



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

Kyle Sylvester
Circuit Clerk

June 3, 2021

To: Budget and Finance Committee
Re: 2022 Proposed Budget(s) for Circuit Clerk and Recorder's Cost Fund

As requested, I have submitted my proposed budgets for 2022. According to spending patterns, cost increases/decreases, cuts, and more efficiencies, the operating costs for next year look to be flat or even less than 2021. I have made some adjustments, and according to the request for line item explanation for anything over \$5000.00, my justifications are as follows:

2022 Circuit Clerk Budget (1000-0102)

- No increases. An operating cost decrease of \$13,500.00 est.

2022 Recorder's Cost Fund (3006-0128)

Line 2001 General Supplies: no increase. This line item is for paper, office supplies, etc.

Line 2002 Small Equipment: no increase. This line item is for desks, file cabinets, chairs, etc. Looking at

expansion of office space in the back area and will need to be furnished.

Line 2009 Computer Equipment: increase of \$10,000.00. We will need to be replacing some desktop computers throughout 2022.

Line 3009 Other Professional Services: no increase. This line item is set aside for appeal transcription and

any other office services that arise during the year.

Line 3070 Rent-Land and Buildings: increase of \$3,000.00. This line item is for climate controlled storage of our physical case files. Estimating a small increase in storage fees according to the vendor.

Line 3073 Lease-Machinery and Equipment: increase of \$5,000.00. This line item is for office equipment

lease (wide format plotting printer, printers, scanners). Estimating a small increase in fees according to the vendor.

Line 3094 Meals and Lodging: increase of \$1,000.00. As elected president of the Arkansas Circuit Clerks Association, there will be some additional travel for conferences in 2022.

Line 3102 Software Support/Maintenance: no increase. This line item is for our Land Recording Software. No additional increases in costs according to the vendor.

Line items that are less than \$5,000.00:

Line 2003 Janitorial Supplies: This line item is for dish soap, hand soap, Lysol, Windex, etc.

Line 2006 Clothing/Uniforms: This line item is for replacement of old/worn blazers for court appearances by staff members.

Line 2023 Parts and Repairs: This line item is for small parts (label printers, etc.) that we can use to fix small equipment if possible.

Line 3032 Mileage: This line item is for mileage reimbursement from travel for conferences.

Line 3090 Dues and Memberships: This line item is for membership dues to the Arkansas Circuit Clerks Association and PRIA (Property Recording Industry of America).

In preparation for the 2020 budget, I had submitted a line item budget for renovation for the back area of the office. I am hoping to be able to complete that project, but am running into some delays due to trying to find a home for the large, rolling file system. If I can re-home that, then we can get started. If we cannot find a landing spot for those, we will have them removed by Building and Grounds so that we can continue on with our project. This may result in a re-submission for the funding of that project in 2022.

Please feel free to contact me with any questions about the above explanations.

Thank you.

Sincerely,

Kyle E. Sylvester
Washington County Circuit Clerk
President, Arkansas Circuit Clerks Association