



WASHINGTON COUNTY, ARKANSAS
County Courthouse

**MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
FINANCE AND BUDGET COMMITTEE**

Tuesday, March 12, 2019
6:00 PM
Washington County Quorum Court Room

Quorum Court Finance & Budget Committee As A Whole
Ann Harbison – Chair Patrick Deakins – Vice-Chair

AGENDA

1. **CALL TO ORDER AND WELCOME**

2. **PRAYER AND PLEDGE**

3. **ADOPTION OF AGENDA**

At the beginning of each meeting, the agenda shall be approved. Any JP may request an item be added or removed from the agenda subject to approval of the Committee.

REPORTS

4. **TREASURER REPORT – BOBBY HILL (4.1 – 4.4)**

5. **EMPLOYEE INSURANCE REPORT – NELSON DRIVER (5.1 – 5.2)**

6. **COMPTROLLER REPORT – SHANNON WORTHEN (6.1 – 6.3)**

UNFINISHED BUSINESS

7. **AN ORDINANCE APPROPRIATING REVENUE IN THE AMOUNT OF \$12,325.11
IN THE ANIMAL SHELTER PROJECT FUND (3516) FOR 2019 Item 19-1-017 (7.1)**

NEW BUSINESS

8. **AN ORDINANCE CHANGING THE TITLE OF GIS COORDINATOR IN THE COUNTY
ASSESSOR BUDGET TO BUSINESS RELATIONS SPECIALIST FOR THE COUNTY
ASSESSOR BUDGET FOR 2019 Item-1-028 (8.1 – 8.4)**

9. AN ORDINANCE CREATING THE POSITION OF DESKTOP SUPPORT TECHNICIAN IN THE INFORMATION TECHNOLOGY BUDGET FOR 2019
Item 19-I-030 (9.1 – 9.5)
10. AN ORDINANCE CHANGING THE TITLE OF TWO FULL-TIME POSITIONS IN THE CIRCUIT COURT III BUDGET FOR 2019; AND, APPROPRIATING THE AMOUNT OF \$1,595 FROM UNAPPROPRIATED RESERVES TO THE CIRCUIT COURT III BUDGET FOR 2019 *Item 19-I-029 (10.1 – 10.4)*
11. AN ORDINANCE REDUCING THE AMOUNT OF \$824,503 FROM LINE ITEMS IN VARIOUS COUNTY BUDGETS AND RESTORING THOSE FUNDS TO UNAPPROPRIATED RESERVES; AND APPROPRIATING THE TOTAL AMOUNT OF \$1,403,181 FROM UNAPPROPRIATED RESERVES TO VARIOUS BUDGET LINE ITEMS FOR 2018 *Item 19-I-031 (11.1 – 11.3)*
12. AN ORDINANCE ADJUSTING CARRYOVER REVENUES IN VARIOUS FUNDS FOR 2019 *Item 19-I-034 (12.1)*
13. AN EMERGENCY ORDINANCE AMENDING ORDINANCE 2019-04 TO ALLOW ORDINANCES RATIFYING A CONDITIONAL USE PERMIT TO BE REFERRED DIRECTLY TO THE QUORUM COURT *Item 19-I-033 (13.1)*
14. AN ORDINANCE AUTHORIZING THE COUNTY JUDGE TO ENTER INTO A CONTRACT FOR SERVICES WITH THE ASSOCIATION OF ARKANSAS COUNTIES; AND APPROPRIATING \$5,874 TO BE PAID FOR MEMBERSHIP THEREIN *Item 19-I-032 (14.1)*
15. **PUBLIC COMMENT**
Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda or other items.
16. **ADJOURNMENT**

TREASURER'S FINANCIAL SUMMARY

2/1/2019 TO 2/28/2019

ACCOUNT	BEGIN BALANCE	REVENUES	EXPENDITURES	END BALANCE
1000 GENERAL	\$11,044,973.88	\$3,223,381.67	\$2,610,434.90	\$11,657,920.65
1002 EMPLOYEE INSURANCE	\$3,116,492.80	\$418,433.96	\$554,102.30	\$2,980,824.46
1800 FLEX SPENDING	\$31,373.59	\$19,079.31	\$36,087.43	\$14,365.47
1906 ANIMAL SHELTER FUND	\$922.11	\$0.00	\$0.00	\$922.11
2000 ROAD	\$2,573,655.44	\$740,815.35	\$1,007,752.36	\$2,306,718.43
3000 TREASURER'S AUTOMATION	\$209,062.44	\$312.38	\$19.71	\$209,355.11
3001 COLLECTOR'S AUTOMATION	\$810,464.94	\$1,205.53	\$74,917.20	\$736,753.27
3002 CIRCUIT COURT AUTOMATION	\$165,818.02	\$2,622.20	\$682.87	\$167,757.35
3004 ASSESSOR'S AMENDMENT 79 FUN	\$202,714.27	\$275.51	\$0.00	\$202,989.78
3005 COUNTY CLERK'S COST	\$583,469.71	\$8,140.26	\$8,919.73	\$582,690.24
3006 RECORDER'S COST	\$1,000,000.00	\$106,150.47	\$106,150.47	\$1,000,000.00
3008 COUNTY LIBRARY	\$1,165,848.94	\$29,642.56	\$187,627.14	\$1,007,864.36
3010 COUNTY CLERK OPERATING	\$38,805.81	\$294.69	\$246.14	\$38,854.36
3012 CHILD SUPPORT COST	\$194.81	\$6,281.48	\$125.63	\$6,350.66
3014 COMMUNICATION FACILITY/EQUIP	\$200,876.99	\$24,712.13	\$70,286.48	\$155,302.64
3017 JAIL OPERATION & MAINTENANCE	\$143,487.56	\$1,561,565.52	\$1,289,779.11	\$415,273.97
3019 BOATING SAFETY	\$14,575.49	\$21.99	\$0.44	\$14,597.04
3020 EMERGENCY 9-1-1	\$943,233.60	\$26,199.52	\$39,544.31	\$929,888.81
3028 ADULT DRUG COURT	\$2,525.01	\$2,761.13	\$55.22	\$5,230.92
3031 CIRCUIT COURT JUVENILE DIVISIO	\$12,038.54	\$220.95	\$615.41	\$11,644.08
3032 JUVENILE COURT REPRESENTATI	\$2,108.78	\$3.17	\$0.06	\$2,111.89
3039 CIRCUIT CLERK COMMISSIONER F	\$23,365.88	\$35.20	\$0.70	\$23,400.38
3042 ASSESSOR'S LATE ASSESSMENT	\$16,574.75	\$447.04	\$0.00	\$17,021.79
3400 FEMA	\$7,625.51	\$0.00	\$991.95	\$6,633.56
3401 HIV CLINIC	\$116,763.47	\$863.88	\$8,845.98	\$108,781.37
3402 LAW LIBRARY	\$346,644.72	\$10,771.19	\$7,698.81	\$349,717.10
3404 DRUG ENFORCEMENT - STATE	\$40,959.97	\$333.58	\$6.67	\$41,286.88
3405 DRUG ENFORCEMENT - FEDERAL	\$31,841.34	\$42.34	\$192.00	\$31,691.68
3406 DRUG COURT PROGRAM FUND	\$175,831.39	\$2,280.16	\$45.60	\$178,065.95
3501 HIDTA	\$0.00	\$109,016.13	\$109,016.13	\$0.00
3503 RURAL COMMUNITY GRANT	\$122,083.72	\$0.00	\$115.70	\$121,968.02
3510 JDC GRANT FUND	\$21,708.27	\$0.00	\$1,459.84	\$20,248.43
3511 DEM GRANT FUND	\$170,114.22	\$3,245.00	\$3,845.54	\$169,513.68
3512 ENVIRONMENTAL AFFAIRS GRAN	(\$112.43)	\$0.00	(\$112.43)	\$0.00
3513 DRUG COURT GRANT FUND	\$1,997.33	\$5,006.13	\$5,081.16	\$1,922.30
3514 LAW ENFORCEMENT GRANT FUN	\$102,901.85	\$0.00	\$0.00	\$102,901.85
3515 ANIMAL SHELTER GRANT FUND	\$10,000.00	\$0.00	\$0.00	\$10,000.00
3516 ANIMAL SHELTER PROJECTS FUN	\$46,625.64	\$351.50	\$0.00	\$46,977.14
3517 JUVENILE COURT GRANT FUND	\$1,784.53	\$0.00	\$2,414.00	(\$629.47)
3518 AR HERITAGE PRESERVATION FU	\$0.00	\$0.00	\$0.00	\$0.00
3999 COURT SECURITY GRANT	\$0.00	\$0.00	\$0.00	\$0.00
5800 COURT COSTS AND FINES	\$851,072.52	\$26,980.88	\$30,375.98	\$847,677.42
Sub-Total	\$24,350,425.41	\$6,331,492.81	\$6,157,324.54	\$24,524,593.68
6000 TREASURER'S COMMISSION	\$103,990.00	\$68,794.46	\$0.00	\$172,784.46
6002 COLLECTOR'S UNAPPORTIONED	\$8,576,319.18	\$13,397.52	\$2,196,817.06	\$6,392,899.64
6003 PROPERTY TAX RELIEF	\$274,490.23	\$1,402,874.67	\$1,346,476.21	\$330,888.69
6004 DELINQUENT PERSONAL TAX	\$0.00	\$510,302.52	\$510,302.52	\$0.00
6005 DELINQUENT REAL TAXES	\$0.00	\$211,482.97	\$211,482.97	\$0.00
6006 TIMBER TAX	\$0.00	\$197.09	\$197.09	\$0.00
6008 STATE LAND SALES	\$0.00	\$114,957.82	\$114,957.82	\$0.00
6010 ADMIN JUSTICE	\$0.00	\$79,511.05	\$79,511.05	\$0.00
6011 INTEREST	\$0.00	\$53,189.72	\$53,189.72	\$0.00

ACCOUNT	BEGIN BALANCE	REVENUES	EXPENDITURES	END BALANCE
6013 COMMON SCHOOL	\$9,252.71	\$12.97	\$0.00	\$9,265.68
6016 COUNTY FIRE PROTECTION PREM	\$0.00	\$0.00	\$0.00	\$0.00
6406 BOSTON MOUNTAIN SOLID WAST	\$786.75	\$1.19	\$0.02	\$787.92
6425 HAZMAT	\$10,662.13	\$16,031.13	\$26,693.26	\$0.00
6475 ESCHEATED ESTATES	\$25,601.09	\$0.00	\$0.00	\$25,601.09
6498 PAYROLL	\$0.00	\$1,445,454.92	\$1,445,454.92	\$0.00
6499 PAYROLL CLEARING	\$0.00	\$990,219.17	\$990,219.17	\$0.00
6550 MORROW FIRE DUES	\$0.00	\$0.02	\$0.00	\$0.02
6551 WHEELER FIRE DUES	\$0.00	\$40.02	\$40.02	\$0.00
6552 ROUND MOUNTAIN FIRE DUES	\$0.00	\$62.06	\$62.06	\$0.00
6553 NOB HILL FIRE DUES	\$0.00	\$200.06	\$200.06	\$0.00
6554 GOSHEN FIRE DUES	\$0.00	\$275.83	\$275.83	\$0.00
6555 PGROVE/FARM FIRE DUES	\$0.00	\$209.34	\$209.34	\$0.00
6556 LINCOLN FIRE DUES	\$0.00	\$61.39	\$61.39	\$0.00
6557 WEDINGTON FIRE DUES	\$0.00	\$0.03	\$0.00	\$0.03
6558 STRICKLER FIRE DUES	\$0.00	\$50.02	\$50.02	\$0.00
6559 WHITEHOUSE FIRE DUES	\$0.00	\$45.02	\$45.02	\$0.00
6560 WEST FORK FIRE DUES	\$0.00	\$100.80	\$100.80	\$0.00
6601 CITY OF FAYETTEVILLE	\$0.00	\$48,918.96	\$48,918.96	\$0.00
6602 CITY OF SPRINGDALE	\$0.00	\$74,021.51	\$74,021.51	\$0.00
6603 CITY OF PRAIRIE GROVE	\$0.00	\$7,491.79	\$7,491.79	\$0.00
6604 CITY OF WEST FORK	\$0.00	\$2,891.92	\$2,891.92	\$0.00
6605 CITY OF LINCOLN	\$0.00	\$2,149.95	\$2,149.95	\$0.00
6606 CITY OF WINSLOW	\$0.00	\$336.12	\$336.12	\$0.00
6607 CITY OF TONTITOWN	\$0.00	\$2,345.70	\$2,345.70	\$0.00
6608 CITY OF FARMINGTON	\$0.00	\$8,540.46	\$8,540.46	\$0.00
6609 CITY OF GREENLAND	\$0.00	\$1,999.55	\$1,999.55	\$0.00
6610 CITY OF ELKINS	\$0.00	\$3,322.22	\$3,322.22	\$0.00
6611 CITY OF ELM SPRINGS	\$0.00	\$2,414.11	\$2,414.11	\$0.00
6612 CITY OF JOHNSON	\$0.00	\$3,158.66	\$3,158.66	\$0.00
6613 CITY OF GOSHEN	\$0.00	\$1,761.33	\$1,761.33	\$0.00
6614 FAYETTEVILLE LIBRARY	\$0.00	\$43,212.03	\$43,212.03	\$0.00
6701 FAYETTEVILLE SCHOOL DISTRICT	\$0.00	\$632,160.62	\$632,160.62	\$0.00
6706 FARMINGTON SCHOOL DISTRICT	\$0.00	\$111,473.33	\$111,473.33	\$0.00
6710 ELKINS SCHOOL DISTRICT	\$0.00	\$50,319.14	\$50,319.14	\$0.00
6714 WEST FORK SCHOOL DISTRICT	\$0.00	\$55,878.38	\$55,878.38	\$0.00
6721 SILOAM SPRINGS SCHOOL DISTRI	\$0.00	\$9,046.48	\$9,046.48	\$0.00
6723 PRAIRIE GROVE SCHOOL DISTRICT	\$0.00	\$106,413.38	\$106,413.38	\$0.00
6748 LINCOLN SCHOOL DISTRICT	\$0.00	\$58,195.46	\$58,195.46	\$0.00
6750 SPRINGDALE SCHOOL DISTRICT	\$0.00	\$620,513.54	\$620,513.54	\$0.00
6795 GREENLAND SCHOOL DISTRICT	\$0.00	\$74,870.12	\$74,870.12	\$0.00
6801 RUPPLE IMPROVEMENT DISTRICT	\$0.00	\$0.08	\$0.00	\$0.08
6803 HOMESTEAD IMP DISTRICT	\$0.06	\$0.00	\$0.00	\$0.06
6805 BEL CLAIRE IMP DISTRICT	\$0.09	\$0.00	\$0.00	\$0.09
6840 FAYETTEVILLE TIF DISTRICT	\$0.00	\$665.74	\$665.74	\$0.00
Sub-Total	\$9,001,102.24	\$6,829,572.37	\$8,898,446.85	\$6,932,227.76
Grand Total	\$33,351,527.65	\$13,161,065.18	\$15,055,771.39	\$31,456,821.44

**Washington County
Share
1% Sales Tax**

MONTH	2014	2015	2016	2017	2018	2019	Current Month Over/Under Last Year	Current Month % Over/Under Last Year
JANUARY	\$ 483,415.03	\$ 522,990.02	\$ 550,868.35	\$ 591,049.87	\$ 594,311.53	\$ 639,560.50	\$ 45,248.97	7.61%
FEBRUARY	\$ 546,070.55	\$ 590,906.69	\$ 634,522.78	\$ 657,693.76	\$ 699,585.37	\$ 707,337.68	\$ 7,752.31	1.11%
MARCH	\$ 448,997.27	\$ 507,524.87	\$ 497,355.57	\$ 563,796.75	\$ 571,126.42	\$ -	\$ -	
APRIL	\$ 506,372.56	\$ 488,570.54	\$ 575,480.83	\$ 560,307.27	\$ 573,905.69	\$ -	\$ -	
MAY	\$ 523,935.85	\$ 553,523.85	\$ 560,163.04	\$ 620,561.37	\$ 668,308.40	\$ -	\$ -	
JUNE	\$ 497,417.41	\$ 538,818.16	\$ 542,093.69	\$ 582,114.57	\$ 634,192.23	\$ -	\$ -	
JULY	\$ 543,193.15	\$ 562,205.97	\$ 594,061.54	\$ 645,929.51	\$ 671,785.93	\$ -	\$ -	
AUGUST	\$ 541,398.70	\$ 561,562.16	\$ 573,182.38	\$ 628,097.95	\$ 674,315.22	\$ -	\$ -	
SEPTEMBER	\$ 522,577.89	\$ 559,846.18	\$ 610,951.54	\$ 618,556.85	\$ 650,522.82	\$ -	\$ -	
OCTOBER	\$ 556,523.36	\$ 564,542.83	\$ 600,200.52	\$ 628,727.96	\$ 666,705.32	\$ -	\$ -	
NOVEMBER	\$ 528,601.71	\$ 555,283.17	\$ 581,096.92	\$ 622,960.44	\$ 651,848.88	\$ -	\$ -	
DECEMBER	\$ 530,080.45	\$ 589,880.03	\$ 590,796.20	\$ 605,076.44	\$ 641,516.71	\$ -	\$ -	
TOTAL	\$ 6,228,583.93	\$ 6,595,654.47	\$ 6,910,773.36	\$ 7,324,872.74	\$ 7,698,124.52	\$ 1,346,898.18	\$ 53,001.28	4.10%
Projection	\$ 6,182,573.00	\$ 6,306,000.00	\$ 6,607,000.00	\$ 6,982,590.00	\$ 7,500,000.00	\$ 7,777,500.00		
% Increase (Decrease) Over Prior Year	2.59%	5.89%	4.78%	5.99%	5.10%			

Bobby Hill, Washington County Treasurer

**Washington County
1/4 Cent Sales Tax
Jail**

MONTH	2014	2015	2016	2017	2018	2019	Current Month Over/Under Last Year	Current Month % Over/Under Last Year
JANUARY	\$ 643,839.31	\$ 706,319.00	\$ 748,742.18	\$ 803,357.04	\$ 807,790.30	\$ 869,292.85	\$ 61,502.55	7.61%
FEBRUARY	\$ 727,140.60	\$ 803,498.30	\$ 862,445.56	\$ 893,939.65	\$ 950,878.87	\$ 961,415.84	\$ 10,536.97	1.11%
MARCH	\$ 597,968.39	\$ 690,190.91	\$ 676,007.43	\$ 766,314.50	\$ 776,277.01	\$ -	\$ -	
APRIL	\$ 674,308.75	\$ 664,344.88	\$ 782,195.55	\$ 761,571.59	\$ 780,054.62	\$ -	\$ -	
MAY	\$ 697,725.30	\$ 752,661.75	\$ 761,375.56	\$ 843,469.17	\$ 908,367.10	\$ -	\$ -	
JUNE	\$ 671,019.05	\$ 732,645.30	\$ 736,815.63	\$ 791,212.15	\$ 861,996.28	\$ -	\$ -	
JULY	\$ 732,745.73	\$ 764,623.29	\$ 807,450.51	\$ 877,949.63	\$ 913,093.78	\$ -	\$ -	
AUGUST	\$ 730,416.24	\$ 763,552.30	\$ 779,071.48	\$ 853,712.92	\$ 916,531.60	\$ -	\$ -	
SEPTEMBER	\$ 705,020.78	\$ 760,783.96	\$ 830,407.46	\$ 840,744.62	\$ 884,192.89	\$ -	\$ -	
OCTOBER	\$ 750,739.83	\$ 767,328.58	\$ 815,794.64	\$ 854,569.22	\$ 906,188.19	\$ -	\$ -	
NOVEMBER	\$ 714,016.92	\$ 754,742.82	\$ 789,828.96	\$ 846,730.01	\$ 885,995.26	\$ -	\$ -	
DECEMBER	\$ 716,050.35	\$ 801,766.99	\$ 803,012.25	\$ 822,422.00	\$ 871,951.74	\$ -	\$ -	
TOTAL	\$ 8,360,991.25	\$ 8,962,458.08	\$ 9,393,147.21	\$ 9,955,992.50	\$ 10,463,317.64	\$ 1,830,708.69	\$ 72,039.52	4.10%
Projection	\$ 8,233,781.00	\$ 8,480,800.00	\$ 8,870,000.00	\$ 9,515,000.00	\$ 10,100,000.00	\$ 10,475,000.00		
% Increase (Decrease) Over Prior Year	3.40%	7.19%	4.81%	5.99%	5.10%			

Bobby Hill, Washington County Treasurer

Road 1/2 cent State Sales Tax

MONTH	2013	2014	2015	2016	2017	2018	2019	Current Month Over/Under Last Year	Current Month % Over/Under Last Year
JANUARY	\$ -	\$ 109,951.41	\$ 111,135.47	\$ 112,485.66	\$ 127,662.71	\$ 142,638.93	\$ 146,170.98	\$ 3,532.05	2.48%
FEBRUARY	\$ -	\$ 106,116.96	\$ 117,456.45	\$ 120,265.33	\$ 129,891.45	\$ 134,231.52	\$ 141,207.60	\$ 6,976.08	5.20%
MARCH	\$ -	\$ 97,698.38	\$ 103,813.19	\$ 109,104.83	\$ 116,372.71	\$ 124,818.42			
APRIL	\$ -	\$ 108,965.54	\$ 110,775.02	\$ 119,761.46	\$ 126,957.07	\$ 132,348.65			
MAY	\$ -	\$ 106,526.95	\$ 113,383.64	\$ 115,795.59	\$ 125,526.35	\$ 137,039.28			
JUNE	\$ -	\$ 106,480.61	\$ 112,322.69	\$ 112,127.03	\$ 126,077.85	\$ 132,487.65			
JULY	\$ -	\$ 109,633.84	\$ 109,939.12	\$ 119,908.88	\$ 132,195.23	\$ 140,320.10			
AUGUST	\$ 49,211.09	\$ 108,742.49	\$ 116,652.45	\$ 122,694.55	\$ 125,513.27	\$ 137,912.38			
SEPTEMBER	\$ 102,519.63	\$ 111,407.85	\$ 119,891.88	\$ 126,633.11	\$ 130,620.12	\$ 141,449.96			
OCTOBER	\$ 106,851.61	\$ 110,226.93	\$ 121,372.23	\$ 124,904.14	\$ 131,557.47	\$ 140,556.69			
NOVEMBER	\$ 99,982.80	\$ 110,422.35	\$ 116,521.71	\$ 123,750.85	\$ 125,454.20	\$ 134,449.34			
DECEMBER	\$ 101,745.30	\$ 107,082.96	\$ 112,832.67	\$ 117,672.65	\$ 122,782.89	\$ 138,605.24			
TOTAL	\$ 460,310.43	\$ 1,293,256.27	\$ 1,366,096.52	\$ 1,425,104.08	\$ 1,520,611.32	\$ 1,636,858.16	\$ 287,378.58	\$ 10,508.13	3.80%
Projection		\$ 1,192,800.00	\$ 1,294,000.00	\$ 1,300,000.00	\$ 1,420,000.00	\$ 1,480,000.00	\$ 1,650,000.00		
% Increase/Decrease Over Prior Year			5.63%	4.32%	6.70%	7.64%			

Bobby Hill, Washington County Treasurer

1002 EMPLOYEE INSURANCE

Friday, February 01, 2019 TO Thursday, February 28, 2019

DATE	TYPE	CHECK #	NAME	INCOME	EXPENSE	FUND	MEMO	BALANCE
1/31/2019			BEGINNING BALANCE	\$3,116,492.80				\$3,116,492.80
2/1/2019	T		TR FROM 6011 INTEREST	\$4,387.36		7501 INTEREST INCOME	Checking Interest through 1/31/2019	\$3,120,880.16
2/1/2019	TC		TRANSFER TO 6000 TREASURER'S COMMISSION		\$87.75	9905 TREASURER'S COMMISSION	TC: CHECKING INTEREST THROUGH 1/31/2019	\$3,120,792.41
2/5/2019	19000451	10852	USABLE MUTUAL INSURANCE COMPANY		\$78,671.82	9901 WARRANTS PAID	02/05/2019	\$3,042,120.59
2/5/2019	19000545	45548	RELIASTAR LIFE INSURANCE COMPANY		\$2,252.39	9901 WARRANTS PAID	12A0893279	\$3,039,868.20
2/5/2019		45548	RELIASTAR LIFE INSURANCE COMPANY		(\$690.54)	9901 WARRANTS PAID	12A0893279	\$3,040,558.74
2/5/2019	19000569	45572	UAMS FAMILY MEDICAL CENTER		\$2,769.59	9901 WARRANTS PAID	JAN 28 2019	\$3,037,789.15
2/7/2019	19000579	10883	USABLE MUTUAL INSURANCE COMPANY		\$46,512.95	9901 WARRANTS PAID	2/7/2019	\$2,991,276.20
2/12/2019	T190007		TRANSFER FROM 1000 GENERAL	\$25,223.22		8301 INSURANCE PREMIUM		\$3,016,499.42
2/12/2019	T190007		TRANSFER FROM 2000 ROAD	\$6,759.95		8301 INSURANCE PREMIUM		\$3,023,259.37
2/12/2019	T190007		TRANSFER FROM 3001 COLLECTOR'S AUTOMATION	\$34.41		8301 INSURANCE PREMIUM		\$3,023,293.78
2/12/2019	T190007		TRANSFER FROM 3006 RECORDER'S COST	\$579.20		8301 INSURANCE PREMIUM		\$3,023,872.98
2/12/2019	T190007		TRANSFER FROM 3008 COUNTY LIBRARY	\$328.38		8301 INSURANCE PREMIUM		\$3,024,201.36
2/12/2019	T190007		TRANSFER FROM 3017 JAIL OPERATION & MAINTENANCE	\$14,132.78		8301 INSURANCE PREMIUM		\$3,038,334.14
2/12/2019	T190007		TRANSFER FROM 3020 EMERGENCY 9-1-1	\$201.81		8301 INSURANCE PREMIUM		\$3,038,535.95
2/12/2019	T190007		TRANSFER FROM 3401 HIV CLINIC	\$256.02		8301 INSURANCE PREMIUM		\$3,038,791.97
2/12/2019	T190007		TRANSFER FROM 3513 DRUG COURT GRANT FUND	\$34.41		8301 INSURANCE PREMIUM		\$3,038,826.38
2/12/2019	19000694	45706	GROUP SERVICE UNDERWRITERS		\$41,061.52	9901 WARRANTS PAID	MARCH 2019	\$2,997,764.86
2/14/2019	19000766	10917	USABLE MUTUAL INSURANCE COMPANY		\$106,404.43	9901 WARRANTS PAID	2/14/2019	\$2,891,360.43
2/14/2019	19000802	45809	IMWELL HEALTH		\$20,401.40	9901 WARRANTS PAID	116733	\$2,870,959.03
2/14/2019	19000848	45855	WAGeworks INC		\$396.00	9901 WARRANTS PAID	0119-DR37058	\$2,870,563.03
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$723.17		8722 REIMBURSEMENT - INSURANCE		\$2,871,286.20
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$946.16		8722 REIMBURSEMENT - INSURANCE		\$2,872,232.36
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$540.50		8722 REIMBURSEMENT - INSURANCE		\$2,872,772.86
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$540.50		8722 REIMBURSEMENT - INSURANCE		\$2,873,313.36
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$723.17		8722 REIMBURSEMENT - INSURANCE		\$2,874,036.53
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$723.17		8722 REIMBURSEMENT - INSURANCE		\$2,874,759.70
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$540.50		8722 REIMBURSEMENT - INSURANCE		\$2,875,300.20
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$540.50		8722 REIMBURSEMENT - INSURANCE		\$2,875,840.70
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$540.50		8722 REIMBURSEMENT - INSURANCE		\$2,876,381.20
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$723.17		8722 REIMBURSEMENT - INSURANCE		\$2,877,104.37
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$663.17		8722 REIMBURSEMENT - INSURANCE		\$2,877,767.54
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$723.17		8722 REIMBURSEMENT - INSURANCE		\$2,878,490.71
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$723.17		8722 REIMBURSEMENT - INSURANCE		\$2,879,213.88
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$723.17		8722 REIMBURSEMENT - INSURANCE		\$2,879,937.05

DATE	TYPE	CHECK #	NAME	INCOME	EXPENSE	FUND	MEMO	BALANCE
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$723.17		8722 REIMBURSEMENT - INSURANCE		\$2,880,660.22
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$540.50		8722 REIMBURSEMENT - INSURANCE		\$2,881,200.72
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$723.17		8722 REIMBURSEMENT - INSURANCE		\$2,881,923.89
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$540.50		8722 REIMBURSEMENT - INSURANCE		\$2,882,464.39
2/20/2019	R250		INSURANCE - RETIREE PAYMENTS	\$723.17		8722 REIMBURSEMENT - INSURANCE		\$2,883,187.56
2/21/2019	19000915	10919	USABLE MUTUAL INSURANCE COMPANY		\$235,844.93	9901 WARRANTS PAID	2/21/2019	\$2,647,342.63
2/21/2019	19000921	45933	BLUE ADVANTAGE ADMINISTRATORS OF AR		\$10,790.40	9901 WARRANTS PAID	INV00046577	\$2,636,552.23
2/21/2019	19000921	45933	BLUE ADVANTAGE ADMINISTRATORS OF AR		\$1,967.00	9901 WARRANTS PAID	INV00046577	\$2,634,585.23
2/21/2019	19000921	45933	BLUE ADVANTAGE ADMINISTRATORS OF AR		\$570.84	9901 WARRANTS PAID	INV00046577	\$2,634,014.39
2/21/2019	19000921	45933	BLUE ADVANTAGE ADMINISTRATORS OF AR		\$1,405.00	9901 WARRANTS PAID	INV00046577	\$2,632,609.39
2/21/2019	19000921	45933	BLUE ADVANTAGE ADMINISTRATORS OF AR		\$3,400.10	9901 WARRANTS PAID	INV00046577	\$2,629,209.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$466.00		8301 INSURANCE PREMIUM		\$2,629,675.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$932.00		8301 INSURANCE PREMIUM		\$2,630,607.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$466.00		8301 INSURANCE PREMIUM		\$2,631,073.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$932.00		8301 INSURANCE PREMIUM		\$2,632,005.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$3,262.00		8301 INSURANCE PREMIUM		\$2,635,267.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$2,330.00		8301 INSURANCE PREMIUM		\$2,637,597.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$2,563.00		8301 INSURANCE PREMIUM		\$2,640,160.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$6,990.00		8301 INSURANCE PREMIUM		\$2,647,150.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$17,242.00		8301 INSURANCE PREMIUM		\$2,664,392.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$9,786.00		8301 INSURANCE PREMIUM		\$2,674,178.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$1,864.00		8301 INSURANCE PREMIUM		\$2,676,042.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$7,456.00		8301 INSURANCE PREMIUM		\$2,683,498.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$2,330.00		8301 INSURANCE PREMIUM		\$2,685,828.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$3,728.00		8301 INSURANCE PREMIUM		\$2,689,556.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$466.00		8301 INSURANCE PREMIUM		\$2,690,022.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$3,728.00		8301 INSURANCE PREMIUM		\$2,693,750.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$1,276.00		8301 INSURANCE PREMIUM		\$2,695,026.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$231.00		8301 INSURANCE PREMIUM		\$2,695,257.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$396.00		8301 INSURANCE PREMIUM		\$2,695,653.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$165.00		8301 INSURANCE PREMIUM		\$2,695,818.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$60.50		8301 INSURANCE PREMIUM		\$2,695,878.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$55.00		8301 INSURANCE PREMIUM		\$2,695,933.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$77.00		8301 INSURANCE PREMIUM		\$2,696,010.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$11.00		8301 INSURANCE PREMIUM		\$2,696,021.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$1,864.00		8301 INSURANCE PREMIUM		\$2,697,885.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$44.00		8301 INSURANCE PREMIUM		\$2,697,929.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$44.00		8301 INSURANCE PREMIUM		\$2,697,973.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$88.00		8301 INSURANCE PREMIUM		\$2,698,061.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$22.00		8301 INSURANCE PREMIUM		\$2,698,083.79

DATE	TYPE	CHECK #	NAME	INCOME	EXPENSE	FUND	MEMO	BALANCE
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$198.00		8301 INSURANCE PREMIUM		\$2,698,281.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$11.00		8301 INSURANCE PREMIUM		\$2,698,292.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$220.00		8301 INSURANCE PREMIUM		\$2,698,512.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$66.00		8301 INSURANCE PREMIUM		\$2,698,578.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$33.00		8301 INSURANCE PREMIUM		\$2,698,611.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$253.00		8301 INSURANCE PREMIUM		\$2,698,864.79
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$27.50		8301 INSURANCE PREMIUM		\$2,698,892.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$22.00		8301 INSURANCE PREMIUM		\$2,698,914.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$22.00		8301 INSURANCE PREMIUM		\$2,698,936.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$11.00		8301 INSURANCE PREMIUM		\$2,698,947.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$2,796.00		8301 INSURANCE PREMIUM		\$2,701,743.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$54,056.00		8301 INSURANCE PREMIUM		\$2,755,799.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$8,388.00		8301 INSURANCE PREMIUM		\$2,764,187.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$22.00		8301 INSURANCE PREMIUM		\$2,764,209.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$9,320.00		8301 INSURANCE PREMIUM		\$2,773,529.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$176.00		8301 INSURANCE PREMIUM		\$2,773,705.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$1,398.00		8301 INSURANCE PREMIUM		\$2,775,103.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$10,718.00		8301 INSURANCE PREMIUM		\$2,785,821.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$1,165.00		8301 INSURANCE PREMIUM		\$2,786,986.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$932.00		8301 INSURANCE PREMIUM		\$2,787,918.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$932.00		8301 INSURANCE PREMIUM		\$2,788,850.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$466.00		8301 INSURANCE PREMIUM		\$2,789,316.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$88.00		8301 INSURANCE PREMIUM		\$2,789,404.29
2/26/2019	T190010		TRANSFER FROM 1000 GENERAL	\$55.00		8301 INSURANCE PREMIUM		\$2,789,459.29
2/26/2019	T190010		TRANSFER FROM 2000 ROAD	\$41,707.00		8301 INSURANCE PREMIUM		\$2,831,166.29
2/26/2019	T190010		TRANSFER FROM 2000 ROAD	\$984.50		8301 INSURANCE PREMIUM		\$2,832,150.79
2/26/2019	T190010		TRANSFER FROM 3001 COLLECTOR'S AUTOMATION	\$22.00		8301 INSURANCE PREMIUM		\$2,832,172.79
2/26/2019	T190010		TRANSFER FROM 3001 COLLECTOR'S AUTOMATION	\$932.00		8301 INSURANCE PREMIUM		\$2,833,104.79
2/26/2019	T190010		TRANSFER FROM 3006 RECORDER'S COST	\$88.00		8301 INSURANCE PREMIUM		\$2,833,192.79
2/26/2019	T190010		TRANSFER FROM 3006 RECORDER'S COST	\$3,728.00		8301 INSURANCE PREMIUM		\$2,836,920.79
2/26/2019	T190010		TRANSFER FROM 3008 COUNTY LIBRARY	\$33.00		8301 INSURANCE PREMIUM		\$2,836,953.79
2/26/2019	T190010		TRANSFER FROM 3008 COUNTY LIBRARY	\$1,398.00		8301 INSURANCE PREMIUM		\$2,838,351.79
2/26/2019	T190010		TRANSFER FROM 3017 JAIL OPERATION & MAINTENANCE	\$2,167.00		8301 INSURANCE PREMIUM		\$2,840,518.79
2/26/2019	T190010		TRANSFER FROM 3017 JAIL OPERATION & MAINTENANCE	\$22.00		8301 INSURANCE PREMIUM		\$2,840,540.79
2/26/2019	T190010		TRANSFER FROM 3017 JAIL OPERATION & MAINTENANCE	\$91,802.00		8301 INSURANCE PREMIUM		\$2,932,342.79
2/26/2019	T190010		TRANSFER FROM 3017 JAIL OPERATION & MAINTENANCE	\$932.00		8301 INSURANCE PREMIUM		\$2,933,274.79
2/26/2019	T190010		TRANSFER FROM 3020 EMERGENCY 9-1-1	\$16.50		8301 INSURANCE PREMIUM		\$2,933,291.29
2/26/2019	T190010		TRANSFER FROM 3020 EMERGENCY 9-1-1	\$699.00		8301 INSURANCE PREMIUM		\$2,933,990.29

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1002 EMPLOYEE INSURANCE

Friday, February 01, 2019 TO

Thursday, February 28, 2019

DATE	TYPE	CHECK #	NAME	INCOME	EXPENSE	FUND	MEMO	BALANCE
2/26/2019	T190010		TRANSFER FROM 3401 HIV CLINIC	\$932.00		8301 INSURANCE PREMIUM		\$2,934,922.29
2/26/2019	T190010		TRANSFER FROM 3401 HIV CLINIC	\$22.00		8301 INSURANCE PREMIUM		\$2,934,944.29
2/26/2019	T190010		TRANSFER FROM 3513 DRUG COURT GRANT FUND	\$466.00		8301 INSURANCE PREMIUM		\$2,935,410.29
2/26/2019	19001006	46020	RELIASTAR LIFE INSURANCE COMPANY		\$2,256.72	9901 WARRANTS PAID	MAR 2019	\$2,933,153.57
2/27/2019	T190010		TRANSFER FROM 1000 GENERAL	\$25,343.93		8301 INSURANCE PREMIUM		\$2,958,497.50
2/27/2019	T190010		TRANSFER FROM 2000 ROAD	\$6,759.95		8301 INSURANCE PREMIUM		\$2,965,257.45
2/27/2019	T190010		TRANSFER FROM 3001 COLLECTOR'S AUTOMATION	\$34.41		8301 INSURANCE PREMIUM		\$2,965,291.86
2/27/2019	T190010		TRANSFER FROM 3006 RECORDER'S COST	\$579.20		8301 INSURANCE PREMIUM		\$2,965,871.06
2/27/2019	T190010		TRANSFER FROM 3008 COUNTY LIBRARY	\$328.38		8301 INSURANCE PREMIUM		\$2,966,199.44
2/27/2019	T190010		TRANSFER FROM 3017 JAIL OPERATION & MAINTENANCE	\$14,132.78		8301 INSURANCE PREMIUM		\$2,980,332.22
2/27/2019	T190010		TRANSFER FROM 3020 EMERGENCY 9-1-1	\$201.81		8301 INSURANCE PREMIUM		\$2,980,534.03
2/27/2019	T190010		TRANSFER FROM 3401 HIV CLINIC	\$256.02		8301 INSURANCE PREMIUM		\$2,980,790.05
2/27/2019	T190010		TRANSFER FROM 3513 DRUG COURT GRANT FUND	\$34.41		8301 INSURANCE PREMIUM		\$2,980,824.46

Abbreviations Key

SUMMARY OF ACTIVITY

\$3,129,117.3

Friday, February 01, 2019
Thursday, February 28, 2019

BEGINNING BALANCE
RECEIPTS

\$3,116,492.80 \$3,116,492.8
\$12,624.53 \$3,129,117.3

TAXES

\$3,129,117.3
TRANSFERS IN
EXCESS TC IN
EXCESS TC OUT

TREAS COMM IN \$0.00 \$0.00

\$405,809.43 \$3,534,926.7
\$0.00 \$3,534,926.7
\$0.00 \$3,534,926.7
\$0.00 \$3,534,926.7

ADDBACKS

WARRANTS PAID
TRANSFERS OUT
TAXES OUT

TREAS COMM OUT
ENDING BALANCE

(\$554,014.55) \$2,980,912.2
\$0.00 \$2,980,912.2
\$0.00 \$2,980,912.2
(\$87.75) \$2,980,824.4
\$2,980,824.46

**1002 Employee Insurance
February-19**

Beginning Balance: \$3,116,492.80						
	Income			Expense		
	Current	Previous Month	YTD	Current	Previous Month	YTD
AR Blue Cross	\$ -	\$ 59,563.80	\$ 59,563.80	\$ -	\$ -	\$ -
Employee Reimbursement	\$ -	\$ 182.00	\$ 182.00	\$ -	\$ -	\$ -
Excess Commission Distribution - Treasurer	\$ -	\$ 3,307.17	\$ 3,307.17	\$ -	\$ -	\$ -
Insurance - Retiree Payments	\$ 12,624.53	\$ 13,705.53	\$ 26,330.06	\$ -	\$ 1,486.66	\$ 1,486.66
Insurance Premiums from Employees	\$ 95,221.07	\$ 141,202.68	\$ 236,423.75	\$ -	\$ -	\$ -
Insurance Contribution from County	\$ 299,172.00	\$ 598,344.00	\$ 897,516.00	\$ -	\$ -	\$ -
Life Insurance Premiums from Employees*	\$ 19,050.37	\$ 29,078.95	\$ 48,129.32	\$ 19,050.37	\$ 29,078.95	\$ 48,129.32
Life Insurance Contribution from County	\$ 7,029.00	\$ 14,058.00	\$ 21,087.00	\$ -	\$ -	\$ -
Interest	\$ 4,387.36	\$ 3,047.58	\$ 7,434.94	\$ -	\$ -	\$ -
Benefitfocus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ACA-Centers for Medicare/Medicaid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Blue Administrative Expenses	\$ -	\$ -	\$ -	\$ 18,133.34	\$ 17,968.75	\$ 36,102.09
Conexis	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
First Care North Mana Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Group Service Underwriters	\$ -	\$ -	\$ -	\$ 41,061.52	\$ 82,701.55	\$ 123,763.07
IMWELL Health	\$ -	\$ -	\$ -	\$ 20,401.40	\$ 14,206.64	\$ 34,608.04
Mutual Of Omaha Policy Holder Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCMAT Background Screening LLC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ozark Guidance Center	\$ -	\$ -	\$ -	\$ -	\$ 2,058.75	\$ 2,058.75
Reliastar Life Insurance Company	\$ -	\$ -	\$ -	\$ 3,818.57	\$ 2,291.76	\$ 6,110.33
TC	\$ -	\$ -	\$ -	\$ 87.75	\$ 1,252.23	\$ 1,339.98
Transfer by Court Order	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UAMS Family Medical Center	\$ -	\$ -	\$ -	\$ 2,769.59	\$ 3,846.25	\$ 6,615.84
United States Treasury	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Usable Mutual Insurance	\$ -	\$ -	\$ -	\$ 467,434.13	\$ 301,938.60	\$ 769,372.73
Wageworks Inc.	\$ -	\$ -	\$ -	\$ 396.00	\$ 396.00	\$ 792.00
Wash Co FOP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 437,484.33	\$ 862,489.71	\$ 1,299,974.04	\$ 573,152.67	\$ 457,226.14	\$ 1,030,378.81
Ending Balance: \$2,980,824.46						

*goes into 1800 Flex Spending

Unappropriated Reserve Balance Report							
1/1/2019 to 1/31/2019							
Fund Description	1/1/2019	1/1/2019	January Change	Change Explanation	1/31/2018	YTD Change	
	Unappropriated Reserve Balance	Unappropriated Reserve Balance			Unappropriated Reserve Balance		
1000 - General Fund	4,624,020	4,624,020			4,624,020	0	
1002 - Employee Insurance Fund	1,797,274	1,797,274			1,797,274	0	
1800 - Flexible Spending Fund	0	0			0	0	
2000 - Road Fund	2,116,308	2,116,308			2,116,308	0	
3000 - Treasurer's Automation Fund	163,570	163,570			163,570	0	
3001 - Collector's Automation Fund	296,088	296,088			296,088	0	
3002 - Circuit Court Automation Fund	152,878	152,878			152,878	0	
3004 - Assessor's Amendment 79 Fund	113,033	113,033			113,033	0	
3005 - County Clerk's Cost Fund	490,850	490,850			490,850	0	
3006 - Recorder's Cost Fund	673,506	673,506			673,506	0	
3008 - County Library Fund	856,625	856,625			856,625	0	
3010 - County Clerk Operating Fund	21,963	21,963			21,963	0	
3012 - Child Support Cost Fund	11,520	11,520			11,520	0	
3014 - Communication Facility/Equip	89,878	89,878			89,878	0	
3017 - Jail Operations & Maintenance	(909,598)	(909,598)			(909,598)	0	
3019 - Boating Safety Fund	0	0	15,697	ORD2019-02 Grant Housekeeping	15,697	15,697	
3020 - Emergency 911 Fund	536,352	536,352			536,352	0	
3028 - Adult Drug Court Fund	23,672	23,672			23,672	0	
3031 - Circuit Court Juv Div Fund	10,557	10,557			10,557	0	
3032 - Juv Crt Representation Fund	1,991	1,991			1,991	0	
3039 - Circuit Clerk Commissioner Fee	2,805	2,805			2,805	0	
3042 - Assessor's Late Asmnt Fee Fund	1,667	1,667			1,667	0	
3401 - HIV Clinic Fund	105,290	105,290			105,290	0	
3402 - Law Library Fund	318,856	318,856			318,856	0	
3404 - Drug Enforcement - State Fund	0	0	17,784	ORD2019-02 Grant Housekeeping	17,784	17,784	
3405 - Drug Enforcement - Fed Fund	0	0	10,254	ORD2019-02 Grant Housekeeping	10,254	10,254	
3406 - Drug Court Program Fund	178,200	178,200			178,200	0	
3510 - JDC Grant Fund	0	0	35,870	ORD2019-02 Grant Housekeeping	35,870	35,870	
3512 - Environmental Affairs Grant Fund	0	0	1,008	ORD2019-02 Grant Housekeeping	1,008	1,008	
3516 - Animal Shelter Projects Fund	0	0	20,984	ORD2019-02 Grant Housekeeping	20,984	20,984	
5800 - Court Costs & Fines Fund	766,755	766,755			766,755	0	
Totals	12,444,060	12,444,060	101,597		0	12,545,657	101,597
						General Fund	4,624,020
						Jail Fund	(909,598)
						Net General	3,714,422

Unappropriated Reserve Balance Report						
2/1/2019 to 2/28/2019						
	1/1/2019	2/1/2019			2/28/2018	
Fund Description	Unappropriated Reserve Balance	Unappropriated Reserve Balance	February Change	Change Explanation	Unappropriated Reserve Balance	YTD Change
1000 - General Fund	4,624,020	4,624,020	(257,252)	ORD2019-09 Cir. Ct. III Positions \$7252; ORD2019-15 CSU Renovation \$250,000	4,366,768	(257,252)
1002 - Employee Insurance Fund	1,797,274	1,797,274			1,797,274	0
1800 - Flexible Spending Fund	0	0			0	0
2000 - Road Fund	2,116,308	2,116,308			2,116,308	0
3000 - Treasurer's Automation Fund	163,570	163,570			163,570	0
3001 - Collector's Automation Fund	296,088	296,088			296,088	0
3002 - Circuit Court Automation Fund	152,878	152,878			152,878	0
3004 - Assessor's Amendment 79 Fund	113,033	113,033			113,033	0
3005 - County Clerk's Cost Fund	490,850	490,850			490,850	0
3006 - Recorder's Cost Fund	673,506	673,506			673,506	0
3008 - County Library Fund	856,625	856,625			856,625	0
3010 - County Clerk Operating Fund	21,963	21,963			21,963	0
3012 - Child Support Cost Fund	11,520	11,520			11,520	0
3014 - Communication Facility/Equip	89,878	89,878			89,878	0
3017 - Jail Operations & Maintenance	(909,598)	(909,598)	(232,397)	ORD2019-05 Jail Vehicles	(1,141,995)	(232,397)
3019 - Boating Safety Fund	0	15,697			15,697	15,697
3020 - Emergency 911 Fund	536,352	536,352			536,352	0
3028 - Adult Drug Court Fund	23,672	23,672			23,672	0
3031 - Circuit Court Juv Div Fund	10,557	10,557			10,557	0
3032 - Juv Crt Representation Fund	1,991	1,991			1,991	0
3039 - Circuit Clerk Commissioner Fee	2,805	2,805			2,805	0
3042 - Assessor's Late Asmnt Fee Fund	1,667	1,667			1,667	0
3401 - HIV Clinic Fund	105,290	105,290			105,290	0
3402 - Law Library Fund	318,856	318,856			318,856	0
3404 - Drug Enforcement - State Fund	0	17,784			17,784	17,784
3405 - Drug Enforcement - Fed Fund	0	10,254			10,254	10,254
3406 - Drug Court Program Fund	178,200	178,200			178,200	0
3510 - JDC Grant Fund	0	35,870			35,870	35,870
3512 - Environmental Affairs Grant Fund	0	1,008			1,008	1,008
3516 - Animal Shelter Projects Fund	0	20,984			20,984	20,984
5800 - Court Costs & Fines Fund	766,755	766,755			766,755	0
Totals	12,444,060	12,545,657	(489,649)		0	(388,052)
					General Fund	4,366,768
					Jail Fund	(1,141,995)
					Net General	3,224,773

**Summary Statement of Operations-Expenses by Fund and Dept.
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Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
1000 - General Fund										
1000	100	County Judge	430,542	34,186	991	70,372	24,502	335,668	22.0%	16.3%
1000	101	County Clerk	536,585	38,236	0	80,925	34,344	421,316	21.5%	15.1%
1000	102	Circuit Clerk	918,438	64,500	4,207	142,845	75,541	700,053	23.8%	15.6%
1000	103	Treasurer	299,226	23,131	0	48,533	17,172	233,521	22.0%	16.2%
1000	104	Tax Collector	1,167,430	86,622	0	184,009	90,153	893,268	23.5%	15.8%
1000	105	Assessor	2,322,019	225,542	20,648	466,089	194,804	1,661,126	28.5%	20.1%
1000	106	Board of Equalization	1,173,285	83,176	914,953	83,188	914,953	175,144	85.1%	7.1%
1000	107	Quorum Court	180,547	7,295	2,958	14,807	9,865	155,875	13.7%	8.2%
1000	108	Buildings and Grounds	2,275,114	126,018	410,836	351,243	680,059	1,243,812	45.3%	15.4%
1000	109	Elections	339,347	14,891	2,682	34,495	8,138	296,714	12.6%	10.2%
1000	110	County Planning	395,267	55,669	15,158	84,665	38,770	271,832	31.2%	21.4%
1000	113	Financial Management	367,570	28,943	6,300	57,210	29,665	280,695	23.6%	15.6%
1000	115	Computer/IS Department	1,441,110	236,643	328,513	378,327	497,590	565,193	60.8%	26.3%
1000	118	General Services	203,761	11,003	2,650	95,426	13,633	94,703	53.5%	46.8%
1000	119	Archiving/Records Management	148,884	7,803	5,282	18,980	16,993	112,911	24.2%	12.7%
1000	120	Grants Administrator	146,918	14,290	306	25,129	9,630	112,159	23.7%	17.1%
1000	121	Human Resources	329,226	24,727	3,305	49,974	60,893	218,359	33.7%	15.2%
1000	122	County Attorney	231,896	18,221	9,129	34,612	75,583	121,701	47.5%	14.9%
1000	300	County Health	17,169	638	827	1,080	1,334	14,755	14.1%	6.3%
1000	301	Ambulance Service	921,174	76,765	0	153,529	767,645	0	100.0%	16.7%
1000	308	Animal Shelter	708,954	49,272	28,933	97,252	125,782	485,920	31.5%	13.7%
1000	400	Sheriff	9,227,455	670,397	33,310	1,630,516	1,041,813	6,555,126	29.0%	17.7%
1000	401	Circuit Court I	34,542	1,412	586	2,738	5,040	26,764	22.5%	7.9%
1000	402	Circuit Court II	42,424	1,306	603	2,624	5,487	34,314	19.1%	6.2%
1000	403	Circuit Court III	1,180,023	80,602	18,624	188,617	128,175	863,231	26.8%	16.0%
1000	404	Circuit Court IV	121,461	9,871	476	16,823	10,038	94,600	22.1%	13.9%
1000	405	Circuit Court V	28,474	1,612	2,603	2,631	7,189	18,654	34.5%	9.2%
1000	406	Circuit Court VI	56,210	750	240	1,607	5,457	49,146	12.6%	2.9%
1000	407	Circuit Court VII	35,281	2,021	2,099	2,691	4,647	27,943	20.8%	7.6%
1000	409	District Court Fayetteville	43,368	0	0	0	0	43,368	0.0%	0.0%
1000	410	District Court Springdale	37,590	0	0	0	0	37,590	0.0%	0.0%
1000	411	District Court Prairie Grove	24,020	0	0	0	0	24,020	0.0%	0.0%
1000	412	District Court West Fork	29,796	0	0	0	0	29,796	0.0%	0.0%
1000	413	District Court Elkins	27,886	144	5,356	144	5,356	22,386	19.7%	0.5%
1000	414	DISTRICT COURT JUDGES	46,161	0	0	46,160	0	1	100.0%	100.0%
1000	416	Prosecuting Attorney	1,358,553	91,416	9,163	191,419	130,900	1,036,234	23.7%	14.1%

**Summary Statement of Operations-Expenses by Fund and Dept.
2-28-2019**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
1000	417	Public Defender	535,264	35,097	1,006	77,836	38,762	418,667	21.8%	14.5%
1000	419	Coroner	362,708	29,694	8,186	60,437	23,688	278,584	23.2%	16.7%
1000	420	Constables	43	0	0	46	0	(3)	105.8%	105.8%
1000	428	Sheriff-Work Release	19,670	337	0	645	3,822	15,203	22.7%	3.3%
1000	440	COURT REPORORTING SRVCS	18,720	1,560	0	3,120	15,600	0	100.0%	16.7%
1000	444	Juvenile Detention	1,549,261	106,326	43,720	242,622	234,171	1,072,468	30.8%	15.7%
1000	500	Dept of Emergency Management	307,853	29,933	20,430	74,080	42,647	191,125	37.9%	24.1%
1000	502	Fire Departments	850,334	212,484	636,928	213,407	636,928	0	100.0%	25.1%
1000	505	County Judge-Emergency Budget	75,000	0	0	0	0	75,000	0.0%	0.0%
1000	702	Environmental Affairs	414,594	25,316	192,484	62,687	202,856	149,051	64.0%	15.1%
1000	800	Veterans Service	144,639	10,674	760	21,531	9,851	113,257	21.7%	14.9%
1000	801	Extension Office	224,612	0	0	131	0	224,481	0.1%	0.1%
1000	8888	General-Transfer Out	566,229	0	0	0	0	566,229	0.0%	0.0%
Total	1000 - General Fund		31,916,633	2,538,522	2,734,253	5,315,203	6,239,471	20,361,959	36.2%	16.7%
1002 - Employee Insurance Fund										
1002	125	Employee Insurance	5,084,261	554,015	236,785	865,857	3,523,642	694,762	86.3%	17.0%
Total	1002 - Employee Insurance Fund		5,084,261	554,015	236,785	865,857	3,523,642	694,762	86.3%	17.0%
1800 - Flexible Spending Fund										
1800	126	Flexible Spending	272,100	36,087	51,379	56,036	211,131	4,933	98.2%	20.6%
Total	1800 - Flexible Spending Fund		272,100	36,087	51,379	56,036	211,131	4,933	98.2%	20.6%
1906 - Animal Shelter Fund										
1906	308	Animal Shelter Fund	922	0	0	0	0	922	0.0%	0.0%
Total	1906 - Animal Shelter Fund		922	0	0	0	0	922	0.0%	0.0%
2000 - Road Fund										
2000	200	County Road	8,961,956	633,319	288,521	1,703,823	1,532,379	5,725,754	36.1%	19.0%
2000	201	Road 1/2 Cent Sales Tax	1,600,000	343,742	123,890	533,312	152,289	914,398	42.9%	33.3%
Total	2000 - Road Fund		10,561,956	977,061	412,411	2,237,135	1,684,669	6,640,152	37.1%	21.2%
3000 - Treasurer's Automation Fund										
3000	103	Treasurer's Automation	17,870	20	208	812	208	16,849	5.7%	4.5%
Total	3000 - Treasurer's Automation Fund		17,870	20	208	812	208	16,849	5.7%	4.5%
3001 - Collector's Automation Fund										

**Summary Statement of Operations-Expenses by Fund and Dept.
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Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
3001	104	Collector's Automation	430,072	74,917	20,841	84,383	42,306	303,383	29.5%	19.6%
Total	3001 - Collector's Automation Fund		430,072	74,917	20,841	84,383	42,306	303,383	29.5%	19.6%
3002 - Circuit Court Automation Fund										
3002	437	Circuit Court Automation	18,585	630	0	630	6,738	11,217	39.6%	3.4%
Total	3002 - Circuit Court Automation Fund		18,585	630	0	630	6,738	11,217	39.6%	3.4%
3004 - Assessor's Amendment 79 Fund										
3004	105	Assessor's Amendment 79	60,037	0	0	0	0	60,037	0.0%	0.0%
Total	3004 - Assessor's Amendment 79 Fund		60,037	0	0	0	0	60,037	0.0%	0.0%
3005 - County Clerk's Cost Fund										
3005	101	County Clerk's Cost	139,150	8,760	12,069	9,502	14,089	115,559	17.0%	6.8%
Total	3005 - County Clerk's Cost Fund		139,150	8,760	12,069	9,502	14,089	115,559	17.0%	6.8%
3006 - Recorder's Cost Fund										
3006	128	Recorder's Cost	895,439	56,751	215	112,166	116,187	667,086	25.5%	12.5%
3006	8888	Recorder's Costs Transfers Out	700,000	47,465	0	112,222	0	587,778	16.0%	16.0%
Total	3006 - Recorder's Cost Fund		1,595,439	104,216	215	224,388	116,187	1,254,864	21.3%	14.1%
3008 - County Library Fund										
3008	600	County Library	2,366,071	183,568	7,407	466,452	1,572,406	327,213	86.2%	19.7%
3008	610	Co Lib-Greenland Branch	22,490	1,324	349	1,447	451	20,592	8.4%	6.4%
3008	611	Co Lib-Winslow Branch	17,667	2,076	435	2,135	519	15,013	15.0%	12.1%
Total	3008 - County Library Fund		2,406,228	186,968	8,191	470,034	1,573,375	362,819	84.9%	19.5%
3010 - County Clerk Operating Fund										
3010	101	County Clerk Operating	15,000	240	0	240	0	14,760	1.6%	1.6%
Total	3010 - County Clerk Operating Fund		15,000	240	0	240	0	14,760	1.6%	1.6%
3012 - Child Support Cost Fund										
3012	8888	Child Support-Transfer Out	13,000	0	0	11,044	0	1,956	85.0%	85.0%
Total	3012 - Child Support Cost Fund		13,000	0	0	11,044	0	1,956	85.0%	85.0%
3014 - Communication Facility/Equip										
3014	400	Communicatons - Sheriff	386,928	69,792	434	84,964	46,145	255,819	33.9%	22.0%
Total	3014 - Communication Facility/Equip		386,928	69,792	434	84,964	46,145	255,819	33.9%	22.0%

**Summary Statement of Operations-Expenses by Fund and Dept.
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Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
3017 - Jail Operations & Maintenance										
3017	127	Jail-Maintenance	1,213,500	54,379	419,770	158,575	489,546	565,379	53.4%	13.1%
3017	418	Jail Operations	15,125,795	1,152,999	59,792	2,768,303	3,131,529	9,225,962	39.0%	18.3%
Total	3017 - Jail Operations & Maintenance		16,339,295	1,207,378	479,562	2,926,879	3,621,075	9,791,341	40.1%	17.9%
3019 - Boating Safety Fund										
3019	400	Boating Safety	7,660	0	0	0	0	7,660	0.0%	0.0%
Total	3019 - Boating Safety Fund		7,660	0	0	0	0	7,660	0.0%	0.0%
3020 - Emergency 911 Fund										
3020	501	Emergency 911	768,202	38,766	28,083	65,438	335,093	367,671	52.1%	8.5%
Total	3020 - Emergency 911 Fund		768,202	38,766	28,083	65,438	335,093	367,671	52.1%	8.5%
3028 - Adult Drug Court Fund										
3028	8888	Drug Court Program Trans Out	29,000	0	0	30,229	0	(1,229)	104.2%	104.2%
Total	3028 - Adult Drug Court Fund		29,000	0	0	30,229	0	(1,229)	104.2%	104.2%
3031 - Circuit Court Juv Div Fund										
3031	446	Circuit Court Juvenile Div	8,500	611	138	611	138	7,751	8.8%	7.2%
Total	3031 - Circuit Court Juv Div Fund		8,500	611	138	611	138	7,751	8.8%	7.2%
3039 - Circuit Clerk Commissioner Fee										
3039	129	Circuit Clerk Commissioner Fee	25,000	0	0	0	0	25,000	0.0%	0.0%
Total	3039 - Circuit Clerk Commissioner Fee		25,000	0	0	0	0	25,000	0.0%	0.0%
3042 - Assessor's Late Asmnt Fee Fund										
3042	105	Assessor's Late Assess	19,969	0	0	0	0	19,969	0.0%	0.0%
Total	3042 - Assessor's Late Asmnt Fee Fund		19,969	0	0	0	0	19,969	0.0%	0.0%
3400 - FEMA										
3400	202	Dye Creek Low Water Crossings	450,930	0	0	0	0	450,930	0.0%	0.0%
3400	203	FEMA 2017 Flood	26,227	992	0	3,114	0	23,113	11.9%	11.9%
Total	3400 - FEMA		477,157	992	0	3,114	0	474,043	0.7%	0.7%
3401 - HIV Clinic Fund										
3401	305	HIV Clinic	176,698	8,843	0	19,606	66,243	90,849	48.6%	11.1%

**Summary Statement of Operations-Expenses by Fund and Dept.
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Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
Total	3401 - HIV Clinic Fund		176,698	8,843	0	19,606	66,243	90,849	48.6%	11.1%
3402 - Law Library Fund										
3402	422	Law Library	98,001	7,506	48,873	11,503	80,391	6,107	93.8%	11.7%
Total	3402 - Law Library Fund		98,001	7,506	48,873	11,503	80,391	6,107	93.8%	11.7%
3404 - Drug Enforcement - State Fund										
3404	400	Drug Enforcement-State	36,855	0	0	0	0	36,855	0.0%	0.0%
Total	3404 - Drug Enforcement - State Fund		36,855	0	0	0	0	36,855	0.0%	0.0%
3405 - Drug Enforcement- Fed Fund										
3405	400	Drug Enforcement-Federal	23,519	192	183	425	1,182	21,911	6.8%	1.8%
Total	3405 - Drug Enforcement- Fed Fund		23,519	192	183	425	1,182	21,911	6.8%	1.8%
3501 - HIDTA										
3501	426	HIDTA 2016	25	0	0	0	0	25	0.0%	0.0%
3501	430	HIDTA 2018	355,640	77,884	0	77,884	0	277,756	21.9%	21.9%
3501	487	HIDTA 2017	31,131	31,132	0	31,132	0	(1)	100.0%	100.0%
Total	3501 - HIDTA		386,796	109,016	0	109,016	0	277,780	28.2%	28.2%
3503 - Rural Community Grants Fund										
3503	603	Brentwood Community Grant	6,367	116	1,544	116	2,424	3,827	39.9%	1.8%
3503	624	Sugar Mountain Road Grant	70,000	0	0	0	0	70,000	0.0%	0.0%
3503	626	Musteen & Blue Hole Road	75,000	0	0	0	0	75,000	0.0%	0.0%
3503	627	Parker Branch Bridge Grant	150,000	0	0	0	0	150,000	0.0%	0.0%
Total	3503 - Rural Community Grants Fund		301,367	116	1,544	116	2,424	298,827	0.8%	0.0%
3510 - JDC Grant Fund										
3510	454	JDC GIA 2018-19 Grant	22,289	(3,948)	3,126	2,003	3,267	17,019	23.6%	9.0%
Total	3510 - JDC Grant Fund		22,289	(3,948)	3,126	2,003	3,267	17,019	23.6%	9.0%
3511 - DEM Grant Fund										
3511	545	MRC	6,946	0	0	0	0	6,946	0.0%	0.0%
3511	546	MRC2	1,340	0	0	0	0	1,340	0.0%	0.0%
3511	547	MRC 2013	1,560	0	0	0	0	1,560	0.0%	0.0%
3511	562	SWAT 2016	573	0	0	0	0	573	0.0%	0.0%
3511	563	USAR 2017	66,358	2,581	32,627	2,581	32,627	31,150	53.1%	3.9%

**Summary Statement of Operations-Expenses by Fund and Dept.
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Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
3511	564	SWAT 2017	145,803	0	0	0	0	145,803	0.0%	0.0%
3511	565	SWAT 2018	247,000	0	0	0	0	247,000	0.0%	0.0%
3511	566	USAR 2018	345,951	0	0	0	0	345,951	0.0%	0.0%
3511	567	WMD Fayetteville Fire 2018	235,000	0	0	0	0	235,000	0.0%	0.0%
3511	570	DEM Radio System	99,915	1,264	3,536	2,438	3,536	93,940	6.0%	2.4%
Total	3511 - DEM Grant Fund		1,150,446	3,846	36,163	5,020	36,163	1,109,263	3.6%	0.4%
3512 - Environmental Affairs Grant Fd										
3512	759	BMT05-14EW	402	0	0	0	0	402	0.0%	0.0%
3512	761	BMT04-14EW	1,384	0	0	0	0	1,384	0.0%	0.0%
3512	763	WC15-08	304	0	0	0	0	304	0.0%	0.0%
Total	3512 - Environmental Affairs Grant Fd		2,090	0	0	0	0	2,090	0.0%	0.0%
3513 - Drug Court Grant Fund										
3513	492	SAMHSA 2018/2019	310,115	5,081	665	78,868	3,461	227,786	26.5%	25.4%
3513	493	SAMHSA 2019/2020	325,000	0	0	0	0	325,000	0.0%	0.0%
Total	3513 - Drug Court Grant Fund		635,115	5,081	665	78,868	3,461	552,786	13.0%	12.4%
3514 - Law Enforcement Grant Fund										
3514	467	JAG 2015	1,854	0	0	0	0	1,854	0.0%	0.0%
3514	476	SCAAP 2016	8,512	0	0	0	0	8,512	0.0%	0.0%
3514	497	ADR Grant	12,175	0	1,200	450	1,200	10,525	13.6%	3.7%
3514	586	JAG 2019	14,411	0	0	0	0	14,411	0.0%	0.0%
Total	3514 - Law Enforcement Grant Fund		36,952	0	1,200	450	1,200	35,302	4.5%	1.2%
3515 - Animal Shelter Grant Fund										
3515	311	Animal Shelter GIF	10,000	0	0	0	0	10,000	0.0%	0.0%
Total	3515 - Animal Shelter Grant Fund		10,000	0	0	0	0	10,000	0.0%	0.0%
3516 - Animal Shelter Projects Fund										
3516	308	Animal Shelter Projects	33,780	0	0	0	0	33,780	0.0%	0.0%
Total	3516 - Animal Shelter Projects Fund		33,780	0	0	0	0	33,780	0.0%	0.0%
3517 - JUVENILE COURT GRANT FUND										
3517	458	JABG-2017	4,689	0	0	0	0	4,689	0.0%	0.0%
3517	459	DHS-JDAI 2018	17,822	2,414	125	2,414	1,789	13,619	23.6%	13.5%
3517	8888	Transfer Out	0	0	0	1,414	0	(1,414)	#DIV/0!	#DIV/0!

**Summary Statement of Operations-Expenses by Fund and Dept.
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Fund	Department	Budget	Current Month		Year to Date		Balance	% Used	% Used
			Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
Total	3517 - JUVENILE COURT GRANT FUND	22,511	2,414	125	3,828	1,789	16,894	25.0%	17.0%
3518 - AR HERITAGE PRESERVATION FUND									
3518	630 AR HERITAGE PRESERVATION 2018	75,100	0	0	0	0	75,100	0.0%	0.0%
Total	3518 - AR HERITAGE PRESERVATION FUND	75,100	0	0	0	0	75,100	0.0%	0.0%
3999 - Courthouse Security Grant Fund									
Total	3999 - Court	0	0	0	0	0	0	#DIV/0!	#DIV/0!
5800 - Court Costs & Fines Fund									
5800	117 Court Costs & Fines	360,000	29,836	0	59,673	0	300,327	16.6%	16.6%
Total	5800 - Court Costs & Fines Fund	360,000	29,836	0	59,673	0	300,327	16.6%	16.6%
Grand Total		73,964,483	5,961,876	4,076,449	12,677,008	17,610,387	43,677,089	40.9%	17.1%

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE CHANGING THE TITLE OF GIS COORDINATOR IN THE COUNTY ASSESSOR BUDGET TO BUSINESS RELATIONS SPECIALIST FOR THE COUNTY ASSESSOR BUDGET FOR 2019.

WHEREAS, the Washington County Assessor desires to change the title of the GIS Coordinator to the Business Relations Specialist.

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

ARTICLE 1. The title of the personnel position of GIS Coordinator, Grade 18 (Position 0105020) in the County Assessor's Budget of the General Fund (10000105) is hereby changed to Business Relations Specialist, Grade 17 (Position 0105020) for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: JP Butch Pond
Date of Passage:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

Russell Hill
COUNTY ASSESSOR



WASHINGTON COUNTY, ARKANSAS
COUNTY ASSESSOR

March 11, 2019

To: JESAP and Personnel Committees

Washington County Assessor Justification for Business Relations Specialist

The Washington County Assessor office has been requiring a position that, along with being competent in business and personal property assessments, would be capable of defending property assessed values at a range of forums: the Board of Equalization, civic functions and pertinent meetings. As a result, the position – Business Relations Specialist - has to have a deep understanding of relevant legislation, corresponding policies and procedures. The position will also have an advocacy role in assisting business owners or their agents in assessing capital items as well as leased goods in accordance with county policies and state laws.

Due to the retirement of an employee in a funded Grade 18 position, the Assessor office had this previous position re-rated as a Grade 17, so there is some savings to be gained. As a result of this vacancy being unfilled since the beginning of the year, there are no funding requirements from the General Fund. I currently have a county employee that would be the perfect fit for this position.

Respectfully,

Russell Hill
Washington County
Assessor

280 N. College Avenue, Suite 250 • Fayetteville, Arkansas 72701
Telephone: (479) 444-1519 • Fax: (479) 444-1518
rhill@co.washington.ar.us

Washington County is an Equal Employment Opportunity Minorities/Females/Disabilities/Veterans

Washington County Business Relations Specialist Job Description

Job Code:	17
Exempt:	No
Department:	Assessor's Office
Reports To:	Business Personal Property Manager
Location:	County Assessor's Office
Date Prepared:	December 05, 2018
Date Revised:	February 21, 2019

GENERAL DESCRIPTION OF POSITION

The Business Relations Specialist position is required to be competent in all functions of the Assessor's office concerning business and personal property appraisals and to ensure all property is assessed properly within Washington County, as well as perform public relations duties and be an ambassador representing the elected assessor at civic functions and pertinent meetings. The incumbent must be able to defend personal property values in front of the Board of Equalization. Must be able to represent and interpret all corresponding policies and procedures to ensure that all business property functions are performed efficiently and in a professional and timely manner. The incumbent must be knowledgeable and able to interpret all legislation concerning personal property assessment. Ideally the incumbent will have some legal knowledge of contracts and lease agreements. Must audit all types of business assessments, appraise county owned business property and participate in the operations of the office by assisting in all duties as needed. All assessments must be accurate in accordance with county policies and state laws to provide the records base for the County Collector for the appropriate amount of tax collection for the operation of the county, schools and cities. The incumbent must be able to complete and/or assist business owners or agents with assessments of the business furniture, fixtures, machinery, equipment, vehicles and inventory every year. This assistance may be in the office or on-site at the place of business, and may consist of explaining the assessment process as well as the discovery of new businesses. Aircraft and leased vehicles are also the responsibility of the business personal property department. The purpose of the position is to serve the public in a competent and respectful manner, provide convenient assessing, answer business questions/problems, and to ensure that each taxpayer is correctly assessed and entered into the business property database. The Business Personal Property department is responsible for accurately assessing \$1.5 billion in business property annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Complete business personal property assessment forms using the Arkansas Assessment Coordination Department manuals and commercial personal property depreciation schedules. Use the Assessor's search engine to research ownership of vehicles. Vehicles and heavy equipment that do not automatically depreciate must be adjusted using proper procedures at their disposal in accordance with State laws.
2. Ensure that all business personal property assessments made are accurate for the accounting of taxable business personal property each year.
3. Update assessment records and ensure that proper changes are entered into the database; such as business name changes, address changes as well as furniture, fixtures and equipment, including inventory updates and/or deletions.

4. Perform the public relations function for the assessor's office, including attending meetings and acting as an ambassador for the office.
5. Must interpret legislation, leases and contracts pertinent to personal property assessment.
6. Must defend appraised values when they are appealed to the board of equalization.
7. Provide assistance to the public in person, via telephone, email, on-line, or fax, or on-site, by providing information concerning assessed values or an explanation of the appraisal process.
8. Perform on-site inspections of property to determine exactly what needs to be assessed, answer questions, and explain the depreciation schedule used to arrive at an appraised value. Take measurements of suites, strip mall businesses, or any business with apportioned spaces, not using the entire building; in order to have accurate measurements for appraising by the square foot method if assessment is not turned in by business.
9. Insure correct identification of taxpayer for the Collector. Gather sufficient assessment information for verification of payment of taxes for the Collector in more than one county.
10. Provide assistance to newly established businesses, business professionals (such as CPA's and attorneys), out-of-state businesses, lease companies, or an unfamiliar proprietor with an accurate explanation of the assessment process.
11. Obtain information for "request for field check" forms; including accurate directions for locations of new businesses to be added or an "out-of-businesses" to be removed from the tax rolls.
12. Complete revised business personal property assessments with additional and/or deletions of furniture, fixtures, and equipment and inventory. Apply late penalty, if applicable.
13. Ensure that all business personal property assessments are accurate in accordance with state law, using standard appraisal principles, in order to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of county, schools and cities.
14. After completion of all received current year renditions, the business personal property appraiser must check all previous existing assessments and contact the establishments to inquire why the rendition has not been received.
15. Conduct all liaison activities in a professional manner to ensure maximum cooperation between other county offices, internal co-workers, State Revenue department, Arkansas Assessment Coordination Department, and the Public Service Commission.
16. Ensure that all activities are performed professionally and ethically in accordance with the law to protect the individual rights of all citizens in Washington County.
17. Physically canvas county routinely to insure all businesses are assessed by address and account number.
18. Find and make sure all aircraft housed in Washington County are assessed annually.
19. Ensure that all leased vehicles are assessed so that lessees may get registrations and license tags. The Business Personal Property Appraiser acquires proper documentation and assigns the correct tax districts based on garaging address.

20. Complete required education or training whenever opportunities arise or are required, unless exempted by Elected Official.

21. Do special or research projects as assigned by the Assessor, Chief Deputy Assessor of Personal Property or Business Personal Property Manager.

22. Be familiar with and able to use the Real Estate database to identify tax districts, owners, contacts, and any items that could be double assessed with the real estate records (i.e. signs, freezers, coolers, lock boxes, ATM's gas pumps, tanks, canopies, etc.).

23. Be familiar with and able to use online mapping software for field checks and the annual new business canvas.

24. Do online and directory research along with field checks to establish if a business was operational or relocated as off the May 31st deadline.

25. Desk audit and enter self-reported assessments. If there is no contact, discover if still in business or relocated and try to get tax payer to provide yearly assessment by phone, email or letter. If no response and business is still operational Business Personal Property Appraiser will assess the business by square foot, force, or comparable method.

Make comparisons of like businesses. If the business is outside normal ranges for their square footage and asset reporting, contact by letter requesting a revision of the assessment.

Defend business appraisals at Equalization Board, County and Circuit Court hearings and give testimony at trials if necessary. Make adjustments to assessed values according to the determinations from these hearings.

Ensure that all information requested by the Arkansas Assessment Coordination Department, taxpayers, tax consultants, and others is available in a timely manner.

Must be knowledgeable of all legislative amendments and state regulations affecting the valuation of business property.

26. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively

present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

The incumbent must be certified by the Assessment Coordination Department as a Level IV appraiser within two years.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Accounting, Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma plus two (2) years of public service experience or two (2) Years of college with an emphasis in business. Bachelor's degree in business or public relations preferred. Formal legal training preferred. The incumbent must be certified by the Assessment Coordination Department as a Level IV appraiser within two years. A minimum of one (1) year appraising experience is preferred. Must have basic knowledge of accounting principles and the ability to understand and draw conclusions from financial statements to assist in the business appraisal process.

OTHER SKILLS and ABILITIES:

This position has considerable public contact, and should possess good communications skills, good human relations skills, decision-making skills, and have the ability to work cooperatively with the public. The incumbent should possess knowledge of modern office equipment, general computer skills and Microsoft Office. Must be able to organize and work with limited supervision.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
February 2019
 POSITION **Business Relations Specialist**
 JOB CODE: **17**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	5	54
2	Experience-Minimum time to become familiar with management requirements of the job.	0	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5 36
		4B 4	
		4C 2	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	9 110
		10B 2	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	4	38
13	Machine-Computer Operations	6	120
14	Working Conditions	3	18
15	Physical Demand	2	8
TOTAL VALUE			754

SIGNED: _____

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE CREATING THE POSITION OF DESKTOP SUPPORT TECHNICIAN IN THE INFORMATION TECHNOLOGY BUDGET FOR 2019.

WHEREAS, the Washington County Information Technology department desires to create one full-time position and utilize existing money appropriated to it for part-time salaries.

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

ARTICLE 1. There is hereby created one position of Desktop Support Technician (Position 0115019, Grade 18) in the Information Technology Budget of the General Fund (10000115) for 2019.

ARTICLE 2. The Quorum Court hereby approves the line item transfers from part-time salaries in the Information Technology Budget for 2019 to the following line items in the Information Technology Budget for 2019:

Salaries, Full-Time (0115019)	(10000155-1001)	\$ 26,522
Social Security Matching	(10000115-1006)	2,029
Noncontributory Retirement	(10000115-1008)	4,064
Health Benefit	(10000115-1009)	4,194
Life Benefit	(10000115-1016)	99
TOTAL LINE ITEM TRANSFERS:		<u>\$ 36,908</u>

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**

Date of Passage:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

Sidney A. Reynolds
IT Director



**WASHINGTON COUNTY, ARKANSAS
INFORMATION TECHNOLOGY**

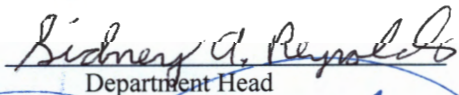
March 11, 2019

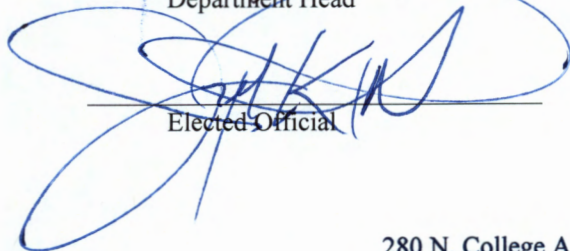
Combine Two Part Time Positions into One Full Time Position.

In the IT Department, we currently have 7 full time positions and 2 part time positions and we are barely keeping up with the workload. One of the issues we are having is that they part time employees are not able to contribute at the level we need for a number of reasons. It typically takes a full time experienced IT professional about 7 months to a year to get proficient with our systems because there are a lot of custom applications and configurations that have been built over the years that are unique to Washington County.

This problem is made much worse when an employee is working only 19 hours a week (Part time hours), instead of 40 hours a week. There are also other factors such as the difficulty we have had finding experienced candidates that are willing or able to accept a part time position and if they do accept the part time position, they are still looking for full time work.

Therefore, we would like to remove the line item for the two part time employees from the IT budget and add one more desktop Support technician. So, instead of having 7 full time employees and 2 part time employees, we would have eight full time employees.


Department Head


Elected Official

280 N. College Ave • Fayetteville, Arkansas 72701
Telephone: (479) 444-1728 • Fax: (479) 444-1731
Washington County is an Equal Opportunity Employer

Washington County Desktop Support Technician Job Description

Job Code:	18
Exempt:	Yes
Department:	Information Systems
Reports To:	Technology Director
Location:	Not indicated.
Date Prepared:	March 05, 2019
Date Revised:	

GENERAL DESCRIPTION OF POSITION

The IT Service Desk is the central point of contact for all IT related incidents and service requests. The role of the Desktop Support Technician is to provide support for all Washington County staff.

The Desktop Support Technician is responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. IT Support staff work in a dynamic, fast-paced environment which provides services over the phone, through e-mail, phone, in person (for walk-in customers) and self-service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Installation, configuration and ongoing usability of desktop computers, laptops, tablets, peripheral equipment and software with established standards and guidelines.
2. Support includes testing of computer systems and peripherals within established standards and guidelines.
3. The position utilizes one-on-one consultancy to end users and Network staff. Alerts management to recurring problems and patterns of problems.
4. Activities require interaction with application software and operating systems to diagnose and resolve unique, non-recurring problems.
5. Work with end users to evaluate additional and replacement hardware and software needs, and consult with vendors as needed.
6. Works with Help Desk and other IT staff as appropriate to determine and resolve problems received from users.
7. Ensure desktop computers interconnect seamlessly with diverse systems including associated validation systems, file servers, email servers, application servers and administrative systems.
8. To maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner.
9. Escalates unresolved problems to the appropriate personnel to ensure the overall quality of information service delivery is being maintained at all times.
10. Follows up to ensure that the service was performed successfully.

11. Recommends and / or performs upgrades on systems to ensure longevity.
12. Works with vendor support contacts to resolve technical problems with desktop computing equipment and software.
13. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 4 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

CompTIA Network+, A+, or Microsoft Technology Associate (MTA)

SOFTWARE SKILLS REQUIRED

Not indicated.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular personal computer support, technical help, and/or basic software support, database analysis, level I technician, project coordination, installation and help desk.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

3+ years of technical experience in an enterprise helpdesk or desktop support role. Preferred: Associate Degree or Higher in Computer Support Related area of study.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS:

Additional helpful certifications: CompTIA Network+, A+, or Microsoft Technology Associate (MTA)

SUPERVISION RECEIVED:

Under general direction where a definite objective is set up and employee plans and arranges own work, referring only unusual calls to supervisor.

OTHER SKILLS and ABILITIES:

Must be knowledgeable with the concepts and policy controls of Active Directory. Knowledge of and experience with printer mapping, LAN/WAN network configuration, build, manage and update desktop images, and troubleshooting, as well as VPN client connectivity.

WASHINGTON COUNTY
Job Evaluation

Desktop Support
Specialist

JOB TITLE: Desktop Support Technician

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	7	7	74
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	3	3	99
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	4	45
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	6	5	36
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	4	4	49
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	6	5	70
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	0	0	0
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	5	5	48
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	5	5	57
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	8	7	70
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	5	5	80
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	4	4	38
13	<u>Machine Operations</u> :	6	8	210
14	<u>Working Conditions</u> :	2	2	12
15	<u>Physical Demand</u> :	2	2	8
		895		896
	Washington County Salary Grade Level	18		18

Signed: _____

Date: August 10, 2017

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
March 2019
 POSITION **Desktop Support Technician**
 JOB CODE: **18**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	7	74
2	Experience-Minimum time to become familiar with management requirements of the job.	3	99
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5 36
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	4	49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	7 70
		10B 0	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	4	38
13	Machine-Computer Operations	8	210
14	Working Conditions	2	12
15	Physical Demand	2	8
TOTAL VALUE			896

SIGNED: _____

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE CHANGING THE TITLE OF TWO FULL-TIME POSITIONS IN THE CIRCUIT COURT III BUDGET FOR 2019; AND, APPROPRIATING THE AMOUNT OF \$1,595 FROM UNAPPROPRIATED RESERVES TO THE CIRCUIT COURT III BUDGET FOR 2019.

WHEREAS, the Washington County Circuit Court III desires to change the titles of two full-time positions for 2019; and,

WHEREAS, additional money is needed to fund the salary of the ERC Juvenile Probation Officer II position change for the Circuit Court III Budget for 2019.

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

ARTICLE 1. The title of the personnel position of Juvenile Officer (Position 0403010, Grade 15) in the Circuit Court III Budget of the General Fund (10000403) is hereby changed to ERC Juvenile Probation Officer II (Position 0403010, Grade 16) for 2019.

ARTICLE 2. The title of the personnel position of ERC Juvenile Officer II (Position 0403013, Grade 16) in the Circuit Court III Budget of the General Fund (10000403) is hereby changed to ERC Juvenile Probation Officer II/Specialized Police Officer (Position 0403013, Grade 16) for 2019.

39 **ARTICLE 3.** There is hereby appropriated the total amount
40 of \$1,595 from unappropriated reserves to the following Salary Line Items in the Circuit
41 Court III Budget for 2019:

42			
43	Salaries, Full-Time (0403010)	(10000403-1001)	\$ 1,296
44	Social Security/Medicare Matching	(10000403-1006)	100
45	Noncontributory Retirement	(10000403-1008)	199
46			
47	TOTAL APPROPRIATION:		<u>\$ 1,595</u>
48			
49			
50			
51			
52			

53 _____
54 JOSEPH K. WOOD, County Judge

_____ DATE

57 _____
58 BECKY LEWALLEN, County Clerk

59 Introduced by: **JP Ann Harbison**
60 Date of Passage:
61 Members Voting For:
62 Members Voting Against:
63 Members Abstaining:
64 Members Absent:
65



STACEY A. ZIMMERMAN
CIRCUIT JUDGE

STATE OF ARKANSAS
CIRCUIT COURT
FOURTH JUDICIAL CIRCUIT
JUVENILE DIVISION
WASHINGTON & MADISON COUNTIES
885 CLYDESDALE DR.
FAYETTEVILLE, AR 72701
Tel.(479) 444-1739
FAX (479)444-1749

DELIA FOSTER
Trial Court Assistant
dfoster@co.washington.ar.us

RICHARD FOUNT
Official Court Reporter
rfourt@co.washington.ar.us

March 5, 2019

Re: Request to approve the change in title for an ERC Juvenile Position and salary

Dear Members of the JESAP, Personnel, Finance Committee and Quorum Court:

Due to reorganization resulting from recent staff moves, we are amending the title for one position of Evening Reporting Center (ERC) Juvenile Officer II to ERC Juvenile Probation Officer II/SPO.

Additionally, I am promoting a Juvenile Officer to the ERC Juvenile Officer Position that is vacant and the starting salary for the ERC position is less than what the Juvenile Probation Officer is currently making. This officer is currently making \$16.45 an hour and I want to promote him to the ERC position at \$17.26 per hour.

The reasons for this request are:

1. The Juvenile Officer has been employed with juvenile court since February 20, 2013;
2. The Juvenile Officer is bi-lingual in English and Spanish. Having a full-time bi-lingual officer is crucial to the efficient operation of our Evening Reporting Center and to better serve our citizens; and
3. The Juvenile Officer serves as a board member for the Arkansas Juvenile Officer Association, which promotes best practices for juvenile justice across the state.

I formally request that you amend the title of ERC Juvenile Officer II to ERC Juvenile Probation Officer II/SPO and authorize the promotion of a juvenile officer to the ERC Juvenile Officer at \$17.26.

Respectfully Yours,



Stacey Zimmerman

Circuit Judge

Washington County ERC Juvenile Probation Officer II Job Description

Job Code: 16
Exempt: No
Department: Juvenile Court Division
Reports To: Circuit Court Judge/Chief Juvenile Officer
Location: Evening Reporting Center
Date Prepared: February 04, 2019
Date Revised:

GENERAL DESCRIPTION OF POSITION

The Juvenile Officer is responsible for the supervision of juvenile cases and monitoring the compliance with court order of juvenile and their families. The Juvenile Officer will work as part of a cohesive team and will be required to assume duties as part of a multi-faceted operation that would address an array of juvenile and family situations both judicial and non-judicial in nature.

Officers assigned to the Evening Reporting Center will provide supervision to youth participating in a community-based detention alternative program during evenings and weekends. Officers at the ERC will be expected to carry out a wide range of responsibilities with a minimum of direction. This class is distinguished from the standard Juvenile Officer position in that officers assigned to the ERC are responsible for leadership, program planning, and operation of an off-site campus, as well as frequent visits to supervised youths' homes.

The position requires decision-making, problem solving, and accurate reporting. The officer will be required to maintain, annotate, and prepare appropriate court documents. This position requires the ability to interact effectively with community care providers, juveniles, and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Officers assigned to the Evening Reporting Center (ERC) will be required to work evenings and weekends (Monday-Saturday), and will have these additional responsibilities:
 - Run the day-to-day operations of the ERC.
 - Examples are: Provide an evening snack and meal when possible to youth participating in the program
 - Coordinate Probation Meeting
 - Coordinate Assessment Meeting
 - Coordinate Electronic Monitor meetings
 - Occasionally it may be necessary to pat search youth before they enter the vehicle or ERC.
 - Compile and maintain ERC paperwork.
2. Provide transportation for youth, in county-owned vehicles, to and from the ERC and their homes.
3. Coordinate with other programs/groups.
4. Perform frequent home visits to ensure compliance with court orders.
5. Maintain the safety and security of both youth and staff while at the ERC, during transports, and during home visits.

6. Officers assigned to the Evening Reporting Center (ERC) will be required to work evenings and weekends (Monday-Saturday), and will require being flexible during the summer to the shift change of day hours instead of evening hours.
7. The officer will conduct assessment interviews when needed.
8. All contact with the public will be conducted in a professional manner and in compliance with departmental policy and Arkansas law and make recommendations to the prosecutor for the appropriate course of action.
9. Work with Interstate Compact to provide home studies of juveniles whose probation has been transferred to Washington.
10. Make appropriate referrals to public or private agencies as well as schools, community based providers, Department of Human Service; to ensure clients obtain services needed.
11. Maintain close communications with all law enforcement agencies within Washington County and other law enforcement agencies.
12. The Juvenile Officer will monitor the client's progress as well as adherence to court orders, identifying potential problems, and taking corrective action. The Juvenile Officer will perform random visits to the school, home, job site or treatment facility as well as require routine office visits and maintain contacts with family, and other community agencies.
13. Maintain all juvenile records in a "confidential" manner, and ensure that information relating to a juvenile is not released except to authorized persons.
14. Prepare recommendations for Juvenile Probation Officers for youth that have been referred to the ERC program.
15. Appear in court and testify to relate successes or problems, inform the court progress of the youth while in the ERC program.
16. Speak to various public and community groups, regarding the juvenile court process and services when called upon, and represent the court on committees as assigned by the judge.
17. Maintain a current knowledge of Arkansas juvenile code, referral services available, shelter placement, group homes, hospital settings, therapeutic placements and treatment facilities in the IV Judicial District, and the State of Arkansas.
18. Administer drug screens (both written and physical) to juveniles and their families as ordered by the court.
19. To perform all other functions assigned to him or her by this subchapter, by rules promulgated pursuant thereto, or by order of the court.
20. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Database, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of

handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; occasionally required to stand, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

A Bachelor's Degree in a related field is preferred, but not required, two (2) years' work experience; or equivalent combination of education and experience. The officer should have experience working with teenagers, judgment skills when handling complaints, and communication skills when meeting the public. The officer cannot have a criminal record and must have a clean driving record. This position requires a high level of problem solving and listening skills.

Within the first year after hiring, incumbent must complete 40 hours of Juvenile Officer Certification Training provided by the Arkansas Office of the Courts, in order to be a Certified Juvenile Officer. The officer must complete 12 hours of training annually to maintain the certification.

OTHER SKILLS and ABILITIES:

The officer shall possess good typing and computer skills; have knowledge of modern office practices, procedures, and equipment. The officer should have strong written and verbal communication skills; must possess the ability to establish a good rapport with individuals often under difficult or high-risk circumstances. Must have the ability to de-escalate volatile situations involving juveniles and their families. Self-motivation and the ability to positively motivate juveniles and their parents are essential.

Bi-lingual in English/Spanish or English/Marshallese is preferred, but not required.

This job carries a degree of threat; dangerous situations can occur at any time.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Responsible for organization's property that is located at the Evening Reporting Center, where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. Additionally, the officer is responsible for all law enforcement equipment assign to the officer.

Washington County

Juvenile Probation Officer II/Specialized Police Officer

Job Description

Job Code: 16
Exempt: No
Department: Juvenile Court Division
Reports To: Circuit Court Judge/Chief Juvenile Officer
Location: Juvenile Court Building
Date Prepared: August 30, 2016
Date Revised: August 31, 2016

GENERAL DESCRIPTION OF POSITION

The Juvenile Officer is responsible for the supervision of juvenile cases and monitoring the compliance with court order of juvenile and their families. The Juvenile Officer will work as part of a cohesive team and will be required to assume duties as part of a multi-faceted operation that would address an array of juvenile and family situations both judicial and non-judicial in nature.

To ensure the safety of the Washington County Juvenile Court staff, visitors, clients, and members of the community, some Juvenile Officers will be appointed by the Judge to receive additional training and law enforcement certification. These Court Security Officers will assist Juvenile Probation Officers with taking juvenile probationers into custody, provide Juvenile Officers with additional security during home visits, and perform other duties as directed by the Judge.

As sworn Specialized Police Officers, Court Security Officers have the authority to make arrests both with and without a warrant, carry a firearm both on and off duty, and use force to control or terminate violent behavior and safely take offenders into custody.

Officers assigned to the Evening Reporting Center will provide supervision to youth participating in a community-based detention alternative program during evenings and weekends. Officers at the ERC will be expected to carry out a wide range of responsibilities with a minimum of direction. This class is distinguished from the standard Juvenile Officer position in that officers assigned to the ERC are responsible for leadership, program planning, and operation of an off-site campus, as well as frequent visits to supervised youths' homes.

The position requires decision-making, problem solving, and accurate reporting. The officer will be required to maintain, annotate, and prepare appropriate court documents. The Juvenile Officer will also be responsible for FINS (Family in Need of Services), diversions, and any petitioned case until release by the appropriate authorities. This position requires the ability to interact effectively with community care providers, juveniles, and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Notifies detained juvenile and family of crime(s), charge(s), and reason for detainment, including date, time, and location of detention hearing.
2. The officer will conduct an initial intake interview on Adjudicated FINS or Delinquency cases or Diversion for purposes of services.

3. All contact with the public will be conducted in a professional manner and in compliance with departmental policy and Arkansas law and make recommendations to the prosecutor for the appropriate course of action.
4. Work with Interstate Compact to transfer a juvenile's probation to another state when appropriate, and to provide home studies and supervision of juveniles whose probation has been transferred to Washington or Madison County. Work with other Probation Departments throughout the State of Arkansas to provide supervision for juveniles who have moved within the State.
5. Make appropriate referrals to public or private agencies as well as schools, community based providers, Department of Human Service; to ensure clients obtain services needed.
6. Maintain close communications with all law enforcement agencies within Washington County and other law enforcement agencies.
7. The Juvenile Officer will supervise cases judicial and non judicial in which they are assigned. The Juvenile Officer will monitor the client's progress as well as adherence to court orders, identifying potential problems, and taking corrective action. The Juvenile Officer will perform random visits to the school, home, job site or treatment facility as well as require routine office visits and maintain contacts with family, and other community agencies.
8. Maintain, update, and complete all necessary paper and computer documents to include, but not limited to:
 - Maintaining records of meetings with all concerned parties; psychological Assessments/reports, social data on probationer and family; receipts showing payment of fines, cost, fees, restitution, and/or completion of public service; attendance and behavior reports from school; and proof of attendance of AA/NA meetings.
 - Prepare request for prosecutor to file Motion for Revocation of Probation. In emergency situations, complete and file revocation papers.
 - Prepare the case file and all records for court hearings daily. Distribute reports to all parties before court hearings. Be available to present case information to the court when needed.
 - Maintain all juvenile records in a "confidential" manner, and ensure that information relating to a juvenile is not released except to authorized persons.
9. Prepare sentencing recommendations based upon consideration of the following: Number of previous offenses; seriousness of offenses; drug/alcohol abuse; psychological/behavioral problems; problems at home or school, success in meeting prior terms of probation, and any assessments by other agencies.
10. Appear in court and testify to relate successes or problems, inform the court about placement proceedings, and make recommendations about the continued detention or release of a juvenile.
11. Speak to various public and community groups, regarding the juvenile court process and services when called upon, and represent the court on committees as assigned by the judge.

12. Maintain a current knowledge of Arkansas juvenile code, referral services available, shelter placement, group homes, hospital settings, therapeutic placements and treatment facilities in the IV Judicial District, and the State of Arkansas.

13. Administer drug screens (both written and physical) to juveniles and their families as ordered by the court.

14. To perform all other functions assigned to him or her by this subchapter, by rules promulgated pursuant thereto, or by order of the court.

15. Officers assigned to the Evening Reporting Center (ERC) will be required to work evenings and weekends (Monday-Saturday), and will have these additional responsibilities:

Run the day-to-day operations of the ERC.

Examples are: Provide an evening snack and meal when possible to youth participating in the program; Coordinate Probation Meeting; Coordinate Assessment Meeting; Coordinate Electronic Monitor meetings and occasionally it may be necessary to pat search youth before they enter the vehicle or ERC.

16. Compile and maintain ERC paperwork.

17. Provide transportation for youth, in county-owned vehicles, to and from the ERC and their homes.

18. Coordinate with other programs/groups.

19. Perform frequent home visits to ensure compliance with court orders.

20. Maintain the safety and security of both youth and staff while at the ERC, during transports, and during home visits.

21. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 4 years related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Within the first year after hiring, incumbent must complete 40 hours of Juvenile Officer Certification Training provided by the Arkansas Office of the Courts, in order to be a Certified Juvenile Officer. The officer must complete 12 hours of training annually to maintain the certification.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY**SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; frequently required to stand, walk; and occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision; color vision; peripheral vision; depth perception; ability to adjust focus; and close vision.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

The officer should hold a Bachelor's Degree in a related field plus four (4) years of work experience; or equivalent combination of education and experience. The officer should have experience working with teenagers, judgment skills when handling complaints, and communication skills when meeting the public. The officer cannot have a criminal record. This position requires a high level of problem solving and listening skills.

Within the first year after hiring, incumbent must complete 40 hours of Juvenile Officer Certification Training provided by the Arkansas Office of the Courts, in order to be a Certified Juvenile Officer. The officer must complete 12 hours of training annually to maintain the certification.

Incumbent will be required to complete a Basic Law Enforcement Training Course (a minimum of 120 hours) to obtain certification as a Specialized Police Officer through the Arkansas Commission on Law Enforcement Standards and Training, unless the incumbent already possesses certification as a law enforcement officer in Arkansas. Incumbent must pass a background check, as well as a physical and psychological evaluation, in order to receive law enforcement training and certification.

OTHER SKILLS and ABILITIES:

The officer shall have good typing and computer skills; have knowledge of modern office practices, procedures, and equipment. The officer should have strong written and verbal communication skills; must have the ability to establish a good rapport with individuals often under difficult or high-risk circumstances. Must have the ability to de-escalate volatile situations involving juveniles and their families. Self-motivation and the ability to positively motivate juveniles and their parents are essential.

Bi-lingual in English/Spanish or English/Marshallese is preferred, but not required.

This job carries a degree of threat; dangerous situations can occur at any time.

Item 19-I-031

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE REDUCING THE AMOUNT OF \$824,503 FROM LINE ITEMS IN VARIOUS COUNTY BUDGETS AND RESTORING THOSE FUNDS TO UNAPPROPRIATED RESERVES; AND, APPROPRIATING THE TOTAL AMOUNT OF \$1,403,181 FROM UNAPPROPRIATED RESERVES TO VARIOUS BUDGET LINE ITEMS FOR 2018.

WHEREAS, Personal Services line items in various county budgets must be balanced at the end of every fiscal year; and,

WHEREAS, pursuant to the Budget Controls of Washington County, the Quorum Court must appropriate the money to balance said line items; and,

WHEREAS, the purpose of this ordinance is to balance the personal services line items for various county budgets for 2018.

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

ARTICLE 1. There is hereby reduced the total amount of \$824,503 from the following line items in various County budgets for 2018 as outlined in Attachment "A" and restored to unappropriated reserves of the General Fund for 2019:

1000 General Fund	\$ 433,212
2000 Road Fund	48,116
3006 Recorder's Cost Fund	8,390
3008 Library Fund	1,772
3017 Jail Fund	325,567
3020 Nine One One Fund	5,836

42 3401 HIV Clinic Fund 1,610
 43
 44 **TOTAL REDUCTIONS** **\$ 824,503**
 45

46 **ARTICLE 2.** There is hereby appropriated the total amount of
 47 \$1,403,181 from unappropriated reserves of the General Fund of 2018 to various budget
 48 line items for 2018, as Outlined in Attachment "B", and summarized by fund as follows:
 49

50	1000 General Fund	\$ 922,386
51	2000 Road Fund	114,737
52	3006 Recorder's Cost Fund	8,390
53	3008 Library Fund	1,772
54	3017 Jail Fund	329,466
55	3020 Nine One One Fund	9,725
56	3028 Adult Drug Court Fund	1,658
57	3401 HIV Clinic Fund	1,610
58	3512 Environmental Affairs Grant Fund	357
59	3513 Drug Court Grant Fund	11,319
60	3517 Juvenile Court Grant Fund	1,761
61		
62	TOTAL APPROPRIATIONS	<u>\$ 1,403,181</u>
63		
64		
65		
66		
67		
68		

69 _____
 JOSEPH K. WOOD, County Judge

 DATE

73 _____
 74 BECKY LEWALLEN, County Clerk

76 Introduced by: **JP Ann Harbison**
 77 Date of Passage:
 78 Members Voting For:
 79 Members Voting Against:
 80 Members Abstaining:
 81 Members Absent:

REDUCTIONS, ATTACHMENT "A"

1000 GENERAL FUND		
1000 0100002	Chief of Staff	-351
1000 0100004	Quorum Court Reporter	-418
1000 0101002	Chief Deputy - County Clerk	-2,778
1000 0102007	DEPUTY CIRCUIT CLERK I	-1,606
1000 0102014	Assistant Bookkeeper	-16,670
1000 0104107	DEPUTY I CASHIER/CLERK	-11,001
1000 0105035	Appraiser IV	-1,661
1000 0105036	Field Appraiser Data	-245
1000 0105042	COMM/PERS PROPERTY DEPUTY	-220
1000 0105051	DEPUTY ASSESSOR II	-488
1000 0105052	DEPUTY ASSESSOR I	-338
1000 0105053	DEPUTY ASSESSOR I	-1,528
1000 0105054	DEPUTY ASSESSOR I	-1,718
1000 0105060	DEPUTY ASSESSOR I	-24,343
1000 0105062	DEPUTY ASSESSOR I	-338
1000 0105063	DEPUTY ASSESSOR I	-3,027
1000 0108005	BUILDING MAINTENANCE	-6,988
1000 0110003	PLANNER	-557
1000 0113001	COMPTROLLER	-484
1000 0115002	TECHNOLOGY DIRECTOR	-6,385
1000 0121003	HR TECH LEAD TRAINER	-3,134
1000 0122003	PARALEGAL	-6,176
1000 0308002	VET Technical Animal	-1,620
1000 0400107	DISPATCHER	-12,521
1000 0400108	DISPATCHER	-29,321
1000 0400109	DISPATCHER	-29,366
1000 0400110	DISPATCHER	-29,366
1000 0403004	LEAD JUVENILE OFFICER	-3,191
1000 0416007	BILINGUAL PARALEGAL	-12,585
1000 0417002	DEPUTY PUBLIC DEFENDER	-7,355
1000 0444022	JUVENILE CAREWORKER	-3,299
1000 0500002	DEPUTY DEM DIRECTOR/EDUCATOR	-4,954
1000 0702002	EDUCATION COORDINATOR	-454
10000100	1001 SALARIES FULL-TIME	-296
10000100	1006 SOCIAL SECURITY MATCHING	-1,293
10000100	1010 WORKMEN'S COMPENSATION	-72
10000100	2001 GENERAL SUPPLIES	-878
10000102	1001 SALARIES FULL-TIME	-5,002
10000103	1006 SOCIAL SECURITY MATCHING	-1,530
10000103	1999 LONGEVITY	-1,083
10000104	1001 SALARIES FULL-TIME	-8,535
10000105	1002 SALARIES, PART-TIME	-2,744
10000105	1005 OVERTIME	-455
10000105	1006 SOCIAL SECURITY MATCHING	-4,462
10000105	1999 LONGEVITY	-12,359
10000105	3005 SPECIAL LEGAL	-5,000
10000105	3021 POSTAGE	-2,444
10000105	3040 ADVERTISING/PUBLICATIONS	-1,157
10000108	1001 SALARIES FULL-TIME	-5,200
10000109	1002 SALARIES, PART-TIME	-6,117
10000110	1001 SALARIES FULL-TIME	-3,040
10000113	1001 SALARIES FULL-TIME	-13
10000115	1001 SALARIES FULL-TIME	-6,849
10000118	1002 SALARIES, PART-TIME	-2,464
10000119	1999 LONGEVITY	-1,906
10000120	1001 SALARIES FULL-TIME	-360
10000120	1006 SOCIAL SECURITY MATCHING	-334
10000120	1008 NONCONTRIBUTORY RETIREMENT	-218
10000120	1010 WORKMEN'S COMPENSATION	-6
10000120	2001 GENERAL SUPPLIES	-167
10000120	2002 SMALL EQUIPMENT	-190
10000120	2009 COMPUTER/IT EQUIPMENT	-1,000
10000120	3021 POSTAGE	-118
10000120	3030 TRAVEL	-107
10000120	3040 ADVERTISING/PUBLICATIONS	-60
10000120	3054 OTHER SUNDRY INSURANCE	-2
10000120	3080 PUBLIC RECORDS	-50
10000120	3102 SOFTWARE SUPPORT MAINTENANCE	-4,760
10000121	1006 SOCIAL SECURITY MATCHING	-501
10000121	1010 WORKMEN'S COMPENSATION	-118
10000121	3102 SOFTWARE SUPPORT MAINTENANCE	-2,129
10000122	1001 SALARIES FULL-TIME	-3,140
10000308	1001 SALARIES FULL-TIME	-658
10000400	1001 SALARIES FULL-TIME	-106,327
10000403	1001 SALARIES FULL-TIME	-5,204
10000404	1006 SOCIAL SECURITY MATCHING	-43
10000404	1010 WORKMEN'S COMPENSATION	-121
10000404	1999 LONGEVITY	-451
10000404	2001 GENERAL SUPPLIES	-2,236
10000419	1001 SALARIES FULL-TIME	-748
10000444	1001 SALARIES FULL-TIME	-4,622
10000500	1001 SALARIES FULL-TIME	-868
10000702	1001 SALARIES FULL-TIME	-1,289
-433,212		

2000 ROAD FUND		
2000 0200011	RIGHT OF WAY COORD	-33,271
20000200	1001 SALARIES FULL-TIME	-14,845
-48,116		

3006 RECORDER'S COST FUND		
3006 0128010	Deputy Circuit Clerk I	-6,129
30060128	1001 SALARIES FULL-TIME	-2,261
-8,390		

3008 LIBRARY FUND		
3008 0600003	CHILDREN'S LIBRARIAN	-1,772
-1,772		

3017 JAIL FUND		
3017 0418008	LIEUTENANT	-5,552
3017 0418021	Sergeant	-5,721
3017 0418029	Sergeant	-5,167
3017 0418110	Civil Process Bookkeeper	-5,435
3017 0418205	Coporal Flex Slot	-9,450
3017 0418206	Corporal	-5,079
3017 0418207	Coporal Flex Slot	-12,071
3017 0418210	ADO/DFC FLEX SLOT	-28,024
3017 0418211	Corporal	-5,959
3017 0418214	ADO/DFC FLEX SLOT	-12,986
3017 0418224	ADO/DFC FLEX SLOT	-12,412
3017 0418227	ADO/DFC FLEX SLOT	-11,180
3017 0418228	ADO/DFC FLEX SLOT	-8,786
3017 0418229	ADO/DFC FLEX SLOT	-22,698
3017 0418235	ADO/DFC FLEX SLOT	-12,170
3017 0418236	ADO/DFC FLEX SLOT	-5,320
3017 0418237	ADO/DFC FLEX SLOT	-10,086
3017 0418239	ADO/DFC FLEX SLOT	-5,300
3017 0418240	ADO/DFC FLEX SLOT	-6,255
3017 0418241	ADO/DFC FLEX SLOT	-11,375
3017 0418244	ADO/DFC FLEX SLOT	-6,344
3017 0418245	ADO/DFC FLEX SLOT	-8,041
3017 0418247	Coporal Flex Slot	-9,529
3017 0418248	Coporal Flex Slot	-6,769
3017 0418260	ADO/DFC FLEX SLOT	-11,658
3017 0418313	Corporal	-11,562
3017 0418428	ADULT DETENTION OFFICER	-10,583
30170127	1006 SOCIAL SECURITY MATCHING	-101
30170127	1999 LONGEVITY	-1211
30170127	2001 GENERAL SUPPLIES	-2989
30170418	1001 SALARIES FULL-TIME	-55754
-325,567		

3020 NINE ONE ONE FUND		
30200501	1006 SOCIAL SECURITY MATCHING	-127
30200501	1010 WORKMEN'S COMPENSATION	-50
30200501	1999 LONGEVITY	-1,481
30200501	2009 COMPUTER/IT EQUIPMENT	-4,178
-5,836		

3401 HIV CLINIC FUND		
3401 0305003	SECRETARY/RECEPTIONIST	-1,610
-1,610		

TOTAL FUND REDUCTIONS		
1000 GENERAL		-433,212
2000 ROAD		-48,116
3006 RECORDER'S COST		-8,390
3008 LIBRARY		-1,772
3017 JAIL		-325,567
3020 NINE ONE ONE		-5,836
3401 HIV CLINIC		-1,610
-824,503		

1000 GENERAL FUND

1000	0100003	Executive Assistant	351
1000	0100005	ADMINISTRATIVE ASSISTANT	418
1000	0101003	ELECTION ADMINISTRATOR	595
1000	0101004	DP CK III HBOOK/RET ADMIN	793
1000	0101005	ELEC ADMIN ASST/ABSENTEE VOTIN	438
1000	0101006	DEP CK II EQ EXEC SEC	350
1000	0101008	ASST. COURT ADMINISTRATOR	602
1000	0102002	CHIEF DEPUTY CIRCUIT CLERK	772
1000	0102003	CHIEF DEPUTY CIRCUIT CLERK	436
1000	0102005	DEPUTY CIRCUIT CLERK II	599
1000	0102008	Deputy Circuit Clerk I	5
1000	0102010	Deputy Circuit Clerk I	15,675
1000	0102011	CHILD SUPPORT ADMINISTRATOR	789
1000	0103002	Chief DEPUTY TREASURER	427
1000	0103003	DEPUTY TREASURER	5
1000	0103004	DEPUTY TREASURER	597
1000	0104002	CHIEF DEPUTY COLLECTOR	1,031
1000	0104003	HEAD BOOKKEEPER	595
1000	0104004	DATA BASE ANALYST	785
1000	0104005	Data Processing Clerk	427
1000	0104050	DEPUTY III COLLECTOR	940
1000	0104070	DEPUTY III BOOKKEEPER	418
1000	0104081	TAX ENFORCEMENT TECHNICIAN	434
1000	0104082	TAX ENFORCEMENT TECHNICIAN	597
1000	0104090	DEPUTY II BRANCH MANAGER	3,388
1000	0104091	DEPUTY II BRANCH MANAGER	1,505
1000	0104092	DEPUTY II BRANCH MANAGER	881
1000	0105002	Chief Deputy Assessor	7,514
1000	0105003	CHIEF DEPUTY RE/PERS PROPERTY	1,545
1000	0105004	CHIEF DEPUTY RE/PERS PROP	1,246
1000	0105007	ADMINISTRATIVE ASSISTANT	1,254
1000	0105008	BRANCH MANAGER	944
1000	0105009	SENIOR APPRAISER	720
1000	0105020	GIS COORDINATOR	817
1000	0105021	DEPUTY ASSESSOR II	556
1000	0105022	GIS TECHNICIAN	1,568
1000	0105023	GIS TECHNICIAN	1,242
1000	0105024	RESEARCH ANALYST	1,254
1000	0105030	REAL ESTATE SUPERVISOR	1,163
1000	0105040	PERSONAL PROPERTY SUPERVISOR	793
1000	0105041	COMM/PERS PROPERTY Manager	12,187
1000	0105043	COMM/PERS PROPERTY DEPUTY	290
1000	0105044	COMM/PERS PROPERTY DEPUTY	1
1000	0105045	COMM/PERS PROPERTY DEPUTY	590
1000	0105046	COMM/PERS PROPERTY DEPUTY	905
1000	0105050	DEPUTY ASSESSOR II	437
1000	0105055	DEPUTY ASSESSOR I	526
1000	0105056	DEPUTY ASSESSOR I	733
1000	0105057	DEPUTY ASSESSOR I	433
1000	0105058	DEPUTY ASSESSOR I	15,025
1000	0105059	DEPUTY ASSESSOR I	428
1000	0105061	DEPUTY ASSESSOR I	9
1000	0108002	BG Accounting Administrator	423
1000	0108003	MAINTENANCE TECHNICIAN II	786
1000	0108004	BUILDING MAINTENANCE TECHNICIA	1,756
1000	0108050	MASTER ELECTRICIAN	421
1000	0108101	JANITORIAL PERSON	9
1000	0108104	JANITORIAL PERSON	417
1000	0108105	JANITORIAL PERSON	482
1000	0108108	JANITORIAL PERSON	604
1000	0108109	JANITORIAL PERSON	1,835
1000	0108110	JANITORIAL PERSON	255
1000	0110004	Planning Technician	3
1000	0110005	PUBLIC WORKS SUPPORT COORDINAT	554
1000	0113003	PAYROLL ADMINISTRATOR/TRAINER	426
1000	0113004	Accounts Payable	58
1000	0115001	SR PROGRAMMER & SYSTEM ANALYST	3,815
1000	0115020	Desktop Support Specialist	1,007
1000	0115021	Desktop Support Specialist	781
1000	0115050	Asst. IT Director	782
1000	0118001	PURCHASING MANAGER	428
1000	0118002	PURCHASING Coordinator	1,718
1000	0119001	ARCHIVIST/RECORDS MANAGER	944
1000	0119002	ASSISTANT RECORDS MANAGER	948
1000	0121001	HR Director	2,172

2000 ROAD FUND

2000	0200001	ROAD SUPERINTENDENT	598
2000	0200003	Road Dept. Supervisor	2,960
2000	0200004	Road Dept. Supervisor	788
2000	0200006	Road Dept. Supervisor	427
2000	0200007	Road Dept. Supervisor	1,384
2000	0200008	Road Dept. Supervisor	427
2000	0200009	Road Dept. Supervisor	945
2000	0200030	OFFICE MANAGER ROAD	599
2000	0200031	ASSISTANT OFFICE MANAGER	419
2000	0200040	SENIOR MECHANIC	786
2000	0200050	WELDER II	1,202
2000	0200100	HEO -Lead	2,257
2000	0200101	HEO -Lead	609
2000	0200102	HEO II	798
2000	0200103	HEO-LEAD	1,178
2000	0200104	HEO-LEAD	590
2000	0200150	HEAVY EQUIPMENT OPERATOR II	1,189
2000	0200151	HEAVY EQUIPMENT OPERATOR II	608
2000	0200152	HEAVY EQUIPMENT OPERATOR II	1,189
2000	0200153	HEAVY EQUIPMENT OPERATOR II	600
2000	0200154	HEAVY EQUIPMENT OPERATOR II	416
2000	0200155	HEAVY EQUIPMENT OPERATOR II	860
2000	0200156	HEAVY EQUIPMENT OPERATOR II	430
2000	0200201	HEAVY EQUIPMENT OPERATOR	428
2000	0200203	HEAVY EQUIPMENT OPERATOR	422
2000	0200205	HEAVY EQUIPMENT OPERATOR	9
2000	0200206	HEAVY EQUIPMENT OPERATOR	421
2000	0200207	HEAVY EQUIPMENT OPERATOR	603
2000	0200209	HEAVY EQUIPMENT OPERATOR	447
2000	0200218	HEAVY EQUIPMENT OPERATOR	5,460
2000	0200221	HEAVY EQUIPMENT OPERATOR	558
2000	0200222	HEAVY EQUIPMENT OPERATOR	45
2000	0200223	HEAVY EQUIPMENT OPERATOR	43
2000	0200224	HEAVY EQUIPMENT OPERATOR	683
2000	0200226	HEAVY EQUIPMENT OPERATOR	7
2000	0200230	HEAVY EQUIPMENT OPERATOR	716
2000	0200231	HEAVY EQUIPMENT OPERATOR	8
2000	0200233	TRAINING OFFICER/ONE CALL OFFI	419
2000	0200234	HEAVY EQUIPMENT OPERATOR	780
2000	0200249	HEAVY EQUIPMENT OPERATOR	433
2000	0200254	Parts Manager	530
20000200	1011	UNEMPLOYMENT COMPENSATION	14,845
20008888	9999	TRANSFERS OUT	66,621
			114,737

3006 RECORDER'S COST FUND

3006	0128004	LAND RECORDS COORDINATOR	1,183
3006	0128005	DEPUTY CIRCUIT CLERK II	1,877
3006	0128006	DEPUTY CIRCUIT CLERK II	2,026
3006	0128007	DEPUTY CIRCUIT CLERK II	1,043
30060128	1005	OVERTIME/OTHER PREMIUM COMPEN	674
30060128	1010	WORKMEN'S COMPENSATION	39
30060128	1011	UNEMPLOYMENT COMPENSATION	1,548
			8,390

3008 LIBRARY FUND

3008	0600001	LIBRARY DIRECTOR	1,181
3008	0600004	INTERLIBRARY LOAN/ADMIN ASST	591
			1,772

3017 JAIL FUND

3017	0127001	MAINTENANCE TECH LEAD TRAINER	1,167
3017	0127002	MAINTENANCE TECH LEAD TRAINER	2,732
3017	0418002	MAJOR	1,593
3017	0418006	LIEUTENANT	1,987
3017	0418009	LIEUTENANT	1,845
3017	0418010	DETENTION ADMIN LIEUTENANT	1,452
3017	0418017	CAPTAIN	2,145
3017	0418018	CAPTAIN	600
3017	0418020	SERGEANT	1,255
3017	0418023	SERGEANT	2,977
3017	0418025	SERGEANT	1,197
3017	0418026	SERGEANT	3,572
3017	0418027	SERGEANT	5,297

1000	0121002	HR Administrator	463	3017	0418028	SERGEANT	4,525
1000	0121004	HR TECHNICIAN	2,896	3017	0418030	SERGEANT	3,995
1000	0122001	COUNTY ATTORNEY	6,176	3017	0418031	SERGEANT	2,282
1000	0308001	ANIMAL SHELTER DIRECTOR	427	3017	0418032	SERGEANT	3,755
1000	0308003	OFFICE MANAGER ANIMAL SHELTER	427	3017	0418034	SERGEANT	3,894
1000	0308004	KENNEL SUPERVISOR	341	3017	0418035	SERGEANT	3,307
1000	0308005	KENNEL SUPERVISOR	425	3017	0418036	SERGEANT	5,107
1000	0400002	CHIEF DEPUTY SHERIFF	1,293	3017	0418037	SERGEANT	4,482
1000	0400003	MAJOR	1,451	3017	0418038	SERGEANT	792
1000	0400006	LIEUTENANT	4,493	3017	0418108	EVIDENCE COORDINATOR	943
1000	0400020	SERGEANT	3,689	3017	0418109	EXECUTIVE ASST SHERIFF ADMIN	815
1000	0400021	SERGEANT	1,745	3017	0418114	ADMIN DETENTION BOOKKEEPER	542
1000	0400022	SERGEANT	507	3017	0418115	PERSONNEL/TRAINING/PIO	855
1000	0400023	SERGEANT	2,653	3017	0418116	PROPERTY ASSISTANT	369
1000	0400028	SERGEANT	1,444	3017	0418117	RECORDS CLERK/ SECRETARY	592
1000	0400037	SERGEANT TRAINING OFFICER	2,887	3017	0418118	ADMIN DETENTION BOOKKEEPER	598
1000	0400039	EXEC ASST-SHERIFF	788	3017	0418119	SERGEANT	2,142
1000	0400040	ENFORCEMENT SECRETARY	574	3017	0418120	Warrants/Records Supervisor	593
1000	0400041	SEC/REC-SHERIFF	543	3017	0418204	ADO/DFC FLEX SLOT	2,888
1000	0400090	Dispatch Manager	1,625	3017	0418212	ADO/DFC FLEX SLOT	3,383
1000	0400092	LEAD DISPATCHER	786	3017	0418215	ADO/DFC FLEX SLOT	2,914
1000	0400095	DISPATCHER	1,117	3017	0418219	ADO/DFC FLEX SLOT	2,352
1000	0400096	DISPATCHER	1,236	3017	0418222	Corporal Flex Slot	41
1000	0400097	DISPATCHER	85	3017	0418223	ADO/DFC FLEX SLOT	3,178
1000	0400103	DISPATCHER	1,417	3017	0418226	ADO/DFC FLEX SLOT	3,393
1000	0400180	CORPORAL/ANIMAL CONTROL	1,494	3017	0418231	ADO/DFC FLEX SLOT	2,844
1000	0400185	CIVILIAN ANIMAL CONTROL	3,125	3017	0418232	ADO/DFC FLEX SLOT	2,891
1000	0400200	CORPORAL/DFC-FLEX	1,509	3017	0418234	ADO/DFC FLEX SLOT	3,408
1000	0400201	CORP/DFC-FLEX SLOT	1,028	3017	0418243	Corporal	428
1000	0400203	DEPUTY FIRST CLASS	851	3017	0418246	ADO/DFC FLEX SLOT	3,226
1000	0400204	CORPORAL/FLEX	1,145	3017	0418253	ADO/DFC FLEX SLOT	2,855
1000	0400207	DEPUTY FIRST CLASS	1,199	3017	0418255	ADO/DFC FLEX SLOT	3,220
1000	0400212	DEPUTY FIRST CLASS/FLEX	5,366	3017	0418256	ADO/DFC FLEX SLOT	2,527
1000	0400213	DEPUTY FIRST CLASS/FLEX	5,366	3017	0418259	ADO/DFC FLEX SLOT	3,043
1000	0400214	DEPUTY FIRST CLASS	1,397	3017	0418300	TECHNOLOGY DIRECTOR	1,988
1000	0400215	DEPUTY FIRST CLASS/FLEX	6	3017	0418301	CORPORAL	728
1000	0400221	DEPUTY FIRST CLASS	5,365	3017	0418302	CORPORAL	3,562
1000	0400222	DEPUTY FIRST CLASS	1,338	3017	0418303	CORPORAL	2,259
1000	0400224	DEPUTY FIRST CLASS	902	3017	0418305	CORPORAL	4,681
1000	0400225	DEPUTY FIRST CLASS	1,155	3017	0418306	CORPORAL	1,086
1000	0400226	DEPUTY FIRST CLASS	2,849	3017	0418307	CORPORAL	921
1000	0400300	CORPORAL	1,239	3017	0418308	CORPORAL	4,256
1000	0400301	CORPORAL	1,142	3017	0418309	CORPORAL	1,791
1000	0400302	CORPORAL	1,793	3017	0418310	CORPORAL	2,467
1000	0400303	CORPORAL	1,509	3017	0418311	CORPORAL	4,238
1000	0400308	CORPORAL	1,251	3017	0418312	CORPORAL	2,773
1000	0400309	CORPORAL	1,848	3017	0418314	CORPORAL	4,991
1000	0400310	CORPORAL	600	3017	0418315	CORPORAL	3,557
1000	0400311	CORPORAL	3,306	3017	0418316	CORPORAL	1,092
1000	0400312	CORPORAL	1,697	3017	0418317	CORPORAL	1,967
1000	0400313	CORPORAL	1,328	3017	0418318	CORPORAL	40
1000	0400314	CORPORAL	1,791	3017	0418319	CORPORAL	2,066
1000	0400315	CORPORAL	2,147	3017	0418320	CORPORAL	43
1000	0400316	CORPORAL	1,205	3017	0418322	CORPORAL	257
1000	0400318	CORPORAL	862	3017	0418323	CORPORAL	3,388
1000	0400319	CORPORAL	600	3017	0418325	CORPORAL	3,509
1000	0400320	CORPORAL	1,549	3017	0418328	Sergeant	1,547
1000	0400321	CORPORAL	1,254	3017	0418330	CORPORAL	4,648
1000	0400323	CORPORAL	1,248	3017	0418331	CORPORAL	1,674
1000	0400324	CORPORAL	5	3017	0418332	CORPORAL	3,111
1000	0400325	CORPORAL	1,080	3017	0418334	CORPORAL	4,753
1000	0400326	CORPORAL	1,194	3017	0418336	TRANSPORT CORPORAL	1,494
1000	0400327	CORPORAL	4,264	3017	0418405	Adult Detention Officer	3,178
1000	0400328	CORPORAL	2,156	3017	0418407	ADO/DFC FLEX SLOT	2,816
1000	0400330	CORPORAL	1,209	3017	0418409	Adult Detention Officer	3,253
1000	0400332	CORPORAL	1,021	3017	0418412	Adult Detention Officer	105
1000	0400334	CORPORAL	848	3017	0418415	ADULT DETENTION OFFICER/FLEX	6,015
1000	0403001	JUVENILE COURT DIRECTOR	787	3017	0418416	Adult Detention Officer	4,995
1000	0403002	LEAD JUVENILE OFFICER	598	3017	0418417	Deputy First Class/Flex	2,477
1000	0403003	LEAD JUVENILE OFFICER	598	3017	0418418	ADO/DFC FLEX SLOT	4,406
1000	0403006	JUVENILE OFFICER	593	3017	0418421	ADO/DFC FLEX SLOT	2,853
1000	0403012	JUV INTAKE OFF II/SPECIAL POLI	6	3017	0418422	Adult Detention Officer	5,826
1000	0403020	JUVENILE INTAKE DIVERSION OFFI	609	3017	0418423	Adult Detention Officer	5,964
1000	0404001	LAW CLERK	420	3017	0418424	ADULT DETENTION OFFICER/FLEX	1,190
1000	0416002	HOT CHECK ADMINISTRATOR	557	3017	0418432	Deputy First Class/Flex	1,135

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE ADJUSTING CARRYOVER REVENUES IN VARIOUS FUNDS FOR 2019.

WHEREAS, all invoices and bills from 2018 have now been paid and the carryover projections provided by the County Treasurer must now amended to represent the actual carryover amount for the 2019 budget.

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

ARTICLE 1. There are hereby reduced carryover revenue amounts in various county funds, as follows, for 2019:

Road Carryover	(2000-6999)	\$ 416,889.24
County Clerk’s Cost Carryover	(3005-6999)	5,739.23
Communication Facility/Equip Carryover	(3014-6999)	12,845.73
Boating Safety Carryover	(3019-6999)	261.17
Emergency 9-1-1 Carryover	(3020-6999)	64,795.57
Circuit Court Juvenile Division Carryover	(3031-6999)	3,974.41
FEMA Carryover	(3400-6999)	4,031.15
HIV Clinic Carryover	(3401-6999)	33,475.05
Drug Enforcement Federal Carryover	(3405-6999)	49.94
Rural Community Grant Carryover	(3503-6999)	123.98
JDC Grant Fund Carryover	(3510-6999)	501.14
DEM Grant Fund Carryover	(3511-6999)	133.94
Environmental Affairs Grant Carryover	(3512-6999)	3,212.30
Drug Court Grant Fund Carryover	(3513-6999)	1,142.46
Law Enforcement Grant Fund Carryover	(3514-6999)	1,275.00
Animal Shelter Projects Fund Carryover	(3516-6999)	608.91
Juvenile Court Grant Fund Carryover	(3517-6999)	273.65
Court Security Grant Carryover	(3999-6999)	1,138.25

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 43 **ARTICLE 2.** There are hereby recognized additional
 44 carryover revenues in the various county funds, as follows, for 2019:

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46	General Carryover	(1000-6999)	\$ 176,781.77
47	Employee Insurance Carryover	(1002-6999)	96,177.15
48	Flex Spending Carryover	(1800-6999)	12,212.69
49	Treasurer's Automation Carryover	(3000-6999)	6,709.10
50	Collector's Automation Carryover	(3001-6999)	26,723.04
51	Circuit Clerk's Automation Carryover	(3002-6999)	3,315.88
52	Assessor's Amendment 79 Fund Carryover	(3004-6999)	10,579.19
53	Recorder's Cost Carryover	(3006-6999)	2,843.98
54	County Library Carryover	(3008-6999)	120,362.12
55	County Clerk's Operating Carryover	(3010-6999)	1,889.40
56	Child Support Cost Carryover	(3012-6999)	344.36
57	Jail Operation & Maintenance Carryover	(3017-6999)	156,499.91
58	Adult Drug Court Carryover	(3028-6999)	2,729.18
59	Juvenile Court Representation Carryover	(3032-6999)	206.53
60	Circuit Clerk Commissioner Fee Carryover	(3039-6999)	52.61
61	Assessor's Late Assessment Carryover	(3042-6999)	68.86
62	Law Library Carryover	(3402-6999)	3,591.22
63	Drug Court Program Fund Carryover	(3406-6999)	8,494.00
64	Court Costs and Fines Carryover	(5800-	
65	6999)	4,752.13	

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 JOSEPH K. WOOD, County Judge

 DATE

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 BECKY LEWALLEN, County Clerk

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 78 Introduced by: **JP Ann Harbison**
 79 Date of Passage:
 80 Members Voting For:
 81 Members Voting Against:
 82 Members Abstaining:
 83 Members Absent:

ORDINANCE NO. 2019-

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

AN EMERGENCY ORDINANCE AMENDING ORDINANCE 2019-04 TO ALLOW ORDINANCES RATIFYING A CONDITIONAL USE PERMIT TO BE REFERRED DIRECTLY TO THE QUORUM COURT.

WHEREAS, the Quorum Court desires to amend Ordinance 2019-04 to exempt ordinances ratifying a conditional use permit from the requirement that they be considered by a committee before being considered by the Quorum Court so as to not cause any unnecessary delay to applicants of conditional use permits.

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

ARTICLE 1. Washington County Ordinance 2019-04 is hereby amended as follows:

ARTICLE 4. An Ordinance to ratify a conditional use permit granted or denied by the Planning and Zoning Board shall not be referred to a committee, but shall be referred directly to the Quorum Court for consideration.

ARTICLE 2. EMERGENCY CLAUSE. It is hereby determined that it is in the best interest for this ordinance to be effective immediately; and, the general health, safety, and welfare of the citizens are affected in that it is vital that the above committees be legally created by ordinance for the effective performance of the Quorum Court pursuant to A.C.A. §14-14-904(d); therefore, an emergency is declared to exist and this ordinance shall be and is effective from the date of its passage.

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JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Harvey Bowman**

Date of Passage:

Members Voting For:

Members Voting Against:

Members Abstaining:

Members Absent:

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE AUTHORIZING THE COUNTY JUDGE TO ENTER INTO A CONTRACT FOR SERVICES WITH THE ASSOCIATION OF ARKANSAS COUNTIES; AND APPROPRIATING \$5,874 TO BE PAID FOR MEMBERSHIP THEREIN.

WHEREAS, Washington County is a member of the Association of Arkansas Counties; and,

WHEREAS, membership provides services to the County, such as legislative representation, general research, training, various public conferences, and the right to participate in any one (1) of four (4) benefit programs; and,

WHEREAS, pursuant to A.C.A. § 14-20-107, the Quorum Court must authorize participation in the Association.

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

ARTICLE 1. The County Judge is hereby authorized to enter into a contract with the Association of Arkansas Counties for 2019.

ARTICLE 2. There is hereby appropriated the amount of \$5,874 from unappropriated reserves of the General Fund to the Dues and Membership Line Item of the General Services Budget (10000188-3090) for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk
Introduced by: **JP Lisa Ecke**

Date of Passage:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent: