



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
FINANCE AND BUDGET COMMITTEE

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

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

A G E N D A

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'S REPORT – BOBBY HILL (4.1 – 4.5)**

5. **EMPLOYEES' INSURANCE REPORT – NELSON DRIVER (5.1)**

6. **COMPTROLLER'S REPORT – SHANNON WORTHEN (6.1 – 6.2)**

UNFINISHED BUSINESS

7. **AN ORDINANCE APPROPRIATING \$24,518.50 IN THE QUORUM COURT BUDGET FOR 2019** *Item 19-1-073 (7.1 – 7.3)*

NEW BUSINESS

8. **OZARK REGIONAL TRANSIT – JEFF HATLEY**

9. **AN ORDINANCE CHANGING THE TITLE OF MAINTENANCE TECHNICIAN II TO MAINTENANCE TECHNICIAN/LEAD TRAINER IN THE BUILDINGS & GROUNDS BUDGET FOR 2019; AND, APPROPRIATING \$1,171 TO THE BUILDINGS & GROUNDS BUDGET FOR 2019** *Item 19-I-081 (9.1 – 9.5)*
10. **AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT IN THE JUVENILE DETENTION CENTER BUDGET FOR 2019**
Item 19-I-082 (10.1 – 10.4)
11. **AN ORDINANCE APPROPRIATING \$21,800 FROM UNAPPROPRIATED RESERVES TO VARIOUS LINE ITEMS IN THE CIRCUIT COURT II BUDGET FOR 2019** *Item 19-I-077 (11.1)*
12. **AN ORDINANCE ANTICIPATING REVENUES TOTALING \$358,731 IN HIGH INTENSITY DRUG TRAFFICKING AREAS (HIDTA) GRANT FUND; AND, APPROPRIATING \$358,731 FROM HIDTA GRANT FUND TO THE HIDTA 2019 G19GC0004A BUDGET FOR 2019** *Item 19-I-078 (12.1)*
13. **AN ORDINANCE RECOGNIZING REVENUES TOTALING \$732.39 IN THE GENERAL FUND; AND, APPROPRIATING \$732.39 FROM THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE GRANTS ADMINISTRATOR BUDGET FOR 2019** *Item 19-I-079 (13.1)*
14. **AN ORDINANCE RECOGNIZING ADDITIONAL REVENUES OF \$31,167 IN THE JDC GRANT FUND; AND, APPROPRIATING \$31,167 FROM THE JDC GRANT FUND TO THE JUVENILE DETENTION CENTER GRANT-IN-AID 2019/2020 BUDGET FOR 2019** *Item 19-I-080 (14.1)*
15. **QUORUM COURT AUDIO UPGRADE DISCUSSION**
16. **BUDGET DISCUSSION**
17. **PUBLIC COMMENT**
Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.
18. **ADJOURNMENT**

TREASURER'S FINANCIAL SUMMARY

7/1/2019 TO 7/31/2019

ACCOUNT	BEGIN BALANCE	REVENUES	EXPENDITURES	END BALANCE
1000 GENERAL	\$12,020,517.11	\$1,589,960.14	\$2,955,351.65	\$10,655,125.60
1002 EMPLOYEE INSURANCE	\$3,005,333.53	\$516,611.29	\$414,220.63	\$3,107,724.19
1800 FLEX SPENDING	\$1,673.71	\$28,393.89	\$20,639.42	\$9,428.18
1906 ANIMAL SHELTER FUND	\$922.11	\$0.00	\$0.00	\$922.11
2000 ROAD	\$1,336,709.19	\$942,460.83	\$1,084,805.79	\$1,194,364.23
3000 TREASURER'S AUTOMATION	\$207,856.45	\$290.20	\$1,713.48	\$206,433.17
3001 COLLECTOR'S AUTOMATION	\$665,702.52	\$958.40	\$16,042.18	\$650,618.74
3002 CIRCUIT COURT AUTOMATION	\$170,699.05	\$2,594.84	\$5,159.43	\$168,134.46
3004 ASSESSOR'S AMENDMENT 79 FUN	\$164,758.51	\$251.20	\$5,234.67	\$159,775.04
3005 COUNTY CLERK'S COST	\$593,865.35	\$10,619.26	\$13,959.11	\$590,525.50
3006 RECORDER'S COST	\$1,000,000.00	\$134,864.52	\$135,231.23	\$999,633.29
3008 COUNTY LIBRARY	\$1,294,933.74	\$75,640.20	\$189,998.73	\$1,180,575.21
3010 COUNTY CLERK OPERATING	\$40,063.64	\$437.78	\$41.73	\$40,459.69
3012 CHILD SUPPORT COST	\$10,084.85	\$612.93	\$12.26	\$10,685.52
3014 COMMUNICATION FACILITY/EQUIP	\$216,955.42	\$26,390.09	\$4,018.12	\$239,327.39
3017 JAIL OPERATION & MAINTENANCE	\$690,980.90	\$1,356,363.18	\$1,586,119.10	\$461,224.98
3019 BOATING SAFETY	\$14,969.16	\$3,877.34	\$77.54	\$18,768.96
3020 EMERGENCY 9-1-1	\$858,934.77	\$30,776.61	\$44,531.28	\$845,180.10
3028 ADULT DRUG COURT	\$18,293.45	\$3,029.59	\$60.59	\$21,262.45
3031 CIRCUIT COURT JUVENILE DIVISIO	\$12,312.53	\$59.92	\$678.91	\$11,693.54
3032 JUVENILE COURT REPRESENTATI	\$2,732.18	\$43.76	\$0.88	\$2,775.06
3039 CIRCUIT CLERK COMMISSIONER F	\$19,504.20	\$100.71	\$270.17	\$19,334.74
3042 ASSESSOR'S LATE ASSESSMENT	\$20,358.96	\$765.60	\$0.00	\$21,124.56
3075 CSU FUND	\$2,406.83	\$3.48	(\$146.49)	\$2,556.80
3400 FEMA	\$804,809.53	\$0.00	\$0.00	\$804,809.53
3401 HIV CLINIC	\$87,976.42	\$97,755.29	\$12,569.67	\$173,162.04
3402 LAW LIBRARY	\$358,503.42	\$10,550.77	\$8,175.01	\$360,879.18
3404 DRUG ENFORCEMENT - STATE	\$30,069.77	\$41.66	\$580.71	\$29,530.72
3405 DRUG ENFORCEMENT - FEDERAL	\$38,020.70	\$53.79	\$1,002.39	\$37,072.10
3406 DRUG COURT PROGRAM FUND	\$189,245.54	\$1,962.21	\$39.24	\$191,168.51
3501 HIDTA	\$0.00	\$85,180.50	\$49,068.08	\$36,112.42
3503 RURAL COMMUNITY GRANT	\$188,993.36	\$0.00	\$129.45	\$188,863.91
3510 JDC GRANT FUND	\$7,992.45	\$31,167.00	\$7,217.92	\$31,941.53
3511 DEM GRANT FUND	\$89,661.78	\$5,610.00	\$59,469.72	\$35,802.06
3512 ENVIRONMENTAL AFFAIRS GRANT	(\$619.05)	\$937.06	\$363.99	(\$45.98)
3513 DRUG COURT GRANT FUND	(\$6,623.89)	\$16,950.58	\$10,656.84	(\$330.15)
3514 LAW ENFORCEMENT GRANT FUN	\$81,580.69	\$0.00	\$79,687.24	\$1,893.45
3515 ANIMAL SHELTER GRANT FUND	\$10,000.00	\$0.00	\$0.00	\$10,000.00
3516 ANIMAL SHELTER PROJECTS FUN	\$48,724.82	\$20.00	\$0.00	\$48,744.82
3517 JUVENILE COURT GRANT FUND	\$645.53	\$0.00	\$1,385.86	(\$740.33)
3518 AR HERITAGE PRESERVATION FU	\$0.00	\$0.00	\$2,805.00	(\$2,805.00)
3550 CRISIS STABILIZATION UNIT GRAN	\$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	\$861,493.06	\$30,292.15	\$30,442.22	\$861,342.99
Sub-Total	\$25,161,042.29	\$5,005,626.77	\$6,741,613.75	\$23,425,055.31
6000 TREASURER'S COMMISSION	\$861,673.39	\$100,761.07	\$0.00	\$962,434.46
6002 COLLECTOR'S UNAPPORTIONED	\$8,044,811.88	\$5,479,794.74	\$4,920,465.03	\$8,604,141.59
6003 PROPERTY TAX RELIEF	\$551,468.87	\$722,437.70	\$692,824.99	\$581,081.58
6004 DELINQUENT PERSONAL TAX	\$0.00	\$185,151.81	\$185,151.81	\$0.00
6005 DELINQUENT REAL TAXES	\$0.00	\$86,631.45	\$86,631.45	\$0.00
6006 TIMBER TAX	\$0.00	\$1,545.86	\$1,545.86	\$0.00
6007 STATE LAND SALES	\$0.00	\$150,520.10	\$150,520.10	\$0.00

ACCOUNT	BEGIN BALANCE	REVENUES	EXPENDITURES	END BALANCE
6010 ADMIN JUSTICE	\$0.00	\$79,884.18	\$79,884.18	\$0.00
6011 INTEREST	\$0.00	\$48,756.52	\$48,756.52	\$0.00
6013 COMMON SCHOOL	\$33,905.48	\$4,231.30	\$33,905.48	\$4,231.30
6016 COUNTY FIRE PROTECTION PREM	\$0.00	\$0.00	\$0.00	\$0.00
6017 COUNTY SHERIFF'S OFFICE FUND	\$0.00	\$0.00	\$0.00	\$0.00
6406 BOSTON MOUNTAIN SOLID WAST	\$792.22	\$1.11	\$0.02	\$793.31
6425 HAZMAT	\$0.00	\$0.00	\$0.00	\$0.00
6475 ESCHEATED ESTATES	\$25,601.09	\$0.00	\$0.00	\$25,601.09
6498 PAYROLL	\$0.00	\$2,161,555.30	\$2,161,555.30	\$0.00
6499 PAYROLL CLEARING	\$0.00	\$1,301,444.02	\$1,301,444.02	\$0.00
6550 MORROW FIRE DUES	\$0.00	\$202.63	\$202.63	\$0.00
6551 WHEELER FIRE DUES	\$0.00	\$432.22	\$432.22	\$0.00
6552 ROUND MOUNTAIN FIRE DUES	\$0.00	\$1,350.54	\$1,350.54	\$0.00
6553 NOB HILL FIRE DUES	\$0.00	\$1,211.26	\$1,211.26	\$0.00
6554 GOSHEN FIRE DUES	\$0.00	\$2,750.40	\$2,750.40	\$0.00
6555 PGROVE/FARM FIRE DUES	\$0.00	\$1,890.67	\$1,890.67	\$0.00
6556 LINCOLN FIRE DUES	\$0.00	\$1,548.93	\$1,548.93	\$0.00
6557 WEDINGTON FIRE DUES	\$0.00	\$936.37	\$936.37	\$0.00
6558 STRICKLER FIRE DUES	\$0.00	\$270.21	\$270.21	\$0.00
6559 WHITEHOUSE FIRE DUES	\$0.00	\$202.58	\$202.58	\$0.00
6560 WEST FORK FIRE DUES	\$0.00	\$1,710.68	\$1,710.68	\$0.00
6601 CITY OF FAYETTEVILLE	\$0.00	\$144,039.18	\$144,039.18	\$0.00
6602 CITY OF SPRINGDALE	\$0.00	\$178,311.93	\$178,311.93	\$0.00
6603 CITY OF PRAIRIE GROVE	\$0.00	\$11,967.23	\$11,967.23	\$0.00
6604 CITY OF WEST FORK	\$0.00	\$5,333.15	\$5,333.15	\$0.00
6605 CITY OF LINCOLN	\$0.00	\$2,818.36	\$2,818.36	\$0.00
6606 CITY OF WINSLOW	\$0.00	\$366.89	\$366.89	\$0.00
6607 CITY OF TONTITOWN	\$0.00	\$38,820.70	\$38,820.70	\$0.00
6608 CITY OF FARMINGTON	\$0.00	\$16,021.06	\$16,021.06	\$0.00
6609 CITY OF GREENLAND	\$0.00	\$1,899.52	\$1,899.52	\$0.00
6610 CITY OF ELKINS	\$0.00	\$5,797.37	\$5,797.37	\$0.00
6611 CITY OF ELM SPRINGS	\$0.00	\$3,800.15	\$3,800.15	\$0.00
6612 CITY OF JOHNSON	\$0.00	\$13,800.22	\$13,800.22	\$0.00
6613 CITY OF GOSHEN	\$0.00	\$5,221.82	\$5,221.82	\$0.00
6614 FAYETTEVILLE LIBRARY	\$0.00	\$136,353.45	\$136,353.45	\$0.00
6701 FAYETTEVILLE SCHOOL DISTRICT	\$0.00	\$2,021,241.64	\$2,021,241.64	\$0.00
6706 FARMINGTON SCHOOL DISTRICT	\$0.00	\$208,507.09	\$208,507.09	\$0.00
6710 ELKINS SCHOOL DISTRICT	\$0.00	\$149,679.01	\$149,679.01	\$0.00
6714 WEST FORK SCHOOL DISTRICT	\$0.00	\$128,989.42	\$128,989.42	\$0.00
6721 SILOAM SPRINGS SCHOOL DISTRI	\$0.00	\$23,874.85	\$23,874.85	\$0.00
6723 PRAIRIE GROVE SCHOOL DISTRIC	\$0.00	\$214,994.07	\$214,994.07	\$0.00
6748 LINCOLN SCHOOL DISTRICT	\$0.00	\$101,995.49	\$101,995.49	\$0.00
6750 SPRINGDALE SCHOOL DISTRICT	\$0.00	\$1,799,609.66	\$1,799,609.66	\$0.00
6795 GREENLAND SCHOOL DISTRICT	\$0.00	\$148,783.74	\$148,783.74	\$0.00
6801 RUPPLE IMPROVEMENT DISTRICT	\$0.00	\$1,447.65	\$1,447.65	\$0.00
6803 HOMESTEAD IMP DISTRICT	\$0.00	\$0.39	\$0.00	\$0.39
6805 BEL CLAIRE IMP DISTRICT	\$0.00	\$405.34	\$405.34	\$0.00
6840 FAYETTEVILLE TIF DISTRICT	\$0.00	\$8,191.97	\$8,191.97	\$0.00
Sub-Total	\$9,518,252.93	\$15,707,493.00	\$15,047,462.21	\$10,178,283.72
Grand Total	\$34,679,295.22	\$20,713,119.77	\$21,789,075.96	\$33,603,339.03

**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	\$ 598,031.36	\$ 26,904.94	4.71%
APRIL	\$ 506,372.56	\$ 488,570.54	\$ 575,480.83	\$ 560,307.27	\$ 573,905.69	\$ 575,776.77	\$ 1,871.08	0.33%
MAY	\$ 523,935.85	\$ 553,523.85	\$ 560,163.04	\$ 620,561.37	\$ 668,308.40	\$ 663,490.58	\$ (4,817.82)	-0.72%
JUNE	\$ 497,417.41	\$ 538,818.16	\$ 542,093.69	\$ 582,114.57	\$ 634,192.23	\$ 660,364.09	\$ 26,171.86	4.13%
JULY	\$ 543,193.15	\$ 562,205.97	\$ 594,061.54	\$ 645,929.51	\$ 671,785.93	\$ 676,470.05	\$ 4,684.12	0.70%
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	\$ 4,521,031.03	\$ 107,815.46	2.44%
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	\$ 812,846.30	\$ 36,569.29	4.71%
APRIL	\$ 674,308.75	\$ 664,344.88	\$ 782,195.55	\$ 761,571.59	\$ 780,054.62	\$ 782,597.79	\$ 2,543.17	0.33%
MAY	\$ 697,725.30	\$ 752,661.75	\$ 761,375.56	\$ 843,469.17	\$ 908,367.10	\$ 901,818.71	\$ (6,548.39)	-0.72%
JUNE	\$ 671,019.05	\$ 732,645.30	\$ 736,815.63	\$ 791,212.15	\$ 861,996.28	\$ 897,569.16	\$ 35,572.88	4.13%
JULY	\$ 732,745.73	\$ 764,623.29	\$ 807,450.51	\$ 877,949.63	\$ 913,093.78	\$ 919,460.45	\$ 6,366.67	0.70%
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	\$ 6,145,001.10	\$ 146,543.14	2.44%
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	\$ 130,525.29	\$ 5,706.87	4.57%
APRIL	\$ -	\$ 108,965.54	\$ 110,775.02	\$ 119,761.46	\$ 126,957.07	\$ 132,348.65	\$ 140,763.67	\$ 8,415.02	6.36%
MAY	\$ -	\$ 106,526.95	\$ 113,383.64	\$ 115,795.59	\$ 125,526.35	\$ 137,039.28	\$ 140,049.92	\$ 3,010.64	2.20%
JUNE	\$ -	\$ 106,480.61	\$ 112,322.69	\$ 112,127.03	\$ 126,077.85	\$ 132,487.65	\$ 147,664.96	\$ 15,177.31	11.46%
JULY	\$ -	\$ 109,633.84	\$ 109,939.12	\$ 119,908.88	\$ 132,195.23	\$ 140,320.10	\$ 145,675.38	\$ 5,355.28	3.82%
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	\$ 992,057.80	\$ 48,173.25	5.10%
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

County General Fund - Property Taxes Received

	2017	2018	2019
April	213,042.43	257,528.98	237,357.58
May	1,689,435.98	4,387,432.01	4,988,406.17
June	2,729,888.39	305,860.38	496,908.43
July	320,352.94	372,554.55	397,472.91
August	265,030.14	235,060.60	
September	472,501.17	448,758.91	
October	1,238,530.23	1,114,490.63	
November	4,128,876.97	4,298,177.47	
December	994,391.61	995,214.26	
	12,052,049.86	12,415,077.79	6,120,145.09 YTD
Projection	11,825,000.00	12,000,000.00	14,200,000.00
Paid %	94.94%	95.12%	
Thru July	4,952,719.74	5,323,375.92	6,120,145.09
Millage Rate	3.9	3.9	4.4

**1002 Employee Insurance
July-19**

Beginning Balance: \$3,005,333.53						
	Income			Expense		
	Current	Previous Month	YTD	Current	Previous Month	YTD
AR Blue Cross	\$ 59,987.47	\$ -	\$ 119,551.27	\$ -	\$ -	\$ -
Employee Reimbursement	\$ -	\$ -	\$ 288.34	\$ -	\$ 540.50	\$ 540.50
Excess Commission Distribution - Treasurer	\$ -	\$ -	\$ 3,307.17	\$ -	\$ -	\$ -
Insurance - Retiree Payments	\$ 10,515.02	\$ 11,238.19	\$ 83,967.35	\$ -	\$ -	\$ 1,486.66
Insurance Premiums from Employees	\$ 134,948.01	\$ 92,423.40	\$ 648,747.54	\$ -	\$ -	\$ -
Insurance Contribution from County	\$ 300,104.00	\$ 300,104.00	\$ 2,398,036.00	\$ -	\$ -	\$ -
Life Insurance Premiums from Employees*	\$ 28,374.83	\$ 18,885.37	\$ 133,925.70	\$ 28,374.83	\$ 18,885.37	\$ 133,925.70
Life Insurance Contribution from County	\$ 7,040.00	\$ 7,040.00	\$ 56,287.00	\$ -	\$ -	\$ -
Interest	\$ 4,016.79	\$ 3,344.38	\$ 27,421.93	\$ -	\$ -	\$ -
Benefitfocus	\$ -	\$ -	\$ -	\$ -	\$ 2,317.50	\$ 3,738.56
ACA-Centers for Medicare/Medicaid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Blue Administrative Expenses	\$ -	\$ -	\$ -	\$ 17,600.00	\$ 16,908.75	\$ 124,369.20
Conexis	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
First Care North Mana Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Group Service Underwriters	\$ -	\$ -	\$ -	\$ 39,005.23	\$ 39,340.24	\$ 323,523.69
IMWELL Health	\$ -	\$ -	\$ -	\$ 13,323.77	\$ 14,164.96	\$ 111,075.21
Mutual Of Omaha Policy Holder Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCMAT Background Screening LLC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ozark Guidance Center	\$ -	\$ -	\$ -	\$ 2,058.75	\$ -	\$ 6,176.25
Reliastar Life Insurance Company	\$ -	\$ -	\$ -	\$ 2,206.30	\$ 4,368.43	\$ 17,826.12
TC	\$ -	\$ -	\$ -	\$ 1,280.09	\$ 66.89	\$ 3,877.02
Transfer by Court Order	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UAMS Family Medical Center	\$ -	\$ -	\$ -	\$ 1,879.32	\$ 4,856.88	\$ 11,288.47
United States Treasury	\$ -	\$ -	\$ -	\$ -	\$ 2,702.35	\$ 2,702.35
Usable Mutual Insurance	\$ -	\$ -	\$ -	\$ 336,471.17	\$ 279,722.00	\$ 2,460,082.75
Wageworks Inc.	\$ -	\$ -	\$ -	\$ 396.00	\$ 372.24	\$ 2,724.48
Wash Co FOP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 544,986.12	\$ 433,035.34	\$ 3,471,532.30	\$ 442,595.46	\$ 384,246.11	\$ 3,203,336.96
Ending Balance: \$3,107,724.19						

*goes into 1800 Flex Spending

Unappropriated Reserve Balance Report

7/1/2019 to 7/31/2019

Fund Description	1/1/2019	7/1/2019	July Change	Change Explanation	7/31/2018	YTD Change
	Unappropriated Reserve Balance	Unappropriated Reserve Balance			Unappropriated Reserve Balance	
1000 - General Fund	4,624,020	4,478,190	(185,924)	ORD2019-48 CJ sys -100,000; ORD2019-51 Sh Sp Ev -70,924; ORD2019-52 Omb -15,000	4,292,266	(331,754)
1002 - Employee Insurance Fund	1,797,274	1,893,451			1,893,451	96,177
1800 - Flexible Spending Fund	0	12,213			12,213	12,213
2000 - Road Fund	2,116,308	729,419	0	ORD2019-50 FEMA to Road	729,419	(1,386,889)
3000 - Treasurer's Automation Fund	163,570	170,279			170,279	6,709
3001 - Collector's Automation Fund	296,088	322,811			322,811	26,723
3002 - Circuit Court Automation Fund	152,878	144,194			144,194	(8,684)
3004 - Assessor's Amendment 79 Fund	113,033	110,112			110,112	(2,921)
3005 - County Clerk's Cost Fund	490,850	485,111			485,111	(5,739)
3006 - Recorder's Cost Fund	673,506	676,350			676,350	2,844
3008 - County Library Fund	856,625	976,987			976,987	120,362
3010 - County Clerk Operating Fund	21,963	23,852			23,852	1,889
3012 - Child Support Cost Fund	11,520	11,864			11,864	344
3014 - Communication Facility/Equip	89,878	77,032			77,032	(12,846)
3017 - Jail Operations & Maintenance	(909,598)	(1,003,983)	(41,130)	ORD2019-51 Sheriff Special Events -41,130	(1,045,112)	(135,514)
3019 - Boating Safety Fund	0	15,436			15,436	15,436
3020 - Emergency 911 Fund	536,352	471,556			471,556	(64,796)
3028 - Adult Drug Court Fund	23,672	26,401			26,401	2,729
3031 - Circuit Court Juv Div Fund	10,557	6,583			6,583	(3,974)
3032 - Juv Crt Representation Fund	1,991	2,198			2,198	207
3039 - Circuit Clerk Commissioner Fee	2,805	2,858			2,858	53
3042 - Assessor's Late Asmnt Fee Fund	1,667	1,736			1,736	69
3400 - FEMA	0	(4,031)	0	ORD2019-50 FEMA to Road	(4,031)	(4,031)
3401 - HIV Clinic Fund	105,290	71,815			71,815	(33,475)
3402 - Law Library Fund	318,856	322,447			322,447	3,591
3404 - Drug Enforcement - State	0	17,784			17,784	17,784
3405 - Drug Enforcement - Federal	0	10,204			10,204	10,204
3406 - Drug Court Program Fund	178,200	186,694			186,694	8,494
3503 - Rural Community Grant	0	(124)			(124)	(124)
3510 - JDC Grant Fund	0	35,509			35,509	35,509
3511 - DEM Grant Fund	0	(134)			(134)	(134)
3512 - Environmental Affairs Grant Fund	0	(5,304)			(5,304)	(5,304)
3513 - Drug Court Grant Fund	0	(1,142)			(1,142)	(1,142)
3514 - Law Enforcement Grant Fund	0	(1,275)			(1,275)	(1,275)
3516 - Animal Shelter Projects Fund	0	20,375			20,375	20,375
3517 - Juvenile Court Grant Fund	0	(274)			(274)	(274)
3999 - Court Security Grant	0	(1,138)			(1,138)	(1,138)
5800 - Court Costs & Fines Fund	766,755	771,507			771,507	4,752
Totals	12,444,060	11,057,563	(227,054)		10,830,510	(1,613,550)
					0	
					General Fund	4,292,266
					Jail Fund	(1,045,112)
					Net General	3,247,154

**Summary Statement of Operations-Expenses by Fund and Dept.
7-31-2019**

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	33,057	928	248,476	12,267	169,800	60.6%	57.7%
1000	101	County Clerk	536,585	40,444	0	290,413	15,264	230,908	57.0%	54.1%
1000	102	Circuit Clerk	918,438	63,866	0	482,655	31,994	403,790	56.0%	52.6%
1000	103	Treasurer	299,226	23,131	0	174,812	7,632	116,783	61.0%	58.4%
1000	104	Tax Collector	1,167,430	85,146	0	654,618	40,068	472,744	59.5%	56.1%
1000	105	Assessor	2,322,019	162,922	3,325	1,362,379	93,030	866,610	62.7%	58.7%
1000	106	Board of Equalization	1,173,285	83,207	0	622,863	499,055	51,366	95.6%	53.1%
1000	107	Quorum Court	294,795	24,039	0	103,785	4,220	186,791	36.6%	35.2%
1000	108	Buildings and Grounds	2,275,114	187,353	163,465	1,323,739	415,064	536,311	76.4%	58.2%
1000	109	Elections	339,347	15,091	24,883	139,334	29,947	170,065	49.9%	41.1%
1000	110	County Planning	395,267	25,853	885	247,243	13,402	134,621	65.9%	62.6%
1000	113	Financial Management	367,570	38,559	3,166	220,672	15,158	131,740	64.2%	60.0%
1000	115	Computer/IS Department	1,441,110	140,655	14,801	863,313	85,768	492,030	65.9%	59.9%
1000	118	General Services	209,635	19,076	0	161,816	4,921	42,897	79.5%	77.2%
1000	119	Archiving/Records Management	148,884	6,973	0	62,449	12,584	73,850	50.4%	41.9%
1000	120	Grants Administrator	146,918	9,728	2,161	79,243	6,475	61,200	58.3%	53.9%
1000	121	Human Resources	329,226	33,599	269	186,857	29,651	112,719	65.8%	56.8%
1000	122	County Attorney	231,896	17,130	812	128,532	38,146	65,218	71.9%	55.4%
1000	300	County Health	17,169	2,250	281	14,075	553	2,541	85.2%	82.0%
1000	301	Ambulance Service	921,174	76,765	0	537,352	383,823	0	100.0%	58.3%
1000	308	Animal Shelter	708,954	64,000	4,923	399,646	57,520	251,788	64.5%	56.4%
1000	400	Sheriff	9,342,021	673,509	13,832	5,374,831	389,810	3,577,380	61.7%	57.5%
1000	401	Circuit Court I	34,542	1,151	1,227	7,674	4,030	22,838	33.9%	22.2%
1000	402	Circuit Court II	42,424	5,329	0	15,412	2,951	24,062	43.3%	36.3%
1000	403	Circuit Court III	1,181,618	88,212	4,075	623,000	65,397	493,220	58.3%	52.7%
1000	404	Circuit Court IV	121,461	7,355	3,298	65,733	12,066	43,662	64.1%	54.1%
1000	405	Circuit Court V	28,474	1,092	0	8,629	5,553	14,292	49.8%	30.3%
1000	406	Circuit Court VI	56,210	5,337	448	14,964	2,954	38,292	31.9%	26.6%
1000	407	Circuit Court VII	35,281	7,371	757	20,040	1,834	13,407	62.0%	56.8%
1000	409	District Court Fayetteville	43,368	9,914	0	21,037	22,331	0	100.0%	48.5%
1000	410	District Court Springdale	37,590	10,071	0	18,571	19,019	0	100.0%	49.4%
1000	411	District Court Prairie Grove	24,020	0	0	11,931	12,089	0	100.0%	49.7%
1000	412	District Court West Fork	29,796	6,080	0	11,999	17,797	0	100.0%	40.3%
1000	413	District Court Elkins	27,886	5,129	0	12,259	14,097	1,530	94.5%	44.0%
1000	414	DISTRICT COURT JUDGES	46,161	0	0	46,160	0	1	100.0%	100.0%
1000	416	Prosecuting Attorney	1,358,553	97,119	2,522	736,466	62,167	559,920	58.8%	54.2%

Summary Statement of Operations-Expenses by Fund and Dept.

7-31-2019

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used w/Encumb.	% Used Trans. Only
				Transactions	Encumbrance	Transactions	Encumbrance			
1000	417	Public Defender	535,264	40,083	452	281,766	21,322	232,176	56.6%	52.6%
1000	419	Coroner	362,708	24,659	938	208,464	11,631	142,613	60.7%	57.5%
1000	420	Constables	43	0	0	46	0	(3)	105.8%	105.8%
1000	428	Sheriff-Work Release	19,670	699	2,112	5,177	3,836	10,657	45.8%	26.3%
1000	440	COURT REPOROTING SRVCS	18,720	1,560	0	10,920	7,800	0	100.0%	58.3%
1000	444	Juvenile Detention	1,549,261	134,451	12,406	859,422	90,704	599,135	61.3%	55.5%
1000	500	Dept of Emergency Management	307,853	17,604	948	185,615	10,061	112,177	63.6%	60.3%
1000	502	Fire Departments	850,334	0	0	425,744	424,444	146	100.0%	50.1%
1000	505	County Judge-Emergency Budget	75,000	0	0	0	0	75,000	0.0%	0.0%
1000	702	Environmental Affairs	414,594	29,562	150	221,886	86,660	106,049	74.4%	53.5%
1000	800	Veterans Service	144,639	13,629	309	80,081	4,580	59,979	58.5%	55.4%
1000	801	Extension Office	224,612	0	0	111,131	111,000	2,481	98.9%	49.5%
1000	8888	General-Transfer Out	566,229	0	0	38,806	0	527,423	6.9%	6.9%
Total	1000 - General Fund		32,152,916	2,332,760	263,371	17,722,035	3,200,671	11,230,210	65.1%	55.1%
1002 - Employee Insurance Fund										
1002	125	Employee Insurance	5,084,261	412,941	0	2,960,307	1,441,030	682,924	86.6%	58.2%
Total	1002 - Employee Insurance Fund		5,084,261	412,941	0	2,960,307	1,441,030	682,924	86.6%	58.2%
1800 - Flexible Spending Fund										
1800	126	Flexible Spending	272,100	20,639	0	165,710	101,457	4,933	98.2%	60.9%
Total	1800 - Flexible Spending Fund		272,100	20,639	0	165,710	101,457	4,933	98.2%	60.9%
1906 - Animal Shelter Fund										
1906	308	Animal Shelter Fund	922	0	99	0	99	823	10.7%	0.0%
Total	1906 - Animal Shelter Fund		922	0	99	0	99	823	10.7%	0.0%
2000 - Road Fund										
2000	200	County Road	9,760,131	743,676	88,283	5,823,383	574,709	3,362,039	65.6%	59.7%
2000	201	Road 1/2 Cent Sales Tax	2,570,000	199,838	2,025	2,095,125	54,142	420,732	83.6%	81.5%
Total	2000 - Road Fund		12,330,131	943,514	90,308	7,918,508	628,851	3,782,772	69.3%	64.2%
3000 - Treasurer's Automation Fund										
3000	103	Treasurer's Automation	17,870	1,713	0	5,185	135	12,550	29.8%	29.0%
Total	3000 - Treasurer's Automation Fund		17,870	1,713	0	5,185	135	12,550	29.8%	29.0%
3001 - Collector's Automation Fund										

**Summary Statement of Operations-Expenses by Fund and Dept.
7-31-2019**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used w/Encumb.	% Used Trans. Only
				Transactions	Encumbrance	Transactions	Encumbrance			
3001	104	Collector's Automation	430,072	14,786	2,127	176,627	20,841	232,603	45.9%	41.1%
Total	3001 - Collector's Automation Fund		430,072	14,786	2,127	176,627	20,841	232,603	45.9%	41.1%
3002 - Circuit Court Automation Fund										
3002	437	Circuit Court Automation	30,585	5,108	58	14,315	3,645	12,625	58.7%	46.8%
Total	3002 - Circuit Court Automation Fund		30,585	5,108	58	14,315	3,645	12,625	58.7%	46.8%
3004 - Assessor's Amendment 79 Fund										
3004	105	Assessor's Amendment 79	73,537	5,235	192	44,596	192	28,749	60.9%	60.6%
Total	3004 - Assessor's Amendment 79 Fund		73,537	5,235	192	44,596	192	28,749	60.9%	60.6%
3005 - County Clerk's Cost Fund										
3005	101	County Clerk's Cost	139,150	13,747	0	52,611	16,245	70,294	49.5%	37.8%
Total	3005 - County Clerk's Cost Fund		139,150	13,747	0	52,611	16,245	70,294	49.5%	37.8%
3006 - Recorder's Cost Fund										
3006	128	Recorder's Cost	895,439	46,494	2,848	368,419	59,718	467,302	47.8%	41.1%
3006	8888	Recorder's Costs Transfers Out	700,000	73,799	0	488,755	0	211,245	69.8%	69.8%
Total	3006 - Recorder's Cost Fund		1,595,439	120,294	2,848	857,175	59,718	678,546	57.5%	53.7%
3008 - County Library Fund										
3008	600	County Library	2,366,071	179,127	3,434	1,388,795	790,630	186,646	92.1%	58.7%
3008	610	Co Lib-Greenland Branch	22,490	1,199	471	8,117	665	13,708	39.1%	36.1%
3008	611	Co Lib-Winslow Branch	17,667	484	297	7,031	297	10,339	41.5%	39.8%
Total	3008 - County Library Fund		2,406,228	180,810	4,202	1,403,943	791,593	210,692	91.2%	58.3%
3010 - County Clerk Operating Fund										
3010	101	County Clerk Operating	15,000	33	366	659	366	13,975	6.8%	4.4%
Total	3010 - County Clerk Operating Fund		15,000	33	366	659	366	13,975	6.8%	4.4%
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	3,490	34,905	123,532	62,189	201,208	48.0%	31.9%
Total	3014 - Communication Facility/Equip		386,928	3,490	34,905	123,532	62,189	201,208	48.0%	31.9%

**Summary Statement of Operations-Expenses by Fund and Dept.
7-31-2019**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used w/Encumb.	% Used Trans. Only
				Transactions	Encumbrance	Transactions	Encumbrance			
3017 - Jail Operations & Maintenance										
3017	127	Jail-Maintenance	1,213,500	105,916	133,567	515,237	398,214	300,049	75.3%	42.5%
3017	418	Jail Operations	15,200,412	1,144,525	479,893	8,867,738	1,186,573	5,146,101	66.1%	58.3%
Total	3017 - Jail Operations & Maintenance		16,413,912	1,250,442	613,460	9,382,975	1,584,787	5,446,150	66.8%	57.2%
3019 - Boating Safety Fund										
3019	400	Boating Safety	7,660	0	30	1,002	30	6,629	13.5%	13.1%
Total	3019 - Boating Safety Fund		7,660	0	30	1,002	30	6,629	13.5%	13.1%
3020 - Emergency 911 Fund										
3020	501	Emergency 911	768,202	40,184	1,230	306,181	183,146	278,875	63.7%	39.9%
Total	3020 - Emergency 911 Fund		768,202	40,184	1,230	306,181	183,146	278,875	63.7%	39.9%
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	678	663	1,986	701	5,813	31.6%	23.4%
Total	3031 - Circuit Court Juv Div Fund		8,500	678	663	1,986	701	5,813	31.6%	23.4%
3039 - Circuit Clerk Commissioner Fee										
3039	129	Circuit Clerk Commissioner Fee	25,000	268	0	6,471	3,365	15,164	39.3%	25.9%
Total	3039 - Circuit Clerk Commissioner Fee		25,000	268	0	6,471	3,365	15,164	39.3%	25.9%
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%
3075 - CSU Fund										
3075	341	CSU Fund	2,550	(146)	0	0	406	2,144	15.9%	0.0%
Total	3075 - CSU Fund		2,550	(146)	0	0	406	2,144	15.9%	0.0%
3400 - FEMA										
3400	202	Dye Creek Low Water Crossings	511,281	0	0	0	0	511,281	0.0%	0.0%
3400	203	FEMA 2017 Flood	26,658	0	0	3,114	0	23,544	11.7%	11.7%

**Summary Statement of Operations-Expenses by Fund and Dept.
7-31-2019**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used w/Encumb.	% Used Trans. Only
				Transactions	Encumbrance	Transactions	Encumbrance			
Total	3400 - FEMA		537,939	0	0	3,114	0	534,825	0.6%	0.6%
3401 - HIV Clinic Fund										
	3401	305 HIV Clinic								
Total	3401 - HIV Clinic Fund		176,698	9,243	0	96,102	32,749	47,847	72.9%	54.4%
			176,698	9,243	0	96,102	32,749	47,847	72.9%	54.4%
3402 - Law Library Fund										
	3402	422 Law Library								
Total	3402 - Law Library Fund		98,001	7,986	0	51,339	42,863	3,799	96.1%	52.4%
			98,001	7,986	0	51,339	42,863	3,799	96.1%	52.4%
3404 - Drug Enforcement - State Fund										
	3404	400 Drug Enforcement-State								
Total	3404 - Drug Enforcement - State Fund		36,855	580	26	14,515	26	22,315	39.5%	39.4%
			36,855	580	26	14,515	26	22,315	39.5%	39.4%
3405 - Drug Enforcement- Fed Fund										
	3405	400 Drug Enforcement-Federal								
Total	3405 - Drug Enforcement- Fed Fund		23,519	1,002	0	13,250	387	9,882	58.0%	56.3%
			23,519	1,002	0	13,250	387	9,882	58.0%	56.3%
3501 - HIDTA										
	3501	426 HIDTA 2016								
	3501	430 HIDTA 2018	25	0	0	0	0	25	0.0%	0.0%
	3501	487 HIDTA 2017	355,640	49,068	0	203,058	0	152,582	57.1%	57.1%
Total	3501 - HIDTA		31,131	0	0	31,132	0	(1)	100.0%	100.0%
			386,796	49,068	0	234,190	0	152,606	60.5%	60.5%
3503 - Rural Community Grants Fund										
	3503	603 Brentwood Community Grant								
	3503	624 Sugar Mountain Road Grant	6,367	129	0	720	860	4,787	24.8%	11.3%
	3503	626 Musteen & Blue Hole Road	70,000	0	0	0	0	70,000	0.0%	0.0%
	3503	627 Parker Branch Bridge Grant	75,000	0	0	0	0	75,000	0.0%	0.0%
Total	3503 - Rural Community Grants Fund		150,000	0	0	0	0	150,000	0.0%	0.0%
			301,367	129	0	720	860	299,787	0.5%	0.2%
3510 - JDC Grant Fund										
	3510	454 JDC GIA 2018-19 Grant								
Total	3510 - JDC Grant Fund		22,150	7,218	0	21,491	1,266	(607)	102.7%	97.0%
			22,150	7,218	0	21,491	1,266	(607)	102.7%	97.0%
3511 - DEM Grant Fund										
	3511	545 MRC								
			6,946	0	0	0	0	6,946	0.0%	0.0%

**Summary Statement of Operations-Expenses by Fund and Dept.
7-31-2019**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used w/Encumb.	% Used Trans. Only
				Transactions	Encumbrance	Transactions	Encumbrance			
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	66,858	5,772	500	61,505	5,383	(30)	100.0%	92.0%
3511	564	SWAT 2017	145,803	40,247	0	143,616	1,260	927	99.4%	98.5%
3511	565	SWAT 2018	247,000	13,107	0	13,107	0	233,893	5.3%	5.3%
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	343	0	0	84,847	150,153	36.1%	0.0%
Total	3511 - DEM Grant Fund		1,150,946	59,470	500	225,921	91,925	833,100	8.1%	7.7%
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%
3512	764	ADEQ-BMT WC16-07	4,390	364	1,196	1,982	1,465	943	78.5%	45.1%
Total	3512 - Environmental Affairs Grant Fd		6,480	364	1,196	1,982	1,465	3,033	53.2%	30.6%
3513 - Drug Court Grant Fund										
3513	492	SAMHSA 2018/2019	310,115	9,505	13,617	231,022	36,628	42,464	86.3%	74.5%
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	9,505	13,617	231,022	36,628	367,464	42.1%	36.4%
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	6,117	0	2,395	71.9%	71.9%
3514	497	ADR Grant	12,175	525	0	4,200	0	7,975	34.5%	34.5%
3514	576	SCAAP 2017	82,701	72,731	0	76,730	0	5,971	92.8%	92.8%
3514	586	JAG 2019	14,411	6,431	0	14,411	0	0	100.0%	100.0%
Total	3514 - Law Enforcement Grant Fund		119,653	79,687	0	101,458	0	18,195	84.8%	84.8%
3515 - Animal Shelter Grant Fund										
3515	311	Animal Shelter GIF	10,000	0	6,177	0	6,177	3,823	61.8%	0.0%
Total	3515 - Animal Shelter Grant Fund		10,000	0	6,177	0	6,177	3,823	61.8%	0.0%
3516 - Animal Shelter Projects Fund										
3516	308	Animal Shelter Projects	33,780	0	0	0	0	33,780	0.0%	0.0%

**Summary Statement of Operations-Expenses by Fund and Dept.
7-31-2019**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used w/Encumb.	% Used Trans. Only
				Transactions	Encumbrance	Transactions	Encumbrance			
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	18,032	1,386	653	11,426	653	5,954	67.0%	63.4%
3517	8888	Transfer Out	0	0	0	1,414	0	(1,414)	#DIV/0!	#DIV/0!
Total	3517 - JUVENILE COURT GRANT FUND		22,721	1,386	653	12,840	653	9,228	59.4%	56.5%
3518 - AR HERITAGE PRESERVATION FUND										
3518	630	AR HERITAGE PRESERVATION 2018	75,100	2,805	0	66,900	0	8,200	89.1%	89.1%
3518	8888	AR HERITAGE PRESERVATION 2018	0	0	0	900	0	(900)	#DIV/0!	#DIV/0!
Total	3518 - AR HERITAGE PRESERVATION FUND		75,100	2,805	0	67,800	0	7,300	90.3%	90.3%
3550 - CSU Grant										
3550	340	CSU Grant	0	0	0	0	3,039	(3,039)	#DIV/0!	#DIV/0!
Total	3550 - CSU Grant		0	0	0	3,039	3,039	(3,039)	#DIV/0!	#DIV/0!
3999 - Courthouse Security Grant Fund										
Total	3999 - Courtl		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	209,805	149,182	1,014	99.7%	58.3%
Total	5800 - Court Costs & Fines Fund		360,000	29,836	0	209,805	149,182	1,014	99.7%	58.3%
Grand Total			76,220,052	5,604,774	1,036,028	42,473,680	8,466,686	25,282,726	66.8%	55.7%

Item 19-I-073

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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 APPROPRIATING \$24,518.50 IN THE QUORUM COURT BUDGET FOR 2019.

WHEREAS, Washington County utilized the services of bond counsel to assist with the financing of the guaranteed energy cost savings contract with Johnson Controls; and,

WHEREAS, the legal fees for the bond counsel total \$24,518.50.

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

ARTICLE 1. There is hereby appropriated the total amount of \$24,518.50 from the General Fund to the Other Professional Services Line Item in the Quorum Court Budget (10000107-3009) for 2019.

ARTICLE 2. The Quorum Court hereby authorizes the payment of said legal fees.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

WRIGHT, LINDSEY & JENNINGS LLP
 200 West Capitol Avenue
 Suite 2300
 Little Rock, AR 72201
 501-371-0808

Washington County, Arkansas
 Brian R. Lester
 Washington County Attorney
 280 N. College Avenue, Suite 501
 Fayetteville, AR 72701

Invoice Number 419665
 Invoice Date 06/30/19
 Client Number 023670
 Matter Number 0076828

Re: Energy Lease

For Expenses Incurred Through 06/30/19:

Date		Value
05/17/19	UCC Lien Search- VENDOR: Quest Research, Inc.; INVOICE#: 242100031X; DATE: 5/17/2019 - UCC search at AR SOS - Washington County; Quest Research, Inc.	18.50
<hr/>		
	Current Expenses	\$18.50
	Total Current Charges	\$17,018.50



2405 Grand Boulevard, Suite 1100
Kansas City, Missouri 64108-2521

(816) 221-1000 / (816) 221-1018 FAX / gilmorebell.com

Matter No. 602773.20178
Invoice No. 8038542

\$8,030,029
EQUIPMENT LEASE PURCHASE AGREEMENT
DATED AS OF JUNE 28, 2019, BETWEEN
STERLING NATIONAL BANK, AS LESSOR, AND
WASHINGTON COUNTY, ARKANSAS, AS LESSEE

INVOICE

June 28, 2019

For legal services rendered as counsel to Sterling National Bank in connection
with the above-referenced matter.....\$7,500.00

WIRE or ACH INSTRUCTIONS:
Commerce Bank of Kansas City
Kansas City, Missouri
ABA #101000019
For the Account of Gilmore & Bell, P.C.
Account #280511860
Reference: Invoice #8038542

TIS

Item 19-I-081

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 MAINTENANCE TECHNICIAN II TO MAINTENANCE TECHNICIAN/LEAD TRAINER IN THE BUILDINGS & GROUNDS BUDGET FOR 2019; AND, APPROPRIATING \$1,171 TO THE BUILDINGS & GROUNDS BUDGET FOR 2019.

WHEREAS, the Washington County Buildings & Grounds Department desires to change the title of one full time position for 2019.

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

ARTICLE 1. The title of the personnel position of Maintenance Technician II (0108003), Grade 15, in the Buildings & Grounds Budget (10000108) is hereby changed to Maintenance Technician/Lead Trainer (0108003), Grand 19, for 2019.

ARTICLE 2. There is hereby appropriated the total amount of \$1,171 from unappropriated reserves in the General Fund (1000) to the following line items in the Buildings & Grounds Budget (10000108) for 2019:

Salaries, Full-Time	(10000108-1001)	\$ 952
Social Security Matching	(10000108-1006)	73
Noncontributory Retirement	(10000108-1008)	146

TOTAL APPROPRIATION \$ 1,171

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Butch Pond**

Joseph K. Wood
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

August 5, 2019

JESAP and Personnel Committees,


I am requesting that the Maintenance Technician II position be retitled as the Maintenance Technician/Lead Trainer due to Building & Grounds requiring continuous service of the County's aging infrastructure.

Our current Maintenance Technician II has done a commendable job as an all-round asset in servicing not only the HVAC equipment but in various other duties as well: general repair, plumbing, electrical work and other duties. Mr. Howard has held various roles within Building & Grounds and his wide experience has served him and colleagues well in his role as a mentor.

Mr. Howard has proven that he has the technical competence to perform at a high standard during his 20+ years with the County. Filling this position requires an additional \$1171 to the Building & Grounds personnel budget.

Thank you for your consideration.

Respectfully,



Joseph K. Wood
Washington County
County Judge

Washington County Maintenance Technician/Lead Trainer Job Description

Job Code: 19
Exempt: Yes
Department: Building & Grounds
Reports To: Night Maintenance Manager
Location: Washington County Buildings and Grounds
Date Prepared: July 25, 2019
Date Revised:

GENERAL DESCRIPTION OF POSITION

The Maintenance Technician/Lead Trainer is responsible for installation and repairs on sophisticated electronic systems, HVAC equipment, plumbing, electrical work, maintenance, boilers, commercial kitchen equipment, refrigeration, locksmithing, commercial laundry equipment and custodial tasks for all county buildings and grounds. The incumbent must prioritize when and how to complete repairs with various office/department staff. The person in this position may provide recommendations to the Building & Maintenance Director as to the best method of maintaining and repairing elements to County facilities. Provide training to staff on proper use and function of County HVAC, lighting, electrical, plumbing, and general maintenance items.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain and troubleshoot all County systems.
2. Perform general and detailed carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of County buildings and equipment. Installation of complicated heating and air-conditioning systems, plumbing fixtures and electrical circuitry.
3. Schedule and perform routine and preventative maintenance of air-conditioning and heating systems, boilers, kitchen equipment, refrigerators, laundry equipment and door locks.
4. Determine with assistance of the Building & Maintenance Director whether to perform maintenance projects internally or to obtain outside professional services.
5. Provide maintenance lead instruction for other maintenance staff. Training for HVAC systems and controls, plumbing, and minor electrical systems.
6. Oversee, train, and directly supervise all new building maintenance technicians.
7. Coordinate all repairs with various County supervisors.
8. Participate in safety and training programs, as necessary.
9. Perform all maintenance duties in an efficient, safe, timely manner, and in accordance to all County safety policies.
10. 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 8 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. 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 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

EPA Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Other

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

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

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.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

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 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.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

Disagreeable working conditions. Continuously exposed to several 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.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, outdoor weather conditions, risk of electrical shock. The noise level in the work environment is usually loud.

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, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, talk or hear; and occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

High School diploma and or equivalent to two years of college; trade school training and minimum of eight (8) years of experience in plumbing and electrical. The incumbent must possess EPA certification to perform air-conditioning/heating repairs and hold additional training certificates in plumbing and/or electrical installation and repair. Ability to understand and work with complex electronic and computerized systems. Familiar with and ability to maintain very complex machine hardware/electronics and control systems.

OTHER SKILLS and ABILITIES:

The incumbent must have ability to read blue prints and have knowledge associated with understanding operation of complex mechanical equipment and construction details. The incumbent must be able to analyze problems and determine best method for repairs. The incumbent will be working in close proximity to the public and elected officials. Must be alert to conditions and keep happenings confidential. Should possess excellent communication and interpersonal skills, as the incumbent must work with others when completing maintenance duties. Computer and electronic skills are required.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
July 2019
 POSITION **Maintenance Technician/Lead Trainer**
 JOB CODE: **19**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	11	134	
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 4		
		4C 2		
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.	1	10	
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.	4	44	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	8	90
		10B 2		
		10C 2		
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	4	26	
15	Physical Demand	5	24	
TOTAL VALUE			913	

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Maintenance Technician/Lead Trainer

Same

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General:</u> Minimum time to become familiar with requirements of the job.	8	11	134
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.	4	4	45
4	<u>Initiative & Ingenuity:</u> Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	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.	5	5	70
7	<u>Responsibility for Work of Others - Supervision:</u> Appraises responsibility for work and direction of others.	0	1	10
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.	4	4	44
10	<u>Accountabilities:</u> Freedom to act, monetary impact, & impact on end results.	8	8	90
11	<u>Contacts with Public:</u> Responsibility for effective handling of contacts.	4	5	80
12	<u>Contacts with Employees:</u> Responsibility for effective handling of contacts.	4	4	38
13	<u>Machine Operations:</u>	6	6	120
14	<u>Working Conditions:</u>	4	4	26
15	<u>Physical Demand:</u>	5	5	24
		835		913
	<u>Washington County Salary Grade Level</u>	18		19

Signed: _____

Date: July 25, 2019

Item 19-I-082

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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 ADMINISTRATIVE ASSISTANT IN THE
JUVENILE DETENTION CENTER BUDGET
FOR 2019.**

WHEREAS, the Washington County Juvenile Detention
Center desires to create a new full time position for 2019.

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

ARTICLE 1. There is hereby created the personnel position
of Administrative Assistant (0444008) in the Juvenile Detention Center Budget
(10000444) 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:

JOSEPH K. WOOD
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

August 5, 2019

Members of the JESAP and Personnel Committees,

The JDC has been contemplating for some time to have their current part-time office assistant position become a full-time slot. Currently the part-time person works 32 hours assisting the Executive Assistant with payroll and bill paying. The Director oversees all admin duties and takes over the process in the event the Executive Assistant is on vacation or sick leave. Chronic staffing shortages has made this unviable on a long-term basis.

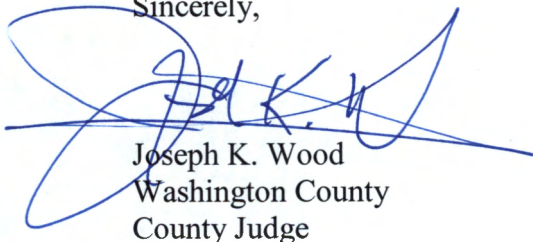
The JDC is keen to re-structure our department by adding more duties to the part-time administrator position. This is due to the increasingly detailed statistical reporting that is required by multiple agencies. This responsibility is currently split between the Executive Assistant and Director. Having an additional full-time position would allow the department to have an improved inventory program as well as maintain a more streamlined process when ordering materials and supplies.

This new position would also free up the Director to dedicate time to creating a more effective staff training program so that professional development can be delivered in a timely fashion.

We currently have the funds to cover the associated costs to the end of the year. We would ask this be a permanent position going forward.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "JKW", is written over a horizontal line. Below the signature, the name and title of the signatory are printed.

Joseph K. Wood
Washington County
County Judge

Washington County Administrative Assistant - Juvenile Detention Center Job Description

Exempt: No
Department: Juvenile Detention Center
Reports To: Executive Administrative Assistant
Location: 885 W Clydesdale Drive Juvenile Detention
Date Prepared: July 22, 2019
Date Revised:

GENERAL DESCRIPTION OF POSITION

Works under the supervision of the Executive Administrative Assistant performing many of the same duties in addition to other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administrative Assistant to the Executive Assistant.
2. Retrieve, deliver, process daily mail and daily interoffice mail/documents.
3. Routine trips in County vehicle to courthouse, mailing/shipping facilities and vendor service meetings.
4. Report equipment failures or repairs to Executive Admin. Assist. And/or Director.
5. Attend with Exec. Admin. Assist. Vendor food shows to stay current and informed for pricing and nutrition or new items to stay in compliance.
6. Enter nutrition data for any new food items into Nutrokids database.
7. Data entry support for the Executive Admin.
8. Request purchase orders and process invoices.
9. Order materials or supplies as directed.
10. Maintain Center's resident, inventory and supplies (hygiene, clothing, bedding/linens, etc.).
11. Answer and direct incoming calls to appropriate staff or departments.
12. Verify, process and log invoices and forward to Comptroller for payment in timely manner.
13. Maintain appropriate files as needed by Executive Assist. In a neat and organized manner.
14. Make copies as needed for Center's daily paperwork forms.
15. 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

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 12 to 18 months related experience and/or training, and 1 to 6 months related management experience, 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 utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Human Resources Systems, Payroll Systems, Word Processing/Typing

Basic: Contact Management, Database, Presentation/PowerPoint, Spreadsheet

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable 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

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat 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 of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

ACCOUNTABILITY**FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory 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

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

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

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.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, wet or humid conditions, extreme cold. 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.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

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

ADDITIONAL INFORMATION

Not indicated.

DBCompensation Job Valuing Summary

SCENARIO **Washington County
July 2019**

POSITION **Administrative Assistant - Juvenile Detention Ctr.**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	3	34
2	Experience-Minimum time to become familiar with management requirements of the job.	1	33
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 3	4 29
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	3	28
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	46
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.	4	32
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	2	19
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 4	5 43
		10B 0	
		10C 2	
11	Contacts with Public: Responsibility for effective handling of contacts.	3	41
12	Contacts with Employees: Responsibility for effective handling of others.	2	17
13	Machine-Computer Operations	4	38
14	Working Conditions	2	12
15	Physical Demand	3	13
TOTAL VALUE			417

SIGNED: _____

Item 19-I-077

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 APPROPRIATING \$21,800 FROM UNAPPROPRIATED RESERVES TO VARIOUS LINE ITEMS IN THE CIRCUIT COURT II BUDGET FOR 2019.

WHEREAS, the Circuit Court II budget needs additional funding for Jury Fees and Food due to an unforeseen increase in Jury Trials in 2019; and

WHEREAS, the Quorum Court desires to appropriate additional funds in the total amount of \$21,800 as requested in the Circuit Court II Budget for 2019.

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

ARTICLE 1. There is hereby appropriated the total amount of \$21,800 from unappropriated reserves in the General Fund (1000) to the following line items in the Circuit Court II Budget (10000402) for 2019:

Jury Fees	(10000402-3092)	\$ 18,000
Food	(10000402-2005)	3,500
TOTAL APPROPRIATION		\$ 21,800

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**

Item 19-I-078

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 ANTICIPATING REVENUES TOTALING \$358,731 IN HIGH INTENSITY DRUG TRAFFICKING AREAS (HIDTA) GRANT FUND; AND, APPROPRIATING \$358,731 FROM THE HIDTA GRANT FUND TO THE HIDTA 2019 G19GC0004A BUDGET FOR 2019.

WHEREAS, Washington County has been notified that it will receive a \$358,731 federal grant to fund participation by various law enforcement agencies in the High Intensity Drug Trafficking Areas program to reduce drug trafficking and production in the United States.

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

ARTICLE 1. There are hereby anticipated additional revenues totaling \$358,731 in the Other Federal Grants Revenue Line Item of the HIDTA Grant Fund (3501-0438) for 2019; and

ARTICLE 2. There is hereby appropriated the total amount of \$358,731 from the HIDTA Grant Fund to the Special Projects line items in the HIDTA Grant G19GC0004A Budget (3501-0438) for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: JP Ann Harbison

Item 19-I-079

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 RECOGNIZING REVENUES TOTALING \$732.39 IN THE GENERAL FUND; AND, APPROPRIATING \$732.39 FROM THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE GRANTS ADMINISTRATOR BUDGET FOR 2019.

WHEREAS, Washington County received a reimbursement of \$732.39 for participation by the Grants Department in the High Intensity Drug Trafficking Areas (HIDTA) Conference in January 2019.

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

ARTICLE 1. There are hereby recognized additional revenues totaling \$732.39 in the General Fund (1000) for 2019 as reimbursement for expenses incurred by the Grants Department; and

ARTICLE 2. There is hereby appropriated the total amount of \$732.39 from the General Fund to the following line items in the Grants Administrator Budget (1000-0120) for 2019:

General Supplies	(10000120-2001)	\$ 202.10
Travel	(10000120-3030)	44.75
Meals and Lodging	(10000120-3094)	485.54

TOTAL APPROPRIATION \$ 732.39

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**

Item 19-I-080

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 RECOGNIZING ADDITIONAL REVENUES OF \$31,167 IN THE JDC GRANT FUND; AND, APPROPRIATING \$31,167 FROM THE JDC GRANT FUND TO THE JUVENILE DETENTION CENTER GRANT-IN-AID 2019/2020 BUDGET FOR 2019.

WHEREAS, Washington County Juvenile Detention Center (JDC) has received grant-in-aid revenues in the amount of \$31,167 from the State of Arkansas.

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

ARTICLE 1. There is hereby recognized additional revenue of \$31,167 in the State Grants Revenue Line Item of the JDC Grant Fund (3510-7010) for 2019.

ARTICLE 2. There is hereby appropriated the amount of \$31,167 from the JDC Grant Fund to the following line items in the JDC-GIA 2019/2020 Budget for 2019:

General Supplies	(35100454-2001)	\$ 3,254
Small Equipment	(35100454-2002)	10,000
Medicine & Drugs	(35100454-2004)	400
Food	(35100454-2005)	3,700
Clothing/Uniforms	(35100454-2006)	3,500
Detainee Supplies	(35100454-2011)	3,873
Other Professional Services	(35100454-3009)	4,000
Rental Equipment	(35100454-3071)	100
Dues & Memberships	(35100454-3090)	1,040
Training & Education	(35100454-3101)	300

TOTAL APPROPRIATION \$ 31,167

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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: