



**WASHINGTON COUNTY, ARKANSAS**  
**County Courthouse**

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

Tuesday, October 6, 2020  
6:00 PM  
Washington County Courthouse/Via Zoom

---

**Quorum Court Finance & Budget Committee As A Whole**

**Ann Harbison – Chair      Patrick Deakins – Vice-Chair**

---

**AGENDA**

**1. CALL TO ORDER AND WELCOME**

**2. PRAYER AND PLEDGE**

**3. ADOPTION OF AGENDA**

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

**REPORTS**

**4. TREASURER'S REPORT – BOBBY HILL (4.1 – 4.7)**

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

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

**UNFINISHED BUSINESS**

**7. AN ORDINANCE CHANGING THE TITLE OF JUVENILE CAREWORKER TO JUVENILE DETENTION OFFICER IN THE JUVENILE DETENTION CENTER BUDGET FOR 2020 Item 20-O-063 (7.1 - 7.5)**

This ordinance was postponed from the September 8<sup>th</sup> Finance & Budget Meeting.

**NEW BUSINESS**

8. **AN ORDINANCE CHANGING THE TITLE OF VETERINARIAN TECHNICIAN/PATIENT TRANSPORT COORDINATOR TO KENNEL SUPERVISOR IN THE ANIMAL SHELTER BUDGET FOR 2020 JP BUTCH POND** Item 20-O-073 (8.1 – 8.3)
9. **AN ORDINANCE CHANGING THE TITLE OF JANITORIAL PERSON TO JANITORIAL TRAINER/FLOOR TECHNICIAN IN THE BUILDING AND GROUNDS BUDGET FOR 2020 JP BUTCH POND** Item 20-O-072 (9.1 – 9.4)
10. **AN ORDINANCE CHANGING THE TITLE OF SOCIAL WORKER (CIRCUIT COURT III) TO JUVENILE PROBATION OFFICER IN THE CIRCUIT COURT III BUDGET FOR 2020 JP BUTCH POND** Item 20-O-074 (10.1 – 10.3)
11. **AN ORDINANCE TO ESTABLISH A SUB-FUND OF COUNTY GENERAL TO BE CALLED THE CORONAVIRUS RELIEF FUND; AND, TO DECLARE AN EMERGENCY** Item 20-O-070 (11.1)
12. **AN ORDINANCE APPROPRIATING \$38,800 FROM UNAPPROPRIATED RESERVES IN THE CIRCUIT COURT AUTOMATION FUND TO THE SMALL EQUIPMENT LINE ITEM IN THE CIRCUIT COURT AUTOMATION BUDGET FOR 2020** Item 20-O-075 (12.1)
13. **AN ORDINANCE DE-APPROPRIATING SURPLUS AMOUNTS FROM FULL-TIME SALARIES FOR VARIOUS DEPARTMENTS AND RESTORING THOSE AMOUNTS TO UNAPPROPRIATED RESERVES, AS REQUIRED BY THE 2020 BUDGET CONTROLS, FOR THE THIRD QUARTER OF 2020** Item 20-O-071 (13.1)

**BUDGET REVIEW**

Click on the link below to view the 2021 Budget.

<https://www.washingtoncountyar.gov/government/departments-a-e/comptroller/budgets/2021-budget-process>

14. **EMPLOYEE COMPENSATION PLANNING 2021 BUDGET PRESENTATION-**  
BLAIR JOHANSON (14.1)
15. **EMPLOYEE RAISES**
16. **SHERIFF – JAIL**
17. **COUNTY JUDGE - ROAD**
18. **PUBLIC COMMENT**  
Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.
19. **ADJOURNMENT**

# TREASURER'S FINANCIAL SUMMARY

9/1/2020 TO 9/30/2020

ACCOUNT	BEGIN BALANCE	REVENUES	EXPENDITURES	END BALANCE
1000 GENERAL	\$11,581,768.38	\$1,632,154.24	\$2,118,279.54	\$11,095,643.08
1002 EMPLOYEE INSURANCE	\$3,030,974.84	\$546,629.07	\$312,766.14	\$3,264,837.77
1800 FLEX SPENDING	\$18,335.23	\$19,319.44	\$18,364.15	\$19,290.52
2000 ROAD	\$2,038,779.26	\$791,395.75	\$1,270,217.96	\$1,559,957.05
2003 ADD'L FUEL TAX ACT 416-2019	\$324,521.61	\$39,196.54	\$363,718.15	\$0.00
3000 TREASURER'S AUTOMATION	\$226,049.79	\$194.81	\$11,436.23	\$214,808.37
3001 COLLECTOR'S AUTOMATION	\$651,945.10	\$564.78	\$25,290.16	\$627,219.72
3002 CIRCUIT COURT AUTOMATION	\$164,022.05	\$2,298.10	\$1,281.55	\$165,038.60
3004 ASSESSOR'S AMENDMENT 79 FUN	\$191,265.25	\$163.24	\$320.13	\$191,108.36
3005 COUNTY CLERK'S COST	\$657,225.49	\$9,955.74	\$2,507.36	\$664,673.87
3006 RECORDER'S COST	\$1,000,000.00	\$177,676.80	\$177,676.80	\$1,000,000.00
3008 COUNTY LIBRARY	\$1,116,239.63	\$130,668.86	\$189,338.10	\$1,057,570.39
3010 COUNTY CLERK OPERATING	\$35,294.91	\$377.00	\$1,028.01	\$34,643.90
3012 CHILD SUPPORT COST	\$9,909.00	\$327.23	\$6.55	\$10,229.68
3014 COMMUNICATION FACILITY/EQUIP	\$259,385.51	\$30,733.10	\$6,167.27	\$283,951.34
3017 JAIL OPERATION & MAINTENANCE	\$726,493.49	\$1,351,040.76	\$1,275,219.88	\$802,314.37
3019 BOATING SAFETY	\$23,536.39	\$19.93	\$0.40	\$23,555.92
3020 EMERGENCY 9-1-1	\$628,200.76	\$6,400.41	\$39,999.45	\$594,601.72
3028 ADULT DRUG COURT	\$21,135.16	\$3,305.60	\$66.11	\$24,374.65
3031 CIRCUIT COURT JUVENILE DIVISIO	\$7,662.89	\$86.49	\$1.73	\$7,747.65
3032 JUVENILE COURT REPRESENTATI	\$3,328.36	\$2.82	\$0.06	\$3,331.12
3039 CIRCUIT CLERK COMMISSIONER F	\$10,244.55	\$14.21	\$1,042.96	\$9,215.80
3042 ASSESSOR'S LATE ASSESSMENT	\$14,879.40	\$941.18	\$0.00	\$15,820.58
3075 CSU FUND	\$77,013.78	\$65.20	\$1.30	\$77,077.68
3400 FEMA	\$23,255.82	\$0.00	\$0.00	\$23,255.82
3401 HIV CLINIC	\$190,354.50	\$6,047.65	\$24,027.53	\$172,374.62
3402 LAW LIBRARY	\$389,030.11	\$9,405.90	\$8,024.96	\$390,411.05
3404 DRUG ENFORCEMENT - STATE	\$24,436.44	\$20.71	\$294.15	\$24,163.00
3405 DRUG ENFORCEMENT - FEDERAL	\$27,079.80	\$860.47	\$460.87	\$27,479.40
3406 DRUG COURT PROGRAM FUND	\$201,539.64	\$2,170.40	\$43.41	\$203,666.63
3501 HIDTA	\$0.00	\$0.00	\$0.00	\$0.00
3503 RURAL COMMUNITY GRANT	\$4,230.25	\$34,675.00	\$284.81	\$38,620.44
3510 JDC GRANT FUND	\$31,109.70	\$0.00	\$7.33	\$31,102.37
3511 DEM GRANT FUND	(\$56,049.64)	\$173,954.10	\$7,155.68	\$110,748.78
3512 ENVIRONMENTAL AFFAIRS GRANT	\$0.00	\$0.00	\$0.00	\$0.00
3513 DRUG COURT GRANT FUND	(\$20,494.42)	\$69,455.57	\$27,360.52	\$21,600.63
3514 LAW ENFORCEMENT GRANT FUN	\$129,125.84	\$0.00	\$11,702.50	\$117,423.34
3515 ANIMAL SHELTER GRANT FUND	\$2,301.33	\$0.00	\$2,186.92	\$114.41
3516 ANIMAL SHELTER PROJECTS FUN	\$45,795.56	\$905.40	\$0.00	\$46,700.96
3517 JUVENILE COURT GRANT FUND	\$790.31	\$0.00	\$0.00	\$790.31
3518 AR HERITAGE PRESERVATION FU	\$0.00	\$0.00	\$0.00	\$0.00
3519 AOC JUVENILE COURT GRANT	\$9,832.00	\$0.00	\$1,856.00	\$7,976.00
3550 CRISIS STABILIZATION UNIT GRAN	\$1,082.04	\$0.91	\$0.00	\$1,082.95
3999 COURT SECURITY GRANT	\$15,000.00	\$0.00	\$0.00	\$15,000.00
4800 RADIO SYSTEM SALES TAX	\$0.00	\$1,025,098.11	\$20,501.96	\$1,004,596.15
5800 COURT COSTS AND FINES	\$813,199.96	\$23,337.43	\$836,537.39	\$0.00
<b>Sub-Total</b>	<b>\$24,649,830.07</b>	<b>\$6,089,462.95</b>	<b>\$6,755,174.02</b>	<b>\$23,984,119.00</b>
6000 TREASURER'S COMMISSION	\$1,076,363.22	\$117,672.65	\$0.00	\$1,194,035.87
6002 COLLECTOR'S UNAPPORTIONED	\$9,022,234.09	\$6,735,602.93	\$6,053,820.89	\$9,704,016.13
6003 PROPERTY TAX RELIEF	\$635,503.55	\$537.69	\$0.00	\$636,041.24
6004 DELINQUENT PERSONAL TAX	\$0.00	\$145,586.34	\$145,586.34	\$0.00
6005 DELINQUENT REAL TAXES	\$0.00	\$163,859.41	\$163,859.41	\$0.00

ACCOUNT	BEGIN BALANCE	REVENUES	EXPENDITURES	END BALANCE
6006 TIMBER TAX	\$0.00	\$3,175.29	\$3,175.29	\$0.00
6008 STATE LAND SALES	\$0.00	\$19,504.65	\$19,504.65	\$0.00
6010 ADMIN JUSTICE	\$0.00	\$60,588.27	\$60,588.27	\$0.00
6011 INTEREST	\$0.00	\$31,399.65	\$31,399.65	\$0.00
6013 COMMON SCHOOL	\$3,182.67	\$397.95	\$0.00	\$3,580.62
6016 COUNTY FIRE PROTECTION PREM	\$0.00	\$14,382.45	\$14,382.45	\$0.00
6017 COUNTY SHERIFF'S OFFICE FUND	\$534.42	\$479.31	\$544.00	\$469.73
6406 BOSTON MOUNTAIN SOLID WAST	\$805.49	\$0.68	\$0.01	\$806.16
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	\$1,469,172.27	\$1,469,172.27	\$0.00
6499 PAYROLL CLEARING	\$0.00	\$1,223,670.86	\$1,223,670.86	\$0.00
6550 MORROW FIRE DUES	\$0.00	\$585.09	\$585.09	\$0.00
6551 WHEELER FIRE DUES	\$0.00	\$1,476.28	\$1,476.28	\$0.00
6552 ROUND MOUNTAIN FIRE DUES	\$0.00	\$1,674.58	\$1,674.58	\$0.00
6553 NOB HILL FIRE DUES	\$0.00	\$3,744.77	\$3,744.77	\$0.00
6554 GOSHEN FIRE DUES	\$0.00	\$4,567.97	\$4,567.97	\$0.00
6555 PGROVE/FARM FIRE DUES	\$0.00	\$3,367.09	\$3,367.09	\$0.00
6556 LINCOLN FIRE DUES	\$0.00	\$3,780.64	\$3,780.64	\$0.00
6557 WEDINGTON FIRE DUES	\$0.00	\$1,781.55	\$1,781.55	\$0.00
6558 STRICKLER FIRE DUES	\$0.00	\$1,170.14	\$1,170.14	\$0.00
6559 WHITEHOUSE FIRE DUES	\$0.00	\$364.64	\$364.64	\$0.00
6560 WEST FORK FIRE DUES	\$0.00	\$3,951.42	\$3,951.42	\$0.00
6601 CITY OF FAYETTEVILLE	\$0.00	\$169,927.02	\$169,927.02	\$0.00
6602 CITY OF SPRINGDALE	\$0.00	\$207,772.48	\$207,772.48	\$0.00
6603 CITY OF PRAIRIE GROVE	\$0.00	\$18,298.83	\$18,298.83	\$0.00
6604 CITY OF WEST FORK	\$0.00	\$4,292.93	\$4,292.93	\$0.00
6605 CITY OF LINCOLN	\$0.00	\$7,683.39	\$7,683.39	\$0.00
6606 CITY OF WINSLOW	\$0.00	\$735.24	\$735.24	\$0.00
6607 CITY OF TONTITOWN	\$0.00	\$20,672.33	\$20,672.33	\$0.00
6608 CITY OF FARMINGTON	\$0.00	\$25,959.68	\$25,959.68	\$0.00
6609 CITY OF GREENLAND	\$0.00	\$1,432.16	\$1,432.16	\$0.00
6610 CITY OF ELKINS	\$0.00	\$7,526.29	\$7,526.29	\$0.00
6611 CITY OF ELM SPRINGS	\$0.00	\$8,171.31	\$8,171.31	\$0.00
6612 CITY OF JOHNSON	\$0.00	\$17,141.77	\$17,141.77	\$0.00
6613 CITY OF GOSHEN	\$0.00	\$2,816.10	\$2,816.10	\$0.00
6614 FAYETTEVILLE LIBRARY	\$0.00	\$161,650.58	\$161,650.58	\$0.00
6701 FAYETTEVILLE SCHOOL DISTRICT	\$0.00	\$2,141,220.50	\$2,141,220.50	\$0.00
6706 FARMINGTON SCHOOL DISTRICT	\$0.00	\$267,614.61	\$267,614.61	\$0.00
6710 ELKINS SCHOOL DISTRICT	\$0.00	\$112,917.80	\$112,917.80	\$0.00
6714 WEST FORK SCHOOL DISTRICT	\$0.00	\$84,914.92	\$84,914.92	\$0.00
6721 SILOAM SPRINGS SCHOOL DISTRI	\$0.00	\$36,818.02	\$36,818.02	\$0.00
6723 PRAIRIE GROVE SCHOOL DISTRICT	\$0.00	\$238,334.81	\$238,334.81	\$0.00
6748 LINCOLN SCHOOL DISTRICT	\$0.00	\$131,221.30	\$131,221.30	\$0.00
6750 SPRINGDALE SCHOOL DISTRICT	\$0.00	\$1,908,100.53	\$1,908,100.53	\$0.00
6795 GREENLAND SCHOOL DISTRICT	\$0.00	\$107,475.29	\$107,475.29	\$0.00
6801 RUPPLE IMPROVEMENT DISTRICT	\$0.00	\$965.23	\$965.23	\$0.00
6803 HOMESTEAD IMP DISTRICT	\$0.00	\$335.95	\$335.95	\$0.00
6805 BEL CLAIRE IMP DISTRICT	\$0.00	\$1,291.27	\$1,291.27	\$0.00
6840 FAYETTEVILLE TIF DISTRICT	\$0.00	\$9,556.37	\$9,556.37	\$0.00
<b>Sub-Total</b>	<b>\$10,762,708.84</b>	<b>\$15,707,341.28</b>	<b>\$14,907,014.97</b>	<b>\$11,563,035.15</b>
<b>Grand Total</b>	<b>\$35,412,538.91</b>	<b>\$21,796,804.23</b>	<b>\$21,662,188.99</b>	<b>\$35,547,154.15</b>

## County General Fund - Property Taxes Received

	2017	2018	2019	2020
April	213,042.43	257,528.98	237,357.58	306,004.69
May	1,689,435.98	4,387,432.01	4,988,406.17	4,256,833.76
June	2,729,888.39	305,860.38	496,908.43	183,710.42
July	320,352.94	372,554.55	397,472.91	961,015.55
August	265,030.14	235,060.60	308,655.27	712,276.95
September	472,501.17	448,758.91	362,273.71	482,962.50
October	1,238,530.23	1,114,490.63	1,532,247.00	
November	4,128,876.97	4,298,177.47	5,103,775.85	
December	994,391.61	995,214.26	1,202,637.25	
	<u>12,052,049.86</u>	<u>12,415,077.79</u>	<u>14,629,734.17</u>	<u>6,902,803.87</u>
Projection	11,825,000.00	12,000,000.00	14,200,000.00	14,575,000.00
Millage Rate	3.9	3.9	4.4	4.4

Bobby Hill, Washington County Treasurer

9/30/2020

**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	\$ 754,190.32	73,171.41	10.74%
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	\$ 6,293,651.50	\$ 422,569.33	7.20%
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	\$ 1,025,098.11	\$ 99,454.84	10.74%
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%
<b>TOTAL</b>	<b>\$ 8,962,458.08</b>	<b>\$ 9,393,147.21</b>	<b>\$ 9,955,992.50</b>	<b>\$ 10,463,317.64</b>	<b>\$ 10,793,529.24</b>	<b>\$ 8,554,353.03</b>	<b>\$ 574,357.73</b>	<b>7.20%</b>
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 September (July)	Compared to 2019
Total Distribution	5,314,782.56	11.60%
Other General Merchandise Stores	825,934.89	6.44%
Building Material/Supply Stores	388,320.02	15.68%
Sporting Goods/Hobby/Musical Instrument	81,997.47	24.03%
Grocery Stores	231,350.89	1.22%
E-Shopping and Mail-Order Houses	267,829.24	45.72%
Full-Service Restaurants	240,732.42	-12.98%
Restaurants and other eating places	128,926.11	0.22%
Electronics and Appliance Stores	139,983.73	-0.86%
Drinking Places (Alcohol)	7,055.09	-54.03%
Liquor, Beer, Wine Stores	59,120.36	-19.14%
Clothing Stores	61,205.58	-17.16%
Other Misc Store Retailers	167,631.72	157.57%

	2019 September (July)
Total Distribution	4,762,435.60
Other General Merchandise Stores	775,940.04
Building Material/Supply Stores	335,678.41
Sporting Goods/Hobby/Musical Instrument	66,109.98
Grocery Stores	228,565.20
E-Shopping and Mail-Order Houses	183,802.39
Full-Service Restaurants	276,639.26
Restaurants and other eating places	128,648.69
Electronics and Appliance Stores	141,196.59
Drinking Places (Alcohol)	15,348.64
Liquor, Beer, Wine Stores	73,113.57
Clothing Stores	73,887.14
Other Misc Store Retailers	65,083.06

DATA DOES NOT INCLUDE NEW 1/4-CENT RADIO SALES TAX

Bobby Hill, Washington County Treasurer  
9/25/2020



**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	\$ 154,121.40	\$ (427.35)	-0.28%
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%
<b>TOTAL</b>	<b>\$ 1,366,096.52</b>	<b>\$ 1,425,104.08</b>	<b>\$ 1,520,611.32</b>	<b>\$ 1,636,858.16</b>	<b>\$ 1,726,981.87</b>	<b>\$ 1,307,303.72</b>	<b>\$ 18,661.92</b>	<b>1.45%</b>
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

## 1/4-Cent Radio System Sales Tax

MONTH	2020	2021
JANUARY		\$ -
FEBRUARY		\$ -
MARCH		\$ -
APRIL		\$ -
MAY		\$ -
JUNE		\$ -
JULY		\$ -
AUGUST		\$ -
SEPTEMBER	\$ 1,025,098.11	
OCTOBER	\$ -	
NOVEMBER	\$ -	
DECEMBER	\$ -	
<b>TOTAL</b>	<b>\$ 1,025,098.11</b>	<b>\$ -</b>
<b>Projection</b>	<b>\$ 3,800,000.00</b>	<b>\$ 7,530,000.00</b>

Collections begin July 1, 2020 (Distributed in September 2020)

Collections end June 30, 2021 (Distributed in August 2021)

*Bobby Hill, Washington County Treasurer*

**1002 Employee Insurance  
September-20**

Beginning Balance: \$3,030,974.84						
	Income			Expense		
	Current	Previous Month	YTD	Current	Previous Month	YTD
AR Blue Cross	\$ 127,569.37	\$ 15,204.99	\$ 326,126.23	\$ -	\$ -	\$ -
Employee Reimbursement	\$ -	\$ -	\$ 140.62	\$ -	\$ -	\$ -
Excess Commission Distribution - Treasurer	\$ -	\$ -	\$ 4,343.57	\$ -	\$ -	\$ -
Insurance - Retiree Payments	\$ 11,778.69	\$ 11,778.69	\$ 103,656.03	\$ -	\$ -	\$ 168.28
Insurance Premiums from Employees	\$ 89,502.19	\$ 92,128.13	\$ 913,946.79	\$ -	\$ -	\$ -
Insurance Contribution from County	\$ 308,026.00	\$ 308,492.00	\$ 3,091,910.00	\$ -	\$ -	\$ -
Life Insurance Premiums from Employees*	\$ 19,306.53	\$ 19,647.19	\$ 196,652.50	\$ 19,306.53	\$ 19,647.19	\$ 196,652.50
Life Insurance Contribution from County	\$ 7,282.00	\$ 7,282.00	\$ 72,820.00	\$ -	\$ -	\$ -
Interest	\$ 2,470.82	\$ 2,440.09	\$ 29,244.06	\$ -	\$ -	\$ -
Benefitfocus	\$ -	\$ -	\$ -	\$ -	\$ 975.00	\$ 3,922.64
ACA-Centers for Medicare/Medicaid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Blue Administrative Expenses	\$ -	\$ -	\$ -	\$ 18,582.05	\$ 18,253.70	\$ 165,634.00
Conexis	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
First Care North Mana Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Group Service Underwriters	\$ -	\$ -	\$ -	\$ 39,053.22	\$ 39,485.28	\$ 395,043.24
IMWELL (PREMISE) Health	\$ -	\$ -	\$ -	\$ 10,137.85	\$ 11,565.92	\$ 125,487.56
KARAS Family Walkin Clinic	\$ -	\$ -	\$ -	\$ 1,828.69	\$ 4,308.10	\$ 15,174.67
Mutual Of Omaha Policy Holder Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCMAT Background Screening LLC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ozark Guidance Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,176.25
Reliastar Life Insurance Company	\$ -	\$ -	\$ -	\$ 3,038.01	\$ 3,067.93	\$ 27,550.38
TC	\$ -	\$ -	\$ -	\$ 2,381.31	\$ 48.80	\$ 4,992.34
Transfer by Court Order	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UAMS Family Medical Center	\$ -	\$ -	\$ -	\$ 3,298.24	\$ -	\$ 12,866.19
UAMS Outpatient Therapy Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 652.80
United States Treasury	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,809.24
Usable Mutual Insurance	\$ -	\$ -	\$ 1,798.84	\$ 234,050.77	\$ 349,247.52	\$ 3,388,165.38
Wageworks Inc.	\$ -	\$ -	\$ 1,539.63	\$ 396.00	\$ 396.00	\$ 3,564.00
Wash Co FOP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 565,935.60</b>	<b>\$ 456,973.09</b>	<b>\$ 4,742,178.27</b>	<b>\$ 332,072.67</b>	<b>\$ 446,995.44</b>	<b>\$ 4,348,859.47</b>
<b>Ending Balance: \$3,264,837.77</b>						

\*goes into 1800 Flex Spending

Summary Statement of Operations-Expenses by Fund and Dept.

9-30-2020

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	33,762	520	348,357	6,038	91,838	79.4%	78.1%
1000	101	County Clerk	557,828	44,186	0	421,378	7,632	128,818	76.9%	75.5%
1000	102	Circuit Clerk	583,130	27,905	0	359,068	11,448	212,614	63.5%	61.6%
1000	103	Treasurer	217,166	16,761	0	167,858	1,908	47,400	78.2%	77.3%
1000	104	Tax Collector	1,078,496	76,859	0	832,821	18,126	227,549	78.9%	77.2%
1000	105	Assessor	2,383,886	147,946	816	1,736,938	40,559	606,389	74.6%	72.9%
1000	106	Board of Equalization	1,110,837	91,478	0	752,967	332,704	25,166	97.7%	67.8%
1000	107	Quorum Court	290,160	23,408	97	145,106	2,297	142,757	50.8%	50.0%
1000	108	Buildings and Grounds	2,144,291	109,907	31,096	1,741,756	98,270	304,265	85.8%	81.2%
1000	109	Elections	834,858	41,884	4,420	518,698	7,704	308,456	63.1%	62.1%
1000	110	County Planning	350,680	22,905	1,670	251,571	9,125	89,984	74.3%	71.7%
1000	113	Financial Management	376,337	26,202	2,071	261,540	8,465	106,331	71.7%	69.5%
1000	115	Computer/IS Department	1,449,687	63,766	15,313	980,544	270,602	198,541	86.3%	67.6%
1000	118	General Services	197,333	9,387	0	146,083	2,843	48,406	75.5%	74.0%
1000	119	Archiving/Records Management	3,415	60	0	2,827	731	(143)	104.2%	82.8%
1000	120	Grants Administrator	151,364	10,043	0	106,455	2,535	42,375	72.0%	70.3%
1000	121	Human Resources	335,864	24,198	0	246,213	15,527	74,124	77.9%	73.3%
1000	122	County Attorney	231,482	10,461	308	146,503	14,417	70,563	69.5%	63.3%
1000	300	County Health	17,169	4,098	147	14,238	501	2,430	85.8%	82.9%
1000	301	Ambulance Service	921,174	76,765	0	690,881	230,294	0	100.0%	75.0%
1000	308	Animal Shelter	745,934	47,232	6,454	499,222	27,766	218,946	70.6%	66.9%
1000	400	Sheriff	9,101,591	618,852	11,521	6,502,435	151,764	2,447,392	73.1%	71.4%
1000	401	Circuit Court I	36,862	301	260	5,018	3,020	28,824	21.8%	13.6%
1000	402	Circuit Court II	43,475	515	416	11,049	1,671	30,755	29.3%	25.4%
1000	403	Circuit Court III	1,259,081	82,512	962	847,830	41,069	370,182	70.6%	67.3%
1000	404	Circuit Court IV	122,763	5,513	421	68,652	3,881	50,230	59.1%	55.9%
1000	405	Circuit Court V	28,474	1,884	0	11,406	1,688	15,381	46.0%	40.1%
1000	406	Circuit Court VI	56,210	582	199	12,774	1,765	41,671	25.9%	22.7%
1000	407	Circuit Court VII	43,708	513	447	6,639	1,509	35,560	18.6%	15.2%
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	8,813	0	27,888	10,452	0	100.0%	72.7%
1000	411	District Court Prairie Grove	25,872	6,918	0	19,739	6,133	0	100.0%	76.3%
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	97,951	1,523	1,030,193	39,074	444,273	70.6%	68.1%
1000	417	Public Defender	705,997	50,206	1,560	461,500	13,922	230,576	67.3%	65.4%
1000	419	Coroner	452,340	46,476	981	324,984	16,367	110,989	75.5%	71.8%

**Summary Statement of Operations-Expenses by Fund and Dept.  
9-30-2020**

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	1,538	0	5,464	4,076	10,130	48.5%	27.8%
1000	440	COURT REPORORTING SRVCS	27,300	2,275	0	20,475	6,825	0	100.0%	75.0%
1000	444	Juvenile Detention	1,471,283	102,087	10,171	983,255	72,789	415,240	71.8%	66.8%
1000	500	Dept of Emergency Management	353,406	18,957	1,111	279,571	5,532	68,302	80.7%	79.1%
1000	502	Fire Departments	850,471	0	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	25,229	10,380	297,905	47,220	70,142	83.1%	71.7%
1000	800	Veterans Service	220,444	11,106	617	119,835	4,185	96,424	56.3%	54.4%
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%
<b>Total</b>	<b>1000 - General Fund</b>		<b>32,611,732</b>	<b>1,991,439</b>	<b>103,481</b>	<b>22,283,802</b>	<b>1,922,211</b>	<b>8,405,719</b>	<b>74.2%</b>	<b>68.3%</b>
1002 - Employee Insurance Fund										
1002	125	Employee Insurance	5,084,261	310,385	0	3,890,622	547,873	645,766	87.3%	76.5%
Total	1002 - Employee Insurance Fund		5,084,261	310,385	0	3,890,622	547,873	645,766	87.3%	76.5%
1800 - Flexible Spending Fund										
1800	126	Flexible Spending	238,085	18,364	0	201,022	55,466	(18,402)	107.7%	84.4%
Total	1800 - Flexible Spending Fund		238,085	18,364	0	201,022	55,466	(18,402)	107.7%	84.4%
2000 - Road Fund										
2000	200	County Road	9,309,285	1,004,902	187,474	6,917,104	428,680	1,963,501	78.9%	74.3%
2000	201	Road 1/2 Cent Sales Tax	1,873,000	226,081	0	1,856,196	24,773	(7,969)	100.4%	99.1%
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	1,230,983	187,474	8,849,361	453,454	1,959,470	82.6%	78.6%
2003 - Road Add'l Fuel Tax Fund										
2003	220	Road Add'l Fuel Tax Fund	414,702	362,934	0	362,934	0	51,768	87.5%	87.5%
Total	2003 - Road Add'l Fuel Tax Fund		414,702	362,934	0	362,934	0	51,768	87.5%	87.5%
3000 - Treasurer's Automation Fund										
3000	103	Treasurer's Automation	112,259	10,907	0	82,996	2,840	26,423	76.5%	73.9%
Total	3000 - Treasurer's Automation Fund		112,259	10,907	0	82,996	2,840	26,423	76.5%	73.9%
3001 - Collector's Automation Fund										
3001	104	Collector's Automation	526,605	24,205	1,317	215,830	17,005	293,770	44.2%	41.0%
Total	3001 - Collector's Automation Fund		526,605	24,205	1,317	215,830	17,005	293,770	44.2%	41.0%

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

**9-30-2020**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
3002 - Circuit Court Automation Fund										
3002	437	Circuit Court Automation	23,085	1,236	2,837	17,445	4,452	1,189	94.8%	75.6%
Total	3002 - Circuit Court Automation Fund		23,085	1,236	2,837	17,445	4,452	1,189	94.8%	75.6%
3004 - Assessor's Amendment 79 Fund										
3004	105	Assessor's Amendment 79	29,357	320	311	10,141	311	18,905	35.6%	34.5%
Total	3004 - Assessor's Amendment 79 Fund		29,357	320	311	10,141	311	18,905	35.6%	34.5%
3005 - County Clerk's Cost Fund										
3005	101	County Clerk's Cost	136,850	2,308	300	44,324	6,324	86,201	37.0%	32.4%
Total	3005 - County Clerk's Cost Fund		136,850	2,308	300	44,324	6,324	86,201	37.0%	32.4%
3006 - Recorder's Cost Fund										
3006	128	Recorder's Cost	1,330,698	65,253	5,540	721,299	40,912	568,487	57.3%	54.2%
3006	8888	Recorder's Costs Transfers Out	740,000	105,423	0	691,387	0	48,613	93.4%	93.4%
Total	3006 - Recorder's Cost Fund		2,070,698	170,676	5,540	1,412,686	40,912	617,100	70.2%	68.2%
3008 - County Library Fund										
3008	600	County Library	2,411,506	184,493	1,277	1,802,820	483,662	125,024	94.8%	74.8%
3008	610	Co Lib-Greenland Branch	20,014	992	515	6,336	529	13,149	34.3%	31.7%
3008	611	Co Lib-Winslow Branch	16,985	1,173	324	5,989	324	10,672	37.2%	35.3%
Total	3008 - County Library Fund		2,448,505	186,659	2,116	1,815,145	484,516	148,844	93.9%	74.1%
3010 - County Clerk Operating Fund										
3010	101	County Clerk Operating	15,000	1,020	267	8,507	267	6,226	58.5%	56.7%
Total	3010 - County Clerk Operating Fund		15,000	1,020	267	8,507	267	6,226	58.5%	56.7%
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	5,553	29,341	172,364	48,537	59,755	78.7%	61.4%
Total	3014 - Communication Facility/Equip		280,656	5,553	29,341	172,364	48,537	59,755	78.7%	61.4%
3017 - Jail Operations & Maintenance										
3017	127	Jail-Maintenance	1,404,698	61,034	42,416	741,399	246,148	417,151	70.3%	52.8%

**Summary Statement of Operations-Expenses by Fund and Dept.  
9-30-2020**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
3017	418	Jail Operations	16,185,361	1,132,812	12,737	11,764,858	633,493	3,787,010	76.6%	72.7%
Total	3017 - Jail Operations & Maintenance		17,590,059	1,193,846	55,153	12,506,258	879,641	4,204,160	76.1%	71.1%
3019 - Boating Safety Fund										
3019	400	Boating Safety	10,900	0	0	3,129	0	7,771	28.7%	28.7%
Total	3019 - Boating Safety Fund		10,900	0	0	3,129	0	7,771	28.7%	28.7%
3020 - Emergency 911 Fund										
3020	501	Emergency 911	789,968	39,092	0	383,890	121,764	284,314	64.0%	48.6%
Total	3020 - Emergency 911 Fund		789,968	39,092	0	383,890	121,764	284,314	64.0%	48.6%
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	1,043	0	6,203	1,219	4,579	61.8%	51.7%
Total	3039 - Circuit Clerk Commissioner Fee		12,000	1,043	0	6,203	1,219	4,579	61.8%	51.7%
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	23,464	0	133,102	16,529	29,994	83.3%	74.1%
Total	3401 - HIV Clinic Fund		179,625	23,464	0	133,102	16,529	29,994	83.3%	74.1%
3402 - Law Library Fund										
3402	422	Law Library	102,601	7,859	0	68,190	28,020	6,391	93.8%	66.5%

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

**9-30-2020**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
Total	3402 - Law Library Fund		102,601	7,859	0	68,190	28,020	6,391	93.8%	66.5%
3404 - Drug Enforcement - State Fund										
3404	400	Drug Enforcement-State	33,800	294	0	3,392	329	30,078	11.0%	10.0%
Total	3404 - Drug Enforcement - State Fund		33,800	294	0	3,392	329	30,078	11.0%	10.0%
3405 - Drug Enforcement- Fed Fund										
3405	400	Drug Enforcement-Federal	25,600	461	100	3,882	1,396	20,322	20.6%	15.2%
Total	3405 - Drug Enforcement- Fed Fund		25,600	461	100	3,882	1,396	20,322	20.6%	15.2%
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	285	0	892	1,372	2,573	46.8%	18.4%
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	285	0	75,392	1,372	2,573	96.8%	95.0%
3510 - JDC Grant Fund										
3510	536	JDC GIA 2019-20 Grant	28,342	0	0	28,344	0	(2)	100.0%	100.0%
3510	537	JDC GIA 2020-21 Grant	31,167	0	1,385	0	1,385	29,782	4.4%	0.0%
3510	500	JDC Pond Project	500	7	0	463	0	37	92.6%	92.6%
Total	3510 - JDC Grant Fund		60,009	7	1,385	28,807	1,385	29,816	50.3%	48.0%
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	0	0	74,130	48,134	65,884	65.0%	39.4%
3511	566	USAR 2018	321,613	0	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	4,068	551	29,176	748	54,756	35.3%	34.5%
3511	573	SWAT 2019	366,060	0	0	16,054	0	350,006	4.4%	4.4%
3511	574	USAR 2019	266,000	3,088	0	22,531	0	243,469	8.5%	8.5%
3511	575	WMD Fayetteville Fire 2019	297,701	0	233,740	0	233,740	63,961	78.5%	0.0%



**Summary Statement of Operations-Expenses by Fund and Dept.  
9-30-2020**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
Total	3511 - DEM Grant Fund		1,673,597	7,156	234,291	441,474	289,809	942,314	43.7%	26.4%
3513 - Drug Court Grant Fund										
3513	204	CARES ACT OJP	46,113	3,343	0	19,355	0	26,758	42.0%	42.0%
3513	493	SAMHSA 2019/2020	173,942	23,799	9,638	148,329	9,638	15,975	90.8%	85.3%
3513	494	SAMHSA 2020/2021	399,996	0	0	0	0	399,996	0.0%	0.0%
3513	517	Acct. Ct. WCADC	9,364	95	0	1,307	1,036	7,021	25.0%	14.0%
3513	518	Acct. Ct. MCADC	9,985	0	0	495	0	9,490	5.0%	5.0%
3513	519	Acct. Ct. VTC	9,893	0	0	1,905	0	7,988	19.3%	19.3%
Total	3513 - Drug Court Grant Fund		649,293	27,237	9,638	171,391	10,675	467,228	28.0%	26.4%
3514 - Law Enforcement Grant Fund										
3514	497	ADR Grant	12,260	2,985	1,275	10,785	1,275	200	98.4%	88.0%
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	8,718	8	8,718	5,595	0	100.0%	60.9%
3514	587	JAG 2020	13,699	0	0	0	0	13,699	0.0%	0.0%
Total	3514 - Law Enforcement Grant Fund		171,647	11,703	1,283	26,176	6,870	138,601	19.3%	15.3%
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	2,187	0	2,187	0	114	95.0%	95.0%
Total	3515 - Animal Shelter Grant Fund		22,301	2,187	0	22,187	0	114	99.5%	99.5%
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										

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

**9-30-2020**

Fund	Department		Budget	Current Month		Year to Date		Balance	% Used	% Used
				Transactions	Encumbrance	Transactions	Encumbrance		w/Encumb.	Trans. Only
3519	522	AOC JUVENILE COURT GRANT	15,000	1,856	0	7,024	0	7,976	46.8%	46.8%
Total	3519 - AOC JUVENILE COURT GRANT		15,000	1,856	0	7,024	0	7,976	46.8%	46.8%
3550 - CSU Grant										
3550	340	CSU Grant	11,302	0	0	1,064,000	133,000	(1,185,698)	10591.0%	9414.3%
Total	3550 - CSU Grant		11,302	0	0	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	771,000	408,449	0	645,869	0	125,131	83.8%	83.8%
Total	5800 - Court Costs & Fines Fund		771,000	408,449	0	645,869	0	125,131	83.8%	83.8%
<b>Grand Total</b>			<b>78,315,694</b>	<b>6,041,927</b>	<b>634,834</b>	<b>55,197,771</b>	<b>5,150,275</b>	<b>17,967,648</b>	<b>77.1%</b>	<b>70.5%</b>

## Unappropriated Reserve Balance Report

9/1/2020 to 9/30/2020

	1/1/2020	9/1/2020		9/30/2020		
	Unappropriated	Unappropriated	September	Unappropriated	YTD	
Fund Description	Reserve Balance	Reserve Balance	Change	Reserve Balance	Change	Change Explanation
1000 - General Fund	5,383,052	5,963,337	(4,803)	5,958,534	575,482	ORD2020-54 Appropriate DEM revenue
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	174,029		174,029	(29,076)	
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	(411,000)	300,186	(395,959)	ORD2020-58 Appropriate to pay off bonds
Totals	11,511,151	12,572,603	(415,803)	12,156,800	645,649	
				General Fund	5,958,534	
				Jail Fund	(916,705)	
				Net General	5,041,829	

Item 20-O-063

**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 Butch Pond**

Committee History: Finance & Budget Committee (09-08-2020);Postponed to 10/06/2020  
Quorum Court History:

**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](mailto: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

<b>Job Code:</b>	13
<b>Exempt:</b>	No
<b>Department:</b>	Juvenile Detention Center-0444
<b>Reports To:</b>	Juvenile Detention Corporal
<b>Location:</b>	Juvenile Detention Center
<b>Date Prepared:</b>	July 06, 2020
<b>Date Revised:</b>	
<b>Safety Sensitive:</b>	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
		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
		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
<b>TOTAL VALUE</b>			<b>579</b>

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 &amp; 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 VETERINARIAN TECHNICIAN/PATIENT TRANSPORT COORDINATOR TO KENNEL SUPERVISOR IN THE ANIMAL SHELTER BUDGET FOR 2020.

WHEREAS, the Washington County Animal Shelter desires to change the title of one full-time position for 2020.

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

ARTICLE 1. The title of the personnel position of Veterinarian Technician/Patient Transport Coordinator, Grade 14 (Position 0308002) in the Animal Shelter budget of the General Fund (10000308) is hereby changed to Kennel Supervisor, Grade 14 (Position 0308002) for 2020.

\_\_\_\_\_  
JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BECKY LEWALLEN, County Clerk

Introduced by: JP Butch Pond  
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**

October 5, 2020

**Re: Animal Shelter Justification for the remainder of 2020 Budget**

Dear JESAP and Personnel Committees,

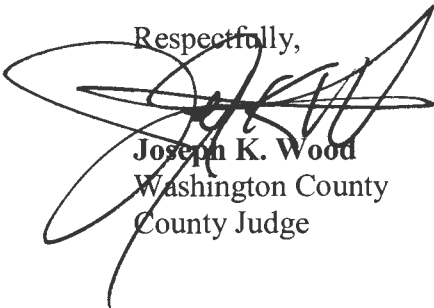
I would like to request that the existing title of the *Veterinarian Technician/Patient Transport Coordinator* (position number 0308.002) be changed to *Kennel Supervisor*.

There would be no change in grade (both are the same) which means no request for additional funds from unappropriated reserves.

This request will assist the Animal Shelter's Director in better targeting of the potential pool of viable applicants along with assisting in filling the position with better qualified applicants.

Thank you for your consideration.

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](mailto:Joseph.wood@co.washington.ar.us)

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



**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Kennel Supervisor–Animal Services**

Exempt (Y/N): No

DEPARTMENT: County Judge–Animal Services

DATE PREPARED: April 2013

SUPERVISOR: Shelter Director

**GENERAL DESCRIPTION OF POSITION**

This position supervises the cleaning of the shelter by shelter attendants; provides care and treatment of incoming animals as directed by the Vet Tech. Under the supervision of the Vet Tech performs tests for Heartworm Disease, Parvovirus, Feline leukemia, and Intestinal Parasites.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Train and supervise Kennel Attendants in shelter cleaning and day to day duties.
2. Provide, under the supervision of the Vet Tech, care and treatment of incoming animals. Train Kennel Attendants to assist in this care.
3. Assist in providing humane euthanasia for shelter animals and maintain inventory of use of federally controlled drugs to meet DEA requirements.
4. Assist in care and treatment of ill and injured animals.
5. Perform behavior assessments on animals being placed in the adoption area.
6. Assist citizens who visit the shelter to adopt an animal, reclaim their own animal, or search for a lost animal.
7. Help the office staff at the surrender counter so that animals are handled properly and moved to holding area efficiently and humanely.
8. Maintain kennel records.
9. Supervise the preparation of adopted animals to leave the shelter, insuring that the animal is clean, properly vaccinated and wormed, and micro chipped. Assure that any medicine and doctor instructions are ready to be given to the client. And Present the animal to the adopter.
10. Supervise food preparation and distribution. With the help of the attendants, notify the Vet Tech of any animal that is not eating or consuming water or is showing any sign of illness.
11. Supervise attendants in cleaning food and water bowls and litter boxes and in stocking the food prep area.
12. 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, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

None.

## **SUPERVISORY RESPONSIBILITIES**

Supervises 4 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to- person and small group situations 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.

## **SUPERVISION RECEIVED**

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

## **PLANNING**

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

## **DECISION MAKING**

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

## **MENTAL DEMAND**

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

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

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

## **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.)

## **ACCURACY**

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

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

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

#### **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

#### **ADDITIONAL INFORMATION**

Not indicated.

#### **PHYSICAL ACTIVITIES**

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

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

#### **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually loud.

*WASHINGTON COUNTY*

Item 20-O-072

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 JANITORIAL PERSON TO JANITORIAL TRAINER/FLOOR TECHNICIAN IN THE BUILDING AND GROUNDS BUDGET FOR 2020.

WHEREAS, the Washington County Building & Grounds desires to change the title of one full-time position for 2020.

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

ARTICLE 1. The title of the personnel position of Janitorial Person, Grade 6 (Position 0108101) in the Building & Grounds budget of the General Fund (10000108) is hereby changed to Janitorial Trainer/Floor Technician, Grade 12 (Position 0108101) for 2020.

\_\_\_\_\_  
JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BECKY LEWALLEN, County Clerk

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

Joseph K. Wood  
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS  
COUNTY JUDGE

September 30, 2020

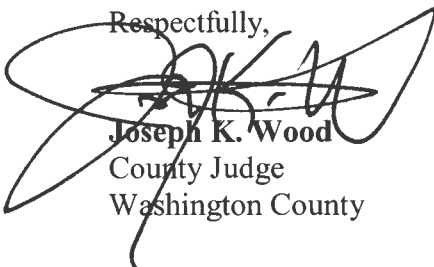
**Re: Building & Grounds Justification for 2020 Budget**

JESAP and Personnel Committees,

I would like to request that Washington County change the title for the *Janitorial Person* (position number 0108101) to *Janitorial Trainer/Floor Technician*. The following reasons are listed below:

- A dedicated floor technician can increase the life of existing floor coverings by up to 5-10 years for the County.
- The County can save on contracted floor services by having a dedicated floor technician.
- A dedicated trainer would provide a consistent janitorial training program that ensures uniformity of cleanliness throughout all County facilities.
- By having a person that serves as the janitorial supervisor in the absence of the Leadman/Foreman, the janitorial team will have a point of contact in the event of an emergency and also consistent direction to accomplish the team's daily goals. (Currently this direction comes from the Director or Night Maintenance Manager)
- The position will be internally funded, and will not need additional funds.
- By combining the Floor Technician with a supervisory position, the County can save funds with one position rather than having two separate positions.

Respectfully,



Joseph K. Wood  
County Judge  
Washington County

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701  
Telephone: (479) 444-1700 • Fax: (479) 444-1889  
[joesphwood@co.washington.ar.us](mailto:joesphwood@co.washington.ar.us)

## Washington County Janitor Trainer and Floor Technician Job Description

**Job Code:** 12  
**Exempt:** No  
**Department:** Buildings & Grounds  
**Reports To:** Leadman/Foreman  
**Location:** County Buildings  
**Date Prepared:** October 29, 2019  
**Date Revised:** August 27, 2020  
**Safety Sensitive:** No

### GENERAL DESCRIPTION OF POSITION

The Janitorial Trainer/Floor Technician is responsible for maintaining and refurbishment of all County flooring as well as training of the janitorial staff and contracted temporary staff members. The Janitorial Trainer is responsible for assisting the Leadman/Foreman in supervising the janitorial personal and contracted temporary staff for all Washington County buildings and grounds. The incumbent must prioritize when and how to complete tasks individually, as well as with their co-workers and supervisor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for blood borne pathogen training.
2. Ensure safety measures such as the wearing of personal protective equipment are followed by all janitorial staff.
3. Responsible for covering shifts when staff are absent or on vacation.
4. Ensure that problems with buildings are submitted to the proper personnel for corrective action.
5. Verify that all buildings are secure at all times.
6. Clean, dust, mop, burnish and vacuum as required.
7. Empty all trash/recycling containers, clean and replace liners as needed.
8. Perform spot cleaning as required to carpets and upholstery.
9. Assist in maintaining MSDS sheets as required by law when needed.
10. Perform all maintenance duties in an efficient, safe, and timely manner.
11. Notify supervisor when supplies or repairs are needed.
12. Notify supervisor of problems that may arise.
13. Responsible for direct supervision of all janitorial staff when the Leadman/Foreman is not present.
14. Responsible for direct supervision of and responsible for all work performed by those whom they are training (1-2) persons at a time.

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 3 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 read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

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

## **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS and PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Not indicated.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

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

### **PLANNING**

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

### **DECISION MAKING**

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



## **MENTAL DEMAND**

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

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

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

## **RESPONSIBILITY FOR WORK OF OTHERS**

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.

Supervises the following departments: Not indicated.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

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

## **ACCURACY**

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

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

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

### **ANNUAL MONETARY IMPACT**

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

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

### **IMPACT ON END RESULTS**

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

## **PUBLIC CONTACT**

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

## **EMPLOYEE CONTACT**

Contacts 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**

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or 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.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals. 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.

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

While performing the functions of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, talk or hear; occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and distance vision.

## **ADDITIONAL INFORMATION**

**EDUCATION and/or EXPERIENCE:** High school diploma or GED; three (3) years' experience in janitorial work and working with floor maintenance equipment. Must possess a valid Arkansas driver's license and have a clean driving record. The incumbent must possess adequate communication skills to effectively train the individuals that are in their charge, as well as, be able to communicate effectively with the Leadman/Foreman. Must be able to operate general cleaning equipment.

## DBCompensation Job Valuing Summary

SCENARIO **Washington County**  
**September 2020**  
 POSITION **Janitor Trainer and Floor Technician**  
 JOB CODE: **12**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	6	64	
2	Experience-Minimum time to become familiar with management requirements of the job.	1	33	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 3	4	29
		4B 3		
		4C 3		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	4	49	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	46	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	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.	3	32	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 4	5	43
		10B 0		
		10C 2		
11	Contacts with Public: Responsibility for effective handling of contacts.	3	41	
12	Contacts with Employees: Responsibility for effective handling of others.	3	28	
13	Machine-Computer Operations	4	38	
14	Working Conditions	3	18	
15	Physical Demand	7	36	
<b>TOTAL VALUE</b>			<b>547</b>	

SIGNED: \_\_\_\_\_

Item 20-O-074

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 SOCIAL WORKER (CIRCUIT COURT III) TO JUVENILE PROBATION OFFICER IN THE CIRCUIT COURT III BUDGET FOR 2020.

WHEREAS, the Washington County Circuit Court III desires to change the title of one full-time position for 2020.

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

ARTICLE 1. The title of the personnel position of Social Worker (Circuit Court III), Grade 18 (Position 0403023) in the Circuit Court III budget of the General Fund (10000403) is hereby changed to Juvenile Probation Officer, Grade 15 (Position 0403023) for 2020.

\_\_\_\_\_  
JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BECKY LEWALLEN, County Clerk

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





STACEY A. ZIMMERMAN  
CIRCUIT JUDGE

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

LEIGH BRILL  
Trial Court Administrator  
lbrill@co.washington.ar.us

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

September 24, 2020

***Re: Change of grade and Title of the Social Worker position to Juvenile Probation Officer and re-rating several Officer Positions***

Circuit Court Division 3, Juvenile Court is requesting that the vacant position of Social Worker, grade 18, be changed to a Juvenile Probation Officer Position. The reasons for this request are:

1. The Social Worker position has been vacant since April of 2019; although we actively advertised to fill the position. Shift work and the salary were deterrents to hiring;
2. We have a greater need for a probation officer at this time due to the second Juvenile Court Judge (Circuit Court Division 8) taking the bench January 1, 2020.
3. Circuit Court Division 3, Juvenile Court is collaborating with Community Service Inc. (CSI), our new community based provider, and CSI will be providing counselling services at our Youth Reporting Center.

The following positions are being submitted for re-rating due to additional job responsibilities, increased work load, additional state mandated data entry and the additional juvenile judge.

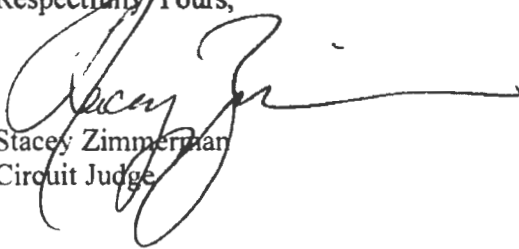
1. Juvenile Intake officer
2. Juvenile Probation Officer
3. Juvenile Probation Officer/Specialized Police Officer
4. Lead Juvenile Officer
5. Lead Juvenile Officer/Specialized Police Officer

The following will be re-rated and require a title change:

1. Juvenile Officer II/ Specialized Police Officer- **title change to Juvenile Probation Officer.**
2. Juvenile Officer/Multilingual-**title change to Juvenile Probation Officer/Multilingual**
3. Administrative Assistant- **title change to Executive Assistant.**
4. Juvenile Intake Diversion Officer- **title change to Juvenile Intake Officer**

Lastly, I am requesting that any position that does not rate two grades higher once the re-rating has been completed be given a 3% increase to their salary. Juvenile Court has had two vacant positions this year, one being vacant since April 2019. The un-used salary money for these positions should cover any increase in salary to our staff for this year.

Respectfully Yours,

A handwritten signature in black ink, appearing to read "Stacey Zimmerman", with a long horizontal flourish extending to the right.

Stacey Zimmerman  
Circuit Judge

## Washington County Juvenile Probation Officer Job Description

<b>Job Code:</b>	15
<b>Exempt:</b>	No
<b>Department:</b>	Juvenile Court Division
<b>Reports To:</b>	Circuit Court Judge & Director of Juvenile Court
<b>Location:</b>	Juvenile Court
<b>Date Prepared:</b>	September 20, 2018
<b>Date Revised:</b>	September 20, 2018

### GENERAL DESCRIPTION OF POSITION

The Juvenile Probation Officer is responsible for supervision of Juvenile Court cases, including working with juveniles and families involved in Delinquency and/or FINS (Family in Need of Services) cases to monitor compliance with court orders as well as refer juveniles and families to services needed for rehabilitation. The Juvenile Probation Officer will be required to maintain case documents, and testify in court, and will work as part of a team to address an array of juvenile and family situations. This position requires decision-making, problem solving, and accurate reporting skills, as well as the ability to interact effectively with juveniles, families, community groups, and other agencies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise Juvenile Court cases to which they are assigned, including monitoring the clients' progress and adherence to court orders, identifying potential problems, taking corrective action, and making recommendations to the court.
2. Perform random visits to the school, home, job site, or treatment facility, as well as conduct regular office visits and phone calls.
3. Maintain contact with juveniles and families, as well as community agencies. All contact with the public will be conducted in a professional manner and in compliance with departmental policy and Arkansas law.
4. Work with Interstate Compact to coordinate the return of juveniles to their home state when they are runaways or have a warrant from another jurisdiction, as well as coordinate the transfer of probation.
5. Work with other Probation Departments throughout the State of Arkansas to share information and provide supervision for juveniles who have moved within the State.
6. Make appropriate referrals to public or private agencies, including schools, service providers, community agencies, and the Department of Human Service, to ensure that clients obtain services needed for rehabilitation.
7. Maintain close communications with all law enforcement agencies within Washington County.
8. Work as part of a team with other Juvenile Officers to provide twenty-four hour on call coverage on a rotating schedule.
9. This position requires performing occasional evening and weekend work.

10. Assist with transporting juveniles and families to programs and services, as needed.

11. Maintain, update, and complete all necessary paper and computer documents to include, but not limited to:

Maintaining computerized database records of meetings with all concerned parties, psychological assessments, school reports, counseling reports, data on probationer and family, proof of completion of public service, and payment of fines, cost, fees, restitution.

Updating the Juvenile Court computer database with case information.

Preparing requests for the Prosecuting Attorney to file Show Causes and/or Petitions for Revocation of Probation.

Completing and filing court orders.

Maintaining paper case files, preparing all needed records for court hearings and distributing reports to all parties before court hearings.

Ensuring that all juvenile records are kept confidential and that information relating to a juvenile is not released except to authorized persons.

12. Prepare sentencing recommendations based upon consideration of the details of the case and the juveniles involved.

13. Testify in court to present case information, relate successes or problems, inform the court about placement options, and make recommendations about the continued detention or release of a juvenile.

14. Speak to various public and community groups regarding the Juvenile Court process and juvenile services if called upon. May represent the Juvenile Court on committees as assigned by the Judge.

15. Maintain a current knowledge of the Arkansas Juvenile Code, available services, and treatment and placement options, both locally as well as across the State of Arkansas.

16. Administer drug screens to juveniles and their families as ordered by the court.

17. Attend all staff meetings and trainings.

18. Represent the department in a professional manner, this includes dressing in a professional manner, to enhance the County's image and minimize loss of goodwill.

19. Perform all other functions assigned to him by supervisors or the court.

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

## **QUALIFICATIONS**

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



## **EDUCATION AND EXPERIENCE**

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

## **COMMUNICATION SKILLS**

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

## **MATHEMATICAL SKILLS**

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

## **CRITICAL THINKING SKILLS**

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

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

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

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

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

### **PLANNING**

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

### **DECISION MAKING**

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

## **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations.

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

#### **ANALYTICAL ABILITY / PROBLEM SOLVING**

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

#### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

#### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

#### **ACCURACY**

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

#### **ACCOUNTABILITY**

##### **FREEDOM TO ACT**

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

##### **ANNUAL MONETARY IMPACT**

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

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

##### **IMPACT ON END RESULTS**

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

#### **PUBLIC CONTACT**

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

#### **EMPLOYEE CONTACT**

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

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

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

## **WORKING CONDITIONS**

Disagreeable working conditions. Continuously exposed to several elements such as, noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

## **ENVIRONMENTAL CONDITIONS**

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

The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

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

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

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

## **ADDITIONAL INFORMATION**

### **EDUCATION and/or EXPERIENCE:**

The Juvenile Probation Officer should possess a Bachelor's Degree in a related field plus four (4) years of work experience, or an equivalent combination of education and experience. The officer must complete 40 hours of initial "Juvenile Officer Certification" training provided by the Arkansas Office of the Courts to be a Certified Juvenile Officer, and must complete 12 hours of additional training annually to maintain this certification.

The officer should have experience working with teenagers.

The officer cannot have a criminal record.

### **OTHER SKILLS and ABILITIES:**

This position requires a high level of problem solving skills, listening skills, good judgment skills, and communication skills when dealing with juveniles, families, and the public.

The officer should possess typing and computer skills, and have knowledge of modern office practices, procedures, and equipment.

The officer should have strong written and verbal communication skills, and must possess the ability to establish rapport with individuals under difficult circumstances.

The officer must have the ability to de-escalate volatile situations involving juveniles and their families. The ability to maintain composure and positively motivate juveniles and their families are essential. This job carries a degree of threat; dangerous situations can occur at any time.

ORDINANCE NO. 2020-

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

AN ORDINANCE TO ESTABLISH A SUB-FUND OF COUNTY GENERAL TO BE CALLED THE CORONAVIRUS RELIEF FUND; AND, TO DECLARE AN EMERGENCY.

WHEREAS, the County desires to establish a sub-fund of the County General Fund (1000) to track the revenues, expenditures, and appropriated transfers of federal assistance through the CARES Act as received by the County from the State of Arkansas; and,

WHEREAS, the Quorum Court recognizes and affirms the need for such a fund to properly account for, and control, all such revenues received and expenditures made in compliance with all applicable laws.

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

ARTICLE 1. There is hereby created a fund to be known as the Coronavirus Relief Fund with a fund number of 1005 as assigned by Arkansas Legislative Audit. The revenue code for the federal assistance through the CARES Act, as assigned by Legislative Audit, is 7112 – Federal Coronavirus Relief.

ARTICLE 2. The Coronavirus Relief Fund is subject to all the normal county budgeting, appropriation, and expenditure regulations of Arkansas Code Annotated, Title 14 and the County Financial Management System. As a sub-fund of the County General Fund, any balance in the fund is considered accruable to County General and is part of the general fund balance in aggregate as defined in A.C.A. § 14-15-805(3). Any revenue received from the Coronavirus Relief Fund for an approved county project shall be used exclusively for said project. Any revenue received from the Coronavirus Relief Fund to compensate the county for eligible and approved expenditures made by the county due to the public health emergency with respect to COVID-19 is unrestricted county revenue and may be expended for any legal county expense.

ARTICLE 3. Emergency Clause. It is found by this Quorum

42 Court that the arrival of federal assistance funds from the CARES Act are imminent,  
43 making it necessary to establish the Coronavirus Relief Fund, a sub-fund of County  
44 General, in order to be able to properly track the revenue, appropriated expenditures, and  
45 appropriated transfers. Therefore, an emergency is declared to exist and this ordinance  
46 shall be in full force and effect from the date of passage and approval.  
47  
48

49 \_\_\_\_\_  
50 JOSEPH K. WOOD, County Judge

\_\_\_\_\_ DATE

51  
52  
53 \_\_\_\_\_  
54 BECKY LEWALLEN, County Clerk

55  
56 Introduced by: **JP Ann Harbison**  
57 Date of Adoption:  
58 Members Voting For:  
59 Members Voting Against:  
60 Members Abstaining:  
61 Members Absent:

62  
63  
64 Committee History:  
65 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 \$38,800 FROM UNAPPROPRIATED RESERVES IN THE CIRCUIT COURT AUTOMATION FUND TO THE SMALL EQUIPMENT LINE ITEM IN THE CIRCUIT COURT AUTOMATION BUDGET FOR 2020.

WHEREAS, new electronic equipment is needed in the Courtroom of the Courthouse Annex for the new Circuit Court Division 8 position that will begin on January 1, 2021; and

WHEREAS, the electronic equipment that was previously in that Courtroom was moved along with the Circuit Court Division 7 to the main Courthouse; and

WHEREAS, the Circuit Court Automation Fund has adequate funds for said equipment, but the funds must be appropriated by the Quorum court.

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

ARTICLE 1. There is hereby appropriated the total amount of \$38,880 from unappropriated reserves in the Circuit Court Automation Fund (3002) to the following line items in the Circuit Court Automation Budget (30020437.2002) for 2020:

Small Equipment	30020437.2002	\$ 1,250
Computer Hardware	30020437.2009	36,180
Software	30020437.3102	1,370

42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61

---

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:



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

**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 DE-APPROPRIATING  
SURPLUS AMOUNTS FROM FULL-TIME  
SALARIES FOR VARIOUS DEPARTMENTS  
AND RESTORING THOSE AMOUNTS TO  
UNAPPROPRIATED RESERVES, AS  
REQUIRED BY THE 2020 BUDGET  
CONTROLS, FOR THE THIRD QUARTER OF  
2020.**

**WHEREAS,** The 2020 Budget Controls require all surplus money from full-time salaries in all budgets to be restored to unappropriated reserves each quarter.

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

**ARTICLE 1.** There are hereby de-appropriated the following amounts from the following budgets and line items and restored to unappropriated reserves in the Fund indicated for 2020:

County Clerk	10000101.1001	\$ 1,190
Circuit Clerk	10000102.1001	44,160
Assessor	10000105.1001	58,507
Buildings & Grounds	10000108.1001	14,253
Planning	10000110.1001	1,243
Information Technology	10000115.1001	1,552
Grants	10000120.1001	381
Animal Shelter	10000308.1001	8,825
Sheriff	10000400.1001	88,188
Circuit Court 3	10000403.1001	26,952
Prosecuting Attorney	10000416.1001	30,091
Public Defender	10000417.1001	414

42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72

JDC	10000444.1001	36,422
DEM	10000500.1001	10,881
Veteran Services	10000800.1001	19,751
Roads	20000200.1001	82,514
Collector Automation	30010104.1001	12,486
Assessor Amendment 71	30040105.1001	727
Recorder's Cost	30060128.1001	31,565
Jail Operations	30170418.1001	195,021
Late Assess Fee	30420105.1001	242

**TOTAL DE-APPROPRIATION \$ 665,365**

\_\_\_\_\_  
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, AR

## Employee Compensation Planning 2021 Budget

### Internal Analysis, Market Pay Study and Recommendations

Blair Johanson  
Johanson Group  
Compensation Consultant

# Arkansas Salary Adjustments

## WorldatWork Study for 2019 & 2020

<b>Actual 2019</b>	<b>Actual 2019</b>
<b>Mean</b>	<b>Median</b>
<b>3.0%</b>	<b>3.0%</b>

<b>Actual 2020</b>	<b>Actual 2020</b>
<b>Mean</b>	<b>Median</b>
<b>2.9%</b>	<b>3.0%</b>

**National Projected 2021 Mean Adj.: Unknown**

# 2020 NWA Regional Salary Adjustments

<b>NOARK NWA Survey 50 Orgs.</b>			
<u>Actual</u>	<u>General</u>	<u>COLA</u>	<u>Merit</u>
2020	3.27%	2.83%	3.16%
<u>Projected</u>	<u>General</u>	<u>COLA</u>	<u>Merit</u>
2021	3.25%	2.00%	2.77%

## 2020 Participants

1st Employment Staffing	Delta Group Electronics
Alternative Design Manufacturing & Supply Inc.	Fayetteville Public Library
Aquaturbo Systems Inc.	Gates
Arkansas Children's Hospital	George's Inc
ATI	Grand Savings Bank
Bekaert Corporation	Highlands Oncology Clinic
BNSF Logistics	Island Ventures, Inc.
Butterfield Trail Village, Inc.	J.B. Hunt Transport Services, Inc.
CEI Engineering Associates	Johanson Group
Central Research	John Brown University
Circle of Life	Jones Center
City of Bella Vista	Keruso Activewear
City of Bentonville	Marshalltown Company
City of Fayetteville	Northwest Arkansas National Airport
City of Rogers	Pace Industries
City of Siloam Springs	Pel-Freez Arkansas, LLC
CK Harp & Associates	Point Financial
Clack Corporation	Rogers Water Utilities
Conagra Brands	Sealed Air--Cryovac
CourtHouse Concepts, Inc	Stephens
Crafton Tull	The Harvest Group
Crystal Bridges Museum of American Art	Tyson Foods, Inc
Daisy Outdoor Products	University of Arkansas - Human Resources
Dayco Products LLC	Vision Utility Services, Inc.
DB Squared LLC	Washington County Arkansas

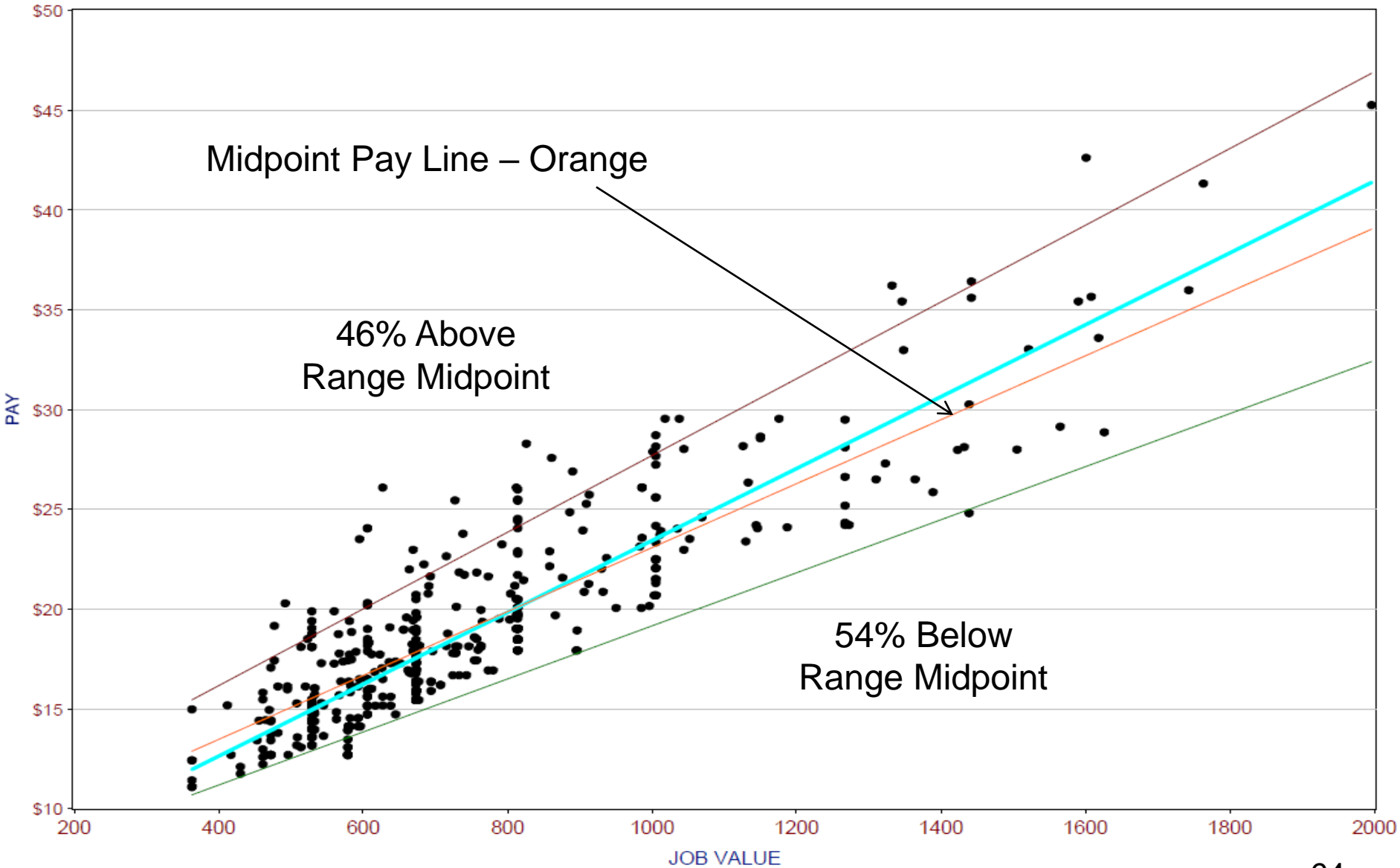
# Average Pay Comparisons

- National 2019 Average \$53,490 or \$25.72/Hour
- State 2019 Average: \$42,690 or \$20.52/Hour
- NWA Regional 2019 Average: \$47,600 or \$22.88/Hr.
- Washington Co. Employees' 2020 Average: \$40,997  
or \$19.71/Hr.

**National, State, and Regional Pay  
Data Source: Arkansas DOL – BLS:  
May, 2019 Study**

# Washington County Scatter Graph of Actual Pay 8-2020

WASHINGTON COUNTY  
EXHIBIT 2: INTERACTIVE SCATTER GRAPH OF ACTUAL PAY  
August 2020 (No Color Coding)





# Washington County

## Market Pay Variance Summary

### August 2020

**WASHINGTON COUNTY**  
**EXHIBIT 4A: STATISTICAL DETAILS FOR MARKET PAYLINE COMPARISONS**

Pay Data Source	% Variance	Titles	Correlation	Slope	Intercept
YOUR PAY SCENARIO		307	88.15%	0.01803	5.41
NWA DOL	-7.6%	183	90.78%	0.01822	7.33
NOARK Survey	-7.3%	187	92.83%	0.01925	6.45
Benton Co.	-6.8%	185	90.43%	0.01822	7.16
Pulaski Co.	-6.5%	153	94.25%	0.01822	7.28
NWA Cities	-6.1%	187	94.12%	0.01764	7.53

**2020 Market Variance Mean: - 6.88%**  
**2020 Market Variance Median: -6.83%**

**2019 Market Variance Mean: - 4.78%**  
**2019 Market Variance Median: -5.45%**

**2018 Market Variance Mean: - 4.11%**  
**2018 Market Variance Median: -7.70%**

# Washington County

## Market Pay Variance Summary – Past 10 Years

Year	Variance to Market Pay Average
2020	-6.88%
2019	-4.78%
2018	-4.11%
2017	-4.33%
2016	-7.16%
2015	-3.31%
2014	-1.81%
2013	-3.24%
2012	-2.20%
2011	-3.62%

**Ten Year Average: -4.14%**

# 2020 Pay Study Adjustment Recommendation for 2021 Budget

- **Increase Civilian Service Employees' Pay 4%**
- **Increase 2020 Pay Range Schedule by 3%**
- **No Base Pay Increase for Employees Where an Increase in Current Pay Would Place Employees' Pay Above Respective Pay Grade Maximums – 3% One-time Bonus Check**

# 2020 Pay Study Adjustment Recommendation for 2021 Budget

## **Reasoning:**

- The County's internal pay mean is 6.88% behind the market pay mean and 6.83% behind the market pay median based on the 2020 market pay study
- The regional average salary adjustments in 2020 will range from 2.4% to 3.3%
- County employees' with pay below pay grade/range midpoint increases from 54% to 64% with a 3% adjustment to the 2020 Pay Grade/Range Schedule (Last changed on 1/2016)
- County employees' with pay below pay grade/range midpoint increase to 55% with a 4% increase in civilian employees' current base pay for 2021

# 2021 Budget Impact on Base Salaries Only

- Civilian Staff (includes jail Detention Officers): \$773,032 for 497 employees
- Or \$657,362 (4%) for 422 employees and \$115,670 (3%) for 75 employees where a 4% increase places salaries above respective pay grade maximum
- Sheriff & Jail Chief Deputy, Majors & Captains and Uniformed Officers (Step pay plan – see Sheriff's 2021 proposed budget).