



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday June 6, 2022
5:30 P.M.
Washington County Quorum Court Room

Robert Dennis
Willie Leming
Shannon Marti

Lisa Ecke - Chair

Butch Pond – Vice-Chair
Evelyn Rios Stafford
Shawndra Washington

A G E N D A

1. **CALL TO ORDER AND WELCOME**

2. **PRAYER AND PLEDGE**

3. **ADOPTION OF AGENDA**

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

4. **CHAIRMAN'S REPORT**

NEW BUSINESS

5. **AN ORDINANCE INCREASING THE PAY OF AN EMPLOYEE IN THE BUILDINGS AND GROUNDS BUDGET; AND, APPROPRIATING THE TOTAL AMOUNT OF \$6,804.42 FROM UNAPPROPRIATED RESERVES IN THE GENERAL FUND (1000) VARIOUS LINE ITEMS IN THE BUILDINGS AND GROUNDS BUDGET (10000108) FOR 2022** Item 22-O-059(5.1-5.2)

6. **AN ORDINANCE ADOPTING AND ESTABLISHING THE DETENTION AND COMMUNICATION PERSONNEL SALARY ADMINISTRATION PROGRAM WITHIN DETENTION AND SHERIFFS BUDGETS FOR 2022; AND, CHANGING THE PAY RANGE STRUCTURE FOR DETENTION AND COMMUNICATION PERSONNEL** Item 22-O-060 (6.1-6.3)

7. **AN ORDINANCE CHANGING THE GRADE OF THE DEM EXECUTIVE ADMINISTRATOR/EOC MANGER POSITION IN THE DEM BUDGET; AND, APPROPRIATING THE TOTAL AMOUNT OF \$1,366.69 FROM THE UNAPPROPRIATED RESERVES IN THE GENERAL FUND TO THE DEM BUDGET FOR 2022** Item 22-O-061 (7.1-7.2)
8. **AN ORDINANCE CHANGING THE TITLE OF CORPORAL AND ADULT DETENTION OFFICER/DEPUTY FIRST CLASS TO ADO/DFC/CORPORAL FLEX SLOT IN THE SHERIFF'S OFFICE FOR 2022** Item 22-O-062 (8.1)
9. **AN ORDINANCE CREATING THE LEGAL ADVISOR POSITION IN THE SHERIFF'S BUDGET FOR 2022** Item 22-O-063 (9.1-9.2)
10. **AN ORDINANCE CHANGING THE PAY OF ONE POSITION IN THE SHERIFF'S BUDGET FOR 2022; AND, APPROPRIATING \$2,164.27 FROM THE UNAPPROPRIATED RESERVES IN THE GENERAL FUND TO THE SHERIFF'S BUDGET FOR 2022** Item 22-O-064 (10.1-10.2)
11. **AN ORDINANCE CHANGING THE TITLE OF DEPUTY FIRST CLASS TO DEPUTY FIRST CLASS/CORPORAL FLEX SLOT IN THE SHERIFF'S BUDGET FOR 2022** Item 22-O-065 (11.1-11.2)
12. **AN ORDINANCE INCREASING THE PAY OF THE CHIEF DEPUTY TREASURER; AND, APPROPRIATING \$4,095.15 FROM THE UNAPPROPRIATED RESERVES IN THE GENERAL FUND TO THE TREASURER'S BUDGET FOR 2022** Item 22-O-66 (12.1-12.2)
13. **AN ORDINANCE CHANGING THE TITLE OF BUILDING MAINTENANCE TECHNICIAN IN THE BUILDINGS AND GROUNDS BUDGET TO FACILITIES HVAC TECHNICIAN FOR 2022** Item 22-O-067 (13.1-13.2)
14. **AN ORDINANCE INCREASING THE PAY OF AN EMPLOYEE IN THE BUILDINGS AND GROUNDS BUDGET; AND, APPROPRIATING THE TOTAL AMOUNT OF \$8,607.41 FROM UNAPPROPRIATED RESERVES IN THE GENERAL FUND (1000) VARIOUS LINE ITEMS IN THE BUILDINGS AND GROUNDS BUDGET (10000108) FOR 2022** Item 22-O-068 (14.1-14.2)
15. **PUBLIC COMMENT**
Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.
16. **ADJOURNMENT**

Item 22-O-059

ORDINANCE NO. 2022-

APPROPRIATION ORDINANCE

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

AN ORDINANCE INCREASING THE PAY OF
AN EMPLOYEE IN THE BUILDINGS AND
GROUNDS BUDGET; AND,
APPROPRIATING THE TOTAL AMOUNT OF
\$6,804.42 FROM UNAPPROPRIATED
RESERVES IN THE GENERAL FUND (1000)
VARIOUS LINE ITEMS IN THE BUILDINGS
AND GROUNDS BUDGET (10000108) FOR
2022.

WHEREAS, Buildings and Grounds employee Colton Harris
recently completed his HVAC-R training and licensure from Northwest Technical Institute
earning him an increase in pay in his current position and grade.

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

ARTICLE 1. There is hereby appropriate the total amount of
\$6,804.42 from the unappropriated reserves in the General Fund (1000) to the following
line items in the Buildings and Grounds Budget (10000108) for 2022:

| | | |
|------------------------------|-----------------|-------------|
| Salaries Full Time | (10000108.1001) | \$ 5,533.40 |
| Social Security Matching | (10000108.1006) | 423.31 |
| Employer Retirement Contrib. | (10000108.1008) | 847.72 |

 JOSEPH K. WOOD, County Judge

 DATE

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BECKY LEWALLEN, County Clerk

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

Committee History:
Quorum Court History:

Joseph K. Wood
COUNTY JUDGE



Dwight Gonzales
BUILDING & GROUNDS DIRECTOR

WASHINGTON COUNTY, ARKANSAS
BUILDING AND GROUNDS OFFICE

05/26/2022

RE: Facilities HVAC Technician

To Whom It May Concern,

I recommend that Washington County change position number 0108005 from a Building Maintenance Technician, to a **Facilities HVAC Technician** . The reasons why are listed below:

- By having a dedicated HVAC technician, the County can increase the life of existing HVAC units by 5-10 years.
- By having a dedicated HVAC technician, the County can save up to \$50,000 per year on contracted HVAC services.
- By having a dedicated HVAC technician, the County can have a consistent HVAC service program that ensures proper preventive maintenance and service throughout all facilities HVAC systems.
- By utilizing existing staff that has successfully completed training & certification, and compensating them in accordance with local salary standards, we can ensure that personnel that we have invested in, trained, qualified, with a high degree of institutional knowledge remain with the County.

Sincerely,

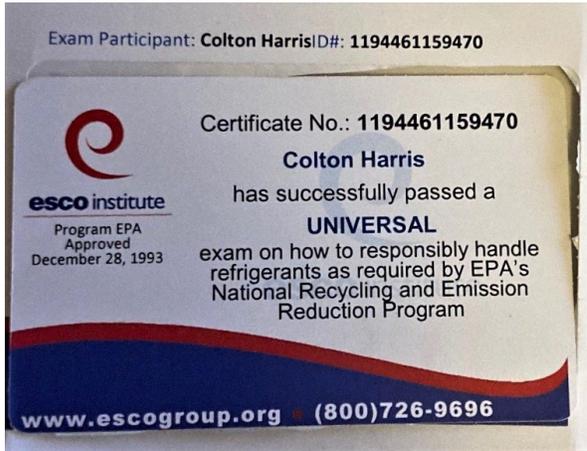

Dwight Gonzales
Buildings and Grounds Director

Joseph K. Wood
COUNTY JUDGE



Dwight Gonzales
BUILDING & GROUNDS DIRECTOR

WASHINGTON COUNTY, ARKANSAS
BUILDING AND GROUNDS OFFICE



2615 Brink Drive • Fayetteville, Arkansas 72701
Telephone: (479) 444-1699 • Fax: (479) 444-1710
dgonzales@co.washington.ar.us
jpeople@co.washington.ar.us

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
April 2022
 POSITION **HVAC Technician**
JOB CODE: 17

| FACTOR | BASIS FOR JOB VALUING | DEGREE | VALUE |
|--------------------|--|--------|------------|
| 1 | Experience-General: Minimum time to become familiar with requirements of the job. | 5 | 54 |
| 2 | Experience-Minimum time to become familiar with management requirements of the job. | 0 | |
| 3 | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education. | 3 | 32 |
| 4 | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment. | 4A 4 | 5 36 |
| | | 4B 3 | |
| | | 4C 3 | |
| 5 | Mental Demand: Measure of degree of concentration and sensory alertness. | 5 | 70 |
| 6 | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking. | 5 | 70 |
| 7 | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others. | 0 | |
| 8 | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | 5 | 48 |
| 9 | Responsibility for Accuracy: Opportunity for and probable effect of errors. | 5 | 57 |
| 10 | Accountabilities: Freedom to act, monetary impact, and impact on end results. | 10A 5 | 9 110 |
| | | 10B 2 | |
| | | 10C 3 | |
| 11 | Contacts with Public: Responsibility for effective handling of contacts. | 4 | 57 |
| 12 | Contacts with Employees: Responsibility for effective handling of others. | 4 | 38 |
| 13 | Machine-Computer Operations | 6 | 120 |
| 14 | Working Conditions | 5 | 32 |
| 15 | Physical Demand | 6 | 30 |
| TOTAL VALUE | | | 754 |

SIGNED: _____

ORDINANCE NO. 2022-

APPROPRIATION ORDINANCE

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

AN ORDINANCE ADOPTING AND ESTABLISHING THE DETENTION AND COMMUNICATION PERSONNEL SALARY ADMINISTRATION PROGRAM WITHIN DETENTION AND SHERIFFS BUDGETS FOR 2022; AND, CHANGING THE PAY RANGE STRUCTURE FOR DETENTION AND COMMUNICATION PERSONNEL.

WHEREAS, pursuant to Ark. Code Ann. § 14-14-1206, the Quorum Court is to fix by ordinance the number and compensation of all county employees; and

WHEREAS, pursuant to Washington County Code § 2-48, the Quorum Court adopted a program of salary administration for county employees; and

WHEREAS, to be competitive with area Detention and Communication Law Enforcement Agencies Pay Structure, to provide certainty for the pay of the County’s Detention and Communication personnel, to compensate for the stressful and often dangerous work involved in protecting and serving the citizens of Washington County, and to recognize the importance of the County’s retention of well-trained, qualified, Detention and Communication Law Enforcement Personnel, the Quorum Court desires to adopt a Salary Administration Program plan for the Detention and Communication Law Enforcement Personnel in the Sheriff’s Office Detention and Sheriff’s budgets, thereby removing them from the existing salary administration program.

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

ARTICLE 1. Beginning with budget year 2022 to be implemented with the first paycheck of July 2022, the Detention and Communication Law

42 Enforcement Personnel Salary Administration Program plan that is attached as
43 "Appendix A" and "Appendix B", is adopted and incorporated herein by reference.

44
45 **ARTICLE 2.** Detention and Communication Law Enforcement
46 Personnel non-salaried positions on the Salary Administration Program ranked Adult
47 Detention Officer through Lieutenant in the Detention's Budget and 911 Communication
48 Specialist through 911 Communication Director both salaried and non-salaried, shall
49 receive an increase in pay upon completion of training requirements and promotions.

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51 **ARTICLE 3.** The Quorum Court shall re-evaluate the Salary
52 Administration Program in even-numbered years and make cost of living adjustments to
53 be effective every odd numbered years.

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JOSEPH K. WOOD, County Judge

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BECKY LEWALLEN, County Clerk

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Introduced by:

Date of Adoption:

Members Voting For:

Members Voting Against:

Members Abstaining:

Members Absent:

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Committee History:

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Quorum Court History:

APPENDIX A

| Sheriff's Detention/Law Enforcement Salary Administration Program | | | | | | | | | | | | | | | |
|---|-----------------------------------|-------------|----------------|-----------------------------------|-------------|----------------|-----------------------------------|-------------|----------------|-----------------------------------|-------------|----------------|-----------------------------------|-------------|----------------|
| | Adult Detention Officer | | | Deputy First Class | | | Corporal | | | Sergeant | | | Lieutenant | | |
| | Year Salary 207-K exemption | Year Salary | Hourly Rate |
| DO1/ Minimum | \$40,619.62 | \$37,785.70 | \$18.17 | \$44,854.16 | \$41,724.80 | \$20.06 | \$52,456.56 | \$48,796.80 | \$23.46 | \$57,219.24 | \$53,227.20 | \$25.59 | \$64,217.92 | \$59,737.60 | \$28.72 |
| DO2 | \$41,432.02 | \$38,541.41 | \$18.53 | \$45,751.24 | \$42,559.30 | \$20.46 | \$53,505.69 | \$49,772.74 | \$23.93 | \$58,935.82 | \$54,824.02 | \$26.36 | \$66,144.46 | \$61,529.73 | \$29.58 |
| DO3 | \$42,260.66 | \$39,312.24 | \$18.90 | \$46,666.27 | \$43,410.48 | \$20.87 | \$54,575.81 | \$50,768.19 | \$24.41 | \$60,703.89 | \$56,468.74 | \$27.15 | \$68,128.79 | \$63,375.62 | \$30.47 |
| DO4 | \$43,105.87 | \$40,098.48 | \$19.28 | \$47,599.59 | \$44,278.69 | \$21.29 | \$55,667.32 | \$51,783.55 | \$24.90 | \$62,525.01 | \$58,162.80 | \$27.96 | \$70,172.66 | \$65,276.89 | \$31.38 |
| DO5 | \$43,967.99 | \$40,900.45 | \$19.66 | \$48,551.59 | \$45,164.27 | \$21.71 | \$56,780.67 | \$52,819.23 | \$25.39 | \$64,400.76 | \$59,907.68 | \$28.80 | \$72,277.83 | \$67,235.20 | \$32.32 |
| DO6 | \$44,847.35 | \$41,718.46 | \$20.06 | \$49,522.62 | \$46,067.55 | \$22.15 | \$58,484.09 | \$54,403.80 | \$26.16 | \$66,332.78 | \$61,704.91 | \$29.67 | \$74,446.17 | \$69,252.25 | \$33.29 |
| DO7 | \$45,744.29 | \$42,552.83 | \$20.46 | \$50,760.68 | \$47,219.24 | \$22.70 | \$60,531.03 | \$56,307.94 | \$27.07 | \$68,322.76 | \$63,556.06 | \$30.56 | \$76,679.55 | \$71,329.82 | \$34.29 |
| DO8 | \$46,659.18 | \$43,403.89 | \$20.87 | \$52,029.70 | \$48,399.72 | \$23.27 | \$62,649.62 | \$58,278.71 | \$28.02 | \$70,372.45 | \$65,462.74 | \$31.47 | \$78,979.94 | \$73,469.71 | \$35.32 |
| DO9 | \$47,592.36 | \$44,271.97 | \$21.28 | \$53,330.44 | \$49,609.71 | \$23.85 | \$65,782.10 | \$61,192.65 | \$29.42 | \$72,483.62 | \$67,426.62 | \$32.42 | \$81,349.34 | \$75,673.80 | \$36.38 |
| DO10/ Maximum | \$48,544.21 | \$45,157.40 | \$21.71 | \$54,663.70 | \$50,849.96 | \$24.45 | \$69,071.20 | \$64,252.28 | \$30.89 | \$74,658.13 | \$69,449.42 | \$33.39 | \$83,789.82 | \$77,944.02 | \$37.47 |

Pay Scale shall be reviewed on even-numbered years.

Pay scale will be adjusted on odd numbered years on the Federal COLA increase.

* For the ranks Adult Detention Officer through Lieutenant the Sheriff's Detention Law Enforcement Salary Administration Program applies to all non-salaried personnel positions in the Detention's Budget.

** For the ranks Adult Detention Officer through Lieutenant, the Sheriff's Detention Law Enforcement Salary Administration Program is based on an hourly rate of pay, with total pay being calculated by multiplying the hourly rate by scheduled hours of 2,236 (207-K exemption) and 2080.

*** Existing holiday pay benefits remain in full force and effect and are not altered as a result of the adoption of the Sheriff's Detention and Communications Law Enforcement Salary Administration Program.

APPENDIX B

| 911 Communications Salary Administration Program | | | | | | |
|---|--------------------------------------|--------------------|---|--------------------|------------------------------------|--------------------|
| | 911 Communications Specialist | | 911 Communications Specialist Supervisor | | 911 Communications Director | |
| | Year Salary | Hourly Rate | Year Salary | Hourly Rate | Year Salary | Hourly Rate |
| CS1/ Minimum | \$39,686.40 | \$ 19.08 | \$49,504.00 | \$23.80 | \$ 66,019.20 | \$31.74 |
| | | | | | | |
| CS2 | \$41,861.16 | \$ 20.13 | \$52,219.56 | \$25.11 | \$ 67,974.40 | \$32.68 |
| | | | | | | |
| CS3 | \$44,035.91 | \$ 21.17 | \$54,935.11 | \$26.41 | \$ 69,929.60 | \$33.62 |
| | | | | | | |
| CS4 | \$46,210.67 | \$ 22.22 | \$57,650.67 | \$27.72 | \$ 71,884.80 | \$34.56 |
| | | | | | | |
| CS5 | \$48,385.42 | \$ 23.26 | \$60,366.22 | \$29.02 | \$ 73,840.00 | \$35.50 |
| | | | | | | |
| CS6 | \$50,560.18 | \$ 24.31 | \$63,081.78 | \$30.33 | \$ 75,795.20 | \$36.44 |
| | | | | | | |
| CS7 | \$52,734.93 | \$ 25.35 | \$65,797.33 | \$31.63 | \$ 77,750.40 | \$37.38 |
| | | | | | | |
| CS8 | \$54,909.69 | \$ 26.40 | \$68,512.89 | \$32.94 | \$ 79,705.60 | \$38.32 |
| | | | | | | |
| CS9 | \$57,084.44 | \$ 27.44 | \$71,228.44 | \$34.24 | \$ 81,660.80 | \$39.26 |
| | | | | | | |
| CS10/ Maximum | \$59,259.20 | \$ 28.49 | \$73,944.00 | \$35.55 | \$ 83,616.00 | \$40.20 |

Pay Scale shall be reviewed on even-numbered years.

Pay scale will be adjusted on odd numbered years on the Federal COLA increase.

* The 911 Communications Law Enforcement Salary Administration Program is based on an hourly rate of pay, with total pay being calculated by multiplying the hourly rate by scheduled hours of 2,080.

** Existing holiday pay benefits remain in full force and effect and are not altered as a result of the adoption of the Sheriff's Communications Law Enforcement Salary Administration Program.

ORDINANCE NO. 2022-

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 GRADE OF
THE DEM EXECUTIVE
ADMINISTRATOR/EOC MANGER POSITION
IN THE DEM BUDGET; AND,
APPROPRIATING THE TOTAL AMOUNT OF
\$1,366.69 FROM THE UNAPPROPRIATED
RESERVES IN THE GENERAL FUND TO THE
DEM BUDGET FOR 2022.**

WHEREAS, Due to changes in job duties, the DEM Executive
Administrator/EOC Manager position (0500003) was recent reevaluated which led to a
change from a grade 18 to a grade 19; and,

WHEREAS, the change in grade results in an increase in pay
for said position.

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

ARTICLE 1. The position of DEM Executive
Administrator/EOC Manger position (0500003) in the DEM Budget is hereby change from
a grade 18 to a grade 19.

ARTICLE 2. There is hereby appropriated the total amount of
\$1,366.69 from the unappropriated reserves in the General Fund (1000) to the following
line items in the DEM Budget (10000500) for 2022:

| | | |
|------------------------------|-----------------|-------------|
| Salaries Full Time | (10000500.1001) | \$ 1,111.40 |
| Social Security Matching | (10000500.1006) | 85.02 |
| Employer Retirement Contrib. | (10000500.1008) | 170.27 |

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JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

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

Committee History:
Quorum Court History:

JOSEPH WOOD
County Judge



JOHN LUTHER
Director

WASHINGTON COUNTY, ARKANSAS
Department of Emergency Management

May 31, 2022

Dear JESAP and Personnel Committee Members,

The Department of Emergency Management is in the process of updating and making necessary revisions to the roles the department and its staff are responsible for. There have been additional duties that have been added over the last 5-10 years, as well as additional certifications and required trainings that staff have obtained or completed. Those in our department have a great deal of knowledge, skill sets as well as responsibilities that I would like to acknowledge through this process. One of the main duties includes working with all local government, state and federal partners, and private businesses on a regular basis. We have continued coordinating Homeland Security Grants which better assists the Weapons of Mass Destruction program and the regional teams that are in place. Department of Homeland Security Grants are one of many that require a great deal of attention from staff to complete in the required timelines and specific manners in which they are laid out. Another major grant which we are required to participate in is very time consuming, but valuable, in that it returns roughly 33% of our annual budget costs back to Washington County. There continues to be a growing demand for Emergency Management to provide additional support, event coordination, emergency response, and over-all incident management. Our staff have devoted much time to in preparing themselves personally and professionally to be valued partners to those we work with.

It is our hope to have the following two positions regraded, with a 5% hourly rate increase, at this time:

1. *911/DEM Fire Services Director – John Luther, Grade 23 (current)*
2. *DEM Deputy Director EOC / Educator (0500003) – Amber Sharp, Grade 18 (current)*

We propose a title change along with the rate increase to better reflect duties and responsibilities, for Amber Sharp, to the following:

Current: Deputy Director EOC / Educator Proposed: Executive Administrator / EOC Manager

This change of title/grade/rate will better suit not only the duties and responsibilities that have been added over the last 5 years, but also assist in the transparency of restructuring occurring within our department. Amber has shown a great deal of growth since beginning with Washington County 11 years ago. She has demonstrated a high level of professionalism and possesses a great deal of knowledge in all operations of the 911/DEM office consistent with the changes requested above.

Respectfully,

John Luther, Director

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
May 2022
 POSITION **9-1-1/EM/Fire Services Director**
 JOB CODE: **24**

| FACTOR | BASIS FOR JOB VALUING | DEGREE | VALUE | |
|--------------------|--|--------|-------------|-----|
| 1 | Experience-General: Minimum time to become familiar with requirements of the job. | 9 | 104 | |
| 2 | Experience-Minimum time to become familiar with management requirements of the job. | 7 | 265 | |
| 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 6 | 8 | 80 |
| | | 4B 5 | | |
| | | 4C 5 | | |
| 5 | Mental Demand: Measure of degree of concentration and sensory alertness. | 8 | 150 | |
| 6 | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking. | 7 | 200 | |
| 7 | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others. | 2 | 33 | |
| 8 | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | 6 | 80 | |
| 9 | Responsibility for Accuracy: Opportunity for and probable effect of errors. | 5 | 57 | |
| 10 | Accountabilities: Freedom to act, monetary impact, and impact on end results. | 10A 7 | 10 | 150 |
| | | 10B 2 | | |
| | | 10C 3 | | |
| 11 | Contacts with Public: Responsibility for effective handling of contacts. | 5 | 80 | |
| 12 | Contacts with Employees: Responsibility for effective handling of others. | 5 | 49 | |
| 13 | Machine-Computer Operations | 5 | 76 | |
| 14 | Working Conditions | 5 | 32 | |
| 15 | Physical Demand | 3 | 13 | |
| TOTAL VALUE | | | 1401 | |

SIGNED: _____

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
May 2022
 POSITION **DEM Executive Administrator/EOC Manager**
 JOB CODE: **19**

| FACTOR | BASIS FOR JOB VALUING | DEGREE | VALUE | |
|--------------------|--|--------|------------|-----|
| 1 | Experience-General: Minimum time to become familiar with requirements of the job. | 8 | 89 | |
| 2 | Experience-Minimum time to become familiar with management requirements of the job. | 5 | 165 | |
| 3 | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education. | 3 | 32 | |
| 4 | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment. | 4A 4 | 5 | 36 |
| | | 4B 4 | | |
| | | 4C 3 | | |
| 5 | Mental Demand: Measure of degree of concentration and sensory alertness. | 5 | 70 | |
| 6 | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking. | 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. | 6 | 80 | |
| 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 6 | 10 | 150 |
| | | 10B 3 | | |
| | | 10C 3 | | |
| 11 | Contacts with Public: Responsibility for effective handling of contacts. | 5 | 80 | |
| 12 | Contacts with Employees: Responsibility for effective handling of others. | 5 | 49 | |
| 13 | Machine-Computer Operations | 5 | 76 | |
| 14 | Working Conditions | 5 | 32 | |
| 15 | Physical Demand | 3 | 13 | |
| TOTAL VALUE | | | 996 | |

SIGNED: _____

| DEM - Potential pay increase. Starting hourly wage provided by Patty Burchett | | | | | | | | | |
|--|--------------|-----------------------------|----------------------------------|--------------------------------------|---|--|------------------------------------|--------------------------------|-------------------------------------|
| *calcs as of 05/31/2022 | | | | | | | | | |
| FUND 1000 | | | | | | | | | |
| PCN | NAME | 2022 FINAL BUDGET SALARY | CURRENT GRADE | PAYROLL THRU 6/26/22 @ \$21.15/HR | NEW PAY RATE \$22.21/HR REMAINDER OF YEAR | BUDGET INCREASE SALARY LINE 1001 | INCREASE FICA/MEDI LINE 1006 | INCREASE APERS LINE 1008 | OVERALL TOTAL BUDGET INCREASE |
| 0500003 | SHARP, AMBER | \$43,983.00 | 18 | \$21,996.00 | \$23,098.40 | \$1,111.40 | \$85.02 | \$170.27 | \$1,366.69 |
| | | | | | | \$1,111.40 | \$85.02 | \$170.27 | \$1,366.69 |
| Ordinance Prep Lines | | | | | | | | | |
| | | 10000500.1001 | SALARIES FULL TIME | | \$1,111.40 | | | | |
| | | 10000500.1006 | SOCIAL SECURITY MATCHING | | \$85.02 | | | | |
| | | 10000500.1008 | EMPLOYER RETIREMENT CONTRIBUTION | | \$170.27 | | | | |
| | | | | | \$1,366.69 | OVERALL TOTAL FOR ORDINANCE | | | |

ORDINANCE NO. 2022-

APPROPRIATION ORDINANCE

**BE IT ENACTED BY THE QUORUM
COURT OF THE COUNTY OF
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AN ORDINANCE TO BE ENTITLED:**

**AN ORDINANCE CHANGING THE TITLE OF
CORPORAL AND ADULT DETENTION
OFFICER/DEPUTY FIRST CLASS TO
ADO/DFC/CORPORAL FLEX SLOT IN THE
SHERIFF’S OFFICE FOR 2022.**

WHEREAS, the Quorum Court desires to change title of one hundred and sixty one (161) positions in the Jail’s Budget for 2022.

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

ARTICLE 1. The title of the personnel positions of Corporal and Adult Detention Officer/Deputy First Class Flex (positions 418200, 418201, 418202, 418203, 418204, 418205, 418206, 418207, 418208, 418209, 418210, 418211, 418212, 418213, 418214, 418215, 418216, 418217, 418219, 418220, 418221, 418222, 418223, 418224, 418225, 418226, 418227, 418228, 418229, 418230, 418231, 418232, 418233, 418234, 418235, 418236, 418237, 418238, 418239, 418240, 418241, 418242, 418243, 418244, 418245, 418246, 418247, 418248, 418249, 418250, 418251, 418252, 418253, 418254, 418255, 418256, 418257, 418258, 418259, 418260, 418261, 418262, 418301, 418302, 418303, 418304, 418305, 418306, 418307, 418308, 418309, 418310, 418311, 418312, 418313, 418314, 418315, 418316, 418317, 418318, 418319, 418320, 418321, 418322, 418323, 418324, 418325, 418326, 418327, 418329, 418330, 418331, 418332, 418333, 418334, 418335, 418336, 418337, 418338, 418394, 418395, 418396, 418397, 418398, 418399, 418400, 418401, 418402, 418403, 418404, 418405, 418406, 418407, 418408, 418409, 418410, 418411, 418412, 418413, 418414, 418415, 418416, 418417, 418418, 418419, 418420, 418421, 418422, 418423, 418424, 418425, 418427, 418428, 418429, 418430, 418431, 418432, 418433, 418434, 418435, 418436, 418437, 418438, 418439, 418440, 418441, 418442, 418443, 418444, 418445, 418446, 418447, 418448, 418492, 418493, 418494, 418495, 418496, 418497, 418498, 418499) in the Jail Budget (30170418) is hereby changed to ADO/DFC/Corporal Flex Slot (positions 418200, 418201, 418202, 418203, 418204, 418205, 418206, 418207, 418208, 418209, 418210,

42 418211, 418212, 418213, 418214, 418215, 418216, 418217, 418219, 418220, 418221,
43 418222, 418223, 418224, 418225, 418226, 418227, 418228, 418229, 418230, 418231,
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48 418310, 418311, 418312, 418313, 418314, 418315, 418316, 418317, 418318, 418319,
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50 418331, 418332, 418333, 418334, 418335, 418336, 418337, 418338, 418394, 418395,
51 418396, 418397, 418398, 418399, 418400, 418401, 418402, 418403, 418404, 418405,
52 418406, 418407, 418408, 418409, 418410, 418411, 418412, 418413, 418414, 418415,
53 418416, 418417, 418418, 418419, 418420, 418421, 418422, 418423, 418424, 418425,
54 418427, 418428, 418429, 418430, 418431, 418432, 418433, 418434, 418435, 418436,
55 418437, 418438, 418439, 418440, 418441, 418442, 418443, 418444, 418445, 418446,
56 418447, 418448, 418492, 418493, 418494, 418495, 418496, 418497, 418498, 418499)
57 for 2022.

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63 _____
JOSEPH K. WOOD, County Judge

DATE

64
65
66

67 _____
BECKY LEWALLEN, County Clerk

68
69 Introduced by:
70 Date of Adoption:
71 Members Voting For:
72 Members Voting Against:
73 Members Abstaining:
74 Members Absent:

75
76
77 Committee History:
78 Quorum Court History:

ORDINANCE NO. 2022-

APPROPRIATION ORDINANCE

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

AN ORDINANCE CREATING THE LEGAL ADVISOR POSITION IN THE SHERIFF'S BUDGET FOR 2022.

WHEREAS, the Quorum Court desires to create the Legal Advisor position to assist the Sheriff's Department with legal matters and training.

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

ARTICLE 1. There is hereby appropriated the total amount of \$95,950.40 from the unappropriated reserves in the General Fund (1000) to the Sheriff's Budget (10000400) for 2022.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

- Introduced by:
- Date of Adoption:
- Members Voting For:
- Members Voting Against:
- Members Abstaining:
- Members Absent:

41

42 Committee History:

43 Quorum Court History:

Washington County

Law Enforcement Legal Advisor

Job Description

9.2

Job Code:

Exempt: Yes

Department: Sheriff's Office

Reports To: Chief Deputy

Location: Sheriff's Administration Building

Date Prepared:

Date Revised:

Safety Sensitive: This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

The Law Enforcement Legal advisor is responsible for senior level decision making in constitutional law, criminal law, and issues related to law enforcement. The Law Enforcement Legal Advisor provides a wide range of legal counsel and advice on criminal law to employees of the Sheriff's Office, which includes researching and advising on criminal investigations, training personnel on issues related to criminal law, and representing the department on legislative issues of interest to the Washington County Sheriff's Office. Specific duties include: reviewing and recommending policy revisions on issues related to criminal investigations, law enforcement or evidence disposition; providing legal advice and guidance to law enforcement personnel conducting criminal investigations; providing legal advice regarding the handling and disposition of evidence; researching court cases that impact criminal investigations or law enforcement; publishing law bulletins on issues related to criminal law; developing training outlines and teaching subjects related to criminal and constitutional law; responding to motions and appearing in court on issues related to criminal investigations; conducting forfeiture litigation for cash, vehicles, and other property which either has been used in, or is proceeds from, narcotic trafficking; and providing on-the spot legal advice to officers when the advice affects an active, on-going criminal investigation which cannot wait for research at the office. This position may be required to respond to major incidents involving serious injury, death, or extensive property damage related to law enforcement action or any other scene as directed by the Sheriff or his designee. This position reports to the Chief Deputy and is responsible for performing related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Communicates with the courts regarding the status of individual cases and other matters affecting appearance by employees in court, and the status of ordinances.
2. Communicates with the County Attorney's Office regarding contracts, ordinances, and other legal matters; compiles and summarizes the Sheriff's Office position in response to claims against the County based on actions of Sheriff's Office employees.
3. Confers with the County Prosecutor to obtain concurrence of legal opinions pertaining to matters affecting employee testimony and/or procedures.
4. Instructs employees in a classroom setting regarding search and seizure, use of force, interrogation, powers of arrest, identifications, and current case law.
5. Provides in-service training programs concerning legal liability for both sworn and civilian members of the Sheriff's Office.
6. Prepares written documents, such as: motions, pleadings, arguments, ordinances, and contracts with clearly organized thoughts using proper sentence construction, punctuation, and grammar in order to present cases in courts.

7. Advises Sheriff's Office employees regarding legal matters.
8. Prepare law publications for use of Sheriff's Office employees and other position related assignments as required.
9. Provides relevant information to Sheriff's Office Command Staff during staff meetings.
10. Operate a personal computer to view, revise, and create reports.
11. Travel to agencies of other cities to discuss policies and procedures relating to new case decisions and statutory enactments.
12. Travel to various courts to conduct forfeiture litigation or to appear in opposition to subpoenas.
13. Teach classes on behalf of the Arkansas Commission on Law Enforcement Standards and Training to agencies, pertaining to search and seizure, arrest, use of force, and liability.
14. Reads and reviews U.S. Supreme Court, 8th Circuit Court, and Arkansas Court decisions which might affect the operations, practices, and policies of the Sheriff's Office.
15. Attend required Bar Association training and meetings.
16. Provides on-the-spot legal advice to employees on the telephone or at the scene, when the advice affects an active, ongoing criminal investigation, which cannot wait for research at the office.
17. Reconciles legal decisions (which appear to conflict) by various courts, which have concurrent jurisdiction over action by the Sheriff's Office.
18. Provides legal advice to personnel in specific cases to draft and/or amend police procedure.
19. Other duties or responsibilities as 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. The employee must have and maintain active membership in the Arkansas State Bar Association. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph may be required.

EDUCATION AND EXPERIENCE

Graduation from an accredited school of law. Three years progressively responsible experience in the practice of law. Broad knowledge of such fields as accounting, marketing, business administration, finance, etc.

COMMUNICATION SKILLS

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 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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

- Graduation from an accredited school of law.
- Current license to practice law in the State of Arkansas.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, 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.

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

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

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

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above-mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and 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

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

WORKING CONDITIONS

Disagreeable working conditions. Exposed to several of the elements, 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.

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 stand, sit, use hands to finger, handle, or feel, reach with hands and arms, talk, or hear; occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; color vision; and ability to adjust focus.

EDUCATION AND EXPERIENCE

High School diploma or GED; broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four-year college degree, plus 3 years related experience and/or training, and graduation from an accredited school of law.

OTHER SKILLS

- Operate a keyboard efficiently
- Effectively communicate in both oral and written form
- Organize work and routes by priority to meet specified deadlines
- Exceptional skills in the use of a standard keyboard and computer workstation

ABILITIES

- Ability to lead, organize and review work of staff.
- Ability to interpret, explain, and enforce department policies and procedures.
- Ability to resolve difficult citizen inquiries and complaints.
- Ability to work through situations involving authority, leadership and meeting deadlines.
- Gain and maintain a thorough geographical knowledge of Washington County including small towns, location of major roadways, landmarks, and jurisdictional boundaries.
- Read, understand, and interpret complex maps.
- Remain flexible and adapt to changing circumstances, demands during variety of emergency situations and to maintain emotional composure, organization of work and accurate productivity during periods of stress and high activity.
- Make immediate decisions and react in a quick, calm, controlled and effective manner in all emergency situations.
- Interpret and apply rules, regulations, policies, and procedures utilized in public safety.
- Be reliable and dependable to report to work as scheduled.
- Willingness to maintain respectful working relationships with co-workers, supervisors, public safety agencies, and the public.

WORKING CONDITIONS

Work environment is in an enclosed area with artificial lighting and involves sitting at a telephone/radio/computer workstation for extended periods of time. It will also contain periods of high activity and emotional events countered with periods of low activity. Noise levels that may cause distractions, limited opportunity for physical movement. Must be able to remain alert and responsive under low lighting and extremely demanding conditions. Must have adequate hearing and manual dexterity in order to perform the essential job functions proficiently.

MENTAL DEMAND

Must be able to quickly obtain, remember information and specific details from callers and officers without errors. The ability to concentrate on a task over a period without being distracted. Work involves communicating with distraught, disoriented, argumentative, abusive, mentally disabled, or disturbed and uncooperative individuals and requires explicit gathering of essential information through verbal communications while maintaining composure and providing good customer service.

DECISION MAKING

Make accurate, sound decisions and quickly reacts positively under stressful conditions which typically entail the life or well-being of a citizen or officer. Use logic and reasoning to analyze, understand, and evaluate complex emergency situations.

COMMUNICATION SKILLS

Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner and verbally solicit and obtain relevant information through radio and telephone communications. Ability to hear and retain detailed information.

Re: Request to create an On-Staff Legal Advisor position

I am requesting to create a position at the Sheriff's Office for an on-staff Legal Advisor. This position will not increase our personnel count because we will delete two positions if this position is approved. This position will result in little to no budget impact if approved.

Over the last several years, Criminal Law, Civil Law and Freedom of Information Act laws have become much more complex. The number of issues that law enforcement deal with on a daily basis, which can result in civil litigation continue to increase. The demand for law enforcement accountability and professionalism continues to increase.

Many large law enforcement agencies have recognized the value of an on-staff Legal Advisor and added them to their organization's staff.

The duties of a Law Enforcement Legal Advisor will vary from organization to organization, depending on the size and current needs of an organization.

A large portion of the Freedom of Information Act (FOIA) requests that we receive require redaction by law. Legal opinions are needed on these redactions to assure compliance with current laws. Many of the FOIA requests we receive are complex and contain large amounts of sensitive information. Compliance with current laws is vital to prevent potential litigation against Washington County. An on-staff Legal Advisor could provide instant feedback on these type requests.

Other duties that a Legal Advisor could assist with:

- a. Training and Continuing Education (Both criminal and civil)
- b. Policy planning and implementation
- c. Liaison with legislators and community members
- d. Liaison with prosecution and the courts
- e. Assist with civil suits against deputies and or the Sheriff's Office
- f. Assist with potential problems that may arise from specific investigations
- g. Review and assess use of force incidents
- h. Drafting legal documents and ordinances

These are just a few areas that the Sheriff's Office could benefit from an-on staff Legal Advisor. The Legal Advisor would no doubt be a great law enforcement liability management tool. Many of the day to day issues we face require more

legal opinions than law enforcement action, which is where the Legal Advisor would be a vital part of the law enforcement team.

I have attached a job description for this position which has been reviewed by Mr. Johanson with the JER HR Group. The following is the proposed salary range.

| | | |
|-----------|----------------|----------------------|
| Minimum | \$34.78 hourly | \$72,342.40 annually |
| Mid-Point | \$38.64 hourly | \$80,371.20 annually |
| Maximum | \$46.13 hourly | \$95,950.40 annually |

Tim Helder
Sheriff



Washington County Sheriff's Office

May 23, 2022

JP Patrick Deakins

Chairman/Finance Committee

RE: Draft Ordinances

JP Deakins,

We wanted to provide you with some information along with these proposed ordinances, to help explain and justify them.

These proposed pay plans for the Detention Center and our Communications Division would give us near parity with the agencies we compete with for personnel. We think this will help with our retention of employees who leave to make more money. If an employee chose to leave, money could no longer be their deciding factor. We have worked very hard to retain our employees yet the deciding factor continues to be leaving for a better paying job. This proposed pay plan should no doubt look just as inviting to a new employee as other agencies in our area.

We have broken down the Detention Salary Program (Appendix A) to show the difference in an employee who is working under the 207-K exemption versus an employee who works a standard 2,080 hour work year. As you are aware, the employees working under 207-K work 2,236 hours per year, which is why their yearly salary is more than the yearly salary column.

The second proposed ordinance is much like we have done in the past by renaming some positions in the Detention Center. By renaming these positions, it makes us more efficient, by streamlining the process. It reduces administrative bookkeeping for our Human Resources Division on paperwork which must be completed when we have movement in rank after training requirements. It also allows us to use the same slot number when they move in rank.

Thank you for your consideration.

Sincerely,

Sheriff Tim Helder

ORDINANCE NO. 2022-

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 PAY OF ONE POSITION IN THE SHERIFF'S BUDGET FOR 2022; AND, APPROPRIATING \$2,164.27 FROM THE UNAPPROPRIATED RESERVES IN THE GENERAL FUND TO THE SHERIFF'S BUDGET FOR 2022.

WHEREAS, the Quorum Court desires to increase the pay of the 911 Communications Specialist Supervisor in position number 0400092.

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

ARTICLE 1. There is hereby appropriated the amount of \$2,164.27 from the unappropriated reserves in the General Fund (1000) to the following line items in the Sheriff's Budget (10000400) for 2022:

| | | |
|------------------------------|-----------------|-------------|
| Salaries Full Time | (10000400.1001) | \$ 1,760.00 |
| Social Security Matching | (10000400.1006) | 134.64 |
| Employer Retirement Contrib. | (10000400.1008) | 269.63 |

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

41 Introduced by:
42 Date of Adoption:
43 Members Voting For:
44 Members Voting Against:
45 Members Abstaining:
46 Members Absent:
47
48
49 Committee History:
50 Quorum Court History:

TIM HELDER
SHERIFF



Washington County Sheriff's Office

March 21, 2022

To: JESAP, Personnel and Finance Committees

The Sheriff's Office recently promoted two employees to the position of 911 Communications Specialist Supervisor. Following the Salary Administration Guidelines, the hourly rate for both employees was increased to halfway between the minimum and midpoint of a Grade 18, which is \$20.81.

Because of the recent grade range changes, it has caused compression issues for our senior 911 Communications Specialist Supervisor, Kaitlyn Stevens, who has been in this position since August 24, 2020. Her hourly rate is currently at the base of a Grade 18, which is \$19.71.

Since Ms. Stevens is the longest serving 911 Communications Specialist Supervisor, I would like to request her pay be increased to halfway between the minimum and midpoint of a Grade 18, \$20.81, so her pay will be equal to the newly promoted employees in this same position. I would request this pay be retroactive to the date the other employees were promoted, (March 21, 2022).

I would like to use the unused funds from the two 911 Communications Specialist Supervisor positions, which were both open for 3 months, to cover this increase in pay. Thank you for your consideration.

Sincerely,

Tim Helder
Sheriff

41 Members Absent:

42

43

44 Committee History:

45 Quorum Court History:



April 14, 2022

To: JESAP/Personnel/Finance Committees

I am requesting to make the following title changes in the 2022 Budget involving existing personnel:

- I would like to rename the existing Sheriff's Deputy First Class positions (see table below) to Deputy First Class/Corporal Flex positions, which would be consistent with all other Enforcement positions assigned to Court Services under the Sheriff's Office budget.
 - I. The reason for this requested change is for reduced administrative housekeeping involving paperwork that HR has to complete whenever the Enforcement Division has a movement within the current Deputy First Class/Corporal Flex. It will allow us to keep an employee in the same slot number as they move from Deputy First Class to Corporal.
 - II. All of the twelve positions are currently budgeted in the 2022 budget and the Sheriff's Office is not looking at increasing the number of deputies so there would be no impact on the 2022 budget.

Budget Position Numbers: Change all of these to DFC/Corporal positions

| | | | |
|---------------|---------------|---------------|---------------|
| 1000-0400-203 | 1000-0400-210 | 1000-0400-220 | 1000-0400-225 |
| 1000-0400-207 | 1000-0400-214 | 1000-0400-222 | 1000-0400-226 |
| 1000-0400-208 | 1000-0400-219 | 1000-0400-224 | 1000-0400-227 |

Respectfully Submitted,

Sheriff Tim Helder

ORDINANCE NO. 2022-

APPROPRIATION ORDINANCE

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

AN ORDINANCE INCREASING THE PAY OF THE CHIEF DEPUTY TREASURER; AND, APPROPRIATING \$4,095.15 FROM THE UNAPPROPRIATED RESERVES IN THE GENERAL FUND TO THE TREASURER'S BUDGET FOR 2022.

WHEREAS, the Quorum Court desires to increase the pay of the Chief Deputy Treasurer for 2022.

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

ARTICLE 1. There is hereby appropriated \$4,095.15 from the unappropriated reserves in the General Fund (1000) to the following line items in the Treasurer's Budget (10000103) for 2022:

| | | |
|------------------------------|-----------------|-------------|
| Salaries Full Time | (10000103.1001) | \$ 3,330.20 |
| Social Security Matching | (10000103.1006) | 254.76 |
| Employer Retirement Contrib. | (10000103.1008) | 510.19 |

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

41 Introduced by:
42 Date of Adoption:
43 Members Voting For:
44 Members Voting Against:
45 Members Abstaining:
46 Members Absent:
47
48
49 Committee History:
50 Quorum Court History:



BOBBY HILL
County Treasurer

County Courthouse
280 North College, Suite 116
Fayetteville, AR 72701

WASHINGTON COUNTY, ARKANSAS

Date: 03-22-2022

To: JESAP Committee Members

From: Bobby Hill, Washington County Treasurer

It's my opinion that the minimum salary for Grade 20 is insufficient for the job functions of the Chief Deputy Treasurer. Although the Chief Deputy Treasurer doesn't have as many employees to supervise as other chief deputies in the courthouse, he/she is responsible for the proper accounting of approximately \$640 million dollars each year. Compared to her peers at the courthouse, Ramona is substantially underpaid for her job title and responsibilities. (See attachments)

Ramona Piazza has been an employee of the Treasurer's office since 2013 and has been Chief Deputy for almost a year. Also, Ramona worked in the circuit clerk's office as computer admin/bookkeeper from 2007-2012. It total, Ramona has 15 years of county government experience.

I would like to request that Ramona's pay scale be moved from the minimum for Grade 20 (\$22.09) to the mid-range of Grade 20 (\$24.54). This would have a minimal effect on the General Fund as the Treasurer's office reimburses its office expenses in January of each year. I request that the start date be May 2, 2022.

Thank you for your consideration.

Sincerely,

Bobby Hill, Treasurer
Washington County, Arkansas



BOBBY HILL
County Treasurer

County Courthouse
280 North College, Suite 116
Fayetteville, AR 72701

WASHINGTON COUNTY, ARKANSAS

Chief Deputy wage/salary comparisons 2022 Budget

JESAP request: Move Chief Deputy Mona Piazza from minimum Grade 20 to mid-range Grade 20

| | | |
|---------------------------------|---------------------|--------------------|
| Minimum Grade 20 | \$22.09/Hour | \$45,947.20 |
| Mid-Range Grade 20 | \$24.54/Hour | \$51,043.32 |
| Assessor Chief Deputy (24) | \$34.91/Hour | \$72,616.00 |
| County Clerk Chief Deputy (21) | \$28.03/Hour | \$58,321.00 |
| Circuit Clerk Chief Deputy (21) | \$31.35/Hour | \$65,211.00 |
| Assistant Comptroller (20) | \$29.65/Hour | \$61,672.00 |
| Collector Chief Deputy (21) | \$29.93/Hour | \$62,260.00 |

WASHINGTON COUNTY

Job Description

JOB TITLE: Chief Deputy Treasurer

Exempt (Y/N): No

DEPARTMENT: Treasurer's Office

DATE REVISED: August 2012

SUPERVISOR: County Treasurer

SUMMARY:

The Chief Deputy Treasurer in the County Treasurer's second in control and is accountable for the day-to-day management of the office, use and security of computer equipment and supervision of office personnel. Also, the Chief Deputy Treasurer is responsible for securing collateral for all county funds and maintaining a matching balance between banks and accounts on a daily basis. The Chief Deputy Treasurer will have a working knowledge of current and pending Arkansas legislation and Treasurer's procedures. In 2011, the Treasurer's office was responsible for \$396 million in both revenues and expenditures and maintained an approximate \$44 million balance.

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

1. Ensure the office is effective and efficient for the benefit of courthouse personnel and the general public and each transaction is either on file or on computer records.
2. Ensure office personnel display a positive and professional attitude towards courthouse personnel and Washington County citizens so maximum cooperation can be attained.
3. Ensure a speedy and accurate accounting of office records for courthouse personnel and the general public.
4. Maintain a professional and courteous relationship with Legislative Audit and assist and gather information for individual auditors as needed.
5. Maintain a professional and courteous working relationship with bank officials, county offices, city bookkeepers, and school district representatives.
6. Supervise office staff and assist as needed.
7. Train all employees in the department.
8. Responsible for procurement of office supplies and staying within budgeted guidelines.
9. Maintain records and files in an orderly manner to ensure quick and easy reference.
10. Ensure all monies above the FDIC limit are collateralized and maintain records of the securities.
11. Ensure all inquiries are handled professionally and in a timely manner, whether on the phone or in face-to-face situations.
12. Make sure monthly bank statements and corresponding Proof of Cash settlements balance.

13. Oversee and assist in the distribution of bi-weekly payroll for county employees. Confirm earnings and deduction information imported from Comptroller's system, convert to database format and verify transaction details. Print checks, wires and reports used by Comptroller and County Clerk.
14. Ensure timely payments of Comptroller warrants.
15. Ensure the proper distribution of the following: current taxes, delinquent taxes, interest, property tax relief monies, common school, , excess Treasurer's commission, excess Collector's commission, and excess Assessor's commission.
16. Be available for meeting or continuing education at the discretion of the County Treasurer.
17. Do routine maintenance on all office computers.
18. Secure computer backups in the office safe and at an off-campus location.
19. Contact various county entities for CD information, analyze bank CD bids, set up CDs, and ensure collateral before CDs are issued. Frequent analysis of various banks' interest rates is necessary for both checking accounts and investments.
20. Ensure the proper use of Arvest's Cash Management System: ACH files and register, domestic wires, transfers, tax payments, and bank histories. Ensure wire transactions are timely and correct to avoid penalties.
21. Incorporate financial information from databases into financial reports and presentations for various officials, cities and school districts.
22. Train users of the database to ensure they have a reasonable understanding of the daily maintenance and operation of the financial system.
23. Be in compliance with state guidelines and mandates.
24. Ensure all file structures and programs are self-explanatory and enable users to locate the information required to carry out their duties.
25. Oversee and audit the accuracy of receipts, wires and transfers performed by deputy treasurers.
26. Ensure cooperation with the media, especially concerning Freedom of Information laws.
27. Handle complaints of office employees, courthouse personnel and the general public.
28. Have good problem-solving abilities, interpersonal skills, analytical ability, and good communication skills.
29. Have prior-year reports and information ready for state auditors and maintain permanent ledger books for county accounts, bank accounts and school accounts.

30. Assist the Comptroller's Office in the annual budget process by gathering reports related to actual and projected revenue.

31. Work closely with and assist the County Treasurer.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

College degree in accounting field preferred but in-office experience and a job history based in the business/accounting field may be substituted. A high school diploma or GED is required.

OTHER SKILLS and ABILITIES:

The Chief Deputy makes all decisions for the office in the absence of the Treasurer. Problem-solving skills and the ability to supervise an office staff are crucial to this position. The individual must be able to use their own judgment to determine solutions to various problems that may arise. Also, must be able to interpret legislation that mandates the use of funds, which the office receives in order to ensure computer applications meet these requirements. Strict attention to detail and accuracy are a must. Machine skills include Microsoft Access, Excel and Word and fax machines, copiers and calculators.

PHYSICAL DEMANDS:

The physical demands are the same as one might expect in an office environment. Extended time sitting at a desk and working on computers are to be expected. Verbal and auditory skills are required. Occasionally lifting upwards of 50 pounds might be necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

| Treasurer's office - potential increase for slot 0103002 for budget year 2022 | | | | | | | | | | | |
|--|----------------|---------------------------------|----------------------------------|-----------------------------|-------------------------------|---|---|-------------------------------|----------------------------------|------------------------------|--------------------------------------|
| *calcs are for remaining 17 pay periods in 2022 (start date May 2, 2022) | | | | | | | | | | | |
| FUND 1000 | | | | | | | | | | | |
| PCN | NAME | 2022 FINAL BUDGET SALARY | CURRENT GRADE | PROPOSED HOURLY RATE | PROPOSED ANNUAL SALARY | GROSS PAID @ \$22.09 THRU 5/1/22 | POTENTIAL PAY @ \$24.54 AS OF 5/2/22 | BUDGET INCREASE SALARY | BUDGET INCREASE FICA/MEDI | BUDGET INCREASE APERS | OVERALL TOTAL BUDGET INCREASE |
| 0103002 | PIAZZA, RAMONA | \$45,949.00 | 20 | \$24.54 | \$51,043.20 | \$15,904.80 | \$33,374.40 | \$3,330.20 | \$254.76 | \$510.19 | \$4,095.15 |
| | | | | | | | | \$3,330.20 | \$254.76 | \$510.19 | \$4,095.15 |
| | | | | | | TOTAL \$49,279.20 | | | | | |
| Ordinance Prep Lines | | | | | | | | | | | |
| | | 10000103.1001 | SALARIES FULL TIME | | | \$3,330.20 | | | | | |
| | | 10000103.1006 | SOCIAL SECURITY MATCHING | | | \$254.76 | | | | | |
| | | 10000103.1008 | EMPLOYER RETIREMENT CONTRIBUTION | | | \$510.19 | | | | | |
| | | | | | | \$4,095.15 | OVERALL TOTAL FOR ORDINANCE | | | | |

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ORDINANCE NO. 2022-

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
BUILDING MAINTENANCE TECHNICIAN IN
THE BUILDINGS AND GROUNDS BUDGET
TO FACILITIES HVAC TECHNICIAN FOR
2022.**

WHEREAS, the Quorum Court desires to change the title of
position 0108005 from Building Maintenance Technician to Facilities HVAC Technician in
the Buildings and Grounds Budget for 2022.

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

ARTICLE 1. The title of position 0108005 in the Buildings
and Grounds Budget (10000108) is hereby changed to Facilities HVAC Technician for
2022.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by:
Date of Adoption:
Members Voting For:
Members Voting Against:

- 41 Members Abstaining:
- 42 Members Absent:
- 43
- 44
- 45 Committee History:
- 46 Quorum Court History:

Joseph K. Wood
County Judge



Patty A. Burchett
HR Director

WASHINGTON COUNTY, ARKANSAS
HUMAN RESOURCES OFFICE

Date:

To: JESAP Committee Members

From:

Colton Harris has **1.5** years of related experience and has successfully completed his HVAC-R training and license from Northwest Technical Institute. To include having been approved by the EPA to handle Type-I, Type-II, & Type-III refrigerants, and has successfully completed Manitowoc Ice Machine Service training. In addition **Colton Harris** has worked as **Maintenance Technician** for the Washington County **Buildings and Grounds Department** for **1.5** years and has consistently exceeded job expectations. Due to the knowledge and experience **he** has obtained during this time, **he** far exceeds the minimum requirements for this position.

I would like to request that **Colton Harris** be provided an increase in the amount of **\$20.68/Hour**. This would bring **him** in at the top of the second quartile with a starting rate of **20.68/Hour**. This request is consistent with the Hiring Rate Policy under Washington County's Job Evaluation/Salary Administration Program. I would also like to ask that you make this retroactive back to **his** certification date (May 16, 2022).

Thank you for your consideration.

Sincerely,

Dwight Gonzales, Director of Buildings ad Grounds
Washington County, Arkansas

| Buildings & Grounds - Potential pay increase. Starting hourly wage provided by Dwight Gonzales and confirmed by Patty Burchett | | | | | | | | | |
|--|----------------|--------------------------|----------------------------------|--|---------------------------------------|----------------------------------|------------------------------|--------------------------|-------------------------------|
| *calcs as of 05/31/2022 | | | | | | | | | |
| FUND 1000 | | | | | | | | | |
| PCN | NAME | 2022 FINAL BUDGET SALARY | CURRENT GRADE | PAID YTD AS OF 06.03.2022 @ \$16.20/HR | W/RETRO BACK TO 05.16.22 @ \$20.68/HR | BUDGET INCREASE SALARY LINE 1001 | INCREASE FICA/MEDI LINE 1006 | INCREASE APERS LINE 1008 | OVERALL TOTAL BUDGET INCREASE |
| 0108005 | HARRIS, COLTON | \$33,897.00 | 13 | \$14,256.00 | \$25,174.40 | \$5,533.40 | \$423.31 | \$847.72 | \$6,804.42 |
| | | | | | | \$5,533.40 | \$423.31 | \$847.72 | \$6,804.42 |
| Ordinance Prep Lines | | | | | | | | | |
| | | 10000108.1001 | SALARIES FULL TIME | | \$5,533.40 | | | | |
| | | 10000108.1006 | SOCIAL SECURITY MATCHING | | \$423.31 | | | | |
| | | 10000108.1008 | EMPLOYER RETIREMENT CONTRIBUTION | | \$847.72 | | | | |
| | | | | | \$6,804.42 | OVERALL TOTAL FOR ORDINANCE | | | |

ORDINANCE NO. 2022-

APPROPRIATION ORDINANCE

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

AN ORDINANCE INCREASING THE PAY OF AN EMPLOYEE IN THE BUILDINGS AND GROUNDS BUDGET; AND, APPROPRIATING THE TOTAL AMOUNT OF \$8,607.41 FROM UNAPPROPRIATED RESERVES IN THE GENERAL FUND (1000) VARIOUS LINE ITEMS IN THE BUILDINGS AND GROUNDS BUDGET (10000108) FOR 2022.

WHEREAS, Buildings and Grounds employee Justin Hayes (position 0108050) recently completed his Building Operator Certification earning him an increase in pay in his current position and grade.

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

ARTICLE 1. There is hereby appropriate the total amount of \$8,607.41 from the unappropriated reserves in the General Fund (1000) to the following line items in the Buildings and Grounds Budget (10000108) for 2022:

| | | |
|------------------------------|-----------------|-------------|
| Salaries Full Time | (10000108.1001) | \$ 6,999.60 |
| Social Security Matching | (10000108.1006) | 535.47 |
| Employer Retirement Contrib. | (10000108.1008) | 1,0723.34 |

JOSEPH K. WOOD, County Judge

DATE

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BECKY LEWALLEN, County Clerk

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

Committee History:
Quorum Court History:

Joseph K. Wood
COUNTY JUDGE



Dwight Gonzales
BUILDING & GROUNDS DIRECTOR

WASHINGTON COUNTY, ARKANSAS
BUILDING AND GROUNDS OFFICE

January 31, 2022

To: JESAP Committee Members

From: Dwight Gonzales

The following employees have successfully completed additional training, received industry credentials, or has related superior work experience that exceeds the minimum requirements for their positions.

Johnny Peoples (0108011) and William Sconzert (0108100) have successfully completed and been awarded with the Facility Management Professional (FMP) credential. The average worldwide salary increase for this credential is \$5000.00

Justin Hayes (0108050) has successfully completed the Building Operator Certification (BOC). According to a NEEC survey, 55% of graduates received a salary increase that they otherwise would not have received.

Alcibiades Sanchez (0108110), Sandra White (0108104), and Joshua Rhodes (0108106) have Five (5) plus years' experience each, and have consistently exceeded job expectations. Due to the knowledge and experience they have obtained during this time, they far exceed the minimum requirements for this position.

Two (2) vacant janitorial positions (0108112 & 0108113) have had experienced applicants apply, and the starting pay rate has been a hindrance to filling the positions.

Joseph K. Wood
COUNTY JUDGE



Dwight Gonzales
BUILDING & GROUNDS DIRECTOR

WASHINGTON COUNTY, ARKANSAS
BUILDING AND GROUNDS OFFICE

January 31, 2022

I would like to request that the named employees above be provided an increase to the amounts listed below. This request is consistent with the Hiring Rate Policy under Washington County’s Job Evaluation/Salary Administration Program. I would also like to ask that you make this retroactive back to the first pay period of 2022.

| | |
|-------------------------------|------------------|
| Johnny Peoples (0108011): | \$58,489.60/year |
| William Sconzert (0108100): | \$21.94/hr |
| Justin Hayes (0108050): | \$26.93/hr |
| Alcibiades Sanchez (0108110): | \$12.74/hr |
| Sandra White (0108104): | \$12.74/hr |
| Joshua Rhodes (0108106): | \$12.49/hr |
| Vacant (0108112): | \$12.49/hr |
| Vacant (0108112): | \$12.49/hr |

*Additional request for Justin Hayes due to him obtaining his next level of training since the original request was made. New amount requested is \$28.92/hour.

DocuSigned by:
Dwight Gonzales
C64C7D5160E5464...

Jun 1, 2022 | 12:02 PM C

Thank you for your consideration.

Sincerely,

Dwight Gonzales, M.Div., FMP, SFP
Director of Buildings & Grounds for Washington County

| Buildings & Grounds - Potential pay increase. Starting hourly wage provided by Dwight Gonzales and confirmed by Patty Burchett | | | | | | | | | |
|---|---------------|-------------------------------------|--------------------------|-------------------------------------|---------------------------------------|--|---|---|--|
| *calcs as of 03/09/2022 | | | | | | | | | |
| FUND 1000 | | | | | | | | | |
| PCN | NAME | 2022 FINAL BUDGET SALARY | CURRENT GRADE | PROPOSED HOURLY RATE | PROPOSED ANNUAL SALARY | INCREASE SALARY LINE 1001 | INCREASE FICA/MEDI LINE 1006 | INCREASE APERS LINE 1008 | OVERALL TOTAL BUDGET INCREASE |
| 0108050 | HAYES, JUSTIN | \$53,154.00 | 21 | \$28.92 | \$60,153.60 | \$6,999.60 | \$535.47 | \$1,072.34 | \$8,607.41 |
| | | | | | | \$6,999.60 | \$535.47 | \$1,072.34 | \$8,607.41 |
| Ordinance Prep Lines | | | | | | | | | |
| | | 10000108.1001 | SALARIES FULL TIME | | \$6,999.60 | | | | |
| | | 10000108.1006 | SOCIAL SECURITY MATCHI | | \$535.47 | | | | |
| | | 10000108.1008 | EMPLOYER RETIREMENT C | | \$1,072.34 | | | | |
| | | | | | \$8,607.41 | OVERALL TOTAL FOR ORDINANCE | | | |