



THURSDAY – January 17, 2019

CITY GOVERNMENT 101:

**Who Is the Arkansas Municipal League and
How Do We Serve Arkansas Cities and
Towns?**

Mark R. Hayes

Executive Director

Arkansas Municipal League



THURSDAY – January 17, 2019

**CITY GOVERNMENT 101:
Who Is the Arkansas Municipal League and
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Towns?**

Asia Cruz

Associate Benefits Counsel



Arkansas Municipal League Workers' Compensation Trust

January 17, 2019

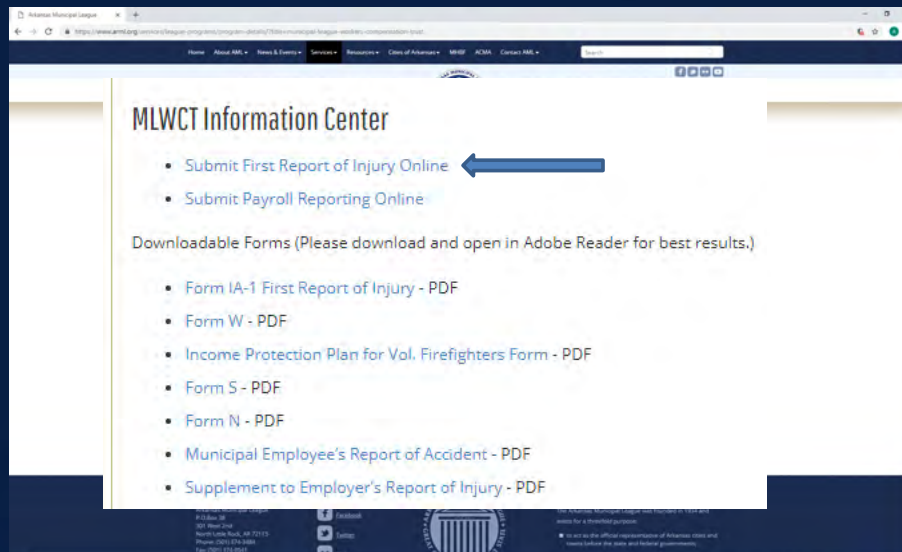


Workers' Compensation Program

- **Staff of 12**
 - 5 Adjusters
 - 5 Clerical Staff
 - General Manager – Glenda Robinson
 - Attorney – Asia Cruz
- **Claims**
 - ~ 2,000 new injuries per year



Claim Processing



Payroll Reporting

• Commission Rule 099.05(A):

“The Commission shall require annual or otherwise periodic payroll audits from each employer self-insured under the laws to determine the proper assessment for tax purposes.”



MUNICIPAL LEAGUE WORKERS' COMPENSATION TRUST
P.O. BOX 37
NORTH LITTLE ROCK, ARKANSAS 72116
PHONE (501) 974-6127
FAX (501) 537-7253

To: Mayors, City Managers, Administrators, Clerks, and Records
From: Glenda Robinson, Municipal League Workers' Compensation Trust Manager
Re: Submitting Your City's 2018 Payroll
Date: January 4, 2019

Dear Sir/Madam:

This is a reminder that you are required to submit your City's actual or final 2018 payroll information to the Municipal League Workers' Compensation Trust. Instructions for submitting the final payroll may be found at:
<https://webserver.aml.org/workerscompensation>

In order to comply with mandatory workers' compensation laws, the Municipal League will need to receive your city's payroll information by **March 15, 2019**. If you fail to submit the requested information by that date, your city will be assessed a penalty of 25% its annual workers' compensation premium.

Please contact Kim Chaudoin in our office with any questions or concerns. She may be reached at (501) 774-5484, ext. 129 or kchaudoin@aml.org.

Sincerely,
Glenda Robinson
Glenda Robinson

District No. 1 Trustee Chief of Staff Bill Riemann Jonesboro	District No. 3 Trustee City Clerk/Precinct Glenda Cherry Greenwood	At Large Trustee & Group Manager City Attorney/Precinct Cash, Jr. Huntsville
District No. 2 Trustee 1st District Link Mabry-Williams Conway	District No. 4 Trustee Mayor Shirley Washington Pine Bluff	Municipal League Workers' Compensation Trust General Manager Glenda Robinson

Payroll Reporting

Arkansas Municipal League

Home About AML News & Events Services Resources Class of Advances MWOP NCMA Contact AML

MLWCT Information Center

- Submit First Report of Injury Online
- Submit Payroll Reporting Online

Downloadable Forms (Please download and open in Adobe Reader for best results.)

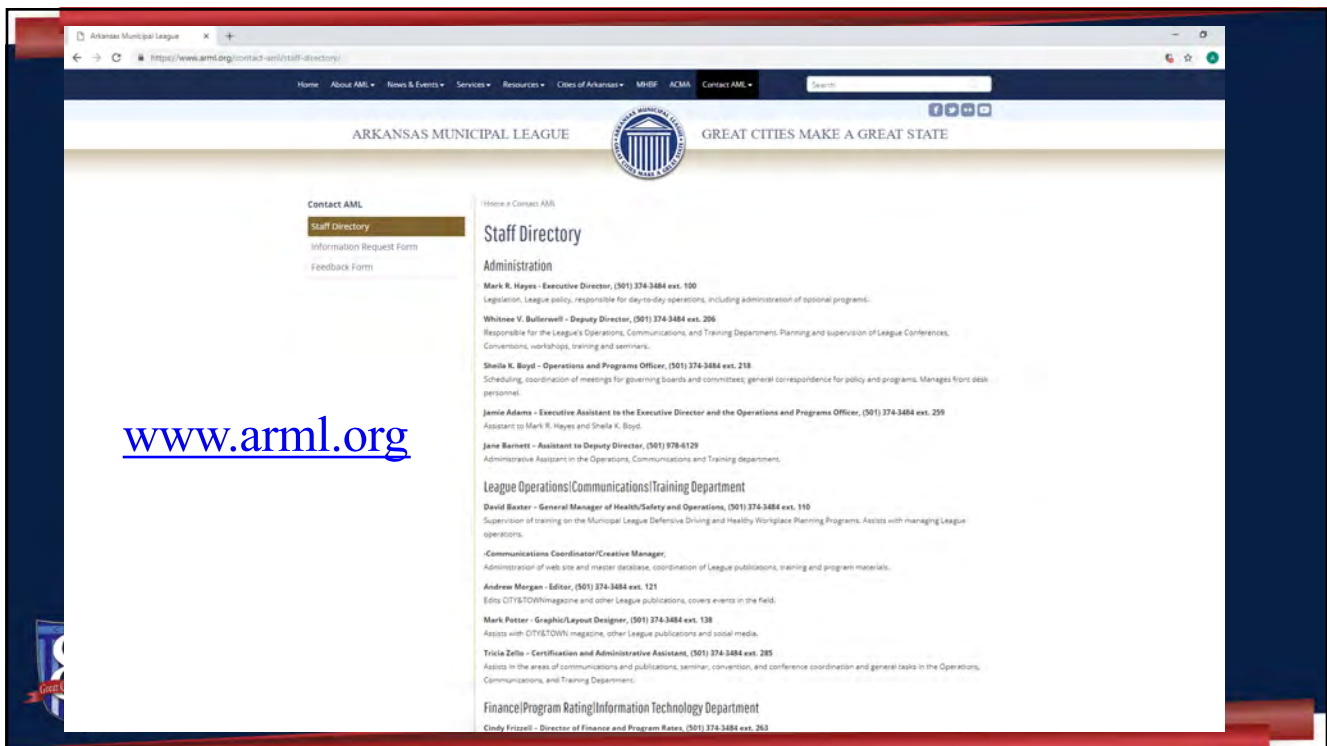
- Form IA-1 First Report of Injury - PDF
- Form W - PDF
- Income Protection Plan for Vol. Firefighters Form - PDF
- Form S - PDF
- Form N - PDF
- Municipal Employee's Report of Accident - PDF
- Supplement to Employer's Report of Injury - PDF

Arkansas Municipal League
P.O. Box 37
North Little Rock, AR 72116
Phone: (501) 974-6127
Fax: (501) 537-7253

Facebook
Twitter
YouTube
LinkedIn

NOT A MEMBER: Municipal League was founded in 1934 and serves for a limited purpose.
We are not the official representative of Arkansas cities and towns before the state and federal governments.





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**John G. Wells, General Manager
Municipal Vehicle Program
Municipal Property Program**



Arkansas Municipal League

Municipal Vehicle and Municipal Property Programs



MVP/MPP Staff

- **General Manager John Wells**
- **Administrative Assistant Ashley Garret**
- **Claim Representative Kayla Fisher**
- **Claim Representative Rebecca Williamson**



What We Do

- 22,213 Vehicles
- 8,168 Properties



On-duty deaths of policemen put at 144

WASHINGTON — More police officers have died in the line of duty this year in the United States than in 2017, according to data released Thursday. While the most common cause of death was from gunfire, vehicular accidents claimed nearly as many officers' lives.

The National Law Enforcement Officers Memorial Fund said in a report that 144 federal, state and local officers have died so far in 2018. That figure represents nearly a 12 percent increase from the 129 who died in 2017.


The majority of the officers who died were either shot — 52 this year, up from 46 in 2017 — or fatally injured in car or motorcycle crashes, which accounted for 50 deaths. Other on-duty fatalities involved heart attacks, strokes and drownings, as well as cancer and other illnesses among those who responded to the Sept. 11, 2001, World Trade Center attack.

Of the officers who were shot, eight were killed during investigative activity and six were killed while responding to calls of a domestic or public disturbance, according to the report. Two were shot while serving warrants, two died while handling or transporting prisoners, and two others were inadvertently shot by other officers.

Of the officers who died in traffic-related incidents, 32 were killed in crashes involving other vehicles and 14 were struck while outside their vehicles.

The states that experienced the highest number of officer fatalities were Texas, California, Florida and New York, where eight died.






Municipal Employee Defensive Driving Program

Motor vehicle accidents are the No. 1 cause of occupational fatalities, and most employees never receive any type of defensive driving training.



The Arkansas Municipal League recognizes the importance of driver safety training and has collaborated with the National Safety Council (NSC) to help member municipalities that participate in the Municipal Vehicle Program reduce the chance of injury and death.




Program Highlights

- The Arkansas Municipal League is an NSC-certified training center.
- The program facilitator, David Baxter, is a former Arkansas law enforcement officer, experienced in vehicle crash investigation, state vehicle laws, and policy development.
- The course takes less than a half-day.
- The facilitator can present training at League headquarters or travel to your city.

To utilize the League's new NSC Defensive Driving Program for municipal employees, contact David Baxter at 501-374-3484 Ext. 110, or email dbaxter@arml.org.

Municipal Police Defensive Driving Program





Every day, police officers across Arkansas face a variety of personal risks to help keep their communities safe. One of the most hazardous activities is the operation of a police vehicle. Driving situations that put police and citizens in harms way include excessive speed, not clearing intersections during pursuit operations, and distracted driving.

The Arkansas Municipal League recognizes the importance of police officer driver safety training and has implemented a program to help member municipalities that participate in the Municipal Vehicle Program reduce the chance of injury and death. More than 1,500 Arkansas police officers have already benefitted from this training, and participating police departments have seen up to a 20 percent reduction in police vehicle accidents.

Program Highlights

- The program facilitator, David Baxter, is a former Arkansas law enforcement officer, experienced in officer training, crash investigation, and policy development.
- The facilitator is an Arkansas Commission on Law Enforcement Standards and Training-certified instructor.
- Training takes less than a half-day.
- The hands-on training incorporates the state-of-the-art 550LE driving simulator. The 550LE is a single-operator unit with a three-screen configuration producing a realistic 190-degree field of view. Simulator offers the ability to replay police vehicle accidents.

To utilize the League's new NSC Defensive Driving Program for municipal employees, contact David Baxter at 501-374-3484 Ext. 110, or email dbaxter@arml.org.





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John Wilkerson
General Counsel
Arkansas Municipal League






MUNICIPAL LEGAL DEFENSE PROGRAM

Effective 1/1/79
As Amended 1/1/19

The Municipal Legal Defense Program (Program) is a self-funded risk management trust designed to benefit its local governmental members. The Program is not insurance and is not a contract. Municipalities joining the Program do not waive their statutory tort immunity under Arkansas law nor any other immunity under Arkansas or Federal law.

When the Program defends municipal officials for alleged violations of federal civil rights, or other federal laws or rights, and the plaintiffs also allege the violation of state tort laws, the municipalities joining the Program, where practical and at the Program's discretion, may require their municipal attorney to file a motion to dismiss the alleged violation of state tort laws stating the Municipal Statutory Tort Immunity.



P.O. Box 38
North Little Rock, AR 72115
501-374-3484
Fax 501-374-0641
www.aml.org

The Municipal Legal Defense Program



Who We Are

LITIGATION TEAM

Sara Monaghan
Amanda LaFever
Jenna Adams
Brie Gibson
Bill Mann

Who We Are, cont...

INQUIRY-LEGISLATION-EVERYTHING ELSE

**David Schoen
Lanny Richmond**



WHAT DO YOU WE DO?

Police cases

- * excessive force
- * unlawful arrests, etc...

Employment

- * Discrimination, Harassment, Wrongful Termination
- * FMLA, FLSA, ADA, ADEA, Title VII



WHAT DO YOU WE DO?

Land Use Cases

- * Takings
- * Annexations

Etc...



WHAT DO YOU WE DO?

General Inquiry

- * What is a quorum? Can the Mayor veto a veto?
- * Can we ban chicken coops in city limits?
- * David, Lanny, or me (maybe Mark if we get stumped.)



WHAT WE DO NOT DO.

Conflicts between city officials

Contractual issues

Personal issues



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CITY GOVERNMENT 101:

**Who Is the Arkansas Municipal League and
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Katie Bodenhamer

**General Manager & Benefit Counsel
Municipal Health Benefit Fund**



Municipal Health Benefit Fund

An Overview



MHBF: What is the Fund?

- Self-funded health plan: NOT TRADITIONAL INSURANCE
- Risk-sharing pool made up of cities
- Governed by a Board of Trustees
- Responsible for providing medical, dental, and vision benefits to our Groups' employees and officials



Major Medical Benefits

- Lifetime coverage with no maximum dollar limit
- Up to 30 days of in-patient hospitalization per calendar year
- Bariatric weight loss program/Nutritional and weight counseling
- Chemical dependency treatment
- 2 non-emergency surgeries per calendar year
- Home Health services
- Outpatient occupational, physical, speech, and chiropractic services
- Mental Health services



Wellness Benefits

- FREE Wellness Screenings in the Governor's Hall
- Preventative care reimbursed at 100%
 - Annual physicals and health panels
 - Immunizations and vaccines
 - Annual mammograms (including 3-D procedures)
 - Colon-rectal examination
 - Annual well-baby visits
 - Tobacco Cessation Program



EYEMED Vision Benefit

- New Vision Benefit Provider for 2019 is Eyemed
- Offers comprehensive vision coverage for exams, glasses and contacts
- \$30 co-payment for most products and services
- \$100 frame allowance, with 20% discount off balance over \$100
- Large provider network which includes Walmart Vision Center



Pharmacy Benefits

- OptumRx is our Pharmacy Benefits Manager/ EBRx is our PBM Consultant
- Generic Drugs: \$10.00 co-payment
- Preferred Brand Name Drugs: \$30.00 co-payment
- Non-preferred Brand Name Drugs: \$50.00 co-payment
- Specialty Drugs: \$100-\$200 co-payment depending on drug cost and fill



CONTACT INFORMATION

- Katie Bodenhamer
General Manager & Legal Counsel, MHBF
(501)978-6126 kbodenhamer@arml.org
- Eyemed (866)939-3633
- Optum Rx (888)253-0846
- EBRx (833)339-8401



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Cindy Frizzell

Director of Finance and Program Rates



Finance

Cindy Frizzell
Arkansas Municipal League
Director of Finance
cfrizzell@arml.org
501-537-3780



All Things Finance for the League

- Financials / Audit
 - Private Audit Firm
- League Budget
 - Executive Committee Approval
- Investments
 - Stephens Inc.
 - Investment Committee



Resources for our Membership

- Municipal Accounting Handbook
- Arkansas Government Finance Officers Association
- Legislative Audit
 - Capitol Meetings
 - Resource / Work Together



THURSDAY – January 17, 2019

CITY GOVERNMENT 101:

**Who Is the Arkansas Municipal League and
How Do We Serve Arkansas Cities and
Towns?**

Chris Hartley

Chief Information Officer



17 years at the league

Responsible for all things IT

Information Security Focused



Information Security 101

Passwords

Patching

People



Passwords

Use long passphrases at least 14 characters long. Do not use the same Password across all accounts.

Use two factor authentication whenever possible.



Patching

You must ensure your IT folks are patching your computers, servers, software and networking equipment. If you are not patching your systems, you are choosing to leave security holes open for hackers to exploit.

In March of 2017, Equifax suffered a major data breach, many of you in this room had your personal data comprised. The hackers exploited a known vulnerability that **could have easily been prevented with a simple web server patch.**



People

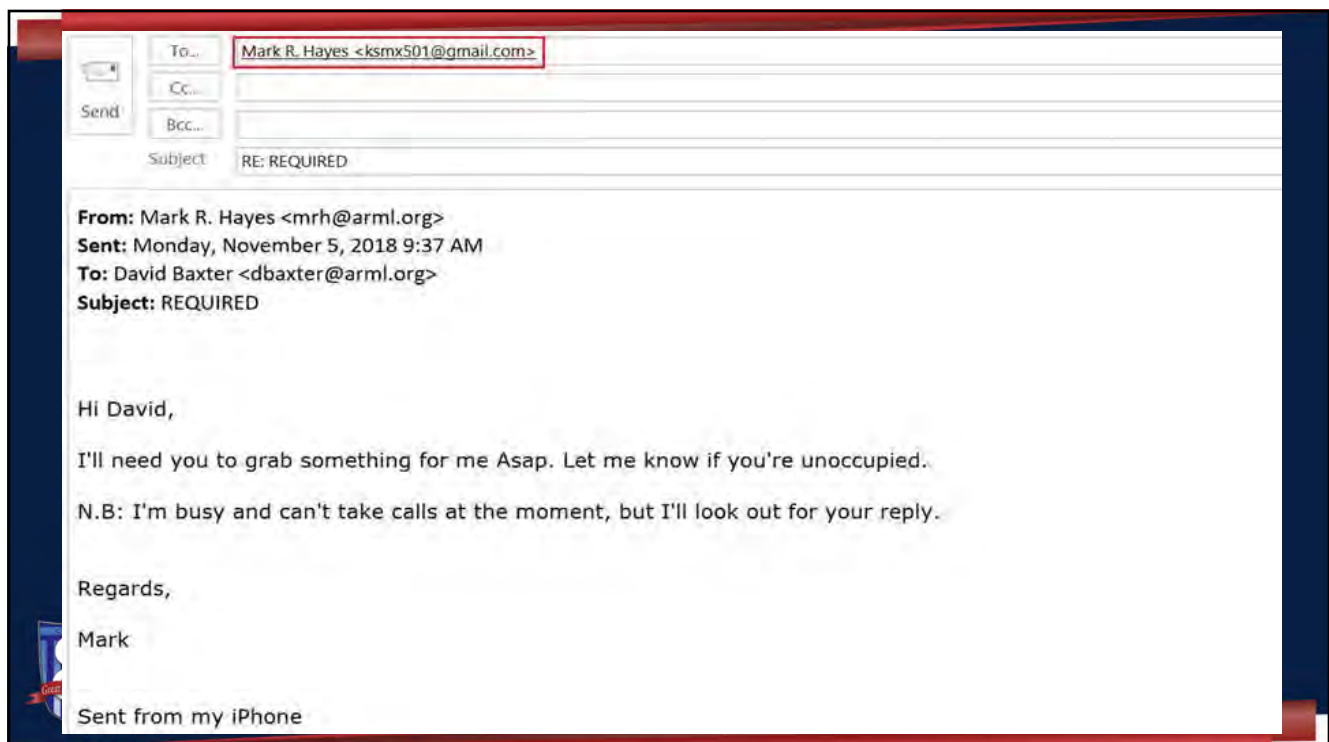
Train your employees on Information Security

Malware and Ransomware

Email attachments and Safe Internet Use



Social Engineering and Phishing



Information security can be complex, so you need experts to help you. Find a good technology partner that will secure your computers and your network, backup your data offsite, test data restoration, and help you with legislative audit requirements.

If you don't have a technology partner, we have one for you, Sophicity. Our ITinaBox program can help you with all aspects of IT.



My final piece of advice, make sure you are in our Property Program so you'll be covered under our cyber liability insurance. Even if you do everything right, you can still be the victim of a data breach.

Even Google has been hacked, so what chance do we have, right? If the worst happens, your cyber liability folks are going to be your lifeline to mitigating the damage and to helping you make good decisions under stress.

**Up to \$2,000,000 in Coverage
Legal Counsel
Forensic Team**



Chris Hartley

**Chief Information Officer
Arkansas Municipal League
501-978-6106
chartley@arml.org**



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**CITY GOVERNMENT 101:
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Tracey Pew
Director of Human Resources



Human Resources

What You Need To Know



Compliance

- Staying in compliance with all of the rules and regulations that effect your employees is a daunting task.
- Tangible and intangible risks come into play if human resource issues are not handled correctly and consistently throughout an organization.
- It is imperative that the person in charge of Human Resources for your organization be aware of critical workplace rules and regulations, as well as the issues affecting employees.



Publications available from the Arkansas Municipal League

- Achieving Respect and Understanding in the Municipal Workplace
- ADA Compliance
- Drug-Free Workplace for Non-CDL Employees
- Emergency Preparedness
- Family Medical Leave Act
- The Fair Labor Standards Act, “21 Things You Should Know”
- What Cities Need to Know about the Arkansas Medical Marijuana Amendment
- Freedom of Information Act
- Sample Personnel Handbook (updated with anti-bullying policy)
- Getting Organized and Staying in Compliance
- Military Leave and Training for Arkansas Municipalities
- Understanding Municipal Personnel Law and Suggestions for Avoiding Lawsuits
- Uniformed Personnel Leave for Arkansas Municipalities



Human resource organizations

- Arkansas Public Employers Human Resources Association (APEHRA)
- Society of Human Resources Management
- Local SHRM Chapters –
 - Central Arkansas Human Resources Association (CAHRA)
 - Western Arkansas Human Resources Association (WAHRA)
 - West Central Arkansas Human Resources Association (WCAHRA)
 - And many others



Tracey L. Cline-Pew, SPHR, SHRM-SCP
501-978-6111 or tpew@arml.org

PLEASE FEEL FREE TO CONTACT ME



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**CITY GOVERNMENT 101:
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Bryan Lamb
Loss Control Manager



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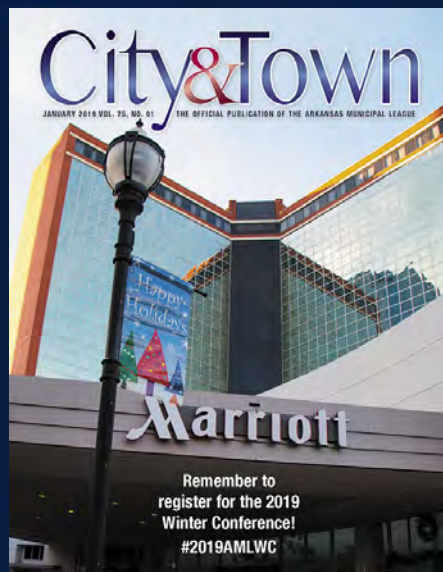
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Whitnee V. Bullerwell

Deputy Director

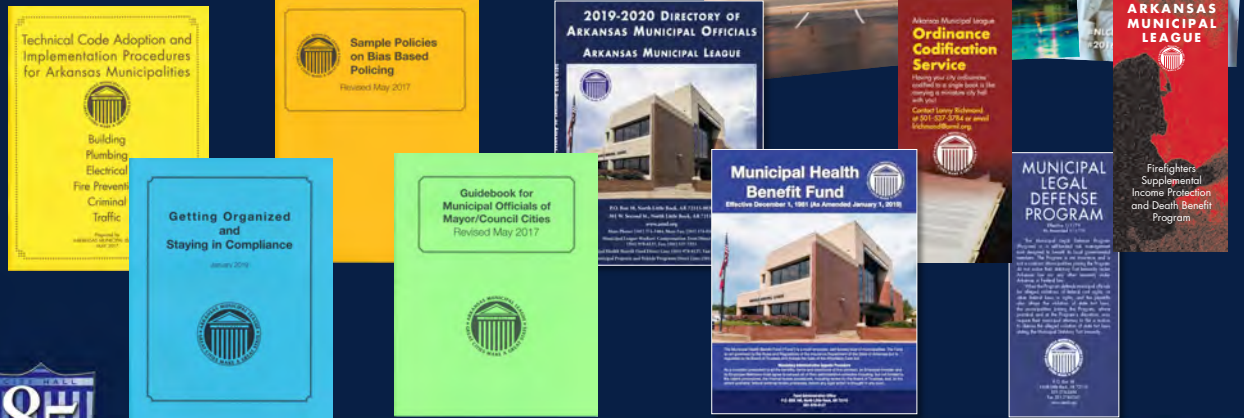
Arkansas Municipal League



City & Town, with a monthly readership of 7,000 municipal officials and employees.



A library of approximately
50 publications.



Arkansas Municipal League

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ARKANSAS MUNICIPAL LEAGUE GREAT CITIES MAKE A GREAT STATE

Services

- Benefit Programs
- League Programs
- Publications**
- MHBF
- Classifieds
- Text Message Sign Up

Publications

A significant portion of the League's overall program is devoted to the development of publications in all areas of local government concerns. Annual publications of the League include a *Directory of Arkansas Municipal Officials*, the *Salary Survey*, as well as updating of publications dealing with rapidly changing subjects.

The *Handbook for Arkansas Municipal Officials* is widely used by municipal officials and in demand by many other sources.

Updates to the *Directory of Arkansas Municipal Officials* are available monthly at this site.

The AML *Publications list* allows you to view and select publications by printing an order form online.

The League publishes a magazine called *City & Town* which is designed to provide a forum for municipal officials to exchange ideas and compare notes on accomplishments and problems in Arkansas cities and towns. This magazine has a distribution of approximately 7,000 copies. In addition to the elected officials, city administrators and managers, the magazine is sent to police chiefs, fire chiefs and other department heads. Also included on the mailing list are state officials, local newspapers, chambers of commerce and other offices and persons who are interested in municipal affairs. Please check the *City & Town homepage* to view the current issue and to check our archive. You can subscribe online in the www.aml.org/stor.

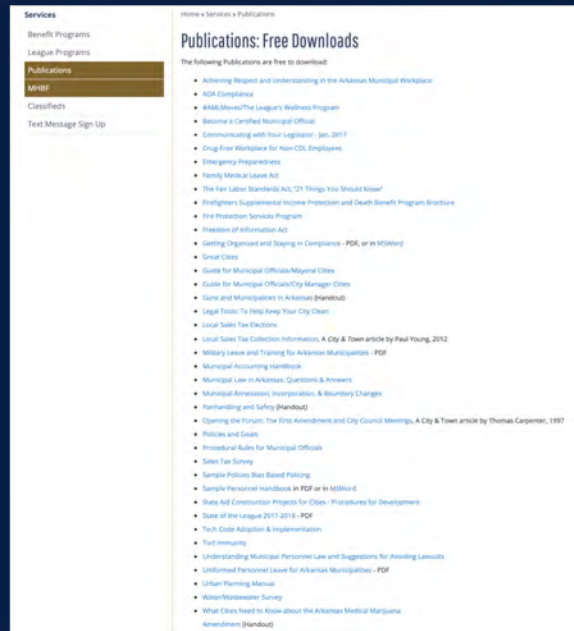
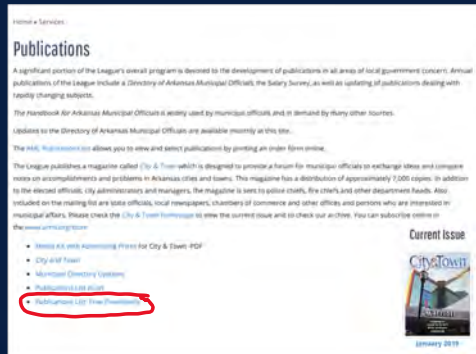
- Media Kit with Advertising Prices for City & Town-PDF
- City and Town
- Municipal Directory Updates
- Publications List eCart
- Publications List: Free Downloads

Current Issue

City & Town

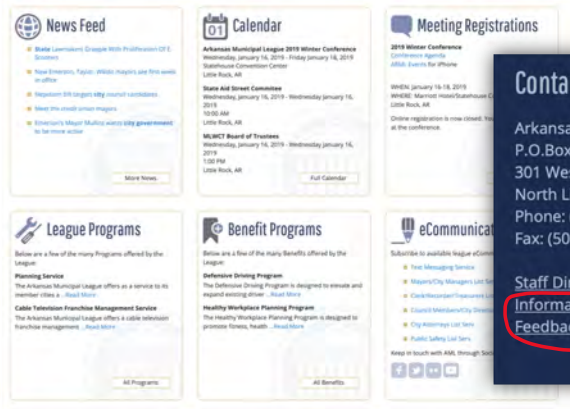
January 2018

A library of approximately
50 publications.



Welcome

Within the Arkansas Municipal League website, you will find resources that will assist you in providing leadership to your city. The dedicated staff of the League continues to work for cities and towns across our great state. "Great Cities Make a Great State" is more than just a motto, it is the spirit of this organization.

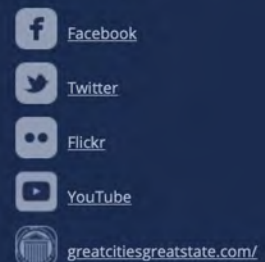


Stay in touch with us at the
Arkansas Municipal League

Contact Us

Arkansas Municipal League
P.O. Box 38
301 West 2nd
North Little Rock, AR 72115
Phone: (501) 374-3484
Fax: (501) 374-0541

Keep In Touch



Staff Directory

[Information Request](#)
[Feedback](#)



Stay in touch with us at the Arkansas Municipal League

Contact AML
Staff Directory
Information Request Form
Feedback Form

Information Request Form

Municipal League Information Request Form

If you are interested in receiving information about the Arkansas Municipal League, please fill in the information below:

Name *

Official Title *

City or

Address *

City *

State *

Zip *

Phone *

Fax *

Email *

Comments

This is form may not be used to request for or receive 100% personal financial information. This form is designed to receive information to communicate and through internet communication. In addition, this may not be used to request other services. Information other than this form may be requested by other means. This form may be requested by other means.

Municipal officials and employees of member cities and towns seeking information on the law pertaining to municipalities may use this form. However, AML lawyers are not able to respond to legal questions from members of the general public, who may consult a private attorney for legal advice.

Contact AML
Staff Directory
Information Request Form
Feedback Form

Feedback Form

Name *

Company *

Address *

City *

State *

Zip *

Phone *

Fax *

Email *

Comments *

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Check All That Apply *

☐ I am a Government Official

☐ I am a Public Official

Join the League's **List Serv** and be automatically notified via email of pertinent municipal information.

Step 1. Visit www.arml.org.

Step 2. Access the **List Serv** link of choice

eCommunications

Subscribe to available league eCommunications

- ☐ Text Message
- ☐ Mayors/City Managers List Serv
- ☐ Clerk/Recorder/Treasurers List Serv
- ☐ Council Members/City Directors List Serv
- ☐ City Attorneys List Serv
- ☐ Public Safety List Serv

Keep in touch with AML through Social Media:

[f](#) [t](#) [in](#) [v](#)

Step 3.
Complete the required information.

Subscribe to our List Serv:

Email Address: **SUBSCRIBE**

Your Name: (required)

Daytime Phone Number:

Member City:

Title:



Voluntary Certification Program and Seminars



- Seminar on budgeting
- Seminar on human resources
- Seminar on City Hall 101 and Planning and Zoning
- Continuing education hours during Winter Conference and Convention

Voluntary Certification Class Schedule		
	Odd Year	Even Year
January Winter Conference	*City Government 101 (5 hours core) Held During Winter Conference	3 Hours of Continuing Education Held During Winter Conference
	3 Hours of Continuing Education Held During Winter Conference	
April	Planning & Zoning Workshop (5 hours continuing) Held in April at League HQ	*City Government 101 (5 hours core) Held in April at League HQ
June Convention	3 Hours of Continuing Education Held during June Convention	3 Hours of Continuing Education Held during June Convention
September	*Finance & Budgeting Workshop (5 hours core) Held in Sept. at League HQ	*Finance & Budgeting Workshop (5 hours core) Held in Sept. at League HQ
October	*HR Workshop (5 hours core) Held in Oct. at League HQ	*HR Workshop (5 hours core) Held in Oct. at League HQ
Total	*15 core hours + 6 continuing hours	*15 core hours + 6 continuing hours



www.arml.org

#2019AMLWC



Facebook.com/Arkansas.Municipal.League



Twitter @ARMuniLeague



Linkedin Arkansas Municipal League



Instagram armunileague



Youtube.com/user/ARMunicipalLeague



Flickr.com/photos/arkansas_municipal_league



greatcitiesgreatstate.com (microsite)



Stay connected with the League!

