



WASHINGTON COUNTY, ARKANSAS
County Courthouse

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

Tuesday, September 10, 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)

NEW BUSINESS

7. **AN ORDINANCE CHANGING THE TITLE OF KENNEL SUPERVISOR TO KENNEL SUPERINTENDENT IN THE ANIMAL SHELTER BUDGET FOR 2019**

Item 19-I-086 (7.1 – 7.4)

8. **AN ORDINANCE CHANGING THE TITLE OF DIRECTOR (JUVENILE COURT/SPO) TO DIRECTOR (JUVENILE SERVICES/SPO) IN THE CIRCUIT COURT III BUDGET FOR 2019; AND, INCREASING THE SALARY FOR SAID POSITION** Item 19-I-085 (8.1 – 8.5)

9. **AN ORDINANCE CHANGING THE TITLES OF HEAVY EQUIPMENT OPERATOR TO ROAD MAINTENANCE WORKER FOR THREE POSITIONS IN THE ROAD DEPARTMENT BUDGET FOR 2019** Item 19-I-087 (9.1 – 9.4)
10. **AN ORDINANCE AUTHORIZING THE COUNTY TO DO BUSINESS WITH SOUTHERN GRAPHICS** Item 19-I-090 (10.1)
11. **AN ORDINANCE APPROPRIATING ADDITIONAL REVENUES IN THE AMOUNT OF \$81,667 FROM THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE SHERIFF'S BUDGET FOR 2019** Item 19-I-088 (11.1)
12. **AN ORDINANCE ANTICIPATING ADDITIONAL REVENUE IN THE AMOUNT OF \$25,270; AND, APPROPRIATING \$25,270 TO THE JAIL OPERATION & MAINTENANCE BUDGET FOR 2019** Item 19-I-089 (12.1)
13. **LINE ITEM TRANSFER REQUEST – SHERIFF TIM HELDER** (13.1)

BUDGET DISCUSSION

14. **BUDGET CONTROLS**
15. **COUNTY CLERK – BECKY LEWALLEN**
16. **COUNTY JUDGE'S DEPARTMENTS – JUDGE JOSEPH WOOD**
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

8/1/2019 TO 8/30/2019

ACCOUNT	BEGIN BALANCE	REVENUES	EXPENDITURES	END BALANCE
1000 GENERAL	\$10,655,125.60	\$1,524,096.11	\$2,547,151.86	\$9,632,069.85
1002 EMPLOYEE INSURANCE	\$3,107,724.19	\$413,484.49	\$483,139.24	\$3,038,069.44
1800 FLEX SPENDING	\$9,428.18	\$19,046.26	\$20,564.13	\$7,910.31
1906 ANIMAL SHELTER FUND	\$922.11	\$0.00	\$161.02	\$761.09
2000 ROAD	\$1,194,364.23	\$1,564,798.52	\$1,004,686.26	\$1,754,476.49
3000 TREASURER'S AUTOMATION	\$206,433.17	\$320.79	\$1,170.02	\$205,583.94
3001 COLLECTOR'S AUTOMATION	\$650,618.74	\$1,018.01	\$10,538.07	\$641,098.68
3002 CIRCUIT COURT AUTOMATION	\$168,134.46	\$2,457.77	\$1,375.77	\$169,216.46
3004 ASSESSOR'S AMENDMENT 79 FUN	\$159,775.04	\$255.22	\$2,681.52	\$157,348.74
3005 COUNTY CLERK'S COST	\$590,525.50	\$10,373.10	\$1,192.48	\$599,706.12
3006 RECORDER'S COST	\$999,633.29	\$148,718.78	\$148,352.07	\$1,000,000.00
3008 COUNTY LIBRARY	\$1,180,575.21	\$42,584.99	\$191,416.81	\$1,031,743.39
3010 COUNTY CLERK OPERATING	\$40,459.69	\$442.64	\$374.87	\$40,527.46
3012 CHILD SUPPORT COST	\$10,685.52	\$284.24	\$5.69	\$10,964.07
3014 COMMUNICATION FACILITY/EQUIP	\$239,327.39	\$24,044.27	\$22,376.74	\$240,994.92
3017 JAIL OPERATION & MAINTENANCE	\$461,224.98	\$1,335,109.41	\$1,306,758.12	\$489,576.27
3019 BOATING SAFETY	\$18,768.96	\$28.90	\$341.73	\$18,456.13
3020 EMERGENCY 9-1-1	\$845,180.10	\$8,410.05	\$38,442.46	\$815,147.69
3028 ADULT DRUG COURT	\$21,262.45	\$2,887.42	\$57.75	\$24,092.12
3031 CIRCUIT COURT JUVENILE DIVISIO	\$11,693.54	\$322.44	\$669.31	\$11,346.67
3032 JUVENILE COURT REPRESENTATI	\$2,775.06	\$164.28	\$3.29	\$2,936.05
3039 CIRCUIT CLERK COMMISSIONER F	\$19,334.74	\$136.57	\$5,307.09	\$14,164.22
3042 ASSESSOR'S LATE ASSESSMENT	\$21,124.56	\$828.84	\$0.00	\$21,953.40
3075 CSU FUND	\$2,556.80	\$8.19	\$513.79	\$2,051.20
3400 FEMA	\$804,809.53	\$150.00	\$798,175.97	\$6,783.56
3401 HIV CLINIC	\$173,162.04	\$1,069.58	\$8,851.65	\$165,379.97
3402 LAW LIBRARY	\$360,879.18	\$10,656.07	\$8,587.85	\$362,947.40
3404 DRUG ENFORCEMENT - STATE	\$29,530.72	\$1,791.85	\$61.73	\$31,260.84
3405 DRUG ENFORCEMENT - FEDERAL	\$37,072.10	\$58.20	\$1,252.92	\$35,877.38
3406 DRUG COURT PROGRAM FUND	\$191,168.51	\$1,798.33	\$35.97	\$192,930.87
3501 HIDTA	\$36,112.42	\$0.00	\$36,112.42	\$0.00
3503 RURAL COMMUNITY GRANT	\$188,863.91	\$0.00	\$128.20	\$188,735.71
3510 JDC GRANT FUND	\$31,941.53	\$0.00	\$649.47	\$31,292.06
3511 DEM GRANT FUND	\$35,802.06	\$880.00	\$76,945.86	(\$40,263.80)
3512 ENVIRONMENTAL AFFAIRS GRANT	(\$45.98)	\$1,337.67	\$1,560.69	(\$269.00)
3513 DRUG COURT GRANT FUND	(\$330.15)	\$25,689.65	\$23,302.33	\$2,057.17
3514 LAW ENFORCEMENT GRANT FUN	\$1,893.45	\$0.00	\$1,800.00	\$93.45
3515 ANIMAL SHELTER GRANT FUND	\$10,000.00	\$0.00	\$7,698.67	\$2,301.33
3516 ANIMAL SHELTER PROJECTS FUN	\$48,744.82	\$268.00	\$0.00	\$49,012.82
3517 JUVENILE COURT GRANT FUND	(\$740.33)	\$1,580.86	\$862.50	(\$21.97)
3518 AR HERITAGE PRESERVATION FU	(\$2,805.00)	\$0.00	\$0.00	(\$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	\$861,342.99	\$29,904.20	\$30,434.45	\$860,812.74
Sub-Total	\$23,425,055.31	\$5,175,005.70	\$6,783,740.77	\$21,816,320.24
6000 TREASURER'S COMMISSION	\$962,434.46	\$82,014.59	\$0.00	\$1,044,449.05
6002 COLLECTOR'S UNAPPORTIONED	\$8,604,141.59	\$4,303,391.16	\$3,860,185.04	\$9,047,347.71
6003 PROPERTY TAX RELIEF	\$581,081.58	\$69,776.74	\$66,122.61	\$584,735.71
6004 DELINQUENT PERSONAL TAX	\$0.00	\$181,271.62	\$181,271.62	\$0.00
6005 DELINQUENT REAL TAXES	\$0.00	\$119,078.78	\$119,078.78	\$0.00
6006 TIMBER TAX	\$0.00	\$1,176.07	\$1,176.07	\$0.00
6008 STATE LAND SALES	\$0.00	\$106,479.17	\$106,479.17	\$0.00

ACCOUNT	BEGIN BALANCE	REVENUES	EXPENDITURES	END BALANCE
6010 ADMIN JUSTICE	\$0.00	\$82,519.19	\$82,519.19	\$0.00
6011 INTEREST	\$0.00	\$53,112.03	\$53,112.03	\$0.00
6013 COMMON SCHOOL	\$4,231.30	\$190.51	\$0.00	\$4,421.81
6016 COUNTY FIRE PROTECTION PREM	\$0.00	\$123,191.93	\$123,191.93	\$0.00
6017 COUNTY SHERIFF'S OFFICE FUND	\$0.00	\$869.81	\$469.48	\$400.33
6406 BOSTON MOUNTAIN SOLID WAST	\$793.31	\$1.23	\$0.03	\$794.51
6425 HAZMAT	\$0.00	\$397.80	\$397.80	\$0.00
6475 ESCHEATED ESTATES	\$25,601.09	\$0.00	\$0.00	\$25,601.09
6498 PAYROLL	\$0.00	\$1,431,505.26	\$1,431,505.26	\$0.00
6499 PAYROLL CLEARING	\$0.00	\$989,442.11	\$989,442.11	\$0.00
6550 MORROW FIRE DUES	\$0.00	\$315.04	\$315.04	\$0.00
6551 WHEELER FIRE DUES	\$0.00	\$468.09	\$468.09	\$0.00
6552 ROUND MOUNTAIN FIRE DUES	\$0.00	\$486.27	\$486.27	\$0.00
6553 NOB HILL FIRE DUES	\$0.00	\$2,376.24	\$2,376.24	\$0.00
6554 GOSHEN FIRE DUES	\$0.00	\$2,837.80	\$2,837.80	\$0.00
6555 PGROVE/FARM FIRE DUES	\$0.00	\$2,484.35	\$2,484.35	\$0.00
6556 LINCOLN FIRE DUES	\$0.00	\$1,503.31	\$1,503.31	\$0.00
6557 WEDINGTON FIRE DUES	\$0.00	\$1,018.56	\$1,018.56	\$0.00
6558 STRICKLER FIRE DUES	\$0.00	\$360.05	\$360.05	\$0.00
6559 WHITEHOUSE FIRE DUES	\$0.00	\$283.54	\$283.54	\$0.00
6560 WEST FORK FIRE DUES	\$0.00	\$1,665.34	\$1,665.34	\$0.00
6601 CITY OF FAYETTEVILLE	\$0.00	\$144,594.27	\$144,594.27	\$0.00
6602 CITY OF SPRINGDALE	\$0.00	\$145,702.71	\$145,702.71	\$0.00
6603 CITY OF PRAIRIE GROVE	\$0.00	\$9,516.05	\$9,516.05	\$0.00
6604 CITY OF WEST FORK	\$0.00	\$3,302.00	\$3,302.00	\$0.00
6605 CITY OF LINCOLN	\$0.00	\$2,354.74	\$2,354.74	\$0.00
6606 CITY OF WINSLOW	\$0.00	\$156.71	\$156.71	\$0.00
6607 CITY OF TONTITOWN	\$0.00	\$10,474.18	\$10,474.18	\$0.00
6608 CITY OF FARMINGTON	\$0.00	\$13,106.19	\$13,106.19	\$0.00
6609 CITY OF GREENLAND	\$0.00	\$726.63	\$726.63	\$0.00
6610 CITY OF ELKINS	\$0.00	\$4,908.61	\$4,908.61	\$0.00
6611 CITY OF ELM SPRINGS	\$0.00	\$3,186.69	\$3,186.69	\$0.00
6612 CITY OF JOHNSON	\$0.00	\$13,123.61	\$13,123.61	\$0.00
6613 CITY OF GOSHEN	\$0.00	\$2,036.38	\$2,036.38	\$0.00
6614 FAYETTEVILLE LIBRARY	\$0.00	\$136,052.96	\$136,052.96	\$0.00
6701 FAYETTEVILLE SCHOOL DISTRICT	\$0.00	\$1,408,093.76	\$1,408,093.76	\$0.00
6706 FARMINGTON SCHOOL DISTRICT	\$0.00	\$170,010.75	\$170,010.75	\$0.00
6710 ELKINS SCHOOL DISTRICT	\$0.00	\$45,903.84	\$45,903.84	\$0.00
6714 WEST FORK SCHOOL DISTRICT	\$0.00	\$52,558.00	\$52,558.00	\$0.00
6721 SILOAM SPRINGS SCHOOL DISTRICT	\$0.00	\$22,333.71	\$22,333.71	\$0.00
6723 PRAIRIE GROVE SCHOOL DISTRICT	\$0.00	\$132,261.19	\$132,261.19	\$0.00
6748 LINCOLN SCHOOL DISTRICT	\$0.00	\$66,218.69	\$66,218.69	\$0.00
6750 SPRINGDALE SCHOOL DISTRICT	\$0.00	\$1,386,855.00	\$1,386,855.00	\$0.00
6795 GREENLAND SCHOOL DISTRICT	\$0.00	\$44,906.55	\$44,906.55	\$0.00
6801 RUPPLE IMPROVEMENT DISTRICT	\$0.00	\$1,447.49	\$1,447.49	\$0.00
6803 HOMESTEAD IMP DISTRICT	\$0.39	\$335.89	\$336.28	\$0.00
6805 BEL CLAIRE IMP DISTRICT	\$0.00	\$1,749.72	\$1,749.72	\$0.00
6840 FAYETTEVILLE TIF DISTRICT	\$0.00	\$8,000.96	\$8,000.96	\$0.00
Sub-Total	\$10,178,283.72	\$11,388,133.87	\$10,858,667.38	\$10,707,750.21
Grand Total	\$33,603,339.03	\$16,563,139.57	\$17,642,408.15	\$32,524,070.45

**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	\$ 669,032.25	\$ (5,282.99)	-0.78%
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	\$ 5,190,063.26	\$ 102,532.47	2.02%
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	\$ 909,350.93	\$ (7,180.67)	-0.78%
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	\$ 7,054,352.03	\$ 139,362.47	2.02%
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	\$ 147,664.06	\$ 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	\$ 142,035.25	\$ 4,122.87	2.99%
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	\$ 1,134,093.05	\$ 52,296.12	4.83%
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	308,655.27
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	6,428,800.36 YTD
Projection	11,825,000.00	12,000,000.00	14,200,000.00
Paid %	94.94%	95.12%	
Thru August	5,217,749.88	5,558,436.52	6,428,800.36
Millage Rate	3.9	3.9	4.4

**1002 Employee Insurance
August-19**

Beginning Balance: \$3,107,724.19						
	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
Excess Commission Distribution - Treasurer	\$ -	\$ -	\$ 3,307.17	\$ -	\$ -	\$ -
Insurance - Retiree Payments	\$ 11,055.52	\$ 10,515.02	\$ 95,022.87	\$ -	\$ -	\$ 1,486.66
Insurance Premiums from Employees	\$ 90,752.12	\$ 134,948.01	\$ 739,499.66	\$ -	\$ -	\$ -
Insurance Contribution from County	\$ 300,104.00	\$ 300,104.00	\$ 2,698,140.00	\$ -	\$ -	\$ -
Life Insurance Premiums from Employees*	\$ 19,025.96	\$ 28,374.83	\$ 152,951.66	\$ 19,025.96	\$ 28,374.83	\$ 152,951.66
Life Insurance Contribution from County	\$ 7,040.00	\$ 7,040.00	\$ 63,327.00	\$ -	\$ -	\$ -
Interest	\$ 4,532.85	\$ 4,016.79	\$ 31,954.78	\$ -	\$ -	\$ -
Benefitfocus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,738.56
ACA-Centers for Medicare/Medicaid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Blue Administrative Expenses	\$ -	\$ -	\$ -	\$ 17,398.75	\$ 17,600.00	\$ 141,767.95
Conexis	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
First Care North Mana Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Group Service Underwriters	\$ -	\$ -	\$ -	\$ 39,340.24	\$ 39,005.23	\$ 362,863.93
IMWELL Health	\$ -	\$ -	\$ -	\$ 13,849.76	\$ 13,323.77	\$ 124,924.97
Mutual Of Omaha Policy Holder Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCMAT Background Screening LLC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ozark Guidance Center	\$ -	\$ -	\$ -	\$ -	\$ 2,058.75	\$ 6,176.25
Reliastar Life Insurance Company	\$ -	\$ -	\$ -	\$ 2,208.96	\$ 2,206.30	\$ 20,035.08
TC	\$ -	\$ -	\$ -	\$ 90.66	\$ 1,280.09	\$ 3,967.68
Transfer by Court Order	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UAMS Family Medical Center	\$ -	\$ -	\$ -	\$ 1,359.36	\$ 1,879.32	\$ 12,647.83
United States Treasury	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,702.35
Usable Mutual Insurance	\$ -	\$ -	\$ -	\$ 408,495.51	\$ 336,471.17	\$ 2,868,578.26
Wageworks Inc.	\$ -	\$ -	\$ -	\$ 396.00	\$ 396.00	\$ 3,120.48
Wash Co FOP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 432,510.45	\$ 544,986.12	\$ 3,904,042.75	\$ 502,165.20	\$ 442,595.46	\$ 3,705,502.16
Ending Balance: \$3,038,069.44						

*goes into 1800 Flex Spending

Unappropriated Reserve Balance Report

8/1/2019 to 8/31/2019

Fund Description	1/1/2019	8/1/2019	August Change	Change Explanation	8/31/2018	YTD Change
	Unappropriated Reserve Balance	Unappropriated Reserve Balance			Unappropriated Reserve Balance	
1000 - General Fund	4,624,020	4,292,266	(47,922)	ORD-53 \$1171; ORD-55 \$21,500; ORD-57 \$732; ORD-59 legal fees \$24,518	4,244,344	(379,676)
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			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)	(1,045,112)			(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)			(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	10,830,510	(47,922)		0	(1,661,472)
					10,782,588	
					General Fund	4,244,344
					Jail Fund	(1,045,112)
					Net General	3,199,232

**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	48,642	28	297,117	8,505	124,920	71.0%	69.0%
1000	101	County Clerk	536,585	58,435	0	348,848	11,448	176,289	67.1%	65.0%
1000	102	Circuit Clerk	918,438	93,156	569	575,810	24,694	317,933	65.4%	62.7%
1000	103	Treasurer	299,226	33,742	0	208,553	5,724	84,949	71.6%	69.7%
1000	104	Tax Collector	1,167,430	121,303	0	775,921	30,051	361,458	69.0%	66.5%
1000	105	Assessor	2,322,019	271,296	1,704	1,633,675	70,090	618,254	73.4%	70.4%
1000	106	Board of Equalization	1,173,285	84,984	0	707,848	415,880	49,558	95.8%	60.3%
1000	107	Quorum Court	319,314	17,439	196	121,224	2,734	195,356	38.8%	38.0%
1000	108	Buildings and Grounds	2,276,285	316,893	8,815	1,640,631	195,323	440,331	80.7%	72.1%
1000	109	Elections	339,347	23,554	446	162,888	29,430	147,029	56.7%	48.0%
1000	110	County Planning	395,267	37,651	1,515	284,894	10,795	99,578	74.8%	72.1%
1000	113	Financial Management	367,570	36,847	0	257,519	12,137	97,914	73.4%	70.1%
1000	115	Computer/IS Department	1,441,110	94,587	20,885	957,899	71,889	411,322	71.5%	66.5%
1000	118	General Services	209,635	12,025	24	173,842	3,901	31,892	84.8%	82.9%
1000	119	Archiving/Records Management	148,884	9,227	0	71,677	11,734	65,473	56.0%	48.1%
1000	120	Grants Administrator	147,650	14,441	0	93,683	6,295	47,672	67.7%	63.4%
1000	121	Human Resources	329,226	30,864	6	217,721	22,989	88,516	73.1%	66.1%
1000	122	County Attorney	231,896	21,753	341	150,284	30,227	51,384	77.8%	64.8%
1000	300	County Health	17,169	657	64	14,732	336	2,101	87.8%	85.8%
1000	301	Ambulance Service	921,174	76,765	0	614,116	307,058	0	100.0%	66.7%
1000	308	Animal Shelter	708,954	68,829	6,624	468,475	47,831	192,648	72.8%	66.1%
1000	400	Sheriff	9,342,021	896,556	39,003	6,271,387	324,561	2,746,073	70.6%	67.1%
1000	401	Circuit Court I	34,542	1,885	382	9,559	2,891	22,092	36.0%	27.7%
1000	402	Circuit Court II	63,924	1,321	2,233	16,733	4,790	42,401	33.7%	26.2%
1000	403	Circuit Court III	1,181,618	115,233	4,621	738,233	51,972	391,413	66.9%	62.5%
1000	404	Circuit Court IV	121,461	10,983	952	76,716	8,647	36,098	70.3%	63.2%
1000	405	Circuit Court V	28,474	867	941	9,496	5,233	13,745	51.7%	33.4%
1000	406	Circuit Court VI	56,210	1,124	996	16,088	3,677	36,445	35.2%	28.6%
1000	407	Circuit Court VII	35,281	2,083	279	22,123	1,520	11,638	67.0%	62.7%
1000	409	District Court Fayetteville	43,368	0	0	21,037	22,331	0	100.0%	48.5%
1000	410	District Court Springdale	37,590	0	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	0	0	11,999	17,797	0	100.0%	40.3%
1000	413	District Court Elkins	27,886	0	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	133,398	4,021	869,863	49,408	439,282	67.7%	64.0%

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	417	Public Defender	535,264	50,576	2,559	332,343	18,304	184,617	65.5%	62.1%
1000	419	Coroner	362,708	35,935	59	244,399	7,865	110,444	69.6%	67.4%
1000	420	Constables	43	0	0	46	0	(3)	105.8%	105.8%
1000	428	Sheriff-Work Release	19,670	2,536	1,790	7,713	3,178	8,778	55.4%	39.2%
1000	440	COURT REPOROTING SRVCS	18,720	1,560	0	12,480	6,240	0	100.0%	66.7%
1000	444	Juvenile Detention	1,549,261	150,363	4,583	1,009,786	71,964	467,512	69.8%	65.2%
1000	500	Dept of Emergency Management	307,853	21,397	1,577	207,012	8,577	92,263	70.0%	67.2%
1000	502	Fire Departments	850,334	212,484	0	638,228	211,961	146	100.0%	75.1%
1000	505	County Judge-Emergency Budget	75,000	0	0	0	0	75,000	0.0%	0.0%
1000	702	Environmental Affairs	414,594	50,497	10,781	272,383	63,902	78,309	81.1%	65.7%
1000	800	Veterans Service	144,639	15,787	246	95,868	3,361	45,410	68.6%	66.3%
1000	801	Extension Office	224,612	0	0	111,131	111,000	2,481	98.9%	49.5%
1000	8888	General-Transfer Out	581,229	50,000	0	88,806	0	492,423	15.3%	15.3%
Total	1000 - General Fund		32,215,838	3,227,673	116,237	20,949,708	2,363,456	8,902,675	72.4%	65.0%
1002 - Employee Insurance Fund										
1002	125	Employee Insurance	5,084,261	483,049	0	3,443,356	957,981	682,924	86.6%	67.7%
Total	1002 - Employee Insurance Fund		5,084,261	483,049	0	3,443,356	957,981	682,924	86.6%	67.7%
1800 - Flexible Spending Fund										
1800	126	Flexible Spending	272,100	20,564	0	186,274	80,893	4,933	98.2%	68.5%
Total	1800 - Flexible Spending Fund		272,100	20,564	0	186,274	80,893	4,933	98.2%	68.5%
1906 - Animal Shelter Fund										
1906	308	Animal Shelter Fund	922	161	121	161	121	640	30.6%	17.5%
Total	1906 - Animal Shelter Fund		922	161	121	161	121	640	30.6%	17.5%
2000 - Road Fund										
2000	200	County Road	9,760,131	1,009,277	175,776	6,832,660	578,922	2,348,549	75.9%	70.0%
2000	201	Road 1/2 Cent Sales Tax	2,570,000	128,296	0	2,223,421	51,354	295,225	88.5%	86.5%
Total	2000 - Road Fund		12,330,131	1,137,573	175,776	9,056,081	630,276	2,643,774	78.6%	73.4%
3000 - Treasurer's Automation Fund										
3000	103	Treasurer's Automation	17,870	1,170	358	6,355	484	11,030	38.3%	35.6%
Total	3000 - Treasurer's Automation Fund		17,870	1,170	358	6,355	484	11,030	38.3%	35.6%
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	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
3001	104	Collector's Automation	430,072	12,215	340	188,842	16,314	224,917	47.7%	43.9%
Total	3001 - Collector's Automation Fund		430,072	12,215	340	188,842	16,314	224,917	47.7%	43.9%
3002 - Circuit Court Automation Fund										
3002	437	Circuit Court Automation	30,585	1,327	1,699	15,641	4,655	10,289	66.4%	51.1%
Total	3002 - Circuit Court Automation Fund		30,585	1,327	1,699	15,641	4,655	10,289	66.4%	51.1%
3004 - Assessor's Amendment 79 Fund										
3004	105	Assessor's Amendment 79	73,537	2,682	1,430	47,278	1,511	24,748	66.3%	64.3%
Total	3004 - Assessor's Amendment 79 Fund		73,537	2,682	1,430	47,278	1,511	24,748	66.3%	64.3%
3005 - County Clerk's Cost Fund										
3005	101	County Clerk's Cost	139,150	985	0	53,596	15,260	70,294	49.5%	38.5%
Total	3005 - County Clerk's Cost Fund		139,150	985	0	53,596	15,260	70,294	49.5%	38.5%
3006 - Recorder's Cost Fund										
3006	128	Recorder's Cost	895,439	61,581	1,283	430,000	46,692	418,747	53.2%	48.0%
3006	8888	Recorder's Costs Transfers Out	700,000	98,090	0	586,845	0	113,155	83.8%	83.8%
Total	3006 - Recorder's Cost Fund		1,595,439	159,670	1,283	1,016,845	46,692	531,902	66.7%	63.7%
3008 - County Library Fund										
3008	600	County Library	2,366,071	196,588	8,239	1,585,383	638,388	142,299	94.0%	67.0%
3008	610	Co Lib-Greenland Branch	22,490	1,558	0	9,675	642	12,173	45.9%	43.0%
3008	611	Co Lib-Winslow Branch	17,667	1,211	221	8,242	221	9,204	47.9%	46.7%
Total	3008 - County Library Fund		2,406,228	199,357	8,460	1,603,300	639,251	163,676	93.2%	66.6%
3010 - County Clerk Operating Fund										
3010	101	County Clerk Operating	15,000	366	0	1,025	0	13,975	6.8%	6.8%
Total	3010 - County Clerk Operating Fund		15,000	366	0	1,025	0	13,975	6.8%	6.8%
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	21,896	27,221	145,428	67,580	173,920	55.1%	37.6%
Total	3014 - Communication Facility/Equip		386,928	21,896	27,221	145,428	67,580	173,920	55.1%	37.6%

**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
3017 - Jail Operations & Maintenance										
3017	127	Jail-Maintenance	1,213,500	68,753	4,912	583,990	349,436	280,074	76.9%	48.1%
3017	418	Jail Operations	15,200,412	1,590,865	52,399	10,458,604	868,544	3,873,265	74.5%	68.8%
Total	3017 - Jail Operations & Maintenance		16,413,912	1,659,618	57,311	11,042,593	1,217,980	4,153,338	74.7%	67.3%
3019 - Boating Safety Fund										
3019	400	Boating Safety	7,660	341	144	1,343	144	6,173	19.4%	17.5%
Total	3019 - Boating Safety Fund		7,660	341	144	1,343	144	6,173	19.4%	17.5%
3020 - Emergency 911 Fund										
3020	501	Emergency 911	768,202	42,620	0	348,801	154,224	265,177	65.5%	45.4%
Total	3020 - Emergency 911 Fund		768,202	42,620	0	348,801	154,224	265,177	65.5%	45.4%
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	663	570	2,649	1,547	4,305	49.4%	31.2%
Total	3031 - Circuit Court Juv Div Fund		8,500	663	570	2,649	1,547	4,305	49.4%	31.2%
3039 - Circuit Clerk Commissioner Fee										
3039	129	Circuit Clerk Commissioner Fee	25,000	5,304	0	11,775	3,061	10,164	59.3%	47.1%
Total	3039 - Circuit Clerk Commissioner Fee		25,000	5,304	0	11,775	3,061	10,164	59.3%	47.1%
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	514	0	514	0	2,036	20.1%	20.1%
Total	3075 - CSU Fund		2,550	514	0	514	0	2,036	20.1%	20.1%
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			
3400	8888	FEMA - Transfer Out	0	798,176	0	798,176	0	(798,176)	#DIV/0!	#DIV/0!
Total	3400 - FEMA		537,939	798,176	0	801,290	0	(263,351)	149.0%	149.0%
3401 - HIV Clinic Fund										
3401	305	HIV Clinic	176,698	12,715	0	108,817	31,651	36,231	79.5%	61.6%
Total	3401 - HIV Clinic Fund		176,698	12,715	0	108,817	31,651	36,231	79.5%	61.6%
3402 - Law Library Fund										
3402	422	Law Library	98,001	8,397	0	59,736	34,466	3,799	96.1%	61.0%
Total	3402 - Law Library Fund		98,001	8,397	0	59,736	34,466	3,799	96.1%	61.0%
3404 - Drug Enforcement - State Fund										
3404	400	Drug Enforcement-State	36,855	26	0	14,540	0	22,315	39.5%	39.5%
Total	3404 - Drug Enforcement - State Fund		36,855	26	0	14,540	0	22,315	39.5%	39.5%
3405 - Drug Enforcement- Fed Fund										
3405	400	Drug Enforcement-Federal	23,519	1,253	4,552	14,503	4,906	4,110	82.5%	61.7%
Total	3405 - Drug Enforcement- Fed Fund		23,519	1,253	4,552	14,503	4,906	4,110	82.5%	61.7%
3501 - HIDTA										
3501	426	HIDTA 2016	25	0	0	0	0	25	0.0%	0.0%
3501	430	HIDTA 2018	355,640	0	0	203,058	0	152,582	57.1%	57.1%
3501	438	HIDTA 2019	358,731	36,112	0	36,112	0	322,619	10.1%	10.1%
3501	487	HIDTA 2017	31,131	0	0	31,132	0	(1)	100.0%	100.0%
Total	3501 - HIDTA		745,527	36,112	0	270,302	0	475,225	36.3%	36.3%
3503 - Rural Community Grants Fund										
3503	603	Brentwood Community Grant	6,367	128	0	848	732	4,787	24.8%	13.3%
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	128	0	848	732	299,787	0.5%	0.3%
3510 - JDC Grant Fund										
3510	454	JDC GIA 2018-19 Grant	22,150	649	0	22,141	0	9	100.0%	100.0%
3510	536	JDC GIA 2019-20 Grant	31,167	0	0	0	0	31,167	0.0%	0.0%
Total	3510 - JDC Grant Fund		53,317	649	0	22,141	0	31,176	41.5%	41.5%

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
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	66,858	5,753	0	67,258	0	(400)	100.6%	100.6%
3511	564	SWAT 2017	145,803	1,826	0	145,442	0	361	99.8%	99.8%
3511	565	SWAT 2018	247,000	18,000	0	31,107	0	215,893	12.6%	12.6%
3511	566	USAR 2018	345,951	0	40,050	0	40,050	305,901	11.6%	0.0%
3511	567	WMD Fayetteville Fire 2018	235,000	51,042	0	51,042	36,997	146,961	37.5%	21.7%
3511	570	DEM Radio System	99,915	325	0	8,018	371	91,525	8.4%	8.0%
Total	3511 - DEM Grant Fund		1,150,946	76,946	40,050	302,867	77,418	770,660	33.0%	26.3%
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	1,561	355	3,542	489	359	91.8%	80.7%
Total	3512 - Environmental Affairs Grant Fd		6,480	1,561	355	3,542	489	2,449	62.2%	54.7%
3513 - Drug Court Grant Fund										
3513	492	SAMHSA 2018/2019	310,115	24,454	15,487	255,476	22,556	32,083	89.7%	82.4%
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	24,454	15,487	255,476	22,556	357,083	43.8%	40.2%
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	1,800	0	6,000	0	6,175	49.3%	49.3%
3514	576	SCAAP 2017	82,701	0	0	76,730	0	5,971	92.8%	92.8%
3514	586	JAG 2019	14,411	0	0	14,411	0	0	100.0%	100.0%
Total	3514 - Law Enforcement Grant Fund		119,653	1,800	0	103,258	0	16,395	86.3%	86.3%
3515 - Animal Shelter Grant Fund										
3515	311	Animal Shelter GIF	10,000	7,699	0	7,699	0	2,301	77.0%	77.0%
Total	3515 - Animal Shelter Grant Fund		10,000	7,699	0	7,699	0	2,301	77.0%	77.0%

**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
3516 - Animal Shelter Projects Fund										
3516	308	Animal Shelter Projects	33,780	0	1,898	0	1,898	31,882	5.6%	0.0%
Total	3516 - Animal Shelter Projects Fund		33,780	0	1,898	0	1,898	31,882	5.6%	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	863	1,103	12,288	1,592	4,152	77.0%	68.1%
3517	8888	Transfer Out	0	0	0	1,414	0	(1,414)	#DIV/0!	#DIV/0!
Total	3517 - JUVENILE COURT GRANT FUND		22,721	863	1,103	13,703	1,592	7,427	67.3%	60.3%
3518 - AR HERITAGE PRESERVATION FUND										
3518	630	AR HERITAGE PRESERVATION 2018	75,100	0	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	0	0	67,800	0	7,300	90.3%	90.3%
3550 - CSU Grant										
3550	340	CSU Grant	0	0	374	0	3,413	(3,413)	#DIV/0!	#DIV/0!
Total	3550 - CSU Grant		0	0	0	3,039	3,413	(3,413)	#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	239,641	119,345	1,014	99.7%	66.6%
Total	5800 - Court Costs & Fines Fund		360,000	29,836	0	239,641	119,345	1,014	99.7%	66.6%
Grand Total			76,672,872	7,978,361	454,396	50,452,041	6,499,897	19,723,973	74.3%	65.8%

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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 CHANGING THE TITLE OF
KENNEL SUPERVISOR TO KENNEL
SUPERINTENDENT IN THE ANIMAL
SHELTER BUDGET FOR 2019.**

WHEREAS, the Washington County Animal Shelter desires
to change the title of Kennel Supervisor to Kennel Superintendent for 2019.

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

ARTICLE 1. The title of the personnel position of Kennel
Supervisor (Position 0308007), Grade 14 in the Animal Shelter Budget is hereby changed
to Kennel Superintendent (Position 0308007), Grade 16 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

September 9, 2019

Members of the JESAP and Personnel Committees,

The Director (Animal Shelter) would like to request a change to one of the current kennel staff positions located there. This is not an addition - simply a change to existing personnel; the change would be moving a Kennel Supervisor (Grade 14 – 0308007) position into a Kennel Superintendent (Grade 16 – 0308007) position.

The need to streamline operations in order to maximize productivity is the primary goal of this change. Adding this additional level of supervision to the kennel staff will allow for better efficiency to the overall flow of the Animal Shelter. This position is self-funded from the shelter's current 2019 budget and will not require additional funding from the General Fund.

Thank you for your consideration.

Respectfully,

Joseph K. Wood
Washington County
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701
Telephone: (479) 444-1700 • Fax: (479) 444-1889
josephwood@co.washington.ar.us
Washington County is an Equal Employment Opportunity Employer M/F/D/V

Washington County Kennel Superintendent-Animal Services Job Description

Job Code:	16
Exempt:	No
Department:	County Judge - Animal Services
Reports To:	Shelter Director
Location:	Shelter Facilities
Date Prepared:	August 07, 2019
Date Revised:	August 09, 2019

GENERAL DESCRIPTION OF POSITION

This position trains and oversees the duties of the Kennel Supervisors, Kennel Attendants, Inmate Labor and Veterinary Technician. Maintains work schedules for Kennel personnel. Actively works along Kennel Supervisors and Veterinary Technician to assure policies and procedures are being met. Provide care and treatment of incoming animals as assigned by the Director. Perform tests for Heartworm Disease, Parvovirus, Feline leukemia, Feline Immunodeficiency Virus, and Intestinal Parasites.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Train and supervise Kennel Supervisors and oversees the training and supervision of/inmate labor in shelter cleaning and basic animal care.
2. Provide, under the supervision of the Director, care and treatment of incoming animals. Provide proper documentation of pertinent information in Shelter records. Train Kennel Supervisor Positions.
3. Assist in providing humane euthanasia for shelter animals and maintain inventory of use of federally controlled drugs to meet DEA requirements.
4. Assist in care and treatment of ill and injured animals, forwarding any noted illness or injury information to the Director.
5. Perform behavior assessments on animals being placed in the adoption area.
6. Maintain equipment and building maintenance.
7. Help the office staff at the surrender counter so that animals are handled properly and moved to holding area efficiently and humanely.
8. Maintain both hard copy and computerized kennel records.
9. Supervise the preparation of adopted animals to leave the shelter, insuring that the animal is clean, properly vaccinated and wormed, and micro chipped. Assure that any medicine and doctor instructions are ready to be given to the client. And Present the animal to the adopter.
10. Supervise food preparation and distribution. With the help of the Kennel Supervisors, notify the Shelter Director of any animal that is not eating or consuming water or is showing any sign of illness.
11. Train and Supervise Kennel Supervisor in cleaning food/water bowls, litter boxes and kennels.

12. Oversee general duties and assist Veterinary Technician when necessary.
13. Draw blood for diagnostic testing. Administer vaccinations and medications.
14. Media Relations: Choose and take animals for weekly TV and Radio recordings, write biographies for the animals, and produce commercials when needed.
15. Prepare inmate time sheets and weekly evaluations. Work with the director for disciplinary actions necessary for inmate labor.
16. Supplying appropriate paperwork for Animal Control agencies to use upon intake.
17. Attend yearly training to maintain and increase knowledge of shelter medicine and biohazard concerns.
18. 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 3 years related experience and/or training, and 7 to 11 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 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

Euthanasia Certification within the first 12 months.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Alphanumeric Data Entry, Contact Management, 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

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 moderate size group (8-15) of employees, but possibly smaller if difficult, semi-technical work, requiring considerable direction and assistance, is involved. Plans, directs and coordinates work, makes decisions, and performs personally the more difficult aspects of the same broad assignment.

Supervises the following departments: Supervises 4 supervisory employees as well as 10 non-supervisory employee(s)/inmate labor.

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, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for 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 complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

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.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. 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, use hands to finger, handle, or feel; frequently required to walk, reach with hands and arms, talk or hear; and occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 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 EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 3 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Responsible for maintaining and scheduling repairs of seven (7) floor cleaning machines.

Responsible for ordering and maintaining inventory of cleaning supplies and equipment.

Responsible for completing property control records for disposal of damaged equipment.

Responsible for proper use and maintenance of incinerator and maintaining all EPA required logs.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2019
 POSITION **Kennel Superintendent-Animal Services**
 JOB CODE: **16**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	6	64
2	Experience-Minimum time to become familiar with management requirements of the job.	2	66
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 4	6 50
		4B 4	
		4C 4	
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.	3	55
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 1	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	4	57
12	Contacts with Employees: Responsibility for effective handling of others.	4	38
13	Machine-Computer Operations	4	38
14	Working Conditions	3	18
15	Physical Demand	5	24
TOTAL VALUE			743

SIGNED: _____

Item 19-I-085

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 DIRECTOR (JUVENILE COURT/SPO) TO DIRECTOR (JUVENILE SERVICES/SPO) IN THE CIRCUIT COURT III BUDGET FOR 2019; AND, INCREASING THE SALARY FOR SAID POSITION.

WHEREAS, Circuit Court III desires to change the title and increase the salary 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 Director (Juvenile Court/SPO), Grade 24 (Position 0403001) in the Circuit Court III budget of the General Fund (10000403) is hereby changed to Director (Juvenile Services/SPO), Grade 25 (Position 0403001) for 2019.

ARTICLE 2. The salary of Position 0403001 in the Circuit Court III budget is hereby increased by ten percent from \$60,643 to \$66,708.

ARTICLE 3. There is hereby appropriated the total amount of \$7460 from unappropriated reserves in the General Fund (1000) to the following salary line items in the Circuit Court III Budget for 2019:

Salaries, Full-Time	(10000403-1001)	\$ 6,065
Social Security Matching	(10000403-1006)	465
Noncontributory Retirement	(10000403-1008)	930

TOTAL APPROPRIATION \$ 7,460

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Butch Pond**

Date of Passage:

Members Voting For:



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 F. FORT
Official Court Reporter
rfourt@co.washington.ar.us

August 29, 2019

Re: Request to have the Director of Juvenile Court Services grade and salary adjusted

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

The Director of Juvenile Court Services/SPO position has been re-rated to a grade twenty five per the consultant. I am requesting that the Director of Juvenile Court Services/SPO position be adjusted to grade twenty five and be given a ten percent salary increase for the following reasons:

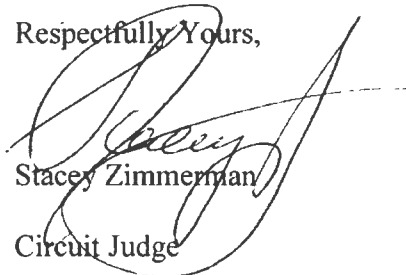
1. The current Director has been a Washington County employee for eighteen years, with five years with the Washington County Juvenile Detention Center before her thirteen years at Juvenile Court;
2. The current Director oversees the Juvenile Court budget of \$1,172,771.00 and other grant budgets;
3. The current Director has shown exemplary performance in her job duties, receiving complimentary evaluations throughout her period with Juvenile Court;
4. She is bi-lingual in English and Spanish;
5. She completed the one hundred hour course to become law enforcement certified and has maintained her firearms qualifications throughout the subsequent years;
6. The current Director is devoted advocated to alternatives to detention programs and has assisted in creating programs for the juveniles and their families to reduce detention admissions;
7. The current Director has extensive experience in all aspects of Juvenile justice, Juvenile Detention Alternatives Initiative, evidence-based programing and best practices in juvenile probation supervision in which she leads and trains the rest of the Juvenile Court Intake and Probation Officers;

8. The current Director of Juvenile Court Services received the Arkansas Juvenile Officer of the Year award in 2018 from the Arkansas Juvenile Officer Association;
9. The current Director has recently been asked to be part of an advisory team lead by the Robert F. Kennedy Children's Action Corps, the Supreme Court of Arkansas and the Administrative Office of the Courts to create juvenile officer certification standards and training requirements. This project will produce a new Juvenile Probation Officer Training Curriculum and an Annual Plan to ensure compliance with the new certifications and requirements.

The Juvenile Court budget has \$28, 149.88 in unspent salaries this year due to a vacant position that has not been filled since April of this year. Additionally, the state of Arkansas reimburses Washington County \$15,000 every year for the Director's salary.

In the 2018 budget, Juvenile Court's budget had \$56,708.87 in unspent money in salaries and \$22, 694.95 in unspent money in Supplies/Services, for a total of \$79,403.82 that was returned to the general county fund. In addition, the State of Arkansas reimbursed Washington County a total of \$180,000.00 for Juvenile Officers' Salaries.

Respectfully Yours,

A handwritten signature in black ink, appearing to read 'Stacey Zimmerman', is written over a horizontal dashed line. The signature is fluid and cursive.

Stacey Zimmerman

Circuit Judge

Washington County Director of Juvenile Court Services/SPO Job Description

Job Code: 25
Exempt: Yes
Department: Juvenile Court Division
Reports To: Circuit Court Judge
Location: Washington County Juvenile Court Building
Date Prepared: July 25, 2019
Date Revised:

GENERAL DESCRIPTION OF POSITION

Duties for this position must be done in a confidential manner pursuant to AR code Annotated 9-27-309. The Director/SPO serves directly under the Elected Official-Circuit Judge and is responsible for supervision of all Juvenile Probation Staff, management of Juvenile Probation Office. Serves as a liaison between the court, juvenile probation office, community and other agencies, and should be able to work with minimum supervision. This position requires an individual with excellent verbal and written communication skills. Must have strong skills in prioritizing, decision making and resolving problems and represent the Washington County Juvenile Court in a professional, tactful, and efficient manner. Maintain all financial accounts with the department's budget as well as any grant funding assigned to a specific fund by the county comptroller.

Serve as a Juvenile Detention Alternative Initiative (JDAI) Coordinator and serve as a community liaison with all stakeholders such as local Law Enforcement, Educational institutions, Providers (public and private), and represent Juvenile court at local, state and national meetings and conferences.

Serve as a data analyst for the purpose of JDAI; analyzing data using basic statistical techniques, understanding potential impact, risks, or trends that cause disruption, compile statistical data, submit data reports to multiple agencies and committees, and present data in quarterly meetings. Develop possible solutions for how situations should be handled and communicate to leadership and key stakeholders.

To ensure the safety of the Washington County Juvenile Court staff, visitors, clients, and members of the community, some Juvenile Officers, including the Director, will be appointed by the Judge to receive and complete additional training and law enforcement certification as Court Security Officers. Court Security Officers will assist the Washington County Sheriff's Office with providing security for the courthouse, assist Juvenile 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 (SPO), the Court Security Officers have the authority to make arrests both with and without a warrant, carry a firearm while on duty, and use force to control or terminate violent behavior and safely take offenders into custody.

Additionally, the incumbent is responsible for the satellite location in the City of Springdale. The Youth Reporting Center located at 610-B East Emma Ave., Springdale, AR. This satellite location houses 1 social worker, 1 lead juvenile officer, 2 Juvenile Officers, and 3 interns. At this location Juvenile Court staff are responsible for the care of moderate to high risk male offenders at the reporting Center for intensive supervision Monday-Friday and once a week we meet with 15 female youth offenders for two hours during the Girls Circle program. In addition to the juvenile offenders we work closely with their immediate family members; providing transportation to various facilities and around Arkansas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in providing administration over various functions of Washington County Juvenile Court.
2. Directly supervise the counselor, lead probation officer Manager, Lead Juvenile Officers, juvenile officers, administrator assistant, part time staff, support staff, and interns.
3. In addition to the duties and responsibilities of the Director/SPO, the Director/SPO will assume the responsibilities of the Lead Probation Officer Manager, and Lead Juvenile Officer, Lead Juvenile Officer/SPO, ERC Juvenile Officers and Juvenile Probation Officers in their absence. Each of the above stated positions has to supervise a caseload of 70 offenders.
4. Monitors work schedules of all subordinate staff, provides leadership for staff's effective and efficient engagement of youth and families to facilitate their skill development in order to enhance short and long-term community safety.
5. Ability to interpret and apply the Arkansas Juvenile Code and federal laws.
6. Oversee juvenile court budgetary needs, approves requisitions, and maintains fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
7. Work with local community agencies to promote programs to help children and families.
8. Provides specific recommendation to the Judge concerning personnel, juvenile court budget, juvenile services, promotions, disciplinary actions, terminations and other matters related to the operations of juvenile court.
9. Maintain/Oversee paperwork and/or routine maintenance required of the county vehicles used by the staff.
10. Must be on call twenty-four hours per day, seven days per week to guide staff of difficult circumstances which arise at any capacity and assess the risk level of the arrested youth to determine if the youth is a risk to the community.
11. Maintain/oversee the department's equipment/inventory.
12. Complete and provide monthly statistical reporting to the Juvenile Detention Alternative Initiative governing committee and the Anne E. Casey foundation.
13. Supervise all Juvenile Court staff, conduct employee evaluation, initiate corrective actions (where necessary) proportionate to non-compliance and or performance issues and mediate disputes that promote reconciliation, professional growth and development.
14. Responsible for administration of the Rite Track database and training of employees in use of Rite Track database.
15. Ensures that communications and the flow of information within the division and court organization are maintained in a consistent and open manner; confers with immediate staff, conducts periodic management meetings, and conducts periodic staff meetings or provides timely and accurate informational bulletins to staff members as appropriate.

16. Ensure the department's compliance with all grant requirements. Prepare and submit reports to granting agencies.
17. Research and implement programs to assist juveniles and families coming through Juvenile Court, and to locate programs to reduce numbers of juveniles in detention and DYS commitments, and reduce number of juvenile delinquent acts committed by children in Washington County.
18. Provides guidance in the development and preparation of submissions for new programs and procedures including grants.
19. Communicate with law enforcement officers, Juvenile Detention Staff, Department of Human Services Staff, and County Officials, citizens, Division of Youth Services Staff and parents/guardians about problems or situations involving the Court staff or Court clients.
20. Assist in developing and revising policies and procedures.
21. Attend training and review various materials in order to stay current on laws, policies, rules, and best practices.
22. Assists juvenile officers with case supervision when staff is on leave.
23. Assist juvenile officers with, interviews of clients, grading the assessment and sentencing recommendations for youth with the Structured Assessment of Violence Risk in Youth (SAVRY) assessment tool.
24. Administer drugs screens to juveniles, adults and their families as ordered by court.
25. Attend Quorum Court, finance and personnel meetings concerning Juvenile Court matters.
26. Translate court orders from English to Spanish and serve as a court interpreter for Spanish speaking clients in court when needed.
27. Take youth into custody and escort them to the Juvenile Detention Center.
28. Assist in transporting detained juveniles to various locations, such as doctors' appointments, boot camp programs, mental health treatment facilities and other lockdown facilities.
29. Maintain the safety and security of members of the public as well as Juvenile Court Department staff, both at the Juvenile Justice Complex as well as out in the community during home visits.
30. Set up training with outside agencies for the officers that are appropriate and related to their field.
31. Assist in transporting youth to and from their homes to participating in Juvenile Court Alternatives to Detention Programs year round.
32. Perform clerical duties that include work processing, data entry, photocopying, scanning, and filing, prepare and send mailings/correspondence and fax documents.
33. Interview and screen prospective juvenile officers and juvenile court support staff; makes recommendations for the employment of competent staff.

34. Mediate and or address employee issues, administer disciplinary action in accordance with court policy and procedures.
35. Ensure that staff maintains all juvenile records in a "confidential" manner, and ensure that information relating to a juvenile is not released except to authorized persons.
36. Ensure that staff conducts 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 other court ordered terms have been completed.
37. Ensure that staff prepares requests for prosecutor to file Motion for Revocation of Probation.
38. Ensure that staff prepares 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.
39. Ensure that staff maintains records of meetings with all concerned parties. In absence of staff maintain records of meetings with all concerned parties.
40. Establishes annual Juvenile Probation services goals utilizing evidence based practices and technology in the areas of community programs to reduce recidivism and monitor the adherence and progress of each goal.
41. Provides quality service that continuously improves, meets or exceeds expectations, and ensures all are treated with courtesy, dignity and respect.
42. Works closely with the elected Official (Circuit Judge) and the comptroller in preparing and submitting the complete juvenile court budget yearly and maintaining appropriate controls.
43. Develops an organizational structure for the office to ensure expeditious and effective handling of Family In Need of Services case supervision, supervision of probationers, releases of Terms and Conditions cases, Diversion cases, and supervise the ankle monitor program for the court.
44. Ensures that established organizational structure maintains harmony and respect.
45. Perform all associated duties as requested by the Juvenile Judge.

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

Technical degree required in such disciplines as Computer Engineering, CPA, etc., plus 8 years related experience and/or training, and 5 years 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. 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 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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Juvenile Officer Certification and Specialized Police Officer Certification

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

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

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

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 large group (16-25) of employees who are engaged in similar activities.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

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

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

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, 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, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

OTHER SUPERVISORY RESPONSIBILITIES:

The incumbent is directly responsible for the supervision of seventeen (17) full time employees and one part time employee as well as civilian volunteers/interns. He/she carries out supervisory responsibilities including:

- a) Interviewing applicants and volunteers
- b) Making recommendations regarding hiring and termination of employees
- c) Overseeing mandatory training of employees
- d) Overseeing and monitoring caseloads handled by juvenile officers
- e) Ensuring the caseloads carried by each juvenile officer is viable
- f) Develop, implement, and oversee a matrix of probation incentives and sanctions that assist probation officers in responding to youth behaviors
- g) Approves volunteers, instructors and vendors, is also responsible for the maintenance of county vehicles.
- h) Certified as a master trainer in the SAVRY tool to train department staff

He/she must address complaints and resolve problems that may arise between staff and families served by Juvenile Court. Collects and analyzes the statistical data for ten court operated programs to identify trends and on-going needs of the court and ensures that each service is cost effective and meets established goals. Assist with program development and procedures and attend staffing meetings. Co-manages with the Judge the annual budget (Budget responsibility: \$1,102,805.00).

QUALIFICATION REQUIREMENTS:

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

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The Director/SPO should possess a Bachelor's Degree in a related field plus a minimum of eight (8) years' work experience; or equivalent combination of education and experience. In addition, the Director/SPO should have at least five (5) years supervisory experience.

The Director/SPO must complete or maintain "Juvenile Officer Certification Training" provided by the Administrative Office of the courts to be a Certified Juvenile Officer and complete a minimum of 12 continuing education hours to keep the certification. The Chief Juvenile Probation Officer must 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, and must pass a background check, as well as a physical and psychological evaluation, in order to receive law enforcement training and certification. The Chief Juvenile Probation Officer must complete 16 hours of training annually to maintain these certifications.

The Director/SPO Officer should have experience working with juveniles, judgment skills when handling complaints, and communication skills when meeting the public and serving as liaison between the prosecutor, the police, the court, schools, victims, and defendant's families. This position requires a high level of problem solving and listening skills. The Director/SPO cannot have a criminal record. The Director/SPO must not be listed on the Central Registry as to child abuse.

OTHER SKILLS and ABILITIES:

Knowledge of-

- Principles and practices of public and court Administration;
- Structure and operations of juvenile justice system;
- Rules, regulations and requirements of the state Administrative office of the courts, Arkansas Juvenile Justice Bench book, and Arkansas court rules;
- Personnel administration as it relates to hiring, supervising, disciplining, and evaluating employees;
- Computer software (MS Word, Excel, other database management);
- 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 is essential.
- Bilingual preferred

This job carries a degree of threat. Dangerous situations can occur at any time due to the possible volatile nature of family court.

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Director of Juvenile Services/SPO

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.	11	11	134
2	<u>Experience:</u> Minimum time to become familiar with management requirements of the job.	7	8	315
3	<u>Education:</u> Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	6	95
4	<u>Initiative & Ingenuity:</u> Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	7	7	65
5	<u>Mental Demand:</u> Measure of degree of concentration and sensory alertness.	5	6	90
6	<u>Analytical Ability/Problem Solving:</u> Opportunity to apply analytical ability and self-starting thinking.	7	7	200
7	<u>Responsibility for Work of Others - Supervision:</u> Appraises responsibility for work and direction of others.	5	5	100
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	6	6	80
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.	10	10	150
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.	5	5	49
13	<u>Machine Operations:</u>	4	4	38
14	<u>Working Conditions:</u>	7	7	60
15	<u>Physical Demand:</u>	2	2	8
		1426		1521
	Washington County Salary Grade Level	24		25

Signed: _____

Date: July 25, 2019

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
July 2019
 POSITION **Director of Juvenile Court Services/SPO**
 JOB CODE: **25**

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.	8	315
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	6	95
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 5	7 65
		4B 4	
		4C 5	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	6	90
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	7	200
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	5	100
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	6	80
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 7	10 150
		10B 1	
		10C 4	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	5	49
13	Machine-Computer Operations	4	38
14	Working Conditions	7	60
15	Physical Demand	2	8
TOTAL VALUE			1521

SIGNED: _____

Item 19-I-087

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 TITLES OF HEAVY EQUIPMENT OPERATOR TO ROAD MAINTENANCE WORKER FOR THREE POSITIONS IN THE ROAD DEPARTMENT BUDGET FOR 2019.

WHEREAS, the Washington County Road Department desires to change the title of three full time positions from Heavy Equipment Operator to Road Maintenance Worker for 2019.

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

ARTICLE 1. The title of the personnel positions of Heavy Equipment Operator (Positions 0200212, 0200227, and 0200230), Grade 11 in the Road Department Budget (20000200) is hereby changed to Road Maintenance Worker (Positions 0200212, 0200227, and 0200230), Grade 10 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

September 9, 2019

To: JESAP and Personnel Committees

The Road Department is wanting to restructure three of its currently unfilled *Heavy Equipment Operator* (Grade 11) positions into three *Road Maintenance Worker* (Grade 10 – 0200212, 0200227 and 0200230) positions. These positions would not have the CDL requirement and would be performing the general labor duties that occur across the different work groups.

The Road Department believe that having these positons in place will help to address attrition at the lower grades as well as providing a clearer – and merit-based – career path for entry level staff. The request would be internally funded and no extra funds would be solicited.

We appreciate your consideration of these requests.

Respectfully,

Joseph K. Wood
Washington County
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701
Telephone: (479) 444-3360 • Fax: (479) 444-1889
joseph.wood@co.washington.ar.us

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

Washington County Road Maintenance Worker Job Description

Job Code:	10
Exempt:	No
Department:	Road Department
Reports To:	Road Superintendent
Location:	County Road Facilities and Roads
Date Prepared:	August 20, 2019
Date Revised:	August 21, 2019

GENERAL DESCRIPTION OF POSITION

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily performs general labor in the construction, improvement, and maintenance of county roads. Also, operates road department equipment except trucks. The incumbent is responsible for the installation and maintenance of road signs, general labor, flagging traffic, and rigging. The incumbent has the responsibility to monitor identification and informational signing, make and install the highway signs, as needed, and perform other miscellaneous duties related to the installation of signs. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications and dispatch, and maintain the physical condition of the shop building. The incumbent is responsible for the maintenance of assigned tools and equipment. The incumbent is responsible for machinery valued at \$3500 up to \$225,000 and sign material/inventory valued at \$100,000.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Dozer operation to build roads, cut ditches, clear right-of-way, stockpile gravel, and dig ponds. Loader operation for loading trucks and stocking gravel at the crusher.
2. Scraper operation to move dirt and clean up roads. Backhoe operation for the installation of tiles and the general cleaning of roads and drainage ditches.
3. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads. Grader operation to grade county roads or plow snow or ice. Operate forklifts and backhoe loaders.
4. Repair truck flats on large trucks to allow them to proceed to field operations promptly and efficiently.
5. Make, install and maintain road number or name signs, advisory, warning, information signs, and other safety signs on county roads accurately and according to county specifications and MUTCD specifications.
6. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
7. Ensure that all signposts are properly installed and placed to minimize upkeep and safety concerns, while obtaining highest visibility.
8. Document and update sign installation information for computer entry and accurate record keeping.

9. Maintain accurate and up-to-date inventory of parts, fuel, hoses, and other supplies that are stocked as basic requirements.
10. Obtain parts and supplies in the most accurate and cost effective manner.
11. Perform physical maintenance of the shop building to include basic carpentry, electrical wiring, plumbing and other repairs, as needed. Ensure that the shop is maintained in a safe and productive condition.
12. Perform non-technical mechanical repairs such as brakes, front-end, springs, sparkplugs, hydraulic systems, and other non-skilled mechanical tasks. Ensure that mechanical repair requests are prioritized according to the number of workers being hindered.
13. Assist with record keeping on parts and equipment. Make safety inspections and maintain fire extinguisher. Ensure that telephone and radio messages are recorded accurately and that the information is acted upon timely and correctly.
14. Make repair-scheduling decisions in the absence of the Shop Foreman.
15. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
16. Perform shoveling operations during new road construction or for preparation of the area for concrete forms. Operate a pavement breaker to cut off a bridge deck.
17. Repair all flat tires on county owned trucks, graders, and equipment. Make road service calls and ensure proper repair.
18. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor or Road Superintendent.
19. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
20. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
21. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
22. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
23. Regular attendance is mandatory for this position.
24. Asphalt paving, spread asphalt and set up base gravel.
25. 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 2 years related experience and/or training, 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.

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.

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

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 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 and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

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

Minimal impact. Job is focused on non-supervisory decision making activities and has minor impact on the organization's end results.

PUBLIC CONTACT

Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

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 working environment, wherein there are extremely disagreeable working conditions most of the time (e.g. Hot mix paving in constant sun).

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 regularly exposed to work near moving mechanical parts, outdoor weather conditions, vibration; frequently exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat; and occasionally exposed to work in high, precarious places. 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.

Highly repetitive, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; frequently required to stoop, kneel, crouch, or crawl, reach with hands and arms; and occasionally required to stand, walk, climb or balance. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; color vision; peripheral vision; and ability to adjust focus.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED) preferred; must possess knowledge of heavy equipment operations.

OTHER SKILLS and ABILITIES:

The incumbent is required to use a calculator, two-way radio and occasionally a computer. The incumbent must possess good communication skills as there is considerable contact within the road department, local business personnel, general public, and outside vendors.

WORK ENVIRONMENT:

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

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal. The noise level in the work environment is usually loud.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
September 2019
 POSITION **Road Maintenance Worker**
 JOB CODE: **10**

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.	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.	4	49
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.	3	32
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 3	3 26
		10B 0	
		10C 1	
11	Contacts with Public: Responsibility for effective handling of contacts.	2	25
12	Contacts with Employees: Responsibility for effective handling of others.	3	28
13	Machine-Computer Operations	4	38
14	Working Conditions	6	40
15	Physical Demand	7	36
TOTAL VALUE			467

SIGNED: _____

Item 19-I-090

ORDINANCE NO. 2019-

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 TO DO BUSINESS WITH SOUTHERN GRAPHICS.

WHEREAS, A.C.A. §14-14-1202 requires that the Quorum Court find that it is in the best interest of the County and that unusual circumstances exist before a family member of a County employee can do business with the County; and,

WHEREAS, the County utilized the services of Southern Graphics for printed material needed for the Crisis Stabilization Unit opening because Southern Graphics was able to meet the printing needs within a very short time period and other printing companies regularly used by the County were not; and,

WHEREAS, Southern Graphics is owned by Dennis Oelschlaeger, husband to Election Commissioner Renee Oelschlaeger.

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

ARTICLE 1. The Quorum Court hereby finds that it is in the best interest of the County and that unusual circumstances exist, such that the County is authorized to do business with and utilize the services of Southern Graphics.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: JP Ann Harbison

Item 19-I-088

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 ADDITIONAL REVENUES IN THE AMOUNT OF \$81,667 FROM THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE SHERIFF'S BUDGET FOR 2019.

WHEREAS, the Washington County Sheriff's Office has had four vehicles damaged and declared a total loss by the insurance provider in 2019; and

WHEREAS, the County has received insurance reimbursements for said vehicles in the amount of \$81,667 which was deposited into the General Fund (1000).

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

ARTICLE 1. There is hereby appropriated the total amount of \$81,667 from the General Fund (1000) to the following line items in the Sheriff's Budget for 2019:

Computer/IT Equipment	(10000400-2009)	\$ 4,000
Vehicles	(10000400-4005)	77,667
Total Appropriation		\$ 81,667

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: JP Ann Harbison

Item 19-I-089

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 ADDITIONAL REVENUE IN THE AMOUNT OF \$25,270; AND, APPROPRIATING \$25,270 TO THE JAIL OPERATION & MAINTENANCE BUDGET FOR 2019.

WHEREAS, Washington County anticipates insurance settlement proceeds for a Jail Maintenance vehicle in the amount of \$25,270; and

WHEREAS, Washington County Quorum Court desires to appropriate \$25,270 from the Jail Fund to the Vehicles line item in the Jail Operation & Maintenance Budget for 2019.

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

ARTICLE 1. There is hereby appropriated the amount of \$25,270 from the Jail Fund (3017) to the Vehicles line item in the Jail Operation & Maintenance Budget (30170127-4005) for 2019.

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:

TIM HELDER
SHERIFF



Washington County Sheriff's Office

September 6, 2019

To: Washington County Quorum Court, Finance Committee

Fm: Sheriff Tim Helder, Washington County Sheriff's Office

Re: Request for \$ 81,667 in Insurance Proceeds to be appropriated to the Sheriff's Budget, \$ 25,270 in anticipated Insurance Proceeds to the Jail Maintenance budget, and a Line Item Transfer in the Communication Facility/Equipment fund budget

We have submitted two ordinances for consideration at the September 10, 2019 Finance Committee meeting. Following is some explanation for those ordinances. We are also asking for a Line Item Transfer in the Communications Facility/Equipment Fund budget and there is additional explanation about that in this memorandum.

We have had three vehicles in the Sheriff's Budget (1000-0400) totaled this year in wrecks and insurance has paid the County a total of \$ 81,667 for the losses. The last of the proceeds (\$ 67,430.86) was recently received and deposited in the General Fund in August.

We are requesting to have \$ 81,667 appropriated and the Sheriff budget adjusted to add \$ 77,667 to Vehicle line item 1000-0400-4005 so we can buy replacement vehicles and \$ 4,000 to Computer/IT Equipment line item 1000-0400-2009 to cover the cost of the damaged mobile computer and mount for one of the vehicles.

We were fortunate and recently found a replacement state bid police Tahoe and purchased it out of our 2019 Vehicle capital account. But now we don't have the required funds to buy the Criminal investigation vehicle we were originally going to buy this year and we still have to find a replacement truck for the Fire Marshal. If we have enough funds, we also hope to replace another 2004 vehicle with over 170,000 miles that is having mechanical problems and is assigned to the Enforcement Major. We plan to buy used vehicles unless the State bid has any suitable vehicles for less that can actually be delivered.

We also had a maintenance pickup totaled (Jail Operations and Maintenance budget) and insurance has notified us a check is forthcoming any day in the amount of \$ 25,270 and it will be deposited to the Jail Fund. We wish to appropriate the \$ 25,270 in anticipated revenue from the Jail Fund to the Jail Operations & Maintenance Budget (30170127-4005) for 2019 so a replacement vehicle can be purchased.

Our third request on this agenda is a Line Item Transfer in the 2019 Communications Facility/Equipment Fund budget.

We budgeted \$ 65,128 in the 2019 Communications Facility/Equipment Fund budget to procure two VESTA 911 Workstations for our 911 Communications Center. As the project has

progressed we found the funds need to be transferred to a different line item in the budget. Because of Budget Control rules we are required to have Quorum Court approval to transfer the money.

We wish to decrease Line Item 30140400-4009 (Computer Machinery/Equipment) by \$ 65,128.00 and Increase Line item 30140400-3073 (Lease-Machinery and Equipment) by \$ 65,128.00.