



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
FINANCE AND BUDGET COMMITTEE
BUDGET REVIEW
November 13, 2018
5:30 P.M.
Washington County Quorum Court Room

Quorum Court Finance & Budget Committee As A Whole

Bill Ussery - Chair

A G E N D A

1. Call to Order
2. Prayer and Pledge
3. Judge Zimmerman Update
4. Judge Beaumont – Line – item transfer approval (4.1 – 4.2)
5. Budget Controls (5.1)
6. Sheriff's Office Step Plan
7. AN ORDINANCE TO ESTABLISH THE DAILY FEE CHARGED TO MUNICIPALITIES FOR HOUSING PRISONERS IN THE COUNTY JAIL (7.1)
8. Budget Discussion
9. Other Business: Any other business to be discussed by the Committee will be brought up at this time.
10. Public Comments
11. Adjournment



CRISTI R. BEAUMONT
CIRCUIT JUDGE

STATE OF ARKANSAS

CIRCUIT COURT
FOURTH JUDICIAL DISTRICT
FOURTH DIVISION
P.O. BOX 4703

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KASEY K. HASSELL
Trial Court Administrator

CINDY S. DICKEY
Drug Court Administrator

VICKIE S. HASSELL
Certified Court Reporter

TIM E. MCLAUGHLIN
Case Manager

CORPORAL ERIC G. SIZEMORE
Court Liaison

DEPUTY WILLIAM C. REYNOLDS
Court Officer

October 16, 2018

Dear Quorum Court Members:

Since we are vastly approaching the end of the year, I have been reviewing our budget and realizing where we are going to need to move money around to be able to cover the line items that are depleted. After reviewing, I spoke with the Comptroller's office about doing a line item transfer but was not aware of the restrictions of moving the monies around. I have never dealt with that in the past so I didn't know that it was changed as of last year. I am requesting approval from the Quorum Court in order to move the money around to cover these line items that are in the negative. The total request amount is \$15,902. There are some line items that changed greatly based off of our needs that we did not anticipate when doing our budget last year. I have since made those adjustments so as to avoid this issue next year. Please consider this request.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kasey Hassell".

Kasey K. Hassell
Trial Court Administrator

LINE ITEM REDUCTIONS: FROM

10000404.2001	\$952.00	GENERAL SUPPLIES
10000404.3090	\$2,350.00	DUES & MEMBERSHIPS
10000404.3092	\$12,600.00	JURORS & WITNESSES
\$15,902.00		TOTAL REDUCTIONS

LINE ITEM ADDITIONS: TO

10000404.2009	\$2,000.00	COMPUTER EQUIP UNDER \$5,000.00
10000404.2015	\$4,000.00	DRUG KITS
10000404.3009	\$72.00	OTHER PROFESSIONAL SERVICES
10000404.3020	\$600.00	LANDLINE PHONES
10000404.3022	\$210.00	CELL PHONES
10000404.3024	\$850.00	TV/CABLE
10000404.3032	\$1,500.00	MILEAGE
10000404.3073	\$70.00	MACHINERY/EQUIP LEASE
10000404.3094	\$1,400.00	MEALS & LODGING
10000404.3102	\$5,200.00	SOFTWARE, SUPPORT, & MAINTENANCE
\$15,902.00		TOTAL ADDITIONS

2019 BUDGET CONTROLS

It is the responsibility of each elected official and/or department head to operate within the guidelines of the budget as adopted or amended by the Quorum Court. The guidelines are described in the following paragraphs:

The budget for each County department consists of appropriations of authorized expenditures in the following major categories:

1. Personal Services (Regular Salaries, Extra Help, Overtime & Fringe)
2. Supplies
3. Other Services and Charges
4. Capital Outlay
5. Debt Service
6. Interfund Transfers

Expenditures will be limited to the amounts appropriated in the above categories.

1. Transfers in Personal Services categories or transfers between departments may only be made by Ordinance.
2. Line item transfers within a departmental budget may be made within and into all categories, with the exception of the Personal Services Category as outlined in Budget Control #1 and with the exception that no funds shall be transferred out of the Fuel, Oil, and Lubricants Line Item without the approval of the Quorum Court. Transfers going into or out of the Capital Outlay Category shall not exceed \$5,000 per year in the General Fund, excluding the County Judge-Emergency Budget; any transfers exceeding this limit will require approval of the Quorum Court. Excluding grant funds, Line Item Transfers will cap at \$15,000 or 3% of a department's operating budget per single transfer. Annual total line item transfers may not exceed 10% of operating budget; any transfers exceeding this limit will require approval of the Quorum Court. With the exception of grant funds, no department may purchase supplies or other services and charges for another department except for utilities and cleaning and maintenance services provided by the Buildings & Grounds Department aggregated into the general budget. This does not apply to departments who work together in cost sharing projects.
3. Appropriations for use of grant funds must be made by ordinance with a grant agreement approved by the County Judge. All personnel positions funded by grants will be annotated as such and may be abolished upon expiration of the grant. The Quorum Court must approve in-kind cost for grants prior to grant acceptance. All Grants will be administered through the County Grants Administration Office with all billings and financial reporting being handled in the Comptroller's Office.

4. All purchases must be made with a Purchase Order and follow the written purchasing procedures as outlined by the County Judge.
5. The Comptroller will transfer monies monthly from individual departmental budgets into the Insurance Benefit Fund for all full time positions and qualifying part time employees regardless of whether all positions in the departments are filled.
6. All full-time employees who qualify for annual leave will receive a 3.0% pay increase effective the first pay check of 2019. Full-time employees with less than one year's service shall receive a 3.0% pay increase upon his/her anniversary date. Maximum salary caps in all grades shall be suspended for the 2019 Budget Year.

Full-time Elected Officials shall receive a pay increase based on years of elected service as outlined below and shall go into effect the first pay check of 2019.

1st Year 80% of the range for that year
2nd Year 82.5% of the range for that year
3rd Year 85% of the range for that year
4th Year 87.5% of the range for that year
5th Year 90% of the range for that year
6th Year 92.5% of the range for that year
7th Year 95% of the range for that year
8th Year 97.5% of the range for that year
9th Year 100% of the range for that year
Each Additional year 2.5% increase of the 100% for that year

7. The County Judge-Emergency Budget monies are not to be granted to individual citizens but are to be used to pay for expenses incurred by the County in assisting the citizens at large when the County Judge has declared an emergency pursuant to A.C.A. §12-75-101, et seq.

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ORDINANCE NO. 2018-

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF WASHINGTON, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE TO ESTABLISH THE DAILY FEE CHARGED TO MUNICIPALITIES FOR HOUSING PRISONERS IN THE COUNTY JAIL.

WHEREAS, the daily costs associated with housing prisoners in the county jail has become too burdensome for the County to bear without assistance from the various municipalities and governmental agencies that utilize the county jail; and,

WHEREAS, A.C.A. §12-41-506 allows Quorum Courts to establish a daily fee to be charged to municipalities for keeping prisoners of municipalities in the county jail; and,

WHEREAS, the Arkansas Supreme Court, in Mississippi County, Arkansas v. City of Blytheville, Arkansas, 2018 Ark. 50, defined prisoners of municipalities as those offenders who are arrested by municipal law enforcement officers and delivered to the County jail for incarceration, from the point of intake until (a) charging on a felony offense, (b) sentencing on a misdemeanor offense, and (c) release on a municipal-ordinance violation; and,

WHEREAS, the Washington County Quorum Court desires to establish a daily fee to house municipal prisoners at the county jail.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. Each municipality and the University of Arkansas shall pay a daily fee of \$62.00 per prisoner housed in the Washington County Jail.

ARTICLE 2. A penalty of \$25.00 shall be assessed to any municipality or the University of Arkansas for its failure to submit the prisoner fees to the Washington County Sheriff within 45 days after a request for payment is made to the municipality or the University of Arkansas by the Sheriff. Each day of noncompliance shall be considered a separate violation.

ARTICLE 3. This ordinance shall become effective beginning January 1, 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Sponsor: _____ Bill Ussery

Date of Passage: _____ November 15, 2018

Votes For: _____ Votes Against: _____

Abstention: _____ Absent: _____