

# 2017 DEPARTMENT BUDGET JUSTIFICATION LETTERS







**BECKY LEWALLEN**  
County And Probate Clerk

**WASHINGTON COUNTY**  
STATE OF ARKANSAS  
Washington County Courthouse  
280 North College Avenue, Suite 300  
Fayetteville, Arkansas 72701  
Telephone: (479) 444-1711  
Fax: (479) 444-1894

To: Washington County Justices of the Peace

From: Becky Lewallen, County Clerk

Re: Justification Letter, \$2450.00 Operating Expense Increase

Date: September 22, 2016

Amendment 51 § 10(d) mandates the permanent voter registrar shall conduct a uniform, nondiscriminatory address confirmation program during each odd-numbered year to ensure that voter registration lists are accurate and current. With rising costs in postage, as well as rising voter registration numbers, our postage line item increases every other year. In 2015 I had to create a postage line item in my automation fund to keep from going over budget. I am asking for an increase in my postage line item in order to try and avoid this from happening again. One of the criteria for this confirmation will be individuals who haven't voted in the last two federal election cycles. So, I am hoping a strong voter turnout in November will remove several voters from the confirmation mailing process.

2013 Actual Expenditures-Postage	2015 Actual Expenditures-Postage	2016 Approved Budget-Postage	2017 Requested Budget- Postage
\$17,563.12	Fund 1000- \$11,554.48 Fund 3005- \$11,153.95 Total- \$22,708.43	\$15,000.00	\$18,000.00

I appreciate your time and attention!

Sincerely,

Becky Lewallen



MARILYN EDWARDS  
County Judge



1000 0108  
3017 0127  
RON WOOD  
B. & G. Director

WASHINGTON COUNTY, ARKANSAS  
Buildings and Grounds

9/14/16

Budget Committee of the Whole:

RE: Building & Grounds 2017 Budget Requests (10000108 & 30170127)

General Budget (10000108)

*Note: Operating supplies & professional services categories were equal to last year's approved budget before adding the below projects:*

- Parking deck sealant project will be approximately \$305,000.00. I have included ½ cost in line item 2020 (Buildings supplies) and ½ cost in line item 3009 (Other Professional Services\*labor)
- Historic Courthouse paint/seal project will be approximately \$65,000.00. I have included ½ cost in line item 2021 (Paint/metals) and ½ cost in line item 3009 (Other Professional Services\*labor)

Jail Budget (30170127)

*Note: Operating supplies & professional services categories were equal to last year's approved budget before adding the below project:*

- Jail sealant project will be approximately \$149,000.00. I have included ½ cost in line item 2020 (Buildings supplies) and ½ cost in line item 3009 (Other Professional Services\*labor)

Sincerely,

*Ron Wood*

Ron Wood  
Buildings & Maintenance Director  
479-466-2817



2017 Planning Budget Request

Members of the Quorum Court:

I am submitting a request for the budget increases that I feel are necessary for the Planning Department to continue to offer the same type and quality of services to County Citizens and the Community. As the economy has improved over the last several years, our office is facing increased project quantity and complexity and additional personnel is needed.

For 2017 I would like to request an additional position to focus on GIS Mapping for the Planning Office and Road Department. At this time, we are requesting to split the position 50/50 between the two departments and fund their salary and training 50/50. Although a job description for this position has not yet been approved and funded, I believe (based upon other similar skill sets/jobs within the County) that the grade would fall at a 15-17 range, resulting in a salary ranging from \$32,000- \$35,000/year (to be split with the Road Department 50/50).

This request increases my personnel budget by \$24,384 (this amount includes the corresponding insurance, retirement costs, etc.).

I have added the needed software and computer equipment to my 2017 budget for this additional position.

The operations and supplies portion of my budget reflects an increase of \$3,400 above the amount approved for my 2016 Budget.

My budget has several variables based on the quantity and types of projects submitted. This can make exact budgeting hard. Engineering costs have increased over the past year due to the number and complexity of projects submitted, as well as an increase in contract engineering cost; you will therefore see a higher budgeting amount in line 3004.

I have tried to budget as close to actual expenditures as I feel comfortable for other variable line items. As I have not left myself as much of a buffer as I have in years past, it is possible that I might have to return and ask for more money if there are high costs due to development volume or type.

Please feel free to contact me with any questions; I will provide more in-depth information to you at the meeting when my budget request is formally reviewed.

Respectfully,

Juliet Richey, Washington County Planning Director

**2017 ADDITIONAL PERSONNEL REQUEST  
PLANNING**

<b>GIS MAPPING</b>	<b>ANNUAL</b>
<b>1 POSITIONS - 16.92 PER HOUR</b>	<b>SALARY</b>
	<b>GRADE 17</b>
1000 0110 1001 SALARIES, FULL-TIME (0200032)	\$ 35,194.00
1000 0110 1006 SOCIAL SECURITY	\$ 2,693.00
1000 0110 1008 NONCONTRIBUTORY RETIREMENT	\$ 5,156.00
1000 0110 1009 HEALTH INSURANCE MATCHING	\$ 5,592.00
1000 0110 1016 LIFE INSURANCE	\$ 132.00
	<b>\$ 48,767.00</b>
<hr/>	
1000 0110 PLANNING - 50% BASE SALARY COST	17,597.00
2000 0200 ROAD - 50% BASE SALARY COST	17,597.00
<hr/>	
<hr/>	
1000 0110 PLANNING - 50% FRINGE SALARY COST	24,384.00
2000 0200 ROAD - 50% FRINGE SALARY COST	24,384.00
<hr/>	

**Marilyn Edwards**  
COUNTY JUDGE



1000 0118

**Ashley Farber**  
COMPTROLLER

**WASHINGTON COUNTY, ARKANSAS**  
**COMPTROLLER'S OFFICE**

September 22, 2016

Members of the Washington County Quorum Court:

The County Judge and our offices have been working with Arkansas Risk and Insurance Consultant Nelson Driver to improve the inventory system to include items that fall below our fixed asset limit of \$5,000. This involves all furniture (including desks, chairs, tables, filing cabinets, and similar items) and electronics (such as cell phones, laptops, desk computers, iPads). This will help us stay up-to-date on property insurance so the County can be accurately reimbursed for any content losses if any of its buildings were destroyed in a fire, flood or natural disaster.

The responsibility of a successful inventory means time is needed to spend with each office to complete the inventory process. Unfortunately, our department is unable to dedicate the time needed to complete this project due to our current work obligations.

In July of this year, the Quorum Court approved my request to transfer part-time monies from the Comptroller's Budget to the Purchasing Budget (Ordinance No. 2016-48). On August 8, we hired a part-time employee that has been a huge benefit to us in many ways as we are finally able to move forward with the inventorying of all county offices. However, due to the County's large inventory we still have a tremendous amount to log and I do not currently see we will be completed with this initial process by the end of 2016.

Because this is a process that will need to be continuously reviewed and updated throughout the year to stay current, I am respectfully requesting to hire a permanent part-time employee for this purpose. The part-time employee will not work more than 19 hours a week and will therefore not qualify to receive health insurance or any retirement benefits. Please see the attached letter from Mr. Driver for reference.

Thank you for your consideration of this request.

A handwritten signature in blue ink that reads "Ashley Farber".

Ashley Farber  
Comptroller

## Ashley Farber

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**From:** Nelson G. Driver <NDriver@walton.uark.edu>  
**Sent:** Tuesday, July 19, 2016 11:54 AM  
**To:** Ashley Farber  
**Cc:** Marilyn Edwards; George Butler; Lindsi Huffaker; Steve Zega; Karen Beeks  
**Subject:** Proposed Inventory Specialist Position

Ashley,

I would like to encourage you to consider requesting a part-time (20-24 hours per week) position for Inventory Specialist to facilitate the County's inventory process.

This position would have primary duties of physically doing the inventory of ALL property belonging to Washington County, as well as maintaining an accurate record of all County owned property. The property needs to be accurately accounted for from time of acquisition to property disposal of all owned items.

The County officials, including the Judge, Purchasing, Comptroller as well as the Quorum Court has a very high fiduciary responsibility to account for all properties purchased with taxpayer dollars, in addition to the importance to accurately report for our insurance purposes.

If you have any questions/concerns, please feel free to call on me.

Nelson G. Driver  
Risk Management Consultant  
(479)856-4337

2017 ADDITIONAL PERSONNEL REQUEST  
GENERAL SERVICES

<b>INVENTORY CLERK</b>	<b>ANNUAL</b>
<b>1 POSITION - 12.00 PER HOUR</b>	<b>SALARY</b>
1000 0118 1002 SALARIES, PART-TIME	11,856.00
1000 0118 1006 SOCIAL SECURITY	907.00
	12,763.00



**Marilyn Edwards**  
COUNTY JUDGE



**Renee Biby**  
GRANT ADMINISTRATOR

**WASHINGTON COUNTY, ARKANSAS**  
**GRANT ADMINISTRATOR**

August 30, 2016

Comptroller Ashley Farber  
280 N. College Ave., Ste. 512  
Fayetteville, AR 72701

RE: *Capital Request for 2017 Budget*

Dear Ashley:

This letter is to serve as my official request for a vehicle replacement in the budget for 2017. The County Truck I currently drive, a 2009 Chevrolet Silverado, has approximately 103,500 miles and is averaging 15 miles per gallon of fuel.

In the past year I have had to have several repairs done including replacing the oil pump, which was over \$1,100. The transmission is slipping and I have been advised that I will most likely have to have more significant repairs done if the vehicle is kept. It is imperative that I have reliable transportation when traveling long distances or being in rural areas of Washington County that do not have cell phone service.

I am requesting to replace the truck with a small all-wheel drive vehicle. The cost of the new vehicle with trade in of the current vehicle I drive will be \$22,500. This new vehicle is estimated to average 25 miles per gallon of fuel.

In addition, I am requesting \$4,760 as a one year subscription to eCivis Grants Research and Management System with two user licenses. I have attached a copy of the proposal which includes up to ten users. I subsequently asked them to revise it to two users as this will be a one year trial for Washington County.

Sincerely,

*Renee Biby*

Renee Biby  
Grants Administrator

Steve Landers Toyota  
 10825 Colonel Glenn Road  
 Little Rock, AR 72204  
 (501)568-5800

Prepared For:



EMAIL

<b>2016 Toyota RAV4</b>	<b>MSRP</b>
Model - 4432 LE AWD SUV	Base:
Exterior Color - 03R3 BARCELONA RED METALLIC	Installed Options:
Interior Color - FB20 BLACK	Total: <b>#26,701</b>

\* Base MSRP includes delivery charge  
 \*\* Prices subject to change without notice  
 \*\*\* Please refer to vehicle Monroney label for final specifications and pricing

<b>Standard Features for this model</b>	
<p><b>MECHANICAL &amp; PERFORMANCE</b></p> <ul style="list-style-type: none"> <li>- 2.5L DOHC 4-Cylinder Engine w/Dual VVT-I</li> <li>-</li> <li>- 176 hp @ 6000 rpm / 172 lb-ft @ 4100 rpm</li> <li>-</li> <li>- 6-Speed Automatic Transmission</li> <li>-</li> <li>- Dynamic Torque Ctrl All Wheel Drive(AWD)</li> <li>-</li> <li>- Eco and Sport Modes</li> <li>-</li> </ul> <p><b>SAFETY &amp; CONVENIENCE</b></p> <ul style="list-style-type: none"> <li>- Star Safety System: Enhanced Vehicle</li> <li>- Stability Control, Traction Control,</li> <li>- Anti-Lock Brakes, Electronic Brake</li> <li>- Force Distribution, Brake Assist and</li> <li>- Smart Stop Technology</li> <li>- LATCH-Lower Anchor &amp; Tether for Children</li> <li>-</li> </ul> <p><b>EXTERIOR</b></p> <ul style="list-style-type: none"> <li>- 17" Steel Wheels with Wide Vent Covers</li> <li>-</li> <li>- Power Outside Mirrors</li> <li>-</li> <li>- Roof Rails, Rear Spoiler</li> <li>-</li> <li>- Privacy Glass- Rear Side, Qtr &amp; Liftgate</li> <li>-</li> </ul>	<p><b>INTERIOR</b></p> <ul style="list-style-type: none"> <li>- Entune Audio, 6.1" Touch-screen Display</li> <li>-</li> <li>- Steering Wheel Audio/Bluetooth Controls</li> <li>-</li> <li>- Backup Camera</li> <li>-</li> <li>- Reclining &amp; Fold-Flat 2nd Row Seats</li> <li>-</li> <li>- Remote Keyless Entry System</li> <li>-</li> <li>- 12V Power Outlets (3), USB Port (1)</li> </ul>

<b>Selected Options and Packages</b>	
<u>Code</u>	<u>Description</u>
FE	50 State Emissions

**Roy Spann**

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**From:** Derek Goshien  
**Sent:** Tuesday, August 30, 2016 10:42 AM  
**To:** Roy Spann  
**Subject:** RE: Washington County Truck Vin number

\$13500 ACV Trade In Value

*Derek Goshien  
Pre-Owned Manager  
501.554.4141  
dgoshien@landerscorp.com*



**From:** Roy Spann  
**Sent:** Tuesday, August 30, 2016 10:32 AM  
**To:** Renee Biby <RBiby@co.washington.ar.us>  
**Cc:** Derek Goshien <DGoshien@LandersCorp.com>  
**Subject:** RE: Washington County Truck Vin number

Thank You Ms. Biby,

I will get an estimated appraisal for your truck and I have the spec's and pricing on the Toyota Rav4 AWD and the Toyota 4Runner four wheel drive. I will be emailing you this information shortly. Do you have an idea how many miles you put on this vehicle each month?

Roy Spann

Roy Spann | Commercial/Fleet Manager



[rspann@landerscorp.com](mailto:rspann@landerscorp.com) | Office: 501-374-4848 Ext: 4053 | Cell: 501-416-1100  
401 Colonel Glenn Plaza Loop  
Little Rock, AR 72210  
[www.Landerscountry.com](http://www.Landerscountry.com)

**From:** Renee Biby [<mailto:RBiby@co.washington.ar.us>]  
**Sent:** Tuesday, August 30, 2016 9:43 AM



Washington County, AR

Grants Research and Management System

August 30, 2016

Presented by:

Lauren Powell

[lpowell@ecivis.com](mailto:lpowell@ecivis.com)

eCivis Grants Network

PH: 480-447-3352

[www.ecivis.com](http://www.ecivis.com)



**Hello Renee,**

**eCivis is pleased to submit the following proposal for the County of Washington, AR for its review and consideration. This proposal outlines our expertise in building and implementing grants management solutions on a large and small scale. We have worked with thousands of local governments, institutions of higher education, and non-profit organizations, across the country and we understand the unique challenges of standardizing solutions while incorporating flexibility and speed of implementation.**

**Sincerely,**

**Lauren Powell**

Lauren Powell | Account Executive  
eCivis, Inc.  
o: 480.447.3352 | f: 626.628.3232 | e: [lpowell@ecivis.com](mailto:lpowell@ecivis.com)  
[www.ecivis.com](http://www.ecivis.com) | [blog.ecivis.com](http://blog.ecivis.com)



*The nation's leader in online grants information and grants management.*



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## **Introduction**

### **Overview**

eCivis was founded in 2000 to provide counties, cities, towns, institutions of higher education, and non-profit organizations with software to improve their ability to find and manage new sources of grants funding. As of 2016, over 3,000 organizations have used our services for researching new opportunities for federal, state, and foundation funding sources. In addition, tracking and reporting services now assist in the management of over \$2 billion in awarded grants.

Delivered as an on-demand solution available from any web browser, eCivis is an all-inclusive grants management system that provides organizations of any size with the tools and resources necessary to find, win and manage grant funding. Our suite of web-based software applications, along with our unrivaled grant writing services, cover all aspects of the grants process from start to finish.

Over the years, we've done well over 3,000 grant implementations in supporting organizations just like yours follow best practices. eCivis is the most trusted widely used system in the nation. In fact, the largest single source of grant funding for state and local governments. Our cutting edge grant solution, coupled with our dependable customer service, will assist your team through the entire grants process and help increase grant success.

## Proposal – eCivis Grants Network

### eCivis Grant Management Software Overview

Our customers report that they are saving 80 percent of their time researching for new funding sources with eCivis. Grants Network saves time, reduces costs, and eliminates frustration by automatically performing and centralizing many of the administrative functions currently done by hand, on paper, and through multiple systems. Tracking and reporting services reduce the time necessary to manage awarded grants and to prepare for compliance audits. With a single entry point for instant performance visibility, you are able to track your project activities at every stage of the grants management lifecycle.

Our professional grant writing services brings over 40 years of experience working with customers for grant writing, training and coaching, peer review, and custom research for projects. Including a staff of experts in most areas of federal, state, and foundation grants, our team of grant professionals have assisted communities and institutions to achieve great results in pursuing new grant opportunities.

Search, find and manage thousands of grants; eliminate errors with integrated systems; and track your projects through every milestone in the grants process. You will experience ease-of-use and efficiency by eliminating paperwork and providing better transparency from top to bottom. Increase your usable funding, reduce dollars returned, and lower your audit expenses by having access to each grant and all associated documents at every stage in the grants management lifecycle.

There are four components to eCivis Grants Management Software:

1. **Research**
2. **Insight**
3. **Tracking & Reporting**
4. **Grant Writing Services (not included but available)**



## 1. Research

- Our grant research application delivers the information you need to win grants that help your local government meet its goals. Our company invests more than 40,000 hours of research each year on federal, state, and foundation grants to ensure that you will find the best funding opportunities for your projects.

With this research tool, grants are presented to you based on your needs. Each grant we research includes a professional summary and standardized set of support information so you can quickly determine if a grant is right for your project.

Automated search agents deliver grant information via email updates on a daily/weekly basis.

- **Find It Fast:** Custom search tools give you quick access to grants and instant grant details.
- **Find It All:** An ever-expanding database provides you with the most relevant funding opportunities.
- **Let It Find You:** Automated search agents, daily and weekly emails, and grant updates provide you with the latest grant information.

Filter		Search Results					
Categories		Results 1 - 50 of 540 (0.099 seconds) 1 2 3 4 5 6 7 ... 10 11					
Grant Type and Agency		Score	GR Code	Grant Title	Agency	Actual Funds	Post Date
Other Criteria		100.00	US3144	<a href="#">Social and Economic Development Strategies (SEDS) - FY 2014-2016</a>	US DHS	\$5,000,000	04/15/2014 (Multiple)
Apply Filter		100.00	US0361	<a href="#">Assists for Independence Demonstration Program - FY 2014-2016</a>	US DHS	\$12,500,000	05/07/2014 (Multiple)
		99.95	US11234	<a href="#">Cultural Resources Program Assistance - FY 2015</a>	US DoD	Unspecified	Rolling
		99.85	MD140	<a href="#">Transportation Alternatives Program (TAP) - FY 2014/2015</a>	Md MDOT	\$16,500,000	04/21/2014 (Multiple)
		99.85	FD0062E	<a href="#">South Arts (Part E): Library Arts Select States - FY 2015</a>	FD Foundation	Unspecified	05/01/2014
		99.85	US0147	<a href="#">Economic Development Assistance Program (EDAP) Grants - FY 2014/2015</a>	US Commerce	Unspecified	06/13/2014 (Multiple)
		99.85	US10080	<a href="#">Art Works Program - FY 2015</a>	US NEA	Unspecified	07/24/2014 (Multiple)
		99.85	US0103	<a href="#">NEA Challenge America Fast-Track Grants - FY 2015</a>	US NEA	Unspecified	05/08/2014
		99.85	FD5514	<a href="#">Western States Arts Federation (WESTAF) Tour/Venue (Select States) - FY 2015</a>	FD Foundation	Unspecified	04/01/2014

## 2. Grants Network: Insight

-Our online grants library provides educational and references resources to assist in improving your grant-related skills. Insight can dramatically change the landscape and tenor of your grants activity by raising efficiency and skill levels, resulting in greater overall satisfaction from all stakeholders and enabling you to achieve the goals set by your leadership.

Insight consists of on-demand training courses specifically developed to meet the needs of the grants community and easy-to-understand publications written by professionals involved in all aspects of the grants process. In the competitive grants world, time is limited and resources are scarce. Having the right people with the right training can make all the difference.

- **Publications:** An extensive collection of subject briefs and articles covering every facet of the grants process and tailored to all levels within your organization.
- **Automated Courses:** Two levels of online courses to help guide you through the grants process.
- **Resource Library:** Downloadable and hyperlinked online resources to help you successfully find and win grant funding.
- **Glossary:** A complete A-Z source for grant-related terminology made simple.

## 3. Grants Network: Tracking & Reporting



-Our fully integrated grants management system tracks your organization's projects, tasks, and spending and programmatic grant requirements, providing transparency within your organization and keeping you on top of deadlines.

Built on a proven workflow used by some of the most grant-active organizations in the country, our software allows you to readily manage your grants: set the dates for progress reports and reimbursements, upload documents, and set up alerts for deadlines so that your organization utilizes every grant dollar awarded.

- **Start to Finish:** Manage all your of grants, eliminate errors with one-click project-grant integration, and track your projects through every milestone in the grants process
- **Transparency:** Experience ease-of-use and efficiency by eliminating paperwork and providing better visibility from top to bottom
- **Customization:** Add, search, and apply for specific funding sources such as formula grants and general fund allocations
- **Freed-Up Cash, Easier Audits:** Increase your usable funding, reduce dollars returned, and lower your audit expenses by having access to each grant and all associated documents at every stage in the grants management lifecycle

### Organization Project Dashboard

Information pertains to active grants in projects currently "open" in Grants Network.

Funding Summary		Organization Totals - All Departments				
		Applications		Funding	Reports	
		Open Projects	Active Grants	Due   Submitted	Awarded   Allocated	Due   Submitted
Applying	\$16,000.00					
Submitted	\$450,000.00					
Awarded	\$0,000.00					
<b>Total</b>	<b>\$472,000.00</b>	<b>0</b>	<b>12</b>	<b>211</b>	<b>110</b>	<b>110</b> <a href="#">View Goals</a>

  

Department Summary						
Departments with Grant Activity		All Departments				
Department	Open Projects	Active Grants	Due   Submitted	Awarded   Allocated	Due   Submitted	
<a href="#">Arts &amp; Culture</a>	1	1	0   0	110	110	<a href="#">View Goals</a>
<a href="#">Community Development</a>	2	2	211	0   0	0   0	<a href="#">View Goals</a>
<a href="#">Fire Dept</a>	1	1	0   0	0   0	0   0	<a href="#">View Goals</a>
<a href="#">Parks &amp; Recreation</a>	2	1	110	0   0	0   0	<a href="#">View Goals</a>
<a href="#">Police Dept</a>	1	3	0   0	0   0	0   0	<a href="#">View Goals</a>

### **3. Grant Writing Services (not included but available)**

– Our team of grants professionals includes subject matter experts with specialties across multiple grant subjects and federal agencies. Whether you need assistance from the ground up, a thorough pre-submission peer review, team training or other customized grant services, we can assist you in securing grant funding. Available services include:

- **Grant writing assistance:** We work with your organization at all stages of the grant writing process to help you produce a top-quality application and increase your cash reserves:
  - Initial consultation, go/no-go assessment
  - Document drafts, including final
  - Post-application evaluation
- **Pre-submission peer review:** We facilitate the proposal process by providing in-depth analysis of your application to catch any red flags, ensuring that you cover all your application bases.
- **Training:** Dr. Browning shares her extensive knowledge with you and your team, assisting in exploring private-sector funding options and creating an internal grant writing team, among other strategies.
- **Customized service package:** We offer flexible services to provide you with funding opportunity analysis, technical writing assistance, and one-on-one coaching—a customized service package that fits your needs.





# Proposal

## BENEFITS

Our software uniquely combines grants expertise with services to allow organizations to dramatically improve their ability to search for grants and manage awards.

**1. Focus.** eCivis understands grants and the unique challenges that come with standardizing such a complex process. We've worked with thousands of organizations to develop our existing research and management system.

**2. Speed.** You will be operational and ready to begin improving to improving your skills in research and grant writing. The ability to automate tasks allows for significant time savings and will shorten the cycle for identifying new funding sources.

**3. Cost.** eCivis will reduce costs related to document retention and essentially eliminate the cost of maintaining and upgrading a grants management system internally.

**4. Experience.** Since 2000, we continue to be focused on bringing additional value to our grants community by delivering robust, comprehensive, and easy-to-use services to improve grants management. eCivis has trained more than 35,000 people on using Grants Network, and more than 10,000 in grantsmanship. We support more than 30,000 system users daily.

## PROPOSED PACKAGES & PRICING

### Pre-Award ONLY

<b>eCivis Community Pricing:</b>	<b>\$12,723</b>
- 10 users, unlimited access	
- Pre-Award Research Full Access	
- Insight <b>(NEW)</b>	
- Annual Subscription, <b>1 Year Pricing</b>	
- <b>Multi Year Incentive- APPLIED</b>	

<b>Total Price Each Year</b>	<b>\$10,814</b>
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### \*\*\*NOTE\*\*\*

Subscription fees are billed annually for eCivis grant management services.

Based on 10 users, the license is \$10,814 per year for full access to all pre-award and insight functionality.

From: Lauren Powell  
To: Renee Bily  
Subject: RE: Updated Proposal  
Date: Tuesday, August 30, 2016 11:53 AM  
Attachments: eCivis2016.pptx  
eCivis2016.pptx  
eCivis2016.pptx  
eCivis2016.pptx  
eCivis2016.pptx

Not a problem Renee.

The annual fee each year for 2 users would be \$4,760. That includes the multi-year discount.

Keep in mind, Counties typically your size have anywhere from 10-40 users. This gives multi departments access to search for specific project/program funding needs. When access is limited, we find that opportunities are missed because lack of project understanding. If that makes sense.

Regards,  
Lauren

Lauren Powell | Account Executive  
eCivis, Inc.  
P: 402-447-3352 | F: 406-628-3232 | E: lpowell@ecivis.com  
www.ecivis.com | blog.ecivis.com



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Click Here for On-Demand Training

www.kaleon.com/en/laurenpowell@ecivis.com

From: Renee Bily [mailto:RBily@co.washington.ar.us]  
Sent: Tuesday, August 30, 2016 10:02 AM  
To: Lauren Powell <lpowell@ecivis.com>  
Subject: Re: Updated Proposal

Thanks Lauren, can you also price it with just two users please?

Sent from my iPhone

On Aug 30, 2016, at 11:53 AM, Lauren Powell <lpowell@ecivis.com> wrote:

Hello Renee,

I have attached the updated proposal for your review and consideration. The Board will probably be interested in some of the other local governments we serve across the United State, so I have attached a presentation we recently prepared for NGMA. Feel free to take slides/information from any of the attachments.

The price quoted in the proposal is only valid until December 31, 2016. We are currently running an additional discount (-1.272) however, that discount is only valid until September 30<sup>th</sup>, 2016.

Please let me know if you need any additional information to support you in your efforts.

All The Best,  
Lauren

Lauren Powell | Account Executive  
eCivis, Inc.  
P: 402-447-3352 | F: 406-628-3232 | E: lpowell@ecivis.com  
www.ecivis.com | blog.ecivis.com



Click Here for Live Training  
Click Here for On-Demand Training

www.kaleon.com/en/laurenpowell@ecivis.com

<Proposal for the County of Washington\_AR\_08302016.pdf >  
<NGMA\_06232016.pdf >  
<eCivis-Definitive-Guide-Effective-Grant-Funding-Strategy.pdf >

## WASHINGTON COUNTY EVENING REPORTING CENTER PROPOSAL

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The Washington County Juvenile Court has been a Juvenile Detention Alternatives Initiative (JDAI) site since 2013. JDAI has partnered with the Arkansas Division of Youth Services in an attempt for the initiative to go state-wide in the future.

As part of the JDAI program, new jurisdiction visit selected JDAI model sites in other states. In 2014, Washington County Juvenile Court staff visited Santa Cruz County, California and Multnomah County, Oregon. The JDAI model sites provided us with valuable learning opportunities by offering peer-to-peer exchanges. We observed and discussed the implementation of JDAI core strategies to safely reduce detention populations, minimize costs by using effective community-based alternatives, and decrease racial/ethnic disparities in local juvenile justice systems. Furthermore, the JDAI Model Sites offered practical examples and strategies for broader reform efforts, including Evening and Day Reporting Centers.

We took a particular interest to the Santa Cruz Evening Reporting Center, because of their dramatic decrease in detention placements. We have been working to gather data to support where a similar Evening Reporting Center would be most beneficial to Washington County. Data collected since 2013 shows that an evening reporting center would be most beneficial in Springdale. The data shows that since 2013, our number of Springdale delinquency cases has increased by 41%.

The purpose of our Evening Reporting Center (ERC) will be to provide a highly structured sanction and intervention program that would serve a maximum of 10 court-ordered youth at any given time. These youth would be offenders who are not in compliance with the conditions of their probation and are exhibiting moderate to high risk behaviors, such as drug abuse, impulsivity, anti-social thinking, lack of positive peer support, and declining school performance.

The ERC will serve as an alternative to Juvenile Detention for these offenders. Staff will provide supervision, structure, and positive activities for these youth during evenings, between the hours of 4:00 pm and 8:00 pm. We will partner with community agencies such as Teen Action Support Center, Youth Strategies, Stitches, Work Source, NWACC, and the University of Arkansas to coordinate services and provide positive activities and other services. The services we plan to offer include:

- Evening Supervision**
- Transportation (adult to adult hand off)**
- Community Service**
- Individual and Group Counseling**
- Tutoring, Homework Assistance, and Computer Lab access**
- Cognitive/Behavioral Programming**
- Why Try curriculum (Life skills program promoting internal motivation to change)**
- Employment Readiness and Mentoring (Job Training and Mentorship through Workforce)**
- Aggression Replacement Training**
- Friday Night Live (Life skills program promoting healthy drug and alcohol free activities)**
- Expanded learning opportunities and technology through NTI or NWACC**
- Physical Fitness and Recreational Programming (Sports and cardio training)**

# WASHINGTON COUNTY EVENING REPORTING CENTER PROPOSAL

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On August 11, 2016, The C.O.O of the Jones Trust provided the Juvenile Court with a letter stating that the Jones Trust has a space suitable for our ERC (see attached letter). The Jones Trust is offering a 1,356 sq. ft. facility, including a private office, rent-free for the period of October 1, 2016 through December 31, 2017. This is an in-kind grant to the Juvenile Court, with a total value of \$17,970.00.

The building housing the Evening Reporting Center will house Teen Action Support Center staff as well. The youth participating in the ERC, as well as other youth in the community, will benefit from the services that TASC offers, including Mediation, Girls Circle, First Steps (for pregnant teens), Community Service projects with adult mentors, and support groups for youth and parents.

In addition, our Venturing Crew program, designed to recruit moderate or high risk youth and get them engaged in outdoor recreational activities and giving back to the community, would be able to utilize this space to meet for their weekly meetings.

The Venturing Crew is one of several Alternative to Detention Programs that we already offer at the Washington County Juvenile Court. Other programs currently offered by the Juvenile Court include:

1. **Creating Lasting family Connections**, a 12 week program that teaches the importance of self-worth and good communications in building healthy relationships for parents and youth.
2. **Washington County Outdoor Adventure Club**, a program that uses fishing and outdoor recreation as a positive alternative for youth.
3. **Archery** teaches self-discipline and structure to youth.
4. **Springdale Youth Academy**, a summer program partnership between the Springdale Police Department and Juvenile Court, designed to build self-esteem, physical fitness, and positive relationships with law enforcement, as well as educate youth on topics such as crime prevention, crime victim impact, substance abuse prevention, and educational and vocational opportunities in their future.
4. **885 Summer Program**, our recruiting point for the Venturing Crew program, is a two week summer session of life skills, outdoor activities and community service programs specifically designed for moderate/high risk youth in the community.

With your assistance, we can begin implementation of this new Evening Reporting Center program, in order to provide another alternative to detention, extra evening supervision, and additional services for court-involved youth.

**To immediately and effectively run the Evening Reporting Center, Juvenile Court requests funding for two juvenile officers grade 16 and one full time social working grade 17. These positions would be stationed at the Evening reporting Center.**

# WASHINGTON COUNTY EVENING REPORTING CENTER PROPOSAL

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## Juvenile Officer/Specialized Police Officer X 2

GRADE 16	16.19 per Hour	
1000 0403 1001 SALARIES, FULL-TIME	33,676.00	
1000 0403 1006 SOCIAL SECURITY	2,577.00	
1000 0403 1008 NONCONTRIBUTORY RETIREMENT	4,934.00	
1000 0403 1009 HEALTH INSURANCE	5,592.00	
1000 0403 1016 LIFE INSURANCE	132.00	

**Annual Amount \$46,911.00 X 2 = \$93,817.00**

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## Social Worker

Grade 17	16.92 per hour	
1000 0403 1001 SALARIES, FULL-TIME	35,194.00	
1000 0403 1006 SOCIAL SECURITY	2,692.00	
1000 0403 1008 NONCONTRIBUTORY RETIREMENT	5,156.00	
1000 0403 1009 HEALTH INSURANCE	5,592.00	
1000 0403 1016 LIFE INSURANCE	132.00	

**Annual Amount \$48,766.00**

# THE JONES TRUST

August 11, 2016

Hon. Stacey Zimmerman  
Fourth Judicial Circuit, Division 3  
885 W. Clydesdale Dr.  
Fayetteville, AR 72701

RE: Collaboration opportunity in Springdale

Dear Judge Zimmerman,

First, I would like to take the opportunity to thank you for your work on behalf of the youth in our community. Your leadership is key to accomplishing community goals.

The Jones Trust is collaborating with other community organizations and the University of Arkansas to develop a location in downtown Springdale that serves the youth of our community. This program will include work by the following groups:

Teen Action & Support Center

University of Arkansas – Social Innovation Program

Youth Strategies

Stitches Group – A youth program of the Jones Center for Families

These organizations align with the mission of the court and it is our belief that the addition of after-hours reporting in downtown Springdale would be beneficial to all parties involved in youth services. We desire to create a “Youth Innovation Lab” utilizing space we have available at 610-B East Emma Avenue in downtown Springdale. Currently working with the organizations listed, we are developing a business plan and hope to have the space activated by October 1, 2016.

We would like to invite the court and the JDAI program to join us in this innovative effort to address the need for delivering positive and constructive opportunities for youth. The space that would be offered to the court includes 1,356 SF, including a private office, large group room and interview space within the 5,000 SF Innovation Lab. The space is located on Emma Avenue with an ORT bus stop in front and is also on campus with many other natural collaborators including Community Clinic, Child Care Aware, Family Network, One Community, Children’s Safety Center, EOA of Washington County, Arkansas Crisis Intervention, HWOA, Tobacco Free Coalition and many other collaborative partners.

922 East Emma Avenue □ Springdale, Arkansas 72764  
(479) 756-8090 • (479) 750-7444 (fax)

Relevant activities at the Youth Innovation Lab would include but not be limited to:

Transportation (adult to adult hand off)  
Evening Supervision (between the hours of 4:00 PM and 8:00 PM)  
Individual and Group Counseling  
Tutoring and Homework Assistance  
Thinking for a Change (Cognitive/Behavioral Programming)  
WHY TRY curriculum  
Physical Fitness and Recreational Programming (Sports, Cardio-Training)

Employment Readiness and Mentoring (Job Training and Mentorship)  
Aggression Replacement Training  
Friday Night Live Program-Life skills building program promoting healthy drug and alcohol free activities  
Expanded learning opportunities and technology through on-site collaboration with NTI or NWACC

We are asking you to pursue authority and funding to add probation officer positions stationed in the Youth Innovation Lab to serve the Springdale need. The published rent, utility and housekeeping cost for your share of the space would be \$1,198.00 per month. The Jones Trust will provide an in-kind grant to the Court to cover this cost on behalf of the program through 12/31/2017. This would result in rent and utility relief of \$17,970.00 for the period of October 1, 2016 through December 31, 2017. Beginning in 2018, we would seek to collect rent, utilities and housekeeping costs as outlined above.

We strongly support the JDAI program, are witnessing the positive outcomes and are very hopeful that you will see the value in the combined community effort.

Sincerely,  
THE JONES TRUST



Mike Gilbert  
C.O.O.

# Delinquency Referrals of Springdale vs. Fayetteville Youth: 2013-2016 to Date



While referrals of Springdale youth increased by 41% from 2013 to 2015, referrals of Fayetteville youth only increased by 14% over the same time period  
80% of these referrals are of male youth

**2017 ADDITIONAL PERSONNEL REQUEST  
CIRCUIT COURT III**

<b>JUVENILE INTAKE OFFICER 2 POSITIONS - 16.19 PER HOUR</b>	<b>ANNUAL SALARY GRADE 16</b>	<b>ANNUAL SALARY PER POSITION</b>
1000 0403 1001 SALARIES, FULL-TIME (0403012, 0403013)	67,350.00	33,676.00
1000 0403 1006 SOCIAL SECURITY	5,152.00	2,577.00
1000 0403 1008 NONCONTRIBUTORY RETIREMENT	9,867.00	4,934.00
1000 0403 1009 HEALTH INSURANCE	11,184.00	5,592.00
1000 0403 1016 LIFE INSURANCE	264.00	132.00
	<b>93,817.00</b>	<b>46,911.00</b>

<b>SOCIAL WORKER 1 POSITION - 16.92 PER HOUR</b>	<b>ANNUAL SALARY GRADE 17</b>
1000 0403 1001 SALARIES, FULL-TIME (0403023)	35,194.00
1000 0403 1006 SOCIAL SECURITY	2,692.00
1000 0403 1008 NONCONTRIBUTORY RETIREMENT	5,156.00
1000 0403 1009 HEALTH INSURANCE	5,592.00
1000 0403 1016 LIFE INSURANCE	132.00
	<b>48,766.00</b>





## WASHINGTON COUNTY

STATE OF ARKANSAS

2769 S. Brink Dr

Fayetteville, Arkansas 72701

Phone: (479) 444 - 1730 • Fax: (479) 444 - 1582

**Roger W. Morris**  
Coroner



September 14, 2016

Washington County Quorum Court:

I am respectfully requesting to purchase the following from my 2017 budget.

- **1002 Part-Time Salaries:** Request for an increase in part-time salaries of \$24,000.00 due to the increase of deaths throughout Washington County. Recently it has been mandated that we must travel to Emergency Rooms, nursing homes and more for all death certificates. Unfortunately, this has increased our hours worked for part-time employees. Allowing this increase will help us meet the new rules we must follow.
- **4005 Vehicles:** Request to purchase two vans for better transportation that will approximately cost 25,000 each. I will be replacing both, 2004 and 2006, blazers we currently have. The purchase of these vans will be beneficial to my department as the vans will help save fuel during our transports as well as provide better air source to reach the back of the vans to help cool the bodies during each transport.

I appreciate your time and consideration of these requests.

Thank you,

*Roger Morris*



**ROAD 2000 0200 – PERSONNEL JUSTIFICATIONS**Senior Mechanic (Position 0200046)

Grade 18

Annual Salary \$37,274

Much of the equipment at the Road Department is antiquated. The shop is backed up on a daily basis with equipment needing repair in addition to being behind with routine maintenance. The result has been loss operation hours. The addition of another Senior Mechanic would assist in keeping the equipment operated and maintained timelier.

GIS Mapping (Position 0200032)

Position to be shared 50/50 with Planning Department

Grade 17

Annual Salary \$35,194

(Note: JESAP has not yet rated the job description)

The Road Department could greatly use a GIS (Geographic Information System) Mapping position to assist with the mapping of right-of-way and construction projects, as well as the repair work with the Pavement Distress Program. Currently, an intern is being utilized from the Planning Office. This is an extremely time consuming process. Because the Planning Department is also in need of a GIS Mapping person, both departments have agreed to share a full-time position on a 50/50 basis.

Overtime New Minimum Rule (Effective Dec. 1, 2016)

The Road Department currently has five (5) Supervisor positions that will fall below the new minimum overtime salary amount of \$47,477. The additional cost of \$12,369 would bring all these positions up the new minimum and keep them at an exempt status rather than change to hourly. This amount is much less than the overtime expense that would be incurred as Supervisors are called into work at all hours for emergencies or inclement weather, as well as can work additional hours during construction season.

**2017 ADDITIONAL PERSONNEL REQUEST  
ROAD DEPT**

<b>GIS MAPPING</b>	<b>ANNUAL SALARY</b>
<b>1 POSITION - 16.92 PER HOUR</b>	<b>GRADE 17</b>
2000 0200 1001 SALARIES, FULL-TIME (0200032)	\$ 35,194.00
2000 0200 1006 SOCIAL SECURITY	\$ 2,693.00
2000 0200 1008 NONCONTRIBUTORY RETIREMENT	\$ 5,156.00
2000 0200 1009 HEALTH INSURANCE MATCHING	\$ 5,592.00
2000 0200 1016 LIFE INSURANCE	\$ 132.00
	<b>\$ 48,767.00</b>
<hr/>	
1000 0110 PLANNING - 50% BASE SALARY COST	17,597.00
2000 0200 ROAD - 50% BASE SALARY COST	17,597.00
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1000 0110 PLANNING - 50% FRINGE SALARY COST	24,384.00
2000 0200 ROAD - 50% FRINGE SALARY COST	24,384.00
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<b>SENIOR MECHANIC</b>	<b>ANNUAL SALARY</b>
<b>1 POSITION - 17.92 PER HOUR</b>	<b>GRADE 18</b>
2000 0200 1001 SALARIES, FULL-TIME (0200046)	\$ 37,274.00
2000 0200 1006 SOCIAL SECURITY	\$ 2,852.00
2000 0200 1008 NONCONTRIBUTORY RETIREMENT	\$ 5,461.00
2000 0200 1009 HEALTH INSURANCE MATCHING	\$ 5,592.00
2000 0200 1016 LIFE INSURANCE	\$ 132.00
	<b>\$ 51,311.00</b>

## ROAD DEPARTMENT 2000 0200 – CAPITAL JUSTIFICATIONS

### Machinery and Equipment (4004)

Requesting: \$650,000

All costs are estimates—will be bid or purchased off the 2017 State Contract

\$280,000 Lay Down Machine for Chip & Seal

The County is currently using a 1997 chip spreader that is being repaired constantly and is in the shop now. This has restricted the work on many of chip and seal road projects scheduled in 2016.

\$120,000 Bridge Truck

This request is to replace the current 1986 bridge truck. This truck is used to haul bridge materials and tools as well as pull trailers to the work sites on a daily basis.

\$250,000 Backhoe x 3

This request is to trade-in 3 2009 models. Backhoes are used constantly every day and these are showing major wear that will be requiring a lot repair expense.

### Vehicles (4005)

Request: \$90,000

4 - 4x4, Quad Cab

All costs are estimates—will be bid or purchased off the 2017 State Contract

Currently, the Road Department has 19 pickups, Year Models 1988 thru 1998, and 34 pickups that are over 15 years old. The older equipment needs to be worked out of the system and replaced with current equipment. This request is to replace 4 pickups that are either inoperable or the continual repair cost can no longer be justified. The quad cab is needed to carry tools as well as additional manpower to construction sites. The 4-wheel drive component is needed because of off-road construction terrain and winter conditions.

### County Matching-Road Construction (4007)

Request: \$50,000

County's matching requirement for anticipated state aid projects in 2017.

## ROAD 1/2 CENT SALES TAX 2000 0200 – CAPITAL JUSTIFICATIONS

Machinery and Equipment (4004)

Requesting: \$200,000

All costs are estimates -- will be bid or purchased off the 2017 State Contract

\$200,000      Arm Truck

The majority of the Bridge Maintenance Inspections from the State Highway & Transportation Department show that many of the bridges in Washington County are rusting and need painting. The underneath side of numerous bridges cannot be reached due to the slope of the land or without getting into the water (requiring a permit to be obtained from ADEQ and other permits required). The addition of an Arm Truck would allow a worker to paint the underneath side of a bridge.

Vehicles (4005)

Request: \$285,000

All costs are estimates -- will be bid or purchased off the 2017 State Contract

\$285,000      Dump Truck x 2

This is for the purchase of two new Dump Trucks. The Road Department is requesting \$285,000 and will be trading in a 1988 and a 1989 dump truck that will have very little trade-in value .if any.

## 2017 Washington County Detention Center Justifications

Line Item Description	Changes
2012-Bullet Proof Vests	Increase \$30,000.00 line item total
3021-Postage.	Increase \$20,000.00 line item total
3006-Medical Dental & Hospital	Increase \$1,150,000.00 line item total
4005-Capital	Request \$177,285.00
1001-Personnel	Increased Slots: 4 DFC, 1 Lieutenant, 1 Corporal

- 2012 – Bullet Proof Vests** – 35 Each Bullet Proof Vests for certified deputies assigned to the jail who have expired issued vests or no vests at all. The vests are warranted for 5 years and after 5 years are not recommended for use. Most deputies assigned to the jail are routinely required to work outside the facility in uniform and in a law enforcement capacity. Given today’s volatile climate against law enforcement all certified deputies working outside the facility should be issued a vest. WCSO policy states any deputy wearing a uniform outside the facility must wear a vest.
- 3021- Postage** –Postage for the jail ran over budget in 2016 by nearly 100%. Funds from other 3017 0418 line items had to be transferred to the 3021 line item in order to comply with state and federal mandates to provide postage for detainee’s correspondence. This reduction was due to budgeting restraints in the 2016 budget process.
- 3006 – Medical Dental & Hospital** – This is a \$150,000.00 increase over last year and was requested by Karas Correctional our provider to create a \$100,000.00 base contract increase and increasing the current pool by \$50,000.00 from \$150,000.00 to \$200,000.00. Any unspent pool increase will be returned to Washington County at contract end and rather than the current split between Washington County and Karas Correctional. Karas has requested rather than splitting the pool at years end they receive as part of

their compensation all co-pays related to health services rendered to detainees currently paid to the commissary trust fund.

- **Personnel Request** - Requesting 7 (seven) new detention positions
  1. Detention Administrative Lieutenant Position- This position would be responsible for all administrative functions for jail operations. Currently these functions are being performed by the jail shift lieutenants. The bulk of these functions are performed by the day shift lieutenant which takes the majority of the lieutenant's time. This additional lieutenant's position would assume all administrative responsibilities allowing the shift lieutenants to dedicate all of their time to normal shift operations. This additional position would also give the ability to have a lieutenant on duty at the detention center 24 hours a day and 7 days a week. Some of the most time consuming administrative functions currently being performed by the day shift lieutenant are listed below:
    - In charge of the new hiring process for detention officers which includes: reviewing applications, interviewing applicants, scheduling polygraph tests , tracking the background process and ensuring all paperwork is complete and accurate before finalizing the hiring process.
    - Tracks and maintains a list of current job openings in the detention center.
    - In charge of creating and maintaining files on employee promotions, which includes creating and administering promotional tests.
    - Keeps records which ensure all annual employee job evaluations have been completed and are accounted for.
    - Liaison for the Sheriff's Office with the Department of Corrections Act 309 inmate program.
  2. Deputy First Class - Over the last several years, additional duties and responsibilities have initiated personnel from detention positions to be reassigned to specialized duties and other responsibilities. The transport division has had two new courts added which we now service and provide personnel for. These new positions would allow a shift relief factor for jail shifts, provide more sufficient coverage for the courts system and create a safer working environment for employees as well as the citizens. The addition of personnel could also assist the Sheriff's



**2017 ADDITIONAL PERSONNEL REQUEST**

JAIL

<b>DETENTION ADMINISTRATOR LIEUTENANT</b>	<b>ANNUAL SALARY</b>
<b>1 POSITION - 20.31 PER HOUR</b>	<b>GRADE 21</b>
<b>POSITION: 0418010 - Meets New OT Rule Threshold</b>	
3017 0418 1001 SALARIES, FULL-TIME	\$ 47,477.00
3017 0418 1006 SOCIAL SECURITY	\$ 3,632.00
3017 0418 1008 NONCONTRIBUTORY RETIREMENT	\$ 6,956.00
3017 0418 1009 HEALTH INSURANCE MATCHING	\$ 5,592.00
3017 0418 1016 LIFE INSURANCE	\$ 132.00
	<b>\$ 63,789.00</b>

<b>DEPUTY FIRST CLASS</b>	<b>ANNUAL SALARY</b>	<b>ANNUAL SALARY</b>
<b>5 POSITIONS - 15.43 PER HOUR</b>	<b>GRADE 15</b>	<b>4 DFC 207K</b>
<b>POSITIONS: 0418258, 0418259, 0418260, 0418261, 0418262</b>		
3017 0418 1001 SALARIES, FULL-TIME	\$ 172,508.00	34,502.00
3017 0418 1006 SOCIAL SECURITY	\$ 13,197.00	2,640.00
3017 0418 1008 NONCONTRIBUTORY RETIREMENT	\$ 25,273.00	5,055.00
3017 0418 1009 HEALTH INSURANCE MATCHING	\$ 27,960.00	5,592.00
3017 0418 1016 LIFE INSURANCE	\$ 660.00	132.00
	<b>\$ 239,598.00</b>	<b>47,921.00</b>

<b>TRANSPORT CORPORAL</b>	<b>ANNUAL SALARY</b>
<b>1 POSITIONS - 17.92 PER HOUR</b>	<b>GRADE 18</b>
<b>POSITION: 0418336</b>	
3017 0418 1001 SALARIES, FULL-TIME	\$ 37,274.00
3017 0418 1006 SOCIAL SECURITY	\$ 2,852.00
3017 0418 1008 NONCONTRIBUTORY RETIREMENT	\$ 5,461.00
3017 0418 1009 HEALTH INSURANCE MATCHING	\$ 5,592.00
3017 0418 1016 LIFE INSURANCE	\$ 132.00
	<b>\$ 51,311.00</b>



WASHINGTON COUNTY CIRCUIT CLERK'S OFFICE  
WASHINGTON COUNTY COURTHOUSE  
280 NORTH COLLEGE AVE SUITE 302  
FAYETTEVILLE, ARKANSAS 72701  
PHONE (479) 444-1538  
FAX (479) 4441537

September 22, 2016

To: Washington County Quorum Court Members

Re: 2017 Budget Requests

This letter is to give explanation for the increase in funding of the Other Professional Services line item in the Commissioner Fee Fund budget for 2017. The Commissioner Fee Fund is a resource for the Circuit Clerk's Office to offset administrative costs and operating expenses. It is funded solely from the 1/10% fee charged from judicial foreclosure sales. In 2016, I did not budget any funding for this area due to there not being any forecast expenditures or projects for the office that would necessitate using the money in this account.

In 2017, it is planned for the Circuit Clerk's Office to partner with an outsourced entity to combine and compile a web based mapping system that provides a single source map viewer for all aspects of county business, personal property databases and vital information from County Assessors, Circuit Clerks, and Collectors to be utilized by the public to access said information much more efficiently. A "one stop shop" to access public records, so to speak. The funding for this project will not have an impact on the General Fund budget nor the Recorder's Cost budget. It is my belief that this service will better help our local businesses to be more efficient and helpful to their patrons while doing business in Washington County.

Thank you for your consideration in this matter.

Sincerely,

Kyle Sylvester  
Washington County Circuit Clerk

