



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
FINANCE AND BUDGET COMMITTEE

Tuesday, September 8, 2020
6:00 PM
Via Video Zoom Conference

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 – 4.6)**

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

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

UNFINISHED BUSINESS

7. **AN ORDINANCE APPROPRIATING \$6,557.87 IN THE QUORUM COURT BUDGET FOR 2020** This ordinance was tabled at the last Finance & Budget meeting.
Item 20-O-057 (7.1 – 7.2)

NEW BUSINESS

8. REQUESTS FROM CIRCUIT CLERK KYLE SYLVESTER:

- **ADJUST THE PAY FOR LAND RECORDS COORDINATOR** (8.1 – 8.2)
- **ADJUST THE PAY FOR BOOKKEEPER – CRIMINAL/JUVENILE COURT** (8.3 - 8.4)
- **ADJUST THE PAY FOR DOMESTIC RELATIONS SPECIALIST** (8.5 – 8.6)

9. AN ORDINANCE CHANGING THE TITLE OF JUVENILE CAREWORKER TO JUVENILE DETENTION OFFICER IN THE JUVENILE DETENTION CENTER BUDGET FOR 2020 Item 20-O-063 (9.1 – 9.5)

10. AN ORDINANCE CHANGING THE TITLE OF COMPUTER ADMINISTRATOR TO COMPUTER/DATA ADMINISTRATOR IN THE RECORDER'S COST BUDGET FOR 2020 Item 20-O-064 (10.1 – 10.5)

11. AN ORDINANCE RECOGNIZING ADDITIONAL REVENUE OF \$4,803.36 IN THE DEM FUND; AND, APPROPRIATING \$4,803.36 FROM THE DEM FUND TO THE DEM BUDGET FOR 2020 Item 20-O-061 (11.1)

12. AN ORDINANCE RECOGNIZING ADDITIONAL REVENUE OF \$31,167 IN THE JDC GRANT FUND; AND, APPROPRIATING \$31,167 FROM THE JDC GRANT FUND TO THE JUVENILE DETENTION CENTER GRANT-IN-AID 2020/2021 BUDGET FOR 2020 Item 20-O-062 (12.1)

13. AN ORDINANCE APPROPRIATING REVENUE OF \$22,059.84 FROM THE CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM GRANT FUND (CARES ACT OJP) TO THE GENERAL SUPPLIES LINE ITEM IN THE SHERIFF (1000-0400), JAIL (3017-0418) AND JAIL MAINTENANCE (3017-0127) BUDGETS FOR 2020 Item 20-O-065 (13.1)

14. AN ORDINANCE TRANSFERRING \$2,901.26 FROM THE FULL TIME SALARIES LINE ITEM TO THE PART TIME SALARIES LINE ITEM IN THE VETERAN'S SERVICE BUDGET (10000800) FOR 2020 Item 20-O-066 (14.1)

15. BUDGET REVIEW

- [COUNTY JUDGE](#)
- [COUNTY CLERK](#)
- [COLLECTOR](#)
- [TREASURER](#)

Click the link below to view the 2021 Budget

<https://www.washingtoncountyar.gov/government/departments-a-e/comptroller>

16. PUBLIC COMMENT

Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.

17. ADJOURNMENT

TREASURER'S FINANCIAL SUMMARY

8/1/2020 TO 8/31/2020

ACCOUNT	BEGIN BALANCE	REVENUES	EXPENDITURES	END BALANCE
1000 GENERAL	\$11,765,672.93	\$2,091,835.05	\$2,275,739.60	\$11,581,768.38
1002 EMPLOYEE INSURANCE	\$3,020,997.19	\$437,325.90	\$427,348.25	\$3,030,974.84
1800 FLEX SPENDING	\$20,098.37	\$19,660.24	\$21,423.38	\$18,335.23
2000 ROAD	\$2,045,567.49	\$813,491.01	\$820,279.24	\$2,038,779.26
2003 ADD'L FUEL TAX ACT 416-2019	\$287,088.48	\$38,197.07	\$763.94	\$324,521.61
3000 TREASURER'S AUTOMATION	\$233,343.66	\$206.39	\$7,500.26	\$226,049.79
3001 COLLECTOR'S AUTOMATION	\$669,250.49	\$582.08	\$17,887.47	\$651,945.10
3002 CIRCUIT COURT AUTOMATION	\$162,649.87	\$2,205.63	\$833.45	\$164,022.05
3004 ASSESSOR'S AMENDMENT 79 FUN	\$199,099.96	\$255.13	\$8,089.84	\$191,265.25
3005 COUNTY CLERK'S COST	\$660,284.05	\$10,785.46	\$13,844.02	\$657,225.49
3006 RECORDER'S COST	\$1,000,000.00	\$180,868.25	\$180,868.25	\$1,000,000.00
3008 COUNTY LIBRARY	\$1,213,557.85	\$98,392.08	\$195,710.30	\$1,116,239.63
3010 COUNTY CLERK OPERATING	\$41,057.97	\$427.29	\$6,190.35	\$35,294.91
3012 CHILD SUPPORT COST	\$9,418.14	\$500.88	\$10.02	\$9,909.00
3014 COMMUNICATION FACILITY/EQUIP	\$258,999.51	\$2,620.54	\$2,234.54	\$259,385.51
3017 JAIL OPERATION & MAINTENANCE	\$632,004.43	\$1,372,938.27	\$1,278,449.21	\$726,493.49
3019 BOATING SAFETY	\$23,538.73	\$20.31	\$22.65	\$23,536.39
3020 EMERGENCY 9-1-1	\$626,866.31	\$26,465.85	\$25,131.40	\$628,200.76
3028 ADULT DRUG COURT	\$18,213.92	\$2,980.86	\$59.62	\$21,135.16
3031 CIRCUIT COURT JUVENILE DIVISIO	\$7,656.55	\$6.47	\$0.13	\$7,662.89
3032 JUVENILE COURT REPRESENTATI	\$3,325.56	\$2.86	\$0.06	\$3,328.36
3039 CIRCUIT CLERK COMMISSIONER F	\$10,679.18	\$8.93	\$443.56	\$10,244.55
3042 ASSESSOR'S LATE ASSESSMENT	\$13,430.49	\$1,448.91	\$0.00	\$14,879.40
3075 CSU FUND	\$76,949.03	\$66.07	\$1.32	\$77,013.78
3400 FEMA	\$23,255.82	\$0.00	\$0.00	\$23,255.82
3401 HIV CLINIC	\$199,263.30	\$166.85	\$9,075.65	\$190,354.50
3402 LAW LIBRARY	\$387,740.51	\$9,312.70	\$8,023.10	\$389,030.11
3404 DRUG ENFORCEMENT - STATE	\$24,521.09	\$21.15	\$105.80	\$24,436.44
3405 DRUG ENFORCEMENT - FEDERAL	\$27,212.72	\$23.63	\$156.55	\$27,079.80
3406 DRUG COURT PROGRAM FUND	\$200,704.39	\$852.30	\$17.05	\$201,539.64
3501 HIDTA	\$0.00	\$0.00	\$0.00	\$0.00
3503 RURAL COMMUNITY GRANT	\$4,266.57	\$0.00	\$36.32	\$4,230.25
3510 JDC GRANT FUND	\$1,884.43	\$31,167.00	\$1,941.73	\$31,109.70
3511 DEM GRANT FUND	(\$57,542.10)	\$3,333.00	\$1,840.54	(\$56,049.64)
3512 ENVIRONMENTAL AFFAIRS GRANT	\$0.00	\$0.00	\$0.00	\$0.00
3513 DRUG COURT GRANT FUND	(\$3,739.07)	\$4,352.61	\$21,107.96	(\$20,494.42)
3514 LAW ENFORCEMENT GRANT FUN	\$129,650.84	\$0.00	\$525.00	\$129,125.84
3515 ANIMAL SHELTER GRANT FUND	\$2,301.33	\$0.00	\$0.00	\$2,301.33
3516 ANIMAL SHELTER PROJECTS FUN	\$45,781.56	\$14.00	\$0.00	\$45,795.56
3517 JUVENILE COURT GRANT FUND	\$790.31	\$0.00	\$0.00	\$790.31
3518 AR HERITAGE PRESERVATION FU	(\$11,934.25)	\$11,934.25	\$0.00	\$0.00
3519 AOC JUVENILE COURT GRANT	\$12,520.00	\$0.00	\$2,688.00	\$9,832.00
3550 CRISIS STABILIZATION UNIT GRAN	\$1,000.14	\$81.90	\$0.00	\$1,082.04
3999 COURT SECURITY GRANT	\$15,000.00	\$0.00	\$0.00	\$15,000.00
5800 COURT COSTS AND FINES	\$821,634.25	\$21,676.75	\$30,111.04	\$813,199.96
Sub-Total	\$24,824,062.00	\$5,184,227.67	\$5,358,459.60	\$24,649,830.07
6000 TREASURER'S COMMISSION	\$961,409.52	\$114,953.70	\$0.00	\$1,076,363.22
6002 COLLECTOR'S UNAPPORTIONED	\$8,015,557.08	\$9,983,917.85	\$8,977,240.84	\$9,022,234.09
6003 PROPERTY TAX RELIEF	\$633,714.22	\$31,673.95	\$29,884.62	\$635,503.55
6004 DELINQUENT PERSONAL TAX	\$0.00	\$207,493.52	\$207,493.52	\$0.00
6005 DELINQUENT REAL TAXES	\$0.00	\$165,775.40	\$165,775.40	\$0.00
6006 TIMBER TAX	\$0.00	\$4,148.42	\$4,148.42	\$0.00

ACCOUNT	BEGIN BALANCE	REVENUES	EXPENDITURES	END BALANCE
6008 STATE LAND SALES	\$0.00	\$51,468.75	\$51,468.75	\$0.00
6010 ADMIN JUSTICE	\$0.00	\$47,551.78	\$47,551.78	\$0.00
6011 INTEREST	\$0.00	\$31,323.27	\$31,323.27	\$0.00
6013 COMMON SCHOOL	\$3,170.51	\$12.16	\$0.00	\$3,182.67
6016 COUNTY FIRE PROTECTION PREM	\$0.00	\$84,628.32	\$84,628.32	\$0.00
6017 COUNTY SHERIFF'S OFFICE FUND	\$445.56	\$545.34	\$456.48	\$534.42
6406 BOSTON MOUNTAIN SOLID WAST	\$804.81	\$0.69	\$0.01	\$805.49
6425 HAZMAT	\$0.00	\$0.00	\$0.00	\$0.00
6475 ESCHEATED ESTATES	\$24,085.40	\$0.00	\$0.00	\$24,085.40
6498 PAYROLL	\$0.00	\$1,415,396.80	\$1,415,396.80	\$0.00
6499 PAYROLL CLEARING	\$0.00	\$990,831.88	\$990,831.88	\$0.00
6550 MORROW FIRE DUES	\$0.00	\$562.76	\$562.76	\$0.00
6551 WHEELER FIRE DUES	\$0.00	\$1,728.58	\$1,728.58	\$0.00
6552 ROUND MOUNTAIN FIRE DUES	\$0.00	\$3,510.95	\$3,510.95	\$0.00
6553 NOB HILL FIRE DUES	\$0.00	\$4,717.38	\$4,717.38	\$0.00
6554 GOSHEN FIRE DUES	\$0.00	\$7,044.89	\$7,044.89	\$0.00
6555 PGROVE/FARM FIRE DUES	\$0.00	\$6,264.86	\$6,264.86	\$0.00
6556 LINCOLN FIRE DUES	\$0.00	\$3,920.87	\$3,920.87	\$0.00
6557 WEDINGTON FIRE DUES	\$0.00	\$2,460.75	\$2,460.75	\$0.00
6558 STRICKLER FIRE DUES	\$0.00	\$855.27	\$855.27	\$0.00
6559 WHITEHOUSE FIRE DUES	\$0.00	\$850.87	\$850.87	\$0.00
6560 WEST FORK FIRE DUES	\$0.00	\$5,251.26	\$5,251.26	\$0.00
6601 CITY OF FAYETTEVILLE	\$0.00	\$291,516.81	\$291,516.81	\$0.00
6602 CITY OF SPRINGDALE	\$0.00	\$293,756.90	\$293,756.90	\$0.00
6603 CITY OF PRAIRIE GROVE	\$0.00	\$16,398.93	\$16,398.93	\$0.00
6604 CITY OF WEST FORK	\$0.00	\$8,366.03	\$8,366.03	\$0.00
6605 CITY OF LINCOLN	\$0.00	\$7,799.51	\$7,799.51	\$0.00
6606 CITY OF WINSLOW	\$0.00	\$783.83	\$783.83	\$0.00
6607 CITY OF TONTITOWN	\$0.00	\$22,463.89	\$22,463.89	\$0.00
6608 CITY OF FARMINGTON	\$0.00	\$18,964.06	\$18,964.06	\$0.00
6609 CITY OF GREENLAND	\$0.00	\$2,503.60	\$2,503.60	\$0.00
6610 CITY OF ELKINS	\$0.00	\$6,749.62	\$6,749.62	\$0.00
6611 CITY OF ELM SPRINGS	\$0.00	\$8,442.44	\$8,442.44	\$0.00
6612 CITY OF JOHNSON	\$0.00	\$21,045.39	\$21,045.39	\$0.00
6613 CITY OF GOSHEN	\$0.00	\$9,802.65	\$9,802.65	\$0.00
6614 FAYETTEVILLE LIBRARY	\$0.00	\$276,140.31	\$276,140.31	\$0.00
6701 FAYETTEVILLE SCHOOL DISTRICT	\$0.00	\$3,631,683.37	\$3,631,683.37	\$0.00
6706 FARMINGTON SCHOOL DISTRICT	\$0.00	\$287,178.92	\$287,178.92	\$0.00
6710 ELKINS SCHOOL DISTRICT	\$0.00	\$135,408.93	\$135,408.93	\$0.00
6714 WEST FORK SCHOOL DISTRICT	\$0.00	\$133,885.17	\$133,885.17	\$0.00
6721 SILOAM SPRINGS SCHOOL DISTRI	\$0.00	\$30,435.26	\$30,435.26	\$0.00
6723 PRAIRIE GROVE SCHOOL DISTRICT	\$0.00	\$243,434.40	\$243,434.40	\$0.00
6748 LINCOLN SCHOOL DISTRICT	\$0.00	\$197,323.83	\$197,323.83	\$0.00
6750 SPRINGDALE SCHOOL DISTRICT	\$0.00	\$2,583,477.43	\$2,583,477.43	\$0.00
6795 GREENLAND SCHOOL DISTRICT	\$0.00	\$188,107.10	\$188,107.10	\$0.00
6801 RUPPLE IMPROVEMENT DISTRICT	\$0.00	\$2,654.11	\$2,654.11	\$0.00
6803 HOMESTEAD IMP DISTRICT	\$0.00	\$336.04	\$336.04	\$0.00
6805 BEL CLAIRE IMP DISTRICT	\$0.00	\$864.02	\$864.02	\$0.00
6840 FAYETTEVILLE TIF DISTRICT	\$0.00	\$13,575.52	\$13,575.52	\$0.00
Sub-Total	\$9,639,187.10	\$21,599,988.34	\$20,476,466.60	\$10,762,708.84
Grand Total	\$34,463,249.10	\$26,784,216.01	\$25,834,926.20	\$35,412,538.91

REVENUE / EXPENSE COMPARISON THRU AUGUST

Revenues

	2018	2019	2020
General	17,876,725.88	19,607,406.75	20,279,013.70
Road	7,333,645.59	8,063,748.52	8,126,064.44
Jail	10,750,465.86	10,927,977.98	11,383,414.17
All	45,410,958.53	48,327,565.74	51,485,263.30

Expenses

	2018	2019	2020
General	20,483,534.50	21,421,207.54	20,999,851.18
Road	6,397,242.89	9,674,415.82	8,073,751.54
Jail	10,850,285.05	11,417,126.97	11,823,924.19
All	46,442,479.13	52,171,234.68	52,256,819.33

*Bobby Hill, Washington County Treasurer
8/31/2020*

**Washington County
Share
1% Sales Tax**

MONTH	2015	2016	2017	2018	2019	2020	Current Month Over/Under Last Year	Current Month % Over/Under Last Year
JANUARY	\$ 522,990.02	\$ 550,868.35	\$ 591,049.87	\$ 594,311.53	\$ 639,560.50	\$ 685,952.12	46,391.62	7.25%
FEBRUARY	\$ 590,906.69	\$ 634,522.78	\$ 657,693.76	\$ 699,585.37	\$ 707,337.68	\$ 764,489.01	57,151.33	8.08%
MARCH	\$ 507,524.87	\$ 497,355.57	\$ 563,796.75	\$ 571,126.42	\$ 598,031.36	\$ 627,295.40	29,264.04	4.89%
APRIL	\$ 488,570.54	\$ 575,480.83	\$ 560,307.27	\$ 573,905.69	\$ 575,776.77	\$ 647,641.27	71,864.50	12.48%
MAY	\$ 553,523.85	\$ 560,163.04	\$ 620,561.37	\$ 668,308.40	\$ 663,490.58	\$ 693,565.06	30,074.48	4.53%
JUNE	\$ 538,818.16	\$ 542,093.69	\$ 582,114.57	\$ 634,192.23	\$ 660,364.09	\$ 655,718.92	(4,645.17)	-0.70%
JULY	\$ 562,205.97	\$ 594,061.54	\$ 645,929.51	\$ 671,785.93	\$ 676,470.05	\$ 705,048.88	28,578.83	4.22%
AUGUST	\$ 561,562.16	\$ 573,182.38	\$ 628,097.95	\$ 674,315.22	\$ 669,032.23	\$ 759,750.52	90,718.29	13.56%
SEPTEMBER	\$ 559,846.18	\$ 610,951.54	\$ 618,556.85	\$ 650,522.82	\$ 681,018.91		0.00	0.00%
OCTOBER	\$ 564,542.83	\$ 600,200.52	\$ 628,727.96	\$ 666,705.32	\$ 708,672.81		0.00	0.00%
NOVEMBER	\$ 555,283.17	\$ 581,096.92	\$ 622,960.44	\$ 651,848.88	\$ 689,745.13		0.00	0.00%
DECEMBER	\$ 589,880.03	\$ 590,796.20	\$ 605,076.44	\$ 641,516.71	\$ 671,569.35		0.00	0.00%
TOTAL	\$ 6,595,654.47	\$ 6,910,773.36	\$ 7,324,872.74	\$ 7,698,124.52	\$ 7,941,069.46	\$ 5,539,461.18	\$ 349,397.92	6.73%
Projection	\$6,306,000.00	\$6,607,000.00	\$6,982,590.00	\$7,500,000.00	\$7,777,500.00	\$8,145,000.00		
% Increase (Decrease) Over Prior Year	5.89%	4.78%	5.99%	5.10%	3.16%			

Bobby Hill, Washington County Treasurer

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

MONTH	2015	2016	2017	2018	2019	2020	Current Month Over/Under Last Year	Current Month % Over/Under Last Year
JANUARY	\$ 706,319.00	\$ 748,742.18	\$ 803,357.04	\$ 807,790.30	\$ 869,292.85	\$ 932,348.51	\$ 63,055.66	7.25%
FEBRUARY	\$ 803,498.30	\$ 862,445.56	\$ 893,939.65	\$ 950,878.87	\$ 961,415.84	\$ 1,039,096.12	\$ 77,680.28	8.08%
MARCH	\$ 690,190.91	\$ 676,007.43	\$ 766,314.50	\$ 776,277.01	\$ 812,846.30	\$ 852,622.09	\$ 39,775.79	4.89%
APRIL	\$ 664,344.88	\$ 782,195.55	\$ 761,571.59	\$ 780,054.62	\$ 782,597.79	\$ 880,276.27	\$ 97,678.48	12.48%
MAY	\$ 752,661.75	\$ 761,375.56	\$ 843,469.17	\$ 908,367.10	\$ 901,818.71	\$ 942,696.04	\$ 40,877.33	4.53%
JUNE	\$ 732,645.30	\$ 736,815.63	\$ 791,212.15	\$ 861,996.28	\$ 897,569.16	\$ 891,255.45	\$ (6,313.71)	-0.70%
JULY	\$ 764,623.29	\$ 807,450.51	\$ 877,949.63	\$ 913,093.78	\$ 919,460.45	\$ 958,304.89	\$ 38,844.44	4.22%
AUGUST	\$ 763,552.30	\$ 779,071.48	\$ 853,712.92	\$ 916,531.60	\$ 909,350.93	\$ 1,032,655.55	\$ 123,304.62	13.56%
SEPTEMBER	\$ 760,783.96	\$ 830,407.46	\$ 840,744.62	\$ 884,192.89	\$ 925,643.27		\$ -	0.00%
OCTOBER	\$ 767,328.58	\$ 815,794.64	\$ 854,569.22	\$ 906,188.19	\$ 963,230.55		\$ -	0.00%
NOVEMBER	\$ 754,742.82	\$ 789,828.96	\$ 846,730.01	\$ 885,995.26	\$ 937,503.99		\$ -	0.00%
DECEMBER	\$ 801,766.99	\$ 803,012.25	\$ 822,422.00	\$ 871,951.74	\$ 912,799.40		\$ -	0.00%
TOTAL	\$ 8,962,458.08	\$ 9,393,147.21	\$ 9,955,992.50	\$ 10,463,317.64	\$ 10,793,529.24	\$ 7,529,254.92	\$ 474,902.89	6.73%
Projection	\$ 8,480,800.00	\$ 8,870,000.00	\$ 9,515,000.00	\$ 10,100,000.00	\$ 10,475,000.00	\$ 11,075,000.00		
% Increase (Decrease) Over Prior Year	7.19%	4.81%	5.99%	5.10%	3.16%			

Bobby Hill, Washington County Treasurer

LOCAL DISTRIBUTION - SALES TAX - 1.25% - WASHINGTON COUNTY

	2020 August (June)	Compared to 2019
Total Distribution	5,321,261.15	13.77%
Other General Merchandise Stores	888,792.05	12.31%
Building Material/Supply Stores	497,170.89	45.76%
Sporting Goods/Hobby/Musical Instrument	104,627.88	50.39%
Grocery Stores	255,484.86	-3.64%
E-Shopping and Mail-Order Houses	285,116.51	243.37%
Full-Service Restaurants	242,490.40	-18.30%
Restaurants and other eating places	127,339.45	11.57%
Electronics and Appliance Stores	155,416.48	-6.00%
Drinking Places (Alcohol)	6,671.43	-54.88%
Liquor, Beer, Wine Stores	76,120.41	22.32%
Clothing Stores	74,582.07	-5.60%

	2019 August (June)
Total Distribution	4,677,133.80
Other General Merchandise Stores	791,390.32
Building Material/Supply Stores	341,080.63
Sporting Goods/Hobby/Musical Instrument	69,570.55
Grocery Stores	265,127.02
E-Shopping and Mail-Order Houses	83,035.80
Full-Service Restaurants	296,799.85
Restaurants and other eating places	114,131.93
Electronics and Appliance Stores	165,342.08
Drinking Places (Alcohol)	14,784.47
Liquor, Beer, Wine Stores	62,230.90
Clothing Stores	79,003.08

Bobby Hill, Washington County Treasurer
8/27/2020

Road 1/2 cent State Sales Tax *

MONTH	2015	2016	2017	2018	2019	2020	Current Month Over/Under Last Year	Current Month % Over/Under Last Year
JANUARY	\$ 111,135.47	\$ 112,485.66	\$ 127,662.71	\$ 142,638.93	\$ 146,170.98	\$ 152,597.85	\$ 6,426.87	4.40%
FEBRUARY	\$ 117,456.45	\$ 120,265.33	\$ 129,891.45	\$ 134,231.52	\$ 141,207.60	\$ 152,702.47	\$ 11,494.87	8.14%
MARCH	\$ 103,813.19	\$ 109,104.83	\$ 116,372.71	\$ 124,818.42	\$ 130,525.29	\$ 132,709.32	\$ 2,184.03	1.67%
APRIL	\$ 110,775.02	\$ 119,761.46	\$ 126,957.07	\$ 132,348.65	\$ 140,763.67	\$ 143,056.26	\$ 2,292.59	1.63%
MAY	\$ 113,383.64	\$ 115,795.59	\$ 125,526.35	\$ 137,039.28	\$ 140,049.92	\$ 131,854.19	\$ (8,195.73)	-5.85%
JUNE	\$ 112,322.69	\$ 112,127.03	\$ 126,077.85	\$ 132,487.65	\$ 147,664.96	\$ 136,776.01	\$ (10,888.95)	-7.37%
JULY	\$ 109,939.12	\$ 119,908.88	\$ 132,195.23	\$ 140,320.10	\$ 145,675.38	\$ 148,858.40	\$ 3,183.02	2.19%
AUGUST	\$ 116,652.45	\$ 122,694.55	\$ 125,513.27	\$ 137,912.38	\$ 142,035.25	\$ 154,627.82	\$ 12,592.57	8.87%
SEPTEMBER	\$ 119,891.88	\$ 126,633.11	\$ 130,620.12	\$ 141,449.96	\$ 154,548.75		\$ -	0.00%
OCTOBER	\$ 121,372.23	\$ 124,904.14	\$ 131,557.47	\$ 140,556.69	\$ 145,790.44		\$ -	0.00%
NOVEMBER	\$ 116,521.71	\$ 123,750.85	\$ 125,454.20	\$ 134,449.34	\$ 146,731.61		\$ -	0.00%
DECEMBER	\$ 112,832.67	\$ 117,672.65	\$ 122,782.89	\$ 138,605.24	\$ 145,818.02		\$ -	0.00%
TOTAL	\$ 1,366,096.52	\$ 1,425,104.08	\$ 1,520,611.32	\$ 1,636,858.16	\$ 1,726,981.87	\$ 1,153,182.32	\$ 19,089.27	1.68%
Projection	\$ 1,294,000.00	\$ 1,300,000.00	\$ 1,420,000.00	\$ 1,480,000.00	\$ 1,650,000.00	\$ 1,770,000.00		
% Increase/Decrease Over Prior Year	5.63%	4.32%	6.70%	7.64%	5.51%			

*Tax sunsets in 2023

Bobby Hill, Washington County Treasurer

**1002 Employee Insurance
August-20**

Beginning Balance: \$3,020,997.19						
	Income			Expense		
	Current	Previous Month	YTD	Current	Previous Month	YTD
AR Blue Cross	\$ 15,204.99	\$ -	\$ 198,556.86	\$ -	\$ -	\$ -
Employee Reimbursement	\$ -	\$ -	\$ 140.62	\$ -	\$ -	\$ -
Excess Commission Distribution - Treasurer	\$ -	\$ -	\$ 4,343.57	\$ -	\$ -	\$ -
Insurance - Retiree Payments	\$ 11,778.69	\$ 11,778.69	\$ 91,877.34	\$ -	\$ 168.28	\$ 168.28
Insurance Premiums from Employees	\$ 92,128.13	\$ 137,719.65	\$ 824,444.60	\$ -	\$ -	\$ -
Insurance Contribution from County	\$ 308,492.00	\$ 309,424.00	\$ 2,783,884.00	\$ -	\$ -	\$ -
Life Insurance Premiums from Employees*	\$ 19,647.19	\$ 29,123.07	\$ 177,345.97	\$ 19,647.19	\$ 29,123.07	\$ 177,345.97
Life Insurance Contribution from County	\$ 7,282.00	\$ 7,282.00	\$ 65,538.00	\$ -	\$ -	\$ -
Interest	\$ 2,440.09	\$ 2,535.92	\$ 26,773.24	\$ -	\$ -	\$ -
Benefitfocus	\$ -	\$ -	\$ -	\$ 975.00	\$ -	\$ 3,922.64
ACA-Centers for Medicare/Medicaid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Blue Administrative Expenses	\$ -	\$ -	\$ -	\$ 18,253.70	\$ 17,809.60	\$ 147,051.95
Conexis	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
First Care North Mana Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Group Service Underwriters	\$ -	\$ -	\$ -	\$ 39,485.28	\$ 39,480.52	\$ 355,990.02
IMWELL (PREMISE) Health	\$ -	\$ -	\$ -	\$ 11,565.92	\$ 12,111.23	\$ 115,349.71
KARAS Family Walkin Clinic	\$ -	\$ -	\$ -	\$ 4,308.10	\$ -	\$ 13,345.98
Mutual Of Omaha Policy Holder Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCMAT Background Screening LLC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ozark Guidance Center	\$ -	\$ -	\$ -	\$ -	\$ 2,058.75	\$ 6,176.25
Reliastar Life Insurance Company	\$ -	\$ -	\$ -	\$ 3,067.93	\$ 3,060.05	\$ 24,512.37
TC	\$ -	\$ -	\$ -	\$ 48.80	\$ 50.72	\$ 2,611.03
Transfer by Court Order	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UAMS Family Medical Center	\$ -	\$ -	\$ -	\$ -	\$ 592.32	\$ 9,567.95
UAMS Outpatient Therapy Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 652.80
United States Treasury	\$ -	\$ -	\$ -	\$ -	\$ 2,809.24	\$ 2,809.24
Usable Mutual Insurance	\$ -	\$ -	\$ 1,798.84	\$ 349,247.52	\$ 298,048.08	\$ 3,154,114.61
Wageworks Inc.	\$ -	\$ -	\$ 1,539.63	\$ 396.00	\$ 396.00	\$ 3,168.00
Wash Co FOP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 456,973.09	\$ 497,863.33	\$ 4,176,242.67	\$ 446,995.44	\$ 405,707.86	\$ 4,016,786.80
Ending Balance: \$3,030,974.84						

*goes into 1800 Flex Spending

Unappropriated Reserve Balance Report
8/1/2020 to 8/31/2020

Fund Description	1/1/2020	8/1/2020	August Change	8/31/2020	YTD	Change Explanation
	Unappropriated Reserve Balance	Unappropriated Reserve Balance		Unappropriated Reserve Balance	Change	
1000 - General Fund	5,383,052	6,011,836	(48,499)	5,963,337	580,285	ORD2020-45 new Coroner position
1002 - Employee Insurance Fund	1,911,979	1,928,692		1,928,692	16,713	
1800 - Flexible Spending Fund	594	9,049		9,049	8,455	
2000 - Road Fund	1,125,617	975,144		975,144	(150,473)	
2003 - Road Add'l Fuel Tax Fund	0	34,154		34,154	34,154	
3000 - Treasurer's Automation Fund	155,401	157,944		157,944	2,543	
3001 - Collector's Automation Fund	333,222	233,769		233,769	(99,453)	
3002 - Circuit Court Automation Fund	152,748	149,315		149,315	(3,433)	
3004 - Assessor's Amendment 79 Fund	149,492	151,613		151,613	2,121	
3005 - County Clerk's Cost Fund	522,494	527,587		527,587	5,093	
3006 - Recorder's Cost Fund	157,116	202,145		202,145	45,029	
3008 - County Library Fund	972,935	1,087,217		1,087,217	114,282	
3010 - County Clerk Operating Fund	24,991	24,836		24,836	(155)	
3012 - Child Support Cost Fund	9,473	9,893		9,893	420	
3014 - Communication Facility/Equip	203,105	202,885	(28,856)	174,029	(29,076)	ORD2020-46 appropriate additional budget money
3017 - Jail Operations & Maintenance	(1,347,599)	(916,705)		(916,705)	430,894	
3019 - Boating Safety Fund	13,539	15,030		15,030	1,491	
3020 - Emergency 911 Fund	357,104	500,612		500,612	143,508	
3028 - Adult Drug Court Fund	27,395	32,611		32,611	5,216	
3031 - Circuit Court Juv Div Fund	1,310	1,387		1,387	77	
3032 - Juv Crt Representation Fund	3,397	3,505		3,505	108	
3039 - Circuit Clerk Commissioner Fee	1	3,085		3,085	3,084	
3042 - Assessor's Late Asmnt Fee Fund	12,711	15,114		15,114	2,403	
3075 - CSU Fund	427	1,114		1,114	687	
3401 - HIV Clinic Fund	92,434	98,162		98,162	5,728	
3402 - Law Library Fund	337,634	341,390		341,390	3,756	
3404 - Drug Enforcement - State Fund	4	(3,108)		(3,108)	(3,112)	
3405 - Drug Enforcement - Fed Fund	15,170	20,424		20,424	5,254	
3406 - Drug Court Program Fund	199,260	201,940		201,940	2,680	
3501 - HIDTA		(54,405)		(54,405)	(54,405)	
3510 - JDC Grant Fund	0	(100)		(100)	(100)	
3511 - DEM Grant Fund		(27,362)		(27,362)	(27,362)	
3516 - Animal Shelter Projects Fund	0	0		0	0	
5800 - Court Costs & Fines Fund	696,145	711,186		711,186	15,041	
Totals	11,511,151	12,649,958	(77,355)	12,572,603	1,061,452	
				General Fund	5,963,337	
				Jail Fund	(916,705)	
				Net General	5,046,632	

**Summary Statement of Operations-Expenses by Fund and Dept.
8-31-2020**

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	446,233	34,177	0	314,595	7,903	123,735	72.3%	70.5%
1000	101	County Clerk	557,828	41,731	0	377,191	11,448	169,189	69.7%	67.6%
1000	102	Circuit Clerk	583,130	27,095	0	331,163	17,172	234,795	59.7%	56.8%
1000	103	Treasurer	217,166	16,763	0	151,097	2,862	63,207	70.9%	69.6%
1000	104	Tax Collector	1,078,496	80,416	0	755,963	27,336	295,197	72.6%	70.1%
1000	105	Assessor	2,383,886	149,906	2,062	1,588,992	64,214	730,679	69.3%	66.7%
1000	106	Board of Equalization	1,110,837	101,645	0	661,489	415,898	33,450	97.0%	59.5%
1000	107	Quorum Court	290,160	26,469	120	121,699	2,367	166,094	42.8%	41.9%
1000	108	Buildings and Grounds	2,144,291	122,076	11,668	1,631,849	97,371	415,071	80.6%	76.1%
1000	109	Elections	834,858	43,478	8,425	476,814	14,541	343,502	58.9%	57.1%
1000	110	County Planning	350,680	22,420	262	228,666	10,658	111,356	68.2%	65.2%
1000	113	Financial Management	376,337	25,762	0	235,339	9,556	131,442	65.1%	62.5%
1000	115	Computer/IS Department	1,449,687	90,054	10,877	916,778	276,669	256,240	82.3%	63.2%
1000	118	General Services	197,333	9,403	0	136,696	4,390	56,247	71.5%	69.3%
1000	119	Archiving/Records Management	3,415	430	0	2,768	975	(328)	109.6%	81.0%
1000	120	Grants Administrator	151,364	10,045	224	96,412	3,539	51,413	66.0%	63.7%
1000	121	Human Resources	335,864	23,592	65	222,015	21,469	92,380	72.5%	66.1%
1000	122	County Attorney	231,482	14,371	117	136,042	14,790	80,650	65.2%	58.8%
1000	300	County Health	17,169	626	171	10,140	644	6,385	62.8%	59.1%
1000	301	Ambulance Service	921,174	76,765	0	614,116	307,058	0	100.0%	66.7%
1000	308	Animal Shelter	745,934	45,961	4,309	451,990	32,630	261,315	65.0%	60.6%
1000	400	Sheriff	9,099,739	633,848	14,137	5,883,583	169,442	3,046,714	66.5%	64.7%
1000	401	Circuit Court I	36,862	602	0	4,717	3,039	29,106	21.0%	12.8%
1000	402	Circuit Court II	43,475	1,353	73	10,534	1,770	31,171	28.3%	24.2%
1000	403	Circuit Court III	1,259,081	81,570	2,263	765,318	55,743	438,020	65.2%	60.8%
1000	404	Circuit Court IV	122,763	6,315	0	63,139	4,169	55,455	54.8%	51.4%
1000	405	Circuit Court V	28,474	1,334	0	9,522	2,095	16,857	40.8%	33.4%
1000	406	Circuit Court VI	56,210	589	253	12,192	1,882	42,136	25.0%	21.7%
1000	407	Circuit Court VII	43,708	718	510	6,126	1,575	36,007	17.6%	14.0%
1000	409	District Court Fayetteville	47,285	0	0	21,483	25,802	0	100.0%	45.4%
1000	410	District Court Springdale	38,340	0	0	19,075	19,265	0	100.0%	49.8%
1000	411	District Court Prairie Grove	25,872	0	0	12,821	13,051	0	100.0%	49.6%
1000	412	District Court West Fork	29,000	0	0	9,009	19,991	0	100.0%	31.1%
1000	413	District Court Elkins	28,206	0	0	11,179	11,026	6,001	78.7%	39.6%
1000	414	DISTRICT COURT JUDGES	46,161	0	0	46,160	0	1	100.0%	100.0%
1000	416	Prosecuting Attorney	1,513,539	97,939	47	932,242	51,846	529,451	65.0%	61.6%
1000	417	Public Defender	705,997	53,430	921	411,293	19,059	275,645	61.0%	58.3%
1000	419	Coroner	452,340	35,667	18,151	278,508	35,811	138,021	69.5%	61.6%

Summary Statement of Operations-Expenses by Fund and Dept.

8-31-2020

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
1000	420	Constables	51	0	0	43	0	8	84.6%	84.6%
1000	428	Sheriff-Work Release	19,670	1,260	4,953	3,927	6,559	9,184	53.3%	20.0%
1000	440	COURT REPORORTING SRVCS	27,300	2,275	0	18,200	9,100	0	100.0%	66.7%
1000	444	Juvenile Detention	1,471,283	88,646	4,614	881,168	92,531	497,584	66.2%	59.9%
1000	500	Dept of Emergency Management	348,602	16,056	848	260,614	5,494	82,494	76.3%	74.8%
1000	502	Fire Departments	850,471	212,484	0	638,310	211,961	201	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	415,267	39,166	0	272,676	53,924	88,667	78.6%	65.7%
1000	800	Veterans Service	220,444	9,915	24	108,729	5,167	106,548	51.7%	49.3%
1000	801	Extension Office	222,612	0	0	111,176	111,000	436	99.8%	49.9%
1000	8888	General-Transfer Out	950,000	0	0	38,806	0	911,194	4.1%	4.1%
Total	1000 - General Fund		32,605,076	2,246,354	85,095	20,292,363	2,274,794	10,037,919	69.2%	62.2%
1002 - Employee Insurance Fund										
1002	125	Employee Insurance	5,084,261	427,299	0	3,580,237	856,429	647,595	87.3%	70.4%
Total	1002 - Employee Insurance Fund		5,084,261	427,299	0	3,580,237	856,429	647,595	87.3%	70.4%
1800 - Flexible Spending Fund										
1800	126	Flexible Spending	238,085	21,423	0	182,658	73,829	(18,402)	107.7%	76.7%
Total	1800 - Flexible Spending Fund		238,085	21,423	0	182,658	73,829	(18,402)	107.7%	76.7%
2000 - Road Fund										
2000	200	County Road	9,309,285	543,207	120,848	5,912,202	410,570	2,986,513	67.9%	63.5%
2000	201	Road 1/2 Cent Sales Tax	1,873,000	260,433	166,455	1,630,114	175,460	67,425	96.4%	87.0%
2000	8888	Road Transfer Out	80,000	0	0	76,062	0	3,938	95.1%	95.1%
Total	2000 - Road Fund		11,262,285	803,640	287,303	7,618,378	586,030	3,057,876	72.8%	67.6%
2003 - Road Add'l Fuel Tax Fund										
2003	220	Road Add'l Fuel Tax Fund	414,702	0	0	0	0	414,702	0.0%	0.0%
Total	2003 - Road Add'l Fuel Tax Fund		414,702	0	0	0	0	414,702	0.0%	0.0%
3000 - Treasurer's Automation Fund										
3000	103	Treasurer's Automation	112,259	7,500.25	2637.82	72,089.05	6,431.82	33,738	69.9%	64.2%
Total	3000 - Treasurer's Automation Fund		112,259	7,500	2,638	72,089	6,432	33,738	69.9%	64.2%
3001 - Collector's Automation Fund										
3001	104	Collector's Automation	526,605	18,472	1,270	191,624	27,996	306,985	41.7%	36.4%
Total	3001 - Collector's Automation Fund		526,605	18,472	1,270	191,624	27,996	306,985	41.7%	36.4%

**Summary Statement of Operations-Expenses by Fund and Dept.
8-31-2020**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used w/Encumb.	% Used Trans. Only
				Transactions	Encumbrance	Transactions	Encumbrance			
3002 - Circuit Court Automation Fund										
3002	437	Circuit Court Automation	23,085	789	0	16,209	2,850	4,026	82.6%	70.2%
Total	3002 - Circuit Court Automation Fund		23,085	789	0	16,209	2,850	4,026	82.6%	70.2%
3004 - Assessor's Amendment 79 Fund										
3004	105	Assessor's Amendment 79	29,357	8,090	0	9,821	0	19,536	33.5%	33.5%
Total	3004 - Assessor's Amendment 79 Fund		29,357	8,090	0	9,821	0	19,536	33.5%	33.5%
3005 - County Clerk's Cost Fund										
3005	101	County Clerk's Cost	136,850	13,628	52	42,016	8,179	86,655	36.7%	30.7%
Total	3005 - County Clerk's Cost Fund		136,850	13,628	52	42,016	8,179	86,655	36.7%	30.7%
3006 - Recorder's Cost Fund										
3006	128	Recorder's Cost	1,330,698	61,500	403	656,046	49,890	624,762	53.1%	49.3%
3006	8888	Recorder's Costs Transfers Out	740,000	114,084	0	585,964	0	154,036	79.2%	79.2%
Total	3006 - Recorder's Cost Fund		2,070,698	175,584	403	1,242,010	49,890	778,798	62.4%	60.0%
3008 - County Library Fund										
3008	600	County Library	2,411,506	192,024	43	1,618,327	644,764	148,415	93.8%	67.1%
3008	610	Co Lib-Greenland Branch	20,014	568	23	5,344	404	14,267	28.7%	26.7%
3008	611	Co Lib-Winslow Branch	16,985	1,150	36	4,816	36	12,133	28.6%	28.4%
Total	3008 - County Library Fund		2,448,505	193,742	102	1,628,486	645,205	174,814	92.9%	66.5%
3010 - County Clerk Operating Fund										
3010	101	County Clerk Operating	15,000	6,182	289	7,486	289	7,224	51.8%	49.9%
Total	3010 - County Clerk Operating Fund		15,000	6,182	289	7,486	289	7,224	51.8%	49.9%
3012 - Child Support Cost Fund										
3012	8888	Child Support-Transfer Out	13,000	0	0	11,920	0	1,080	91.7%	91.7%
Total	3012 - Child Support Cost Fund		13,000	0	0	11,920	0	1,080	91.7%	91.7%
3014 - Communication Facility/Equip										
3014	400	Communicatons - Sheriff	280,656	2,182	0	166,812	22,822	91,023	67.6%	59.4%
Total	3014 - Communication Facility/Equip		280,656	2,182	0	166,812	22,822	91,023	67.6%	59.4%
3017 - Jail Operations & Maintenance										
3017	127	Jail-Maintenance	1,401,370	149,672	7,763	680,365	252,485	468,519	66.6%	48.6%

**Summary Statement of Operations-Expenses by Fund and Dept.
8-31-2020**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used w/Encumb.	% Used Trans. Only
				Transactions	Encumbrance	Transactions	Encumbrance			
3017	418	Jail Operations	16,168,482	1,104,829	21,733	10,632,046	877,387	4,659,049	71.2%	65.8%
Total	3017 - Jail Operations & Maintenance		17,569,852	1,254,501	29,496	11,312,411	1,129,873	5,127,568	70.8%	64.4%
3019 - Boating Safety Fund										
3019	400	Boating Safety	10,900	22	0	3,129	0	7,771	28.7%	28.7%
Total	3019 - Boating Safety Fund		10,900	22	0	3,129	0	7,771	28.7%	28.7%
3020 - Emergency 911 Fund										
3020	501	Emergency 911	789,968	24,604	0	344,798	150,120	295,050	62.7%	43.6%
Total	3020 - Emergency 911 Fund		789,968	24,604	0	344,798	150,120	295,050	62.7%	43.6%
3028 - Adult Drug Court Fund										
3028	8888	Drug Court Program Trans Out	32,000	0	0	36,216	0	(4,216)	113.2%	113.2%
Total	3028 - Adult Drug Court Fund		32,000	0	0	36,216	0	(4,216)	113.2%	113.2%
3031 - Circuit Court Juv Div Fund										
3031	446	Circuit Court Juvenile Div	8,500	0	0	1,650	0	6,850	19.4%	19.4%
Total	3031 - Circuit Court Juv Div Fund		8,500	0	0	1,650	0	6,850	19.4%	19.4%
3039 - Circuit Clerk Commissioner Fee										
3039	129	Circuit Clerk Commissioner Fee	12,000	443	230	5,160	2,261	4,579	61.8%	43.0%
Total	3039 - Circuit Clerk Commissioner Fee		12,000	443	230	5,160	2,261	4,579	61.8%	43.0%
3042 - Assessor's Late Asmnt Fee Fund										
3042	105	Assessor's Late Assess	519	0	0	0	0	519	0.0%	0.0%
Total	3042 - Assessor's Late Asmnt Fee Fund		519	0	0	0	0	519	0.0%	0.0%
3075 - CSU Fund										
3075	341	CSU Fund	1,395	0	0	126	66	1,203	13.8%	9.1%
Total	3075 - CSU Fund		1,395	0	0	126	66	1,203	13.8%	9.1%
3401 - HIV Clinic Fund										
3401	305	HIV Clinic	179,625	9,072	392	109,638	31,999	37,988	78.9%	61.0%
Total	3401 - HIV Clinic Fund		179,625	9,072	392	109,638	31,999	37,988	78.9%	61.0%
3402 - Law Library Fund										
3402	422	Law Library	102,601	7,859	0	60,331	35,879	6,391	93.8%	58.8%

Summary Statement of Operations-Expenses by Fund and Dept.

8-31-2020

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used w/Encumb.	% Used Trans. Only
				Transactions	Encumbrance	Transactions	Encumbrance			
Total	3402 - Law Library Fund		102,601	7,859	0	60,331	35,879	6,391	93.8%	58.8%
3404 - Drug Enforcement - State Fund										
3404	400	Drug Enforcement-State	33,800	105	294	3,099	623	30,078	11.0%	9.2%
Total	3404 - Drug Enforcement - State Fund		33,800	105	294	3,099	623	30,078	11.0%	9.2%
3405 - Drug Enforcement- Fed Fund										
3405	400	Drug Enforcement-Federal	25,600	157	538	3,421	1,735	20,444	20.1%	13.4%
Total	3405 - Drug Enforcement- Fed Fund		25,600	157	538	3,421	1,735	20,444	20.1%	13.4%
3501 - HIDTA										
3501	430	HIDTA 2018	65,896	0	0	65,897	0	(1)	100.0%	100.0%
3501	438	HIDTA 2019	266,093	0	0	40,249	56,934	168,910	36.5%	15.1%
3501	439	HIDTA 2020	339,307	0	0	13,535	2,100	323,672	4.6%	4.0%
Total	3501 - HIDTA		671,296	0	0	119,681	59,034	492,581	26.6%	17.8%
3503 - Rural Community Grants Fund										
3503	603	Brentwood Community Grant	4,837	36	0	607	1,657	2,573	46.8%	12.5%
3503	629	Evansville Pumper Truck	74,500	0	0	74,500	0	0	100.0%	100.0%
Total	3503 - Rural Community Grants Fund		79,337	36	0	75,107	1,657	2,573	96.8%	94.7%
3510 - JDC Grant Fund										
3510	536	JDC GIA 2019-20 Grant	28,342	1,942	0	28,344	0	(2)	100.0%	100.0%
3510	500	JDC Pond Project	500	0	7	456	7	37	92.6%	91.1%
Total	3510 - JDC Grant Fund		28,842	1,942	7	28,800	7	35	99.9%	99.9%
3511 - DEM Grant Fund										
3511	545	MRC	4,285	0	0	0	0	4,285	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	565	SWAT 2018	188,148	(4,371)	48,134	74,130	48,134	65,884	65.0%	39.4%
3511	566	USAR 2018	321,613	5,859	0	299,584	7,187	14,842	95.4%	93.2%
3511	567	WMD Fayetteville Fire 2018	142,211	0	0	0	0	142,211	0.0%	0.0%
3511	570	DEM Radio System	84,679	353	2,826	25,108	3,663	55,908	34.0%	29.7%
3511	573	SWAT 2019	366,060	0	0	16,054	0	350,006	4.4%	4.4%
3511	574	USAR 2019	266,000	0	0	19,443	0	246,557	7.3%	7.3%
3511	575	WMD Fayetteville Fire 2019	297,701	0	0	0	0	297,701	0.0%	0.0%
Total	3511 - DEM Grant Fund		1,673,597	1,841	50,960	434,319	58,984	1,180,294	29.5%	26.0%

**Summary Statement of Operations-Expenses by Fund and Dept.
8-31-2020**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used w/Encumb.	% Used Trans. Only
				Transactions	Encumbrance	Transactions	Encumbrance			
3513 - Drug Court Grant Fund										
3513	204	CARES ACT OJP	46,113	16,012	812	16,012	3,188	26,913	41.6%	34.7%
3513	493	SAMHSA 2019/2020	173,942	4,966	600	124,530	600	48,812	71.9%	71.6%
3513	494	SAMHSA 2020/2021	399,996	0	0	0	0	399,996	0.0%	0.0%
3513	517	Acct. Ct. WCADC	9,364	0	95	1,211	95	8,057	14.0%	12.9%
3513	518	Acct. Ct. MCADC	9,985	0	0	495	0	9,490	5.0%	5.0%
3513	519	Acct. Ct. VTC	9,893	16	0	1,905	0	7,988	19.3%	19.3%
Total	3513 - Drug Court Grant Fund		649,293	20,995	1,507	144,153	3,884	501,256	22.8%	22.2%
3514 - Law Enforcement Grant Fund										
3514	497	ADR Grant	12,260	525	2,100	7,800	2,100	2,360	80.8%	63.6%
3514	577	SCAAP 2018	54,994	0	0	6,674	0	48,320	12.1%	12.1%
3514	578	SCAAP 2019	76,382	0	0	0	0	76,382	0.0%	0.0%
3514	586	JAG 2018/19	14,312	0	14,305	0	14,305	8	99.9%	0.0%
3514	587	JAG 2020	13,699	0	0	0	0	13,699	0.0%	0.0%
Total	3514 - Law Enforcement Grant Fund		171,647	525	16,405	14,474	16,405	140,769	18.0%	8.4%
3515 - Animal Shelter Grant Fund										
3515	308	Animal Shelter Grants	20,000	0	0	20,000	0	0		
3515	311	Animal Shelter GIF	2,301	0	1,988	0	1,988	313	86.4%	0.0%
Total	3515 - Animal Shelter Grant Fund		22,301	0	1,988	20,000	1,988	313	98.6%	89.7%
3516 - Animal Shelter Projects Fund										
3516	308	Animal Shelter Projects	58,670	0	0	9,434	0	49,236	16.1%	16.1%
Total	3516 - Animal Shelter Projects Fund		58,670	0	0	9,434	0	49,236	16.1%	16.1%
3517 - JUVENILE COURT GRANT FUND										
3517	459	DHS-JDAI 2018	1,995	0	0	0	0	1,995	0.0%	0.0%
Total	3517 - JUVENILE COURT GRANT FUND		1,995	0	0	0	0	1,995	0.0%	0.0%
3518 - AR HERITAGE PRESERVATION FUND										
3518	630	AR HERITAGE PRESERVATION 2018	61,200	0	0	61,200	0	(0)	100.0%	100.0%
Total	3518 - AR HERITAGE PRESERVATION FUND		61,200	0	0	61,200	0	(0)	100.0%	100.0%
3519 - AOC JUVENILE COURT GRANT										
3519	522	AOC JUVENILE COURT GRANT	15,000	2,688	0	5,168	0	9,832	34.5%	34.5%

**Summary Statement of Operations-Expenses by Fund and Dept.
8-31-2020**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
Total	3519 - AOC JUVENILE COURT GRANT		15,000	2,688	0	5,168	0	9,832	34.5%	34.5%
3550 - CSU Grant										
3550	340	CSU Grant	11,302	0	133,000	1,064,000	133,000	(1,185,698)	10591.0%	9414.3%
Total	3550 - CSU Grant		11,302	0	133,000	1,064,000	133,000	(1,185,698)	10591.0%	9414.3%
3999 - Courthouse Security Grant Fund										
3999	507	Court Securty Grant 2020	15,000	0	0	0	15,000	0	100.0%	0.0%
Total	3999 - Courthouse Security Grant Fund		15,000	0	0	0	15,000	0	100.0%	0.0%
5800 - Court Costs & Fines Fund										
5800	117	Court Costs & Fines	360,000	29,678	0	237,420	118,710	3,870	98.9%	66.0%
Total	5800 - Court Costs & Fines Fund		360,000	29,678	0	237,420	118,710	3,870	98.9%	66.0%
Grand Total			77,846,664	5,279,354	611,967	49,155,845	6,315,971	22,374,849	71.3%	63.1%

ORDINANCE NO. 2020-

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 \$6,557.87 IN THE QUORUM COURT BUDGET FOR 2020.

WHEREAS, in order for the Quorum Court to hold hybrid meetings in which members and citizens may appear in person or virtually, additional electronic devices must be purchased and installed in the Quorum Court Room.

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

ARTICLE 1. There is hereby appropriated the amount of \$6,557.87 from unappropriated reserves in the General Fund (1000) to the Small Equipment line item in the Quorum Court Budget (10000107.2002) for 2020.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

Committee History: Finance & Budget Committee (08/11/2020); Tabled-Next Month’s Meeting
Quorum Court History:



COMMERCIAL AUDIO SYSTEMS

Washington County Quorum Court

Streaming system

<u>Quantity</u>	<u>Description</u>	<u>Price each</u>	<u>Ext. Price</u>
1	Digital Signal Processor	\$ 2,760.00	\$ 2,760.00
1	AV Bridge mini	\$ 2,021.70	\$ 2,021.70
8	Labor, program, misc parts	\$ 140.00	\$ 1,120.00
	freight	\$	60.00
	subtotal	\$	5,961.70
	tax	\$	596.17
	Total	\$	6,557.87



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

Kyle Sylvester
 Circuit Clerk

August 25, 2020

Dear JESAP/Personnel Committee Members,

This letter is a request to adjust the pay of Kelley Fagan to \$20.50/hr. Kelley is the Land Records Coordinator for the Circuit Clerk's Office. Kelley has taken over the position that was recently vacated by a 35 year employee who retired back in March of this year.

This position is a Grade 15 and the nominated pay point is \$20.50/hour, which is in the 4th quartile.

Kelley has been with the Circuit Clerk's office for several years and was in the Criminal Docket department while she also served as back up for the Land Records Coordinator. This position is the most vital in the Real Estate department due to the requirement for precision and analysis of documents recorded in Washington County. The responsibility of this position requires the utmost in detail orientation and knowledge of the Recording Department

This adjustment in pay will not require any additional funding to the 2020 personal services budget.

Please contact me with any questions you may have, ksylvester@co.washington.ar.us or (479) 444-1539.

Sincerely,

Kyle Sylvester
 Washington County Circuit Clerk

**Washington County
Job Description**

JOB TITLE: Land Records Coordinator

Exempt: (Y/N):

DATE REVISED: September 2011

DEPARTMENT: Circuit Clerk

**SUPERVISOR: Chief Deputy
Clerk/Circuit Clerk**

SUMMARY:

The Land Records Coordinator is responsible for indexing and performing data entry of all real estate and other documents in an accurate and proficient manner. The incumbent must maintain files so that abstract companies, lending institutions, attorneys and the general public can be served in an efficient manner. The incumbent enters land records, UCCs, bonds and certificates, IRS and medical liens, as well as termination liens in the system, therefore, accurate maintenance of the records are of vital importance. These documents maintain the integrity of Washington County Land ownership chain. When indexed by the Land Records Coordinator, they are electronically sent to the Assessor's Office and in turn to the Collector's Office. The incumbent is responsible for the supervision of two (2) deputy clerks in the real estate department. The Land Records Coordinator must ensure that each situation is handled according to County and State laws/policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following: Other duties may be assigned.

1. Perform data entry of cross-indexed deeds and mortgages alphabetically by grantor and by grantee as they enter the office. Ensure that all documents are filed and indexed in the proper manner according to state law in an efficient and timely manner.
2. Perform data entry and release judgments and mortgages, which appear in the County Land Records, and release documents filed in the records.
3. Perform data entry of financing statements to include file marks and cross matches by number and sends a copy to the secured party.
4. Proof read all entries of land records ensuring accuracy of data as well as UCCs, and other recorded instruments.
5. Assist customers in locating specific instruments, make copies, and certify that the instruments are true to record. Assist all persons or organizations making request in a friendly and courteous manner. Provide assistance with research, as necessary.
6. Utilize a micro-film machine, straighten files, tape and replace worn pages in County records and pull expired instruments, as the situation requires.
7. Record and index plats and surveys, make copies, and distribute to abstract companies and the Assessor's office. Thoroughly check all instruments to be recorded to know none are missing, by page number.
8. Index and file federal, state, labor's, mechanic's, material liens and medical liens.

9. **Index military discharges and personal papers such as bills of sale and cemetery deeds.**
10. **Check indexes of property ownership and make copies on request of judgments, liens, financing statement, and other documents to be used in lawsuits, plus certifications.**
11. **Assist at the Real Estate desk as necessary.**
12. **Verify incoming documents and complete documents. Ensure that all instruments are prepared properly for entry into county recording and return the documents to the originating source for correction, if necessary.**
13. **File pleadings, etc. in the case files of each Court properly.**
14. **Ensure that all office equipment is properly maintained so that the office operates efficiently.**
15. **Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public, and other agencies.**
16. **Insure that all duties assigned are performed in an efficient and responsible manner according to office policies and procedures.**
17. **File all case files away in proper place each day.**
18. **Train others to perform her duties in her absence.**
19. **Receive and index E-recording of Real Estate documents.**
20. **Direct supervision of 2 deputy clerks in Real Estate.**

QUALIFICATIONS 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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE– GENERAL:

Minimum of high school diploma or general education degree (GED): and five years experience in real estate/land records/abstracting. Must have strong knowledge of Arkansas State Real Estate Laws and meanings of real estate and legal terms. Previous experience in general office skills are critical to perform the duties of this position.

EXPERIENCE – MANAGEMENT:

Directly supervises 2 employees within the Circuit Clerk Department. Carries out supervisory responsibilities in accordance with the County policies and applicable laws. Responsibilities include assisting in training employees and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

EDUCATION

Minimum of high school diploma or general education degree (GED); two (2) years previous office experience; and general knowledge of legal and real estate terminology.

INITIATIVE AND INGENUITY:

This individual must be a self-starter and proceed without supervision in order to keep up with the volume of documents filed on a daily basis. The incumbent must be capable of making decisions on proper indexing without direction from others.

MENTAL DEMAND:

Must be able to concentrate on a high level. Problem solving skills are crucial to this position. The individual must be able to use his/her own judgment and skills to interpret the documents and index properly. A high degree of concentration is a requirement

ANALYTICAL ABILITY/PROBLEM SOLVING:

The individual requires continuous attention to details. They must have the ability to use common sense in order to carry out written, oral or diagrammed instructions and the ability to deal with problems involved in a situation of a routine nature. They must be able to interpret legal descriptions (some metes and bounds, section, township and range, and lot sizes) on real estate documents.

RESPONSIBILITY FOR WORK OF OTHERS:

The incumbent is responsible for the training and daily work of 2 employees within the real estate department. This area must be kept up daily. The incumbent carries out supervisory responsibilities in accordance with the County's policies and applicable laws.

RESPONSIBILITY FOR FUNDS:

None

RESPONSIBILITY FOR ACCURACY;

The individual in this position must possess above average computer skills and above average accuracy in data entry. The incumbent is responsible for the chain of ownership, etc of the land records for Washington County and must be able to interpret legal documents.

ACCOUNTABILITIES:

The incumbent is accountable not only to the Circuit Clerk's office but to the abstractors, lending institutions, and every property owner of Washington County. One small error would be critical to the chain of ownership of property. One error in releasing of Judgments, liens, UCCs etc would be monumental to an individual in their credit rating.

CONTACTS WITH PUBLIC:

In the capacity of Land Records Coordinator, they must have the ability to effectively communicate information and respond to questions in person- to- person, by way of telephone and small group situations with customer, clients, general public.

CONTACTS WITH EMPLOYEES:

The incumbents must have a high degree of camaraderie to work together daily. They must be able to get along with their fellow employees and cover for each other. Communication with Chief Deputy and Circuit Clerk.

MACHINE-COMPUTER OPERATIONS:

The incumbent should possess good typing, strong computer skills. The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc.

WORK ENVIRONMENT:

The work environment characteristics described 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.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee must sit for long periods of time; occasionally stand and walk; use hands to finger, handle, or feel objects and to talk or hear. Also, the employee must occasionally reach with hands and arms, stoop, kneel, crouch or stand.

Specific vision abilities required by this job include close vision and abilities to interpret small numbers and letters on reduced copies. The employee must occasionally be required to lift up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described 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 noise level in the work environment is usually moderate.



WASHINGTON COUNTY CIRCUIT CLERK'S OFFICE
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 PHONE (479) 444-1538
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Kyle Sylvester
 Circuit Clerk

August 25, 2020

Dear JESAP/Personnel Committee Members,

This letter is a request to adjust Amanda Lewis to the bottom of the 4th quartile for the new pay grade (15). Amanda is currently the Assistant Bookkeeper for Criminal/Juvenile Court and is the Chief Collector in our Court Fines and Fees Department. Amanda is advancing from Assistant to the main Bookkeeping position that was recently vacated.

This position is a Grade 15 and the nominated pay point is \$18.86/hour, which is in the 4th quartile.

Amanda has over 10 years of bookkeeping and managerial experience and overlooks the collections, reconciliations, and reporting for over \$750,000.00 each year. Amanda also holds responsibilities in Criminal Docketing and training in her area.

This adjustment in pay will not require any additional funding to the 2020 personal services budget.

Please contact me with any questions you may have, ksylvester@co.washington.ar.us or (479) 444-1539.

Sincerely,

Kyle Sylvester
 Washington County Circuit Clerk

**Washington County
Job Description**

JOB TITLE: Bookkeeper – Criminal/Juvenile Court

Exempt: (Y/N):

DATE REVISED: September 2011

DEPARTMENT: Circuit Clerk

**SUPERVISOR: Circuit Clerk, Chief Deputy
Clerk**

SUMMARY:

Under the direction of the Circuit Clerk, the bookkeeper-Criminal/Juvenile Court is responsible for the accurate record keeping of financial transactions for the Circuit Clerk's office. Also, the incumbent is responsible for greeting the public as they enter the Circuit Clerk's office in a friendly, professional and informative manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following: Other duties may be assigned.

1. Greet the public entering the office in a friendly, professional and informative manner.
2. Answer the telephones in the office in a professional manner, pertaining to the collection of payments for Circuit Court and child support, when needed.
3. Collect and receipt all monies paid to the Washington County Clerk's office in the amount of roughly \$900,000.00 annually for the following items:

Restitution Due to Washington County
Washington County Juvenile Probation Fees
Washington County Criminal/Juvenile Fines
Washington County Criminal/Juvenile Public Defenders Fund Fees
Washington County Criminal/Juvenile Public Defenders Attorney Fees
Washington County Criminal/Juvenile Public Defenders User Fees
Washington County Criminal/Juvenile Court Cost
Washington County Circuit Court Collection Fees
Washington County Circuit Court Drug Court User Fees
Washington County Circuit Court Drug Court Testing Fees
Washington County Circuit Court Booking Fees
Washington County Circuit Court Drug Crime Fees
Washington County Circuit Court Jail Fees
DNA Database Fees
Sex Offenders Registration Fees

4. All monies collected are receipted and deposited daily in the Circuit Fine and Cost Account and the Juvenile Fine and Cost Account.
5. Maintain journal records on all monies collected daily, monthly, and annually on Criminal and Juvenile accounts.

- 6. Maintain current checkbook records, deposits, and journals daily on Criminal and Juvenile accounts.**
- 7. Run end-of-day reports and make sure all receipts, money and reports balance on Criminal and Juvenile accounts.**
- 8. Write refund checks daily.**
- 9. Enter cost due from new judgments daily from all Criminal and Juvenile Courts.**
- 10. Enter old judgments and back payments in the computer system.**
- 11. Enter current end past checkbook records, deposits, and journals on Criminal and Juvenile accounts.**
- 12. Compile monthly report detailing itemized accounting of all funds collected, refunded and disbursed to the proper line items and funds within Washington County treasurer's office.**
- 13. Prepare, distribute, and file copies of the monthly report.**
- 14. Prepare special income and expense reports, upon request for State Auditors, budgeting, for Quorum Court meetings.**
- 15. Interface with the public, other departments, agencies or offices to furnish and/or obtain necessary information.**
- 16. Assist with other duties as required for maintaining smooth operations within the department.**
- 17. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.**
- 18. Help out with collections in child support department.**
- 19. Appear and testify in court proceedings.**
- 20. Type Satisfaction letters, releasing liens on Adult Criminal Fines.**
- 21. Reconcile Bank Statements for Advance Cost, Child Support and Fee Accounts**

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.

EXPERIENCE-GENERAL:

High school diploma with emphasis in accounting; two to four years of experience with bookkeeping or banking knowledge. Good math skills and organizational skills are also necessary for this position with excellent knowledge of criminal court system, terms and language and associated files.

EXPERIENCE- MANAGEMENT: None

EDUCATION:

The incumbent must have a minimum of high school diploma or general education degree (GED) with emphasis in accounting; at least five (5) years of experience with bookkeeping or banking knowledge. Good math skills and organizational skills are necessary for this position. Four (4) years of experience in the court system is essential for the performance of duties. This individual must have current knowledge of all Arkansas Court laws pertaining to Circuit Court and extensive knowledge of court procedures. Excellent written and verbal communication skills are needed as well as understanding of legal terminology and judicial proceedings.

INITIATIVE & INGENUITY:

This individual must be a self-starter and proceed without supervision in order to keep up with the volume of money collected on a daily basis. The incumbent must be capable of making decisions on proper collection and receipting. They must be able to think quickly and effectually in communication with people of all walks of life.

MENTAL DEMAND:

The individual must be able to use his/her own judgment to determine matters such as where funds are to be credited, and have the skills necessary to interpret the legislation that mandated the placement of the funds the office receives. A high degree of concentration is a requirement in data entry.

ANALYTICAL ABILITY/PROBLEM SOLVING:

The position requires continuous attention to details. The individual must have the ability to use common sense in order to carry out written, oral or diagrammed instructions and the ability to deal with problems involved in a situation of a routine nature.

RESPONSIBILITY FOR WORK OF OTHERS:

None

RESPONSIBILITY FOR FUNDS:

Money (\$900,000.00 annually) passes through the incumbent's hands on a daily basis. It is their responsible to accurately collect and receipt filing fees and payments of fines.

RESPONSIBILITY FOR ACCURACY:

The individual in this position must possess above average computer skills and above average accuracy in data entry. The data input affects decisions made in the court system. There must be an accurate paper trail of all monies collected.

ACCOUNTABILITIES:

The incumbent must account for all monies collected and are accountable to the State auditors. They must keep payments for Court, defendants, public defenders, prosecuting attorneys, and probation office current.

CONTACTS WITH PUBLIC:

Deputy Clerks' have contact with the public constantly. In this capacity, their daily job as office clerk or by way of telephone, it is mandatory to be courteous, understanding and helpful. They must have the ability to effectively communicate information and respond to questions in person-to-person and small group situations with customer, clients, and general public.

CONTACTS WITH EMPLOYEES:

The incumbents must have a high degree of camaraderie to work together daily. They must be able to get along with their fellow employees and cover for each other.

MACHINE-COMPUTER OPERATIONS:

The incumbent should possess good typing, strong computer skills. The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc. They must have a high degree of knowledge of adding machines and calculators. Must have knowledge of the Quicken Bookkeeping program.

WORKING CONDITIONS:

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 noise level in the work environment is usually moderate.

15. PHYSICAL DEMAND:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or stand.

The employee must regularly lift and/or move up to 10 pounds.



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 PHONE (479) 444-1538
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Kyle Sylvester
 Circuit Clerk

August 25, 2020

Dear JESAP/Personnel Committee Members,

This letter is a request to adjust the pay rate for Mallory Villines to \$18.50/hr. Mallory is the Domestic Relations Specialist for the Circuit Clerk's Office. Mallory is responsible for working with petitioners who are filing for Temporary Orders of Protection. The volume for this particular position has dramatically increased over the last year to anywhere between 10 to 15 petitioners per day.

This position is a Grade 13 and the nominated pay point of \$18.50/hour is in the 4th quartile.

Mallory holds an Associate's Degree in Paralegal Studies and a Bachelor's Degree from the University of Arkansas and has several years of experience in the legal field with prior work at a law firm. The Domestic Relations Manager position has proved to be a crucial part of our commitment to serving the citizens of Washington County who are in crisis. The professionalism and empathy that Mallory has brought to the position has been nothing short of outstanding.

This adjustment in pay will not require any additional funding to the 2020 personal services budget.

Please contact me with any questions you may have, ksylvester@co.washington.ar.us or (479) 444-1539.

Sincerely,

Kyle Sylvester
 Washington County Circuit Clerk

**Washington County
Domestic Relations Specialist
Job Description**

Exempt: No
Department: Deputy Clerk/Domestic Relations
Reports To: Circuit Clerk
Location: Circuit Clerk's Office
Date Prepared: March 19, 2013
Date Revised: March 20, 2013

GENERAL DESCRIPTION OF POSITION

Intake assistance with constituents who wish to file for Temporary Orders of Protection. Liaison to the Prosecutor's office, Judges, and Law Enforcement Officials in regard to Temporary Orders of Protection.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assisting constituents in filling out proper forms in filing Temporary Orders of Protection.
2. Relaying pertinent information to constituents regarding proper procedures in obtaining protection orders.
3. Answers questions regarding the criteria, process and possible scenarios involving protection orders.
4. Acting as the liaison between the Prosecutor's Office, Judges, and law enforcement officials for the constituent.
5. Assisting with referrals to victim assistance for anyone who has a pending domestic criminal case or who is interested in pursuing criminal charges.
6. Assisting with referrals to Peace at Home and other family assistance agencies to help with immediate availability of shelter, counseling, or other short term advocacy.
7. Assistance with service of out of County/out of State Temporary Protection Orders.
8. Coordinate with civil process and dispatch in proper entry of protective order data.
9. Follow up with constituents prior to the hearings; going over protocol for the daily events of the hearing; answering questions for constituents who are highly vulnerable.
10. Filing of documents as needed.
11. Assisting with phone traffic as needed.
12. Data research.
13. Data entry as needed.

14. Redacting documents as needed.

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

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Contact Management, Database

Intermediate: Word Processing/Typing

Basic: Alphanumeric Data Entry, Spreadsheet

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

SUPERVISORY RESPONSIBILITIES

No supervision.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

No responsibility for this factor.

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

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

ANNUAL MONETARY IMPACT

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

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.

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

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

ADDITIONAL INFORMATION

Not indicated.

ORDINANCE NO. 2020-

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
JUVENILE CAREWORKER TO JUVENILE
DETENTION OFFICER IN THE JUVENILE
DETENTION CENTER BUDGET FOR 2020.

WHEREAS, the Washington County Juvenile Detention
Center desires to change the title of nine full-time positions for 2020.

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

ARTICLE 1. The title of the personnel positions of Juvenile
Careworker, Grade 10 (Positions 0444022-0444024, 0444026-0444028, 0444033-
0444035) in the Juvenile Detention Center budget of the General Fund (10000444) is
hereby changed to Juvenile Detention Officer, Grade 13 (Positions 0444022-0444024,
0444026-0444028, 0444033-0444035) for 2020.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

Joseph K. Wood
COUNTY JUDGE



Michael Watson
H.R. DIRECTOR

WASHINGTON COUNTY, ARKANSAS
HUMAN RESOURCES OFFICE

September 1, 2020

Re: JDC justifications for the remainder of 2020 Budget

Dear JESAP and Personnel Committees,

The Juvenile Detention Center (JDC) would like to increase the grade level and pay for its Juvenile Care Workers. The job description has been updated for the Juvenile Care Worker. This has resulted in the position being regraded from a grade 10 to a grade 13 (\$12.68 per hour to \$14.90 per hour). I would like for this pay increase to take effect for the remainder of 2020, noting the following:

- The increase can be internally funded, due to the chronic dearth of positions that have gone unfilled,
- The funds are available after the most recent salary sweeps and
- There has not been a regrading of this position since 2016

Through those trying times, JDC staff have not wavered in their commitment to the job, the residents and their co-workers. The Director wants to recognize those staff who have been very dedicated to working extended hours on a regular basis in order to ensure that the safe, secure and caring environment of the residents remain steadfast at all times.

Respectfully,

Joseph K. Wood
Washington County
County Judge

280 N. College Avenue, Suite 500 • Fayetteville, Arkansas 72701
Telephone: (479) 444-1700 • Fax: (479) 444-1889
Joseph.wood@co.washington.ar.us

Washington County is an Equal Employment Opportunity Employer Minorities/Females/Disability/Veterans

Washington County Juvenile Detention Officer Job Description

Job Code:	13
Exempt:	No
Department:	Juvenile Detention Center-0444
Reports To:	Juvenile Detention Corporal
Location:	Juvenile Detention Center
Date Prepared:	July 06, 2020
Date Revised:	
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The Juvenile Detention Officer is responsible for the daily operation of the detention center. Juvenile Detention Officers provide a safe, secure, and caring environment for up to 36 juveniles ages 10-18. They will work a scheduled shift and be on-call as needed to accommodate officer(s) sick calls and facility emergencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Intake- Obtain paperwork, from the arresting agency or detaining court, to document the legality of the detention. Collect and inventory all personal property, log the inventory into the computer, and place personal property in property room. Complete a thorough search of the resident and have him/her complete a shower. Dress out the resident in detention clothing. Issue the resident personal hygiene supplies and linens. Explain the rules of the center and have the resident sign the rule sheet indicating that they understand the rules. Explain the various procedures of the center such as special requests, grievances, visitation, telephone calls, school, and the daily schedule. Explain the rights of the detainees.
2. Booking- Enter data into the computer using the detention center's intake program. This information includes the detainees' personal information and the names, addresses, and telephone numbers of the juveniles' parents. It also contains information on charges, court dates, name of juvenile's attorney, and name of juvenile's DHS caseworker, bond, special conditions for release, and the names of court officer(s) involved with the juvenile. Notify the juvenile's parents of detention and make arrangements for them to visit the juvenile. Make arrangements for parents to sign consent for medical care form and the consent to counseling form. Complete an intake medical questionnaire. Notify the nurse of any medical issues or medications.
3. Officer(s) Station and Security Control Panel- All officer(s) must be able to use the equipment in the Officer(s) Station. This equipment includes the following: A computer for writing reports and documenting information about the residents; the watch tour system for documenting room checks; handheld two-way radios; the officer(s) log book (notebook with information about releases, restriction, officer(s) schedule, changes, officer(s) arriving and departing, transports, equipment that needs repair or has been repaired, visitation, and resident privileges); resident files; multi-line telephone; voicemail system; inmate telephone and smoke/fire detection control panel. All officer(s) must be able to use the Security Control Software that controls video cameras, two-way audio devices, intercoms, and security doors.
4. Supervision of Residents- Officer(s) use a combination of video surveillance and direct supervision to constantly monitor every juvenile. Direct supervision means that the officer(s) is in the classroom,

residential and activity areas with the juveniles. This type of interaction allows officer(s) to build relationships, assess behavior, set limits, provide consequences, and assist residents who have special needs. The only time when officer(s) does not visually monitor residents is when they are in their sleeping rooms, in the shower, or using their toilets. Officer(s) is required by Arkansas' Juvenile Detention Standards, to physically observe residents who are in their sleeping rooms at least once every fifteen minutes. If a resident is suicidal or agitated then they are required to observe that juvenile every five minutes. Residents in the segregation area are continuously observed via camera and intercom systems in addition to the 15 and/or 5 minute checks. Officer(s) makes sure residents are following the daily schedule. Officer(s) supervise sick call, religious activities, school activities, visitation (both contact and non-contact visits), meetings between resident's caseworkers, court officer(s), and attorneys, free time, outdoor recreation, volunteer activities and facility clean-up. Officer(s) answers the telephone and provide information to court officer(s), caseworkers, attorneys, and parents. Officer(s) completes various logs and resident observations. Officer(s) provides oncoming officer(s) with a complete pass down of any incidents that occurred on their shift, restrictions or consequences imposed on residents, tasks that require completion, appointments that need to be met, resident separations that need to be continued and any unusual or unexpected issues that may occur. Officer(s) makes referrals to the center's mental health officer(s) if they feel that a resident is in danger of harming themselves or others, is overly aggressive, or appears withdrawn from peers or officer(s). Officer(s) makes referrals to the center's nurse if they believe the resident is ill or injured. Officer(s) will physically restrain residents (using methods learned in training) who are out of control, trying to hurt others, trying to hurt themselves, damaging property, or trying to escape.

5. Documentation- Officer(s) are responsible for completing daily reports such as the following: daily observation sheets, resident restriction form, residents training log. Officer(s) are also responsible for maintaining appropriate documentation pertaining to food service (Point of Service-received/refused service, cleaned dining areas) and temperature of cooler and freezer. Other documentation that officer(s) must complete when necessary are incident reports. These reports include reports of violence, behavior issues, injuries, medical and mental health appointments, use of force or restraints, violent offenses against other people, statements of acuity.

6. Court appearances- Officer(s) are responsible for escorting residents to and from their court appearances. Officer(s) must maintain alertness while in the courtroom. At any given moment during a resident's hearing, officer(s) may be called up by the presiding Judge, Prosecuting Attorney, or Defense Attorney to testify/make a statement regarding the Resident's behavior while he/she has been detained in the facility. Due to the sensitive nature of some content mentioned in court, officer(s) must closely monitor all residents' behaviors, demeanors, body languages, facial expressions, etc. Officer(s) must stay focused and pay close attention to what is being said on each resident's case to ensure that he/she is recording all accurate information regarding each resident's case. It is the escorting officer(s)'s responsibility, upon the conclusion of court, to record all court results in the facility log, update the room list, and make sure that any court orders are properly placed in the resident's file.

7. Transportation of residents- Officer(s) are responsible for transporting and supervising residents when a resident is outside the secure area of the center. Hard restraints (handcuffs, wrist chains, belly chains, and leg irons) are used during transports. Residents are transported for medical, dental, counseling appointments, and to attend funerals. Officer(s) pick-up or deliver juveniles to both treatment and placement facilities. Officer(s) makes frequent telephone calls to arrange and confirm appointments. Officer(s) ensures proper shift coverage when transports are scheduled.

8. Maintenance of Residents and Facility- Officer(s) collect and exchange linens and uniforms on scheduled days. Officer(s) wash, dry, fold, and store laundry. They prepare and deliver three meals and one snack each day. They are responsible for cleaning control, the pods and dead spaces, hallways, the kitchen area, laundry room, visitation, intake area, officer(s) toilets, resident shower

areas, and all other areas of the facility. Officer(s) remove all trash from the facility, clean, organize, separate and set out all recyclables. Officer(s) will notify the Executive and/or Administrative Assistant of items that need to be replenished. They accept deliveries of food and supplies, reconcile the deliveries against invoices, and rotate food into the appropriate locations. They report damaged equipment or property to administration. They escort and assist technicians and maintenance personnel when they are in the facility. Officer(s) search all areas of the residential, recreational, and program areas of the facility for contraband and damaged equipment or property during each shift.

9. Drug screening- The officer(s) collecting the urine sample is responsible for ensuring the source of the sample is reliable by maintaining a constant visual of the resident while he/she is providing a urine sample. Officer(s) is responsible for making sure the sample itself is valid by making sure it is body temperature. Officer(s) must make sure the sample is not cross-contaminated with any other sample(s) or foreign materials.

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

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

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

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

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

RESPONSIBILITY FOR WORK OF OTHERS

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

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

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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 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

Disagreeable working conditions. Exposed to several of the elements in degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

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.

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

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally 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

Qualifications/Requirements

Applicants must be at a minimum 21 years of age (proof must be provided). To perform the job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a current and valid driver's license. Must have and provide proof of current automobile insurance.

Background, Skills, and Abilities

Applicants selected for hire will have to successfully complete a drug screen, a physical exam, criminal background check, Child Abuse Registry check, and a psychological evaluation. They should have good assessment and decision making skills, as well as, strong communication skills. They should have knowledge of modern office practices, procedures, and equipment. They must possess the ability to establish good rapport with individuals often under difficult circumstances. They must be able to analyze problems and determine the best method of resolution. They should be self-confident and have the ability to work in a very stressful environment. They should possess some skills in Microsoft Word and Excel. They must be a team player.

Education and/or Experience

The minimum acceptable level of education is a high school diploma or GED (proof must be provided). Two or more years of college education are desirable. Additionally, one or more years working with adolescents in shelter care, at a teen center, residential facility as a volunteer or employee is desirable.

Training

Before a new officer(s) is allowed to function as a juvenile detention officer they must complete six weeks of orientation about the operation of the center. The orientation includes but not limited to: A review of policy and procedure; work expectations with regard to the various shifts; the intake release process; report writing; transport of residents; use of soft and hard restraints; food service; emergency procedures; facility maintenance; equipment operation in addition to:

- Discussion of the purpose, goals, policies and procedures of the institution and parent agency.
- Working conditions and regulations.
- Responsibilities and rights of employees.
- An overview of the juvenile justice and correctional field.
- The following additional areas are specific requirements for staff who supervise juveniles:
 - Security procedures.
 - Supervision of juveniles.
 - Use of force regulation.
 - Report writing.
 - Juvenile rules and regulations.
 - Rights and responsibilities of juveniles.
 - Fire and emergency procedures.
 - Key control.

- Interpersonal relations.
- Social/cultural lifestyles of the juvenile population.
- Child growth and development.
- Communication skills.
- First aid/CPR
- Crisis Resolution
- 12
- Mandated Child Abuse Reporting Procedures
- Suicide Prevention
- Defensive Tactics and De-Escalation Training
- ADD/ADHD Training

Within six months of hire, new employees will have completed 120 hours of training. They will complete an additional 40 hours of training each year thereafter.

Physical Demands

While performing the physical duties of this job the employee is regularly required to talk or hear, handle or feel objects. The employee must occasionally lift (50-100 pounds) walk, stand, sit, climb, stoop, kneel, crouch, or crawl with hands or knees. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust or focus.

Work Environment

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

While performing the duties of the job, the employee will occasionally encounter violent residents that must be physically restrained. The employee will have to defend themselves from attack on occasion. The employee will occasionally be in contact with persons who may have communicable diseases such as HIV, TB, Hepatitis c and B, as well as others. The employee may be subjected to verbal abuse, threats, or harassment from residents.

The noise level will range from moderate to high.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
July 2020
 POSITION **Juvenile Detention Officer**
 JOB CODE: **13**

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.	1	33	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	4	29
		4B 2		
		4C 2		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	4	49	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	1	10	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	4	32	
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 4	6	51
		10B 2		
		10C 1		
11	Contacts with Public: Responsibility for effective handling of contacts.	4	57	
12	Contacts with Employees: Responsibility for effective handling of others.	3	28	
13	Machine-Computer Operations	4	38	
14	Working Conditions	4	26	
15	Physical Demand	3	13	
TOTAL VALUE			579	

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

Juvenile
Careworker

JOB TITLE: Juvenile Detention Officer

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	4	5	54
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	0	1	33
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	4	4	29
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	4	4	49
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	4	5	70
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	1	1	10
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	4	4	32
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	4	4	44
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	6	6	51
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	4	4	57
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	3	3	28
13	<u>Machine Operations</u> :	3	4	38
14	<u>Working Conditions</u> :	4	4	26
15	<u>Physical Demand</u> :	3	3	13
		497		579
	Washington County Salary Grade Level	10		13

Signed: _____

Date: July 6, 2020

ORDINANCE NO. 2020-

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 COMPUTER ADMINISTRATOR TO COMPUTER/DATA ADMINISTRATOR IN THE RECORDER'S COST BUDGET FOR 2020.

WHEREAS, the Washington County Circuit Clerk desires to change the title of one full-time position in the Washington County Recorder's Cost fund for 2020.

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

ARTICLE 1. The title for the personnel position of Computer Administrator Grade 19 (Position 0128013) in the Recorder's Cost budget of the General Fund (30060128) is hereby changed to Computer/Data Administrator Grade 20 (Position 0128013) for 2020.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:



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

Kyle Sylvester
Circuit Clerk

August 25, 2020

Dear JESAP/Personnel Committee Members,

This letter is a request to adjust the pay rate for Jonathan Jarboe to \$25.23/hr. Jonathan is the Computer Administrator/Image Supervisor for the Circuit Clerk's Office. Jonathan's position has recently been re-graded by the Johanson Group from a grade 19 to a grade 20.

This position is a Grade 20 and the nominated pay point is \$25.23/hour in the 4th quartile.

Jonathan's responsibilities have increased over the last year and those have been added to the job description.

This adjustment in pay will not require any additional funding to the 2020 personal services budget.

Please contact me with any questions you may have, ksylvester@co.washington.ar.us or (479) 444-1539.

Sincerely,

Kyle Sylvester
 Washington County Circuit Clerk

Washington County Computer/Data Administrator Job Description

Job Code:	20
Exempt:	No
Department:	Circuit Clerk
Reports To:	Circuit Clerk
Location:	Not indicated.
Date Prepared:	July 22, 2020
Date Revised:	
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

Under the direction of the Circuit Clerk, the Computer/Data Administrator is accountable for the effective operations, performance, and maintenance of the data processing equipment and systems applications. The incumbent is also accountable for entry, proofing, scanning, releasing, and redacting data and documents recorded in the Real Estate department and Circuit Court. The incumbent oversees the total operations of the in-house computer systems by maintaining the integrity of the system, organizing workflow logistics, and training users in the system. There is significant accountability of providing quality service through accurate and timely processing of data. The incumbent assists the Washington County IT Department in overseeing the total operations within the Circuit Clerk's Office. The Circuit Clerk's staff (20+ positions) have access to the eFlex and Contexte Court Management System along with the Judges, Case Coordinators, Court Reporters, and Office of the Prosecuting Attorney. Included on the system are multiple pieces of hardware that are vital to the daily operations in the Circuit Clerk's Office. In addition, the incumbent is responsible for the organization and operations of the scanning department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Deals with customers and resolves problems in a professional manner.
2. Answers telephone calls and emails regarding questions on all office functions.
3. Implement new programs and hardware. Continually examine data processing operations to determine opportunities for improved efficiency.
4. Provide assistance to various people who use our systems. This includes judges, attorneys, secretaries, abstractors, other county officials, and the Administrative Office of the Courts. Must be able to answer a multitude of questions as they arise.
5. Assist co-workers (20+ positions) with operation of systems along with other users.
6. Closely maintain the physical operation of all equipment, printers, scanners, etc. and perform technical repairs, as needed, in order to maximize "up time" of the systems. Contact outside vendors to correct problems as necessary.
7. Assist Circuit Clerk in identification, selection, and ordering computer equipment.
8. Work with auditors of the Administrative Office of the Courts; provide information when requested.

9. Provide back up for data entry functions.
10. Check all data work entered into the system, making sure judgments, law suits, docket sheets, bookkeeping and records are entered timely and correctly.
11. Provide assistance to the public in filing of lawsuits, answering questions, etc. either by phone, email, or in person.
12. Interface with the public, other departments, agencies or offices to furnish and/or obtain necessary information.
13. Perform duties as required to maintain smooth operations within the department.
14. Work in conjunction with vendors to maintain accurate programming and features in all computer applications.
15. Notify jurors to appear for court or cancellation of court as requested by Judges.
16. Copy miscellaneous judgments and file as required.
17. Assist in mail outs of land records.
18. Proof all entries of land records ensuring accuracy of data as well as UCC's, and other recorded instruments.
19. Assist customers in locating specific instruments, make copies, and certify that the instruments are true to record. Assist all persons or organizations making request in a friendly and courteous manner. Provide assistance with research as necessary.
20. Check indexes of property ownership and provide documents on the request of judgments, liens, financing statements, and other documents to be used in lawsuits, plus certifications.
21. Verify incoming documents and complete documents. Ensure that all instruments and recordings are prepared properly for entry into county record and return the documents to the originating source for correction, if necessary.
22. Conduct liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public, and other agencies.
23. Insure that all duties assigned are performed in an efficient and responsible manner according to office policies and procedures.
24. Train others to perform his/her duties in his/her absence.
25. Enter judgments into the indexing system in an accurate and timely manner.
26. Maintain and distribute office supplies in an efficient manner so as to minimize cost while efficiently performing work.
27. Fill in at every position in the Real Estate Division as needed.

28. Responsible for mobile laptop computers for 8 courtrooms. Must be on call and ready at a moment's notice.
29. Assist Circuit Clerk and the Chief Deputy with purchasing and billing.
30. Direct supervision of data entered by 2 Deputy Clerks in Real Estate.
31. Notarize documents as needed for office staff and constituents.
32. Monitor reconciliation reports daily for redaction issues to confirm documents are available to the public via eSearch software.
33. Contact vendors in regards to problems and assist in working through solutions to keep processes up and running and available to the public.
34. Perform daily FTP uploads for title companies and public entities.
35. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 6 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to 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 work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED .

Advanced: Database

Intermediate: Spreadsheet

Basic: Alphanumeric Data Entry, 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; 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

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

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

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

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

Probable errors would 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.

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

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.

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

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to stand, walk, climb or balance. Specific vision abilities required by this job include close vision; ability to adjust focus; and distance vision.

ADDITIONAL INFORMATION

EXPERIENCE GENERAL:

The incumbent must have knowledge of general office duties and skills. They must have knowledge of a specialized field (Information Systems) such as computer language, procedures, and equipment. Equivalent to a College Degree or four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

EXPERIENCE MANAGEMENT:

The incumbent manages 2 staff members and a vast amount of data. The incumbent manages Court data that is mandatory to the Washington County Court and Real Estate functions. Responsibilities include assisting in training employees and directing work, addressing complaints and resolving problems. Must be responsible and have the ability to make mid management decisions with little review of top management.

EDUCATION:

College degree preferred with a minimum of a high school diploma or general education degree (GED). Six years of experience in the court system and real estate is essential for the performance of duties. This individual must have current knowledge of all Arkansas Court laws pertaining to Circuit Court and real estate, along with an extensive knowledge of court procedures. Excellent written and verbal communication skills are needed as well as understanding of legal and real estate terminology.

REQUIRED SKILLS and ABILITIES:

- Good knowledge of the procedures of the Circuit Court System.
- Good knowledge of the record keeping requirements of the filing of real estate deeds, liens, notary bonds, and circuit court documents.
- Good knowledge of information technology concepts and practices.
- Considerable knowledge of supervisory methods and techniques.
- Considerable knowledge of office practices, procedures, and terminology.
- Ability to communicate effectively, both orally and in writing.
- Ability to comprehend, interpret, and apply departmental rules and regulations.
- Ability to maintain discretion regarding privileged information.
- Skill in the operation of a computer and other electronic hardware.
- Skill in the use of Microsoft Word, Excel, Adobe Acrobat, the electronic Real Estate/Index Document Management system and the electronic Court Management System.

RESPONSIBILITY FOR ACCURACY:

The individual in this position must possess above average computer skills and above average accuracy in maintaining the Court and Real Estate systems. The incumbent is responsible for the security and accuracy of the data entered into the Circuit Clerk's record systems.

WORKING RELATIONSHIPS:

Requires contact within the office and with the Circuit Judges and their staff, Prosecuting and private Attorneys, County Sheriff's staff, vendors, jurors, and the general public. Requires contact with other County Offices, Arkansas Judicial Department, and the local media. Must have an excellent working relationship with the Circuit Clerk as this position is a direct reflection of the Clerk.

CONTACTS WITH THE PUBLIC:

This incumbent has contact with the public constantly. In this capacity, their daily job as a clerk or by way of telephone, fax, or email, it is mandatory to be courteous, understanding and helpful. They must have the ability to effectively communicate information and respond to questions in person-to-person and small group situations with customer, clients, and general public.

CONTACTS WITH EMPLOYEES:

There is an average amount of contact with employees from within the office as well as outside this office. There is contact with the County Clerk's office, Judge's office, Prosecuting Attorney, public defenders, title companies, real estate agencies, and Realtors. This contact consists of computer related work as well as real estate documents. The Computer / Data Administrator is accountable for the training of individuals in the use of computer equipment and peripherals.

MACHINE COMPUTER OPERATIONS:

The incumbent is responsible for maintaining the operation of the Circuit Clerk's computer system, working with vendors and office personnel throughout the courthouse. This is a highly demanding machine operation position in keeping everything running smoothly.

WORK ENVIRONMENT:

This is an office of public records with high accessibility and use by general public. Typical day could involve a large amount of telephone calls and visitors to the work area.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
July 2020
 POSITION **Computer/Data Administrator**
 JOB CODE: **20**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	9	104	
2	Experience-Minimum time to become familiar with management requirements of the job.	3	99	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5	36
		4B 3		
		4C 3		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	100	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	1	10	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 6	9	110
		10B 1		
		10C 3		
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	8	210	
14	Working Conditions	1	4	
15	Physical Demand	3	13	
TOTAL VALUE			1035	

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

Computer Admin.
Circuit Clerk

JOB TITLE: Computer/Data Administrator

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	8	9	104
2	<u>Experience-Mgmt</u> : Minimum time to become familiar with management requirements of the job.	3	3	99
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	5	36
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	4	5	70
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	6	6	100
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	2	1	10
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	4	5	48
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	5	5	57
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	8	9	110
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	5	5	80
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	4	5	49
13	<u>Machine Operations</u> :	7	8	210
14	<u>Working Conditions</u> :	1	1	4
15	<u>Physical Demand</u> :	3	3	13
		930		1035
	<u>Washington County Salary Grade Level</u>	19		20

Signed: _____

Date: July 22, 2020

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ORDINANCE NO. 2020-

APPROPRIATION ORDINANCE

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

AN ORDINANCE RECOGNIZING ADDITIONAL REVENUE OF \$4,803.36 IN THE DEM FUND; AND, APPROPRIATING \$4,803.36 FROM THE DEM FUND TO THE DEM BUDGET FOR 2020.

WHEREAS, Washington County received money for assistance with the disaster created by Hurricane Dorian; and,

WHEREAS, the Quorum Court desires to appropriate said money to the DEM Budget for 2020.

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

ARTICLE 1. There is hereby recognized additional revenue of \$4,803.36 in the DEM revenue line item of the DEM Fund for 2020.

ARTICLE 2. There is hereby appropriated the amount of \$4,803.36 from the DEM fund to the Other Professional Services line item in the DEM Budget (10000500.3009) for 2020.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**
Date of Adoption:

ORDINANCE NO. 2020-

APPROPRIATION ORDINANCE

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

AN ORDINANCE RECOGNIZING ADDITIONAL REVENUE OF \$31,167 IN THE JDC GRANT FUND; AND, APPROPRIATING \$31,167 FROM THE JDC GRANT FUND TO THE JUVENILE DETENTION CENTER GRANT-IN-AID 2020/2021 BUDGET FOR 2020.

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

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

ARTICLE 1. There is hereby recognized additional revenue of \$31,167 in the State Grants Revenue Line Item of the JDC Grant Fund (3510-0537) for 2020.

ARTICLE 2. There is hereby appropriated the amount of \$31,167 from the JDC Grant Fund to the following line items in the JDC-GIA 2020/2021 Budget for 2020:

General Supplies	(35100537-2001)	\$13,200
Small Equipment	(35100537-2002)	2,040
Janitorial Supplies	(35100537-2003)	5,000
Food	(35100537-2005)	5,000
Dues & Memberships	(35100537-3090)	3,167
Software Support & Maintenance Agreements	(35100537-3102)	2,760
TOTAL APPROPRIATION		\$31,167

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JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**

Date of Adoption:

Members Voting For:

Members Voting Against:

Members Abstaining:

Members Absent:

Committee History:

Quorum Court History:

ORDINANCE NO. 2020-

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 REVENUE OF \$22,059.84 FROM THE CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM GRANT FUND (CARES ACT OJP) TO THE GENERAL SUPPLIES LINE ITEM IN THE SHERIFF (1000-0400), JAIL (3017-0418) AND JAIL MAINTENANCE (3017-0127) BUDGETS FOR 2020.

WHEREAS, Washington County has received an Office of Justice Programs Grant Award through the CARES Act totaling \$22,059.84 to replenish personal protective equipment used by the County as a result of the Coronavirus pandemic.

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

ARTICLE 1. There is hereby recognized revenue of \$22,059.84 from the Coronavirus Emergency Supplemental Funding Program Grant Fund (CARES Act OJP) (3513-0204) for 2020, which was received on March 20, 2020.

ARTICLE 2. There is hereby appropriated the total amount of \$22,059.84 to the following line items in the following budgets for 2020:

<u>Sheriff (10000400)</u>			
General Supplies	10000400-2001		\$1,049.05
Clothing and Uniforms	10000400-2006		617.71
Small Equipment	10000400-2002		185.00

42	<u>Jail (30170127)</u>		
43	General Supplies	30170127-2001	\$762.76
44	Janitorial Supplies	30170127-2003	148.14
45	Small Tools	30170127-2029	2,418.01
46			
47	<u>Jail Maintenance and Operations (30170418)</u>		
48	General Supplies	30170418-2001	\$9,645.64
49	Small Equipment	30170418-2002	238.03
50	Janitorial Supplies	30170418-2003	3,411.84
51	Medicine and Drugs	30170418-2004	281.90
52	Clothing and Uniforms	30170418-2006	1,853.14
53	Computer IT Equipment	30170418-2009	1,448.62
54			
55	TOTAL APPROPRIATION		\$22,059.84

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61 JOSEPH K. WOOD, County Judge

DATE

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64 BECKY LEWALLEN, County Clerk

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66 Introduced by: **JP Ann Harbison**
67 Date of Adoption:
68 Members Voting For:
69 Members Voting Against:
70 Members Abstaining:
71 Members Absent:

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74 Committee History:
75 Quorum Court History:

ORDINANCE NO. 2020-

APPROPRIATION ORDINANCE

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

AN ORDINANCE TRANSFERRING \$2,901.26 FROM THE FULL TIME SALARIES LINE ITEM TO THE PART TIME SALARIES LINE ITEM IN THE VETERAN'S SERVICE BUDGET (10000800) FOR 2020.

WHEREAS, a line item transfer is needed in the Veteran's Service Budget for 2020 which requires an ordinance.

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

ARTICLE 1. There is hereby transferred the total amount of \$2,901.26 from the Full Time Salaries line item (1001) in the Veteran's Service Budget (10000800) to the Part Time Salaries line item (1002) for 2020.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: JP Ann Harbison
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent: