2,260.30	8,315.15	Guy	5,914.02	Portia	2,346.81	1,642.52	Siloam Springs	183,180.40	167,887.35
Bald Knob	49,668.10	43,996.66	Hackett	4,499.73	Pottsville	20,849.12	24,165.23	Springdale	73,739.89	67,583.62
Barling	15,611.49	16,750.92	Hamburg	28,390.78	Prairie Grove	66,928.42	68,756.64	Springtown	1,059.69	971.22
Batesville	551,581.65	312,455.42	Hardy	17,973.51	Prescott	45,153.50	41,138.52	Sulphur Springs	6,224.17	5,704.52
Bauxite	12,608.31	9,898.27	Harrisburg	22,516.74	Pyatt	625.40	742.33	Boone County	328,574.24	322,393.92
Bay	6,674.75	5,441.14	Harrison	243,011.88	Quitman	23,066.16	26,701.10	Alpena	3,467.17	3,401.96
Bearden	7,190.03	9,159.89	Hartford	2,367.14	Ravenden	2,320.82	2,511.13	Bellefonte	4,934.47	4,841.65
Beebe	77,101.60	69,166.29	Haskell	19,770.10	Rector	22,752.40	23,090.62	Bergman	4,771.44	4,681.69
Beedeville	84.93	99.97	Hatfield	2,490.69	Redfield	13,308.32	14,319.26	Diamond City	8,499.46	8,339.59
Bella Vista	103,915.02	98,265.20	Havana	2,868.57	Rison	11,882.90	11,162.00	Everton	1,445.56	1,418.37
Belleville	1,782.42	2,240.27	Hazen	48,632.22	Rockport	10,853.32	3,892.85	Harrison	140,675.85	138,029.80
Benton	620,732.36	624,652.89	Heber Springs	128,427.05	Roe	505.25	476.13	Lead Hill	2,945.47	2,890.06
Bentonville	1,552,513.76	1,212,403.80	Helena-West Helena	232,177.22	Rogers	2,186,274.95	2,079,960.15	Omaha	1,836.84	1,802.29
Berryville	208,440.24	215,783.44	Hermitage	5,075.49	Rose Bud	12,501.78	21,525.51	South Lead Hill	1,108.63	1,087.77
Bethel Heights	47,802.22	36,651.40	Highfill	61,769.97	Russellville	872,040.16	828,283.92	Valley Springs	1,989.00	1,951.59
Black Rock	3,713.81	5,247.64	Highland	24,753.93	Salem	18,560.32	18,975.35	Zinc	1,119.48	1,098.44
Blevins	1,158.02	1,808.65	Holly Grove	6,555.24	Salesville	3,451.17	NA	Bradley County	109,232.48	110,776.29
Blue Mountain	159.25	113.78	Hope	157,858.80	Searcy	808,419.19	255,180.88	Banks	843.44	855.36
Blytheville	502,441.88	284,136.78	Horseshoe Bend	17,527.58	Shannon Hills	8,653.05	11,346.74	Hermitage	5,645.62	5,725.41
Bonanza	1,437.56	2,013.70	Hot Springs	1,346,534.79	Sheridan	176,569.94	177,534.05	Warren	40,832.09	41,409.19
Bono	8,520.55	8,317.22	Hoxie	14,854.10	Sherrill	602.10	582.28	Calhoun County	41,311.66	49,912.31
Booneville	83,966.02	79,860.61	Hughes	9,451.44	Sherwood	391,730.86	372,804.10	Hampton	9,096.40	10,990.17
Bradley	2,378.99	2,749.08	Humphrey	1,880.60	Shirley	2,791.43	3,010.60	Harrell	1,745.08	2,108.39
Branch	1,357.23	3,701.24	Huntington	2,247.93	Siloam Springs	450,008.78	468,614.41	Thornton	3,785.25	3,378.40
Briarcliff	1,217.66	759.20	Huntsville	46,665.75	Sparkman	2,917.84	4,009.46	Tinsman	371.00	448.24
Brinkley	87,715.75	77,875.23	Imboden	7,578.26	Springdale	1,680,921.65	1,586,217.92	Carroll County	134,389.47	136,119.25
Brookland	13,946.41	7,855.44	Jacksonville	588,109.42	Springtown	36.69	124.45	Beaver	491.98	498.31
Bryant	930,471.39	861,153.86	Jasper	23,909.47	St. Charles	2,996.65	2,481.95	Blue Eye	147.59	149.49
Bull Shoals	11,699.87	11,903.34	Jennette	112.56	Stamps	13,197.22	14,011.27	Chicot County	193,321.09	187,358.79
Cabot	627,296.12	621,121.35	Johnson	49,844.30	Star City	72,732.79	65,096.89	Dermott	20,186.67	19,564.09
Caddo Valley	32,709.61	32,049.06	Joiner	2,049.78	Stephens	6,227.54	6,745.04	Eudora	15,865.47	15,365.49
Calico Rock	27,004.53	22,311.97	Jonesboro	1,948,752.66	Stuttgart	400,206.58	391,927.15	Lake Village	17,992.62	17,437.70
Camden	267,553.64	268,021.86	Keiser	2,277.66	Sulphur Springs	1,215.57	1,533.36	Clark County	354,191.64	332,456.94
Caraway	4,712.79	NA	Keo	1,937.94	Summit	3,292.16	2,478.76	Clay County	45,759.74	46,047.14
Carlisle	44,007.80	24,417.02	Kibler	1,571.00	Sunset	1,601.90	1,765.53	Datto	316.11	318.09
Cave Springs	13,284.02	7,643.59	Kingsland	1,065.26	Swifton	2,397.19	2,518.53	Greenway	660.66	664.81
Centerton	70,058.37	61,002.11	Lake City	10,250.74	Taylor	6,065.32	5,666.54	Knobel	907.23	912.93
Charleston	22,596.83	22,600.19	Lake Village	61,868.13	Texarkana	390,970.09	340,925.45	McDougal	587.96	591.65
Cherokee Village	10,565.58	5,896.06	Lakeview	3,340.55	Texarkana Special	194,094.81	168,251.78	Nimmons	218.11	219.48
Cherry Valley	5,463.11	NA	Lamar	8,343.91	Thornton	953.39	862.99	Peach Orchard	426.75	429.43
Chidester	2,226.07	2,310.71	Lepanto	18,405.24	Tontitown	93,539.65	82,528.78	Pollard	701.76	706.17
Clarendon	26,884.58	54,330.24	Leslie	3,869.61	Trumann	67,515.91	65,344.85	St. Francis	790.27	795.23
Clarksville	332,007.17	185,690.69	Lewisville	9,616.40	Tuckerman	12,516.02	12,281.19	Success	471.00	473.96
Clinton	87,749.82	87,700.32	Lincoln	28,153.90	Turrell	5,146.82	4,441.73	Cleburne County	340,792.24	360,975.55
Conway	1,797,824.73	1,787,546.55	Little Flock	5,967.13	Twin Groves	0.34	645.00	Concord	2,530.05	2,679.89
Corning	69,052.29	75,654.99	Little Rock	5,445,349.38	Tyrone	2,784.93	2,167.19	Fairfield Bay	1,897.54	2,009.92
Cotter	7,633.66	6,794.06	Lonoke	130,162.10	Van Buren	281,004.35	277,275.06	Greers Ferry	9,238.84	9,786.00
Cotton Plant	1,244.00	1,337.04	Lowell	188,325.06	Vandervoort	2,140.90	544.94	Heber Springs	74,294.34	78,694.40
Cove	8,305.10	12,183.61	Luxora	3,560.20	Vilonia	70,814.06	79,521.35	Higden	1,244.29	1,317.98
Crosssett	284,512.22	397,000.02	Madison	1,007.90	Viola	2,217.56	2,369.47	Quitman	7,590.15	8,039.68
Damascus	9,484.23	NA	Magazine	6,528.78	Wabbaseka	557.83	616.30	Cleveland County	33,971.77	35,769.95
Danville	36,690.84	36,569.67	Magnolia	390,302.65	Waldenburn	6,793.14	5,689.22	Kingsland	1,674.20	1,762.81
Dardanelle	156,738.50	149,478.72	Malvern	146,667.53	Waldron	43,324.68	44,347.40	Rison	5,033.82	5,300.28
Decatur	12,973.14	15,122.42	Mammoth Spring	6,054.70	Walnut Ridge	61,180.81	59,968.17	Columbia County	361,254.22	395,450.19
Delight	3,900.72	3,232.16	Manila	37,098.57	Ward	17,870.27	17,040.20	Emerson	643.57	704.49
DeQueen	88,148.71	85,392.73	Mansfield	26,944.15	Warren	59,160.78	58,874.25	Magnolia	20,246.19	22,162.68
Dermott	24,238.24	26,713.70	Marianna	69,742.65	Washington	1,591.86	881.39	McNeil	902.40	987.82
Des Arc	14,357.16	15,871.94	Marion	200,663.21	Weiner	6,799.24	6,261.50	Taylor	989.84	1,083.53
DeValls Bluff	6,640.48	8,522.24	Marked Tree	43,972.09	West Fork	27,220.20	23,316.14	Waldo	2,399.39	2,626.52
DeWitt	157,482.36	145,740.52	Marmaduke	16,623.33	West Memphis	525,224.53	503,296.18	Conway County	358,924.97	320,007.78
Diamond City	1,795.01	2,370.70	Marshall	13,711.89	Wheatley	3,117.41	4,532.66	Menifee	3,796.45	3,384.81
Diaz	2,373.70	3,066.37	Marvell	21,634.01	White Hall	63,522.72	57,486.17	Morrilton	85,068.18	75,844.48
Dierks	13,748.72	13,939.66	Maumelle	163,422.53	Wickes	2,302.01	2,580.18	Oppelo	9,817.98	8,753.44
Dover	20,358.24	17,577.36	Mayflower	51,212.11	Widener	1,558.96	NA	Plumerville	10,383.67	9,257.81
Dumas	118,859.16	118,205.75	Maynard	4,262.65	Wiederkehr Village	2,315.04	2,113.62	Craighead County	269,442.05	242,755.52
Dyer	917.92	1,240.41	McCroary	17,379.97	Wilton	977.53	1,149.38	Bay	26,917.30	24,251.31
Earle	21,449.06	18,913.90	McGehee	157,238.72	Wynne	115,022.79	105,609.05	Black Oak	3,915.79	3,527.95
East Camden	2,081.54	3,209.19	Melbourne	73,491.05	Yellville	18,681.40	15,602.91	Bono	31,849.40	28,694.92
El Dorado	457,772.60	469,256.06	Mena	127,871.77	COUNTY SALES AND USE	AMOUNT	LAST YEAR	Brookland	24,540.93	22,110.30
Elkins	19,929.78	30,716.80	Menifee	4,839.78	Arkansas County	299,490.09	277,695.63	Caraway	19,115.62	17,222.34
Elm Springs	3,721.76	3,957.01	Mineral Springs	3,496.32	Ashley County	278,199.22	234,854.67	Cash	5,111.45	4,605.19
England	61,160.72	63,154.40	Monticello	168,165.90	Crosssett	67,701.15	57,153.04	Egypt	1,673.92	1,508.13
Etawah										

Edmondson	2,479.27	2,244.64	Newport	70,864.05	64,307.32	Marie	905.08	962.56	Sebastian County	715,917.87	755,840.07
Gilmore	1,374.34	889.44	Swifton	7,177.24	6,513.17	Osceola	83,579.73	88,887.53	Barling	65,431.46	69,080.16
Horseshoe Lake	1,695.43	1,534.98	Tuckerman	16,746.90	15,197.39	Victoria	398.67	423.98	Bonanza	8,092.73	8,544.01
Jennette	600.95	544.08	Tupelo	1,618.93	1,469.14	Wilson	9,729.59	10,347.49	Central City	7,065.30	7,459.29
Jericho	690.94	625.56	Weldon	674.55	612.13	Monroe County	NA	NA	Fort Smith	1,213,332.10	1,280,991.94
Marion	71,678.20	64,894.94	Jefferson County	647,055.01	650,885.97	Montgomery County	35,560.27	32,789.27	Greenwood	125,993.21	133,019.06
Sunset	1,034.68	936.76	Alzheimer	9,322.84	9,378.04	Black Springs	459.59	423.78	Hackett	11,428.34	12,065.62
Turrell	3,213.77	2,909.63	Humphrey	2,918.12	2,935.40	Glenwood	194.98	179.78	Hartford	9,035.71	9,539.57
West Memphis	152,385.12	137,964.17	Pine Bluff	465,033.45	467,786.72	Mount Ida	4,995.15	4,605.91	Huntington	8,937.19	9,435.56
Cross County	236,513.64	223,633.92	Redfield	12,288.34	12,361.09	Norman	1,754.80	1,618.06	Lavaca	32,216.09	34,012.58
Cherry Valley	6,074.98	5,744.16	Sherrill	795.85	800.56	Oden	1,077.02	993.09	Mansfield	10,175.73	10,743.16
Hickory Ridge	2,538.24	2,400.02	Wabbaseka	2,415.98	2,430.28	Nevada County	30,843.48	26,850.37	Midland	4,574.15	4,829.22
Parkin	10,311.60	9,750.07	White Hall	52,355.70	52,665.69	Bluff City	855.23	744.51	Sevier County	243,261.65	225,045.06
Wynne	78,078.91	73,826.98	Johnson County	104,347.65	112,435.79	Boccaw	951.79	828.57	Ben Lomond	1,108.14	1,025.16
Dallas County	137,761.07	127,977.37	Clarksville	76,646.88	82,587.89	Cale	544.86	474.32	DeQueen	50,393.64	46,619.92
Desha County	95,849.70	92,170.14	Coal Hill	8,451.37	9,106.44	Emmet	3,276.09	2,851.95	Gillham	1,222.78	1,131.21
Arkansas City	3,709.53	3,555.47	Hartman	4,334.25	4,670.20	Prescott	22,732.59	19,789.54	Horatio	7,978.61	7,381.13
Dumas	47,696.80	45,715.92	Knoxville	6,104.69	6,577.88	Rosston	1,800.12	1,567.07	Lockesburg	5,647.69	5,224.77
McGehee	42,760.90	40,985.02	Lamar	13,403.60	14,442.30	Willisville	1,048.35	912.63	Sharp County	67,058.82	62,776.62
Mitchellville	3,648.71	3,497.18	Lafayette County	73,372.31	73,033.99	Newton County	43,658.88	71,986.55	Ash Flat	8,021.19	7,508.98
Reed	1,743.27	1,369.73	Bradley	3,457.93	3,441.99	Jasper	1,747.11	2,880.70	Cave City	14,258.08	13,347.60
Tillar	212.84	204.00	Buckner	1,514.22	1,507.24	Western Grove	1,439.67	2,373.79	Cherokee Village	31,741.01	29,714.11
Watson	2,138.57	2,049.74	Lewisville	7,048.01	7,015.52	Ouachita County	311,616.10	308,585.00	Evening Shade	3,535.87	3,310.08
Drew County	392,327.56	365,639.14	Stamps	9,322.10	9,279.11	Bearden	8,175.92	8,096.40	Hardy	5,974.97	5,593.43
Jerome	426.39	397.38	Lawrence County	124,359.35	122,745.84	Camden	103,113.12	102,110.14	Highland	8,553.21	8,007.03
Monticello	103,503.33	96,462.42	Alicia	670.69	661.99	Chidester	2,446.01	2,405.45	Horseshoe Bend	65.48	61.30
Tillar	2,230.35	2,078.62	Black Rock	3,580.63	3,534.17	East Camden	7,879.69	7,803.05	Sidney	1,481.47	1,386.86
Wilmar	5,586.80	5,206.75	College City	2,461.01	2,429.08	Louann	1,388.04	1,374.54	Williford	613.87	574.67
Winchester	1,825.81	1,701.62	Hoxie	15,036.49	14,841.40	Stephens	7,541.16	7,467.79	St. Francis County	129,324.18	132,309.22
Faulkner County	628,461.21	643,694.51	Imboden	3,661.76	3,614.25	Perry County	80,027.73	85,762.64	Caldwell	8,509.18	8,705.58
Damascus	NA	764.06	Lynn	1,557.74	1,537.53	Adona	713.18	764.28	Colt	5,795.44	5,929.20
Enola	1,913.66	1,956.47	Minturn	589.56	581.91	Bigelow	1,074.88	1,151.91	Forrest City	235,665.91	241,105.50
Holland	3,153.57	3,224.12	Portia	2,363.65	2,332.98	Casa	583.51	625.32	Hughes	22,093.20	22,603.16
Mount Vernon	820.95	839.31	Powhatan	389.43	384.38	Fourche	211.56	226.73	Madison	11,790.20	12,062.34
Twin Groves	1,896.67	NA	Ravenden	2,542.14	2,509.16	Houston	590.33	632.64	Palestine	10,441.00	10,681.98
Wooster	4,869.07	4,977.99	Sedgwick	822.14	811.47	Perry	921.33	987.35	Wheatley	5,442.80	5,568.44
Franklin County	142,503.47	153,475.84	Smithville	421.89	416.41	Perryville	4,982.01	5,339.03	Widener	4,185.58	4,282.22
Altus	5,583.03	6,004.22	Strawberry	1,633.46	1,612.27	Phillips County	95,943.27	100,904.04	Stone County	78,419.89	73,048.70
Branch	2,703.13	2,907.05	Walnut Ridge	26,449.09	26,105.92	Elaine	10,740.06	11,295.39	Fifty Six	1,432.14	1,334.05
Charleston	18,575.72	19,755.30	Lee County	30,504.52	27,720.95	Helena-West Helena	170,187.07	178,986.67	Mountain View	22,748.64	21,190.52
Denning	3,469.14	3,370.85	Aubrey	945.27	859.02	Lake View	7,480.89	7,867.70	Union County	495,677.40	469,085.92
Ozark	27,134.40	29,181.44	Haynes	834.06	757.96	Lexa	4,829.66	5,079.38	Calion	14,450.60	13,675.37
Wiederkehr Village	279.89	301.01	LaGrange	494.88	449.72	Marvell	20,027.86	21,063.41	El Dorado	615,289.46	582,281.21
Fulton County	83,906.11	82,639.77	Marianna	22,881.17	20,793.24	Pike County	103,446.66	150,076.92	Felsenthal	3,540.86	3,350.91
Ash Flat	331.96	409.45	Moro	1,201.05	1,091.46	Antoine	663.41	781.16	Huttig	19,806.16	18,743.63
Cherokee Village	2,580.79	3,183.24	Rondo	1,100.97	1,000.49	Daisy	652.07	767.81	Junction City	17,667.23	16,719.44
Hardy	136.69	168.60	Lincoln County	48,063.40	43,736.88	Delight	1,581.98	1,862.76	Norphlet	22,291.26	21,095.41
Horseshoe Bend	55.33	68.24	Gould	3,804.53	3,462.06	Glenwood	12,395.00	14,595.00	Smackover	58,645.65	55,499.51
Mammoth Spring	3,179.61	3,921.85	Grady	2,040.90	1,857.18	Murfreesboro	9,304.76	10,956.26	Strong	16,686.09	15,790.94
Salem	5,321.05	6,561.37	Star City	10,336.31	9,405.87	Poinsett County	104,109.38	99,441.74	Van Buren County	263,961.50	267,436.38
Viola	1,096.75	1,352.77	Little River County	182,383.66	200,112.28	Fisher	1,557.13	1,480.66	Clinton	23,447.63	23,756.30
Garland County	1,388,739.04	605,599.03	Ashtown	37,201.78	40,817.99	Harrisburg	16,074.03	15,191.73	Damascus	2,252.85	2,282.50
Fountain Lake	3,253.74	3,218.11	Foreman	7,963.37	8,737.45	Lepanto	13,218.13	12,569.03	Fairfield Bay	19,419.54	19,675.18
Lonsdale	608.05	601.40	Ogden	1,417.81	1,555.63	Marked Tree	17,917.45	17,037.58	Shirley	2,622.31	2,656.83
Mountain Pine	4,980.88	4,926.32	Wilton	3,232.25	3,232.25	Trumann	50,945.32	48,091.64	Washington County	1,123,636.81	1,062,801.76
Grant County	159,526.56	155,538.58	Winthrop	1,512.34	1,659.34	Tyrone	5,320.77	5,059.48	Elkins	33,465.85	31,653.97
Greene County	425,646.38	115,767.92	Logan County	76,290.35	90,502.49	Waldenburg	425.94	405.02	Elm Springs	18,919.33	17,895.01
Delaplaine	1,097.94	1,001.95	Blue Mountain	751.69	891.72	Weiner	4,999.57	4,754.06	Farmington	75,500.38	71,412.69
LaFayette	4,334.98	3,955.96	Booneville	24,187.41	28,693.28	Polk County	219,334.86	228,206.48	Fayetteville	929,915.91	879,569.14
Marmaduke	10,515.63	9,596.22	Caulksville	1,291.21	1,531.75	Cove	6,579.18	6,845.30	Goshen	13,535.47	12,062.64
Oak Grove Heights	8,414.40	7,678.70	Magazine	5,134.52	6,091.03	Grannis	9,541.54	9,927.48	Greenland	15,911.45	15,049.98
Paragould	247,159.89	225,550.07	Morrison Bluff	387.97	460.24	Hatfield	7,113.10	7,400.80	Johnson	42,388.39	40,093.43
Hempstead County	624,768.08	509,998.80	Paris	21,411.01	25,399.67	Mena	98,808.33	102,804.92	Lincoln	28,423.22	26,884.36
Blevins	3,882.25	3,169.08	Ratcliff	1,224.53	1,452.64	Vandervoort	1,498.40	1,559.00	Prairie Grove	55,355.15	52,358.15
Emmet	529.96	432.61	Scranton	1,357.89	1,610.85	Wickes	12,986.14	13,511.40	Springdale	805,594.32	761,978.47
Fulton	2,477.25	2,022.18	Subiaco	3,467.45	4,113.43	Pope County	295,537.18	294,166.58	Tontitown	31,089.88	29,406.63
Hope	124,416.88	101,561.62	Lonoke County	229,210.91	221,929.54	Atkins	35,493.18	35,328.57	West Fork	29,282.62	27,697.22
McCaskill	1,183.16	965.82	Allport	926.84	897.39	Dover	16,216.71	16,141.50	Winslow	4,941.52	4,674.00
McNab	838.07	684.12	Austin	16,425.17	15,903.39	Hector	5,295.73	5,271.17	White County	861,137.96	793,577.05
Oakhaven	776.45	633.82	Cabot	191,621.61	185,534.35	London	12,227.26	12,170.55	Black Knob	33,511.77	30,882.59
Ozark	1,047.59	855.15	Carlisle	17,843.63	17,276.79	Pottsville	33,398.42	33,243.53	Beebe	84,618.09	77,979.34
Patmos	788.77	643.88	Coy	773.71	749.13	Russellville	328,570.78	327,046.99	Bradford	8,779.92	8,091.09
Perrytown	3,352.29	2,736.48	England	22,767.96	22,044.69	Prairie County	31,598.85	28,444.50	Garner	3,285.24	3,027.50
Washington	2,218.43	1,810.89	Humnoke	2,288.89	2,216.17	Biscoe	2,620.01	2,358.46	Georgetown	1,434.40	1,321.86
Hot Spring County	260,681.48	249,534.04	Keo	2,063.22	1,997.68	Des Arc	12,392.70	11,155.60	Griffithville	2,602.74	2,398.54
Donaldson	2,109.02	2,019.11	Lonoke	34,212.39	33,125.56	DeValls Bluff	4,467.72	4,021.73	Higginson	7,183.57	6,619.98
Friendship	1,233.18	1,180.61	Ward	32,777.80	31,736.56	Hazen	10,595.50	9,537.81	Judsonia	23,355.29	21,522.94
Magnet Cove	NA	33.54	Madison County	150,502.60	163,876.69	Ulen	1,227.00	1,104.51	Kensett	19,063.65	17,568.00
Malvern	72,295.33	69,213.09	Hindsville	317.52	345.73	Pulaski County	778,193.51	761,723.11	Letona	2,949.78	2,718.35
Midway	2,725.61	2,609.41	Huntsville	12,211.35	13,296.49	Alexander	3,767.10	3,687.37	McRae	7,889.20	7,270.25
Perla	1,688.62	1,616.63	St. Paul	588.19	640.45	Cammack Village	12,259.04	11,999.58	Pangburn	6,952.22	6,406.78
Rockport	5,290.08	5,064.52	Marion County	74,903.46	70,144.60	Jacksonville	452,754.37	443,171.86	Rose Bud	5,575.66	5,138.21
Howard County	300,987.47	283,165.19	Bull Shoals	12,904.12	12,084.28	Little Rock	3,089,086.02	3,023,705.77	Russell	2,498.63	2,302.60
Dierks	14,744.97	13,871.89	Flippin	8,966.71	8,397.03	Maumelle	273,960.77	268,162.41	Searcy	264,415.61	243,670.78
Mineral Springs	15,721.03	14,790.15	Pyatt	1,462.47	1,369.55	North Little Rock	994,514.45	973,465.64	West Point	2,140.03	1,972.14
Nashville	60,216.24	56,650.66	Pyatt	1,462.47	1,369.55	Sherwood	471,254.66	461,280.59	Woodruff County	2,146.45	15,079.87
Tollette	3,123.38	2,938.44	Summit	3,996.97	3,743.03	Wrightsville	33,744.27	33,030.09	Augusta	17,042.21	15,597.67
Independence County	475,040.18	436,089.55	Yellville	7,967.47	7,461.27	Randolph County	109,539.73	105,002.62	Cotton Plant	5,029.74	4,603.41
Batesville	117,225.80										

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BOOKKEEPER 1—Maumelle has an opening for a Bookkeeper 1 in the Finance Department. The position of Bookkeeper 1 is responsible for all monthly and quarterly billing and all related duties. Essential duties and responsibilities include: Setting up new accounts, keeping records, returning checks, writing letters, calculating fees, making collections, posting payments, making transfers, making deposits, answering customer questions about billing, assisting new residents, making copies, faxing, processing mail, filing, preparing bills for mailing (including use of postage and folding machines), relieving receptionist; preparing court report, telephone bills, and taking cash payments; and completing other duties and tasks as needed and assigned. Minimum qualifications: Associates Degree or equivalent from a two-year college or technical school; and three years related experience and/or training or the equivalent combination of education and experience. Experience with utility billing and collecting preferred. Experience with Microsoft Word and Excel required. Experience with Springbrook preferred but not required.

Salary range DOE. Applications will be accepted until the position is filled. A City of Maumelle Employment Application must be completed. Go to www.maumelle.org and click on the Human Resources Department to print an application. Mail completed applications to: City of Maumelle-Human Resources Department, 550 Edgewood Drive, Suite 590, Maumelle, AR 72113. For more information call 501-851-2784 ext. 242, 7 a.m.-5 p.m. Monday-Friday. EOE.

CITY ADMINISTRATOR—Seneca, Kan. (pop. 1,979; \$6.6 million budget; 20 FTE), is a progressive community in NE Kansas. For information, visit www.seneca-kansas.us/. Bachelor's degree required. Ideal candidate should have 2+ years in municipal government, along with budgeting and grant writing experience. City is seeking a hard-working, ethical administrator with strong leadership and communication skills. Salary \$60K-\$75K DOQ. Send cover letter, resume, and 3 professional references to LEAPS-Seneca@lkm.org or LEAPS-Seneca, 300 SW 8th, Topeka, KS, 66603. EOE. Open until filled. Application review begins February 11.

CITY ENGINEER—Siloam Springs is seeking qualified candidates for the position of city engineer. Under the direction of the city administrator, the city engineer oversees engineering design, provides technical engineering support, reviews private development proposals and is responsible for the administration of capital improvement projects. Duties also include resolving public technical questions and developing engineering solutions for road, building and utility maintenance projects, and supervision of personnel. A Bachelors of Science in Civil Engineering and two years experience as a professional engineer in a government setting is preferred. Must possess working knowledge of planning practices involving land use, etc. Must be proficient in Windows environment, including Word, Excel, Outlook, and Auto Cad. Must possess a valid Ark. DL or have the ability to obtain one and Ark. registration as a Professional Engineer (P.E.) in Civil Engineering or ability to obtain within three months.

Salary Range: \$65,928-\$87,360. The city offers a generous benefit package including, but not limited to medical, dental, vision, LTD, 457 Deferred Compensation, vacation and sick leave. Applications are available at City Hall, 400 N. Broadway, Siloam Springs, or can be accessed online at www.siloamsprings.com. For more information, call 479-524-5136 or email humanresources@siloamsprings.com. EOE. Open until filled.

FACILITY MANAGER—The City of Maumelle has an opening for a Facility Manager in the Parks & Recreation Department. The position ensures that the facilities are maintained to the highest standards and are ready for

their particular activities. Facilities include one community center, one baseball complex, one softball complex, one soccer complex, one football field, three river/lake parks, 18 playgrounds, and 30 miles of walking trails. Minimum qualifications: Bachelor's Degree from a four-year college or university, two years related experience and/or training or the equivalent combination of education, and 12 to 18 months managerial experience. Salary range begins at \$35,368. Applications accepted until position filled. A City of Maumelle Employment Application must be completed. For application visit www.maumelle.org and click on the Human Resources Department to print an application. Mail completed applications to: City of Maumelle, Human Resources Department, 550 Edgewood Drive, Suite 590, Maumelle, AR 72113. For questions, contact the Human Resources office at 501-851-2784, ext. 242, 7 a.m.-5 p.m. Monday-Friday. EOE. Minority, women, and disabled individuals encouraged to apply.

FINANCE DIRECTOR—The City of Siloam Springs is accepting applications for a Finance Director. Under the direction of the City Administrator, position is responsible for managing and directing the financial affairs of the city including accounting, payroll, accounts payable, utility billing and collection, and treasury management. Also responsible for the preparation and administration of the municipal budget and annual audit process.

Position requires a minimum of a Bachelor's Degree in Financial Management. Certification as a CPA or CGFO are preferred but not required. The successful candidate's background should include five years or more of financial management experience in a municipal entity with significant supervisory or management experience. Applicants must possess a valid DL, submit to a background check, and be willing to relocate. The City of Siloam Springs respectfully requests that only qualified applicants meeting the above requirements apply for this position.

A completed application must be submitted for all positions. Applications available at City Hall, 400 N. Broadway, Siloam Springs, or online at www.siloamsprings.com. Salary Range: \$67,248-\$84,950. The city offers a generous benefit package including, but not limited to medical, dental, vision, LTD, 457 Deferred Compensation, vacation and sick leave. For further information, including a copy of the complete job description, please call 479-524-5136 or email humanresources@siloamsprings.com. EOE. Open until filled.

FOR LEASE—The City of Plainview has industrial office and manufacturing space available for lease at a negotiable price. The building is located at 915 Hwy. 28 West and has 2,660 square feet of office space and 12,000 square feet of manufacturing space with three-phase electricity, 440 volts and generator, two overhead doors and one sliding door, two five-ton overhead cranes with a large concrete loading pad, and two restrooms. Attached office building contains seven offices, reception area, break room with cabinets, utility closet, and restroom. The industrial site specs are approximately nine acres with a security fence and wide rolling gate entrance with state highway access and additional covered outside storage option available. If interested, please contact the City of Plainview at 479-272-4320/479-272-4242 or email plvwisfund@arkwest.com.

FOR SALE—Hampton has for sale a 1978 Galion Motor Grader. Can be seen at Hampton City Shop, or call 870-798-2753 for more info.

FOR SALE—Magnolia has for sale three Chevy Impalas. 2009 Impala, mileage 101,417; 2009 Impala, mileage 108,078; and 2010 Impala, mileage 99,400. All running, ready to work. Pictures upon request. \$7,500 each OBO. Contact Mayor Parnell Vann at 870-234-1375.

PARKS & RECREATION DIRECTOR—The Cabot Parks and Recreation Commission is looking to hire a parks and recreation director. Application and Job description can be found online at cabotparks.com. Applicants should submit cover letter, resume and application to Maggie Cope (maggie.cope@cps.k12.ar.us) by Monday, Feb. 18, 2013. Salary range \$51,477 to \$77,215.

PARKS & RECREATION DIRECTOR—De Queen is seeking qualified applicants for the position of parks and recreation director. Successful applicant will supervise maintenance and operation of two city parks, a public swimming pool and a city cemetery. Responsibilities include directing staff of three people in mowing and maintaining park grounds, scheduling usage of public facilities and keeping public parks in top condition. Job requirements include HS diploma or equivalent, valid Arkansas DL and certifications needed for job. Applicants should have knowledge of youth and adult sports, experience in organizing special events and operating within a budget. Must be able to use computer and standard office software. A complete job description is available. Salary DOE. Applications available at De Queen City Hall or online at www.cityofdequeen.com. Position open until filled. EOE.

POOL MANAGER—Maumelle is taking applications for pool manager with the Parks & Recreation Dept. This position is seasonal. The pool manager will be responsible for daily operations of the Aquatic Center, including all pools and slides, dressing room facilities, offices and storage space, pool equipment, concession stand, supervise head life guards and lifeguards, maintains staff schedule, manage swim lessons, maintain discipline and safety, and complete other duties and tasks as needed or assigned. Qualifications include a HS diploma or GED and two years related experience or training, or the equivalent combination of education and experience and one to six months of functional/management experience. The interview process will begin in March. A City of Maumelle Employment Application must be completed. For an application go to www.maumelle.org and click on the Human Resources Department. Completed applications should be mailed to: City of Maumelle Human Resources Department, 550 Edgewood Drive Suite 590, Maumelle, AR 72113. For questions, contact the Human Resources office at 501-851-2784 ext. 242, 7 a.m.-5 p.m. Monday-Friday. EOE.

UTILITY ENGINEER—Benton Utilities is accepting applications for the above position in the Electric Department. This position involves shared responsibility for the successful management and operation of the city-owned electric utility. Requirements include a Bachelor's degree in Electrical Engineering, and experience in the power utility industry or related business will be strongly considered. The successful candidate will work with the Wholesale Power provider and be involved in MISO operations as well as long-term power agreements. An application, complete job description, and benefit summary can be found online at www.benton.ar.gov. Application with cover letter should be mailed to the Human Resources Department, P. O. Box 607, Benton, AR 72018-0607. EOE.

WATER & SEWER SUPERINTENDENT—The City of Ashdown is seeking qualified candidates for the position of Water & Sewer Superintendent. Successful candidate will possess knowledge of applicable methods and procedures in the operation, maintenance, and construction of public water supply systems, wastewater collection and treatment. Must meet all licensing requirements of the state of Arkansas. A complete job description is available. Salary DOE. Submit resume and application to Ashdown City Hall, Attn: Mayor, P.O. Box 135, Ashdown, AR 71822. EOE.



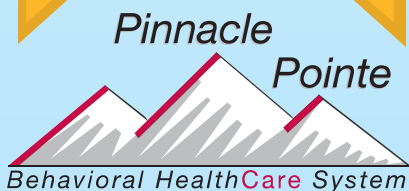
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Forrest City 870-633-8092
Hot Springs 501-321-1779
Helena 870-572-5005

Lakeside 501-262-2766
Little Rock-Pierce St. 501-603-2147
Little Rock-Patterson Rd. 501-663-6771
Marion 870-735-3015
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