



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

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

Tuesday July 26, 2022  
6:00 PM  
Washington County Quorum Court Room

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**Sam Duncan – Vice-Chair**  
**Lance Johnson**  
**Sean Simons**

**Patrick Deakins - Chair**

**Bill Ussery**  
**Shawndra Washington**  
**Jim Wilson**

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**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.

**BUDGET REVIEWS**

**4. COLLECTOR- ANGELA WOOD (4.1-4.2)**

**5. COUNTY CLERK- BECKY LEWALLEN (5.1-5.2)**

**6. CIRCUIT CLERK- KYLE SYLVESTER(6.1-6.4)**

**7. CORONER- ROGER MORRIS(7.1-7.4)**

**8. CIRCUIT COURT DIVISION II- JUDGE JOHN THREET(8.1)**

**9. CIRCUIT COURT DIVISION III- JUDGE STACEY ZIMMERMAN(9.1-9.3)**

**10. PUBLIC COMMENT**

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

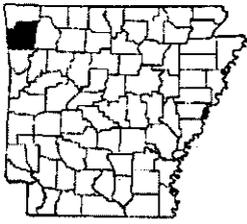
**11. ADJOURNMENT**

WASHINGTON COUNTY						
BUDGET Tax Collector						
FUND: 1000 General Fund DEPT: 0104 Tax Collector						
Line	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>PERSONAL SERVICES</b>						
1001	SALARY FULL-TIME	794,878.76	793,209.44	767,515.94	845,356.00	852,235.00
1002	SALARIES, PART-TIME					
1005	OVERTIME/OTHER PREMIUM COMPENS	13,748.53	9,305.63	134,979.73	17,000.00	17,000.00
1006	SOCIAL SECURITY MATCHING	57,855.75	57,841.30	65,844.71	66,640.00	67,155.00
1008	EMPLOYER RETIREMENT CONTRIBUTION	127,395.11	126,577.39	141,841.38	136,783.00	137,814.00
1009	HEALTH INSURANCE MATCHING	117,432.00	106,248.00	106,248.00	106,248.00	106,248.00
1010	WORKMEN'S COMPENSATION	1,455.00	1,060.92	776.60	1,274.00	932.00
1011	UNEMPLOYMENT COMPENSATION	(515.00)				
1016	LIFE INSURANCE	2,772.00	2,508.00	2,508.00	2,508.00	2,508.00
1999	LONGEVITY	6,028.95	5,837.63	7,035.23	8,746.10	8,596.00
	<b>TOTAL PERSONAL SERVICES</b>	<b>1,121,051.10</b>	<b>1,102,588.31</b>	<b>1,226,749.59</b>	<b>1,184,555.10</b>	<b>1,192,488.00</b>
<b>SUPPLIES</b>						
2001	GENERAL SUPPLIES	-	-		-	-
2002	SMALL EQUIPMENT	-	-		-	-
2003	JANITORAL SUPPLIES	-	-		-	-
2004	MEDICINE & DRUGS	-	-		-	-
2005	FOOD	-	-		-	-
2007	FUEL, OIL & LUBRICANTS	-	-		-	-
2008	TIRES & TUBES	-	-		-	-
2009	COMPUTER/IT EQUIPMENT	-	-		-	-
2021	PAINTS AND METALS	-	-		-	-
2022	PLUMBING AND ELECTRICAL	-	-		-	-
2023	PARTS AND REPAIRS	-	-		-	-
	<b>TOTAL SUPPLIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER SERVICES AND CHARGES</b>						
3009	OTHER PROFESSIONAL SERVICES				-	-
3020	TELEPHONE/FAX - LANDLINE				-	-
3021	POSTAGE				-	-
3022	CELL PHONE/PAGER/RADIO				-	-
3023	INTERNET CONNECTION				-	-
3032	MILEAGE				-	-
3040	ADVERTISING AND PUBLICATIONS				-	-
3052	FIRE AND EXTENDED COVERAGE				-	-
3053	FLEET LIABILITY				-	-
3054	OTHER SUNDRY INSURANCE				-	-
3060	UTILITIES-ELECTRICITY				-	-
3061	UTILITIES-GAS				-	-
3062	UTILITIES-WATER				-	-
3090	DUES AND MEMBERSHIPS				-	-
3094	MEALS AND LODGING				-	-
3101	TRAINING/EDUCATION				-	-
3104	MISCELLANEOUS REFUNDS				-	-
9999	TRANSFERS OUT	250.00				
	<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>250.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>BUDGET Tax Collector</b>	<b>1,121,301.10</b>	<b>1,102,588.31</b>	<b>1,226,749.59</b>	<b>1,184,555.10</b>	<b>1,192,488.00</b>
					non-p.s.	N/A
					overall	0.7%
					\$ chg. overall	7,932.90
Note 1: 17.82% APERS for Angela Wood						

WASHINGTON COUNTY			POSITIONS	
BUDGET Tax Collector			19	17
FUND: 1000 General Fund DEPT: 0104 Tax Collector				
Slot	Title	Grade	2023 Requested	May 2, 2022 Salary
0104001	COLLECTOR	ELEC	133,172.00	133,172.00
0104002	CHIEF DEPUTY COLLECTOR	21	62,255.00	62,255.00
0104003	HEAD BOOKKEEPER	19	45,552.00	45,552.00
0104004	DATA BASE ANALYST	16	56,410.00	56,410.00
0104005	DATA PROCESSING CLERK	15	47,154.00	47,154.00
0104006	ASST DATA PROCESSING CK/EMP TR	11	35,298.00	35,298.00
0104050	DEPUTY III COLLECTOR	16	48,360.00	48,360.00
0104071	DEP II ASSISTANT BOOKEEPER	14	40,103.00	40,103.00
0104080	TAX ENFORCEMENT MANAGER	15	44,325.00	44,325.00
0104081	TAX ENFORCEMENT TECHNICIAN	13	39,229.00	39,229.00
0104082	TAX ENFORCEMENT TECHNICIAN	13	36,213.00	36,213.00
0104090	DEP II BRANCH MANAGER	15	35,298.00	35,298.00
0104091	DEPUTY II BRANCH MANAGER	15	37,066.00	37,066.00
0104092	DEPUTY II BRANCH MANAGER	15	37,066.00	37,066.00
0104094	DEPUTY II BRANCH MANAGER	15	35,298.00	35,298.00
0104105	DEPUTY II CASHIER/CLERK	11	30,140.00	30,140.00
0104106	DEPUTY II CASHIER/CLERK	11	30,140.00	vacant
0104107	DEPUTY II CASHIER/CLERK	11	30,140.00	vacant
0104108	DEPUTY I CASHIER/CLERK	10	29,016.00	29,016.00
			852,235.00	791,955.00

WASHINGTON COUNTY						
BUDGET Tax Collector Automation						
FUND: 3001 Collector's Automation Fund DEPT: 0104 Tax Collector						
Line	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>PERSONAL SERVICES</b>						
1001	SALARY FULL-TIME	51,868.80	84,642.05	117,073.14	137,676.00	145,123.00
1002	SALARIES, PART-TIME	8,019.13	15,242.88	14,963.05	30,000.00	60,000.00
1005	OVERTIME/OTHER PREMIUM COMP	1,010.52	214.46	29,645.12		2,000.00
1006	SOCIAL SECURITY MATCHING	4,419.83	7,209.90	11,713.44	12,828.00	15,925.00
1008	EMPLOYER RETIREMENT CONTRIBUTION	9,115.37	15,427.12	24,926.93	21,092.00	22,233.00
1009	HEALTH INSURANCE MATCHING	11,184.00	22,368.00	22,368.00	22,368.00	22,368.00
1010	WORKMEN'S COMPENSATION	86.00	115.70	156.04	139.00	188.00
1011	UNEMPLOYMENT COMPENSATION	1,224.80				
1016	LIFE INSURANCE	264.00	528.00	528.00	528.00	528.00
1999	LONGEVITY		598.80	1,026.52	1,026.52	1,036.00
	<b>TOTAL PERSONAL SERVICES</b>	<b>87,192.45</b>	<b>146,346.91</b>	<b>222,400.24</b>	<b>225,657.52</b>	<b>269,401.00</b>
<b>SUPPLIES</b>						
2001	GENERAL SUPPLIES	13,816.18	12,784.91	16,729.45	24,000.00	24,000.00
2002	SMALL EQUIPMENT	14,403.72	4,572.51	23,780.17	12,400.00	12,400.00
2003	JANITORIAL SUPPLIES	271.94	173.13	61.71	500.00	500.00
2005	FOOD	119.87	755.45	86.62		
2006	CLOTHING/UNIFORMS					
2007	FUEL, OIL & LUBRICANTS	390.52	66.35	227.53	2,000.00	2,000.00
2008	TIRES & TUBES				200.00	200.00
2009	COMPUTER/IT EQUIPMENT	6,196.92	123.76	20,637.66	49,000.00	49,000.00
2020	BUILDING MATERIALS AND SUPPLIE	260.47	6,834.94		38,000.00	38,000.00
2021	PAINTS AND METALS					
2022	PLUMBING AND ELECTRICAL					
2023	PARTS AND REPAIRS				500.00	500.00
2024	MAINTENANCE AND SERVICE CONTRA				5,000.00	5,000.00
2029	SMALL TOOLS					
	<b>TOTAL SUPPLIES</b>	<b>35,459.62</b>	<b>25,311.05</b>	<b>61,523.14</b>	<b>131,600.00</b>	<b>131,600.00</b>
<b>OTHER SERVICES AND CHARGES</b>						
3001	ACCOUNTING & AUDITING					
3005	SPECIAL LEGAL	90.00			10,000.00	20,000.00
3009	OTHER PROFESSIONAL SERVICES	24,316.18	25,250.93	28,292.01	35,000.00	35,000.00
3021	POSTAGE	53,339.60	53,430.74	54,524.37	70,000.00	85,000.00
3022	CELL PHONE/PAGER/RADIO	2,226.74	1,649.28	1,526.89	3,000.00	3,000.00
3023	INTERNET CONNECTION	10,472.85	10,811.77	15,528.17	30,000.00	30,000.00
3024	CABLE				150.00	150.00
3030	TRAVEL	30.00				
3032	MILEAGE	2,233.00	633.11	1,602.16	3,000.00	3,500.00
3040	ADVERTISING AND PUBLICATIONS	36,600.75	36,271.42	41,732.61	48,000.00	48,000.00
3050	OFFICIAL AND DEPUTY BOND				600.00	600.00
3052	FIRE AND EXTENDED COVERAGE	128.06	140.30	155.66	400.00	400.00
3053	FLEET LIABILITY	494.00	494.00	521.00	550.00	550.00
3054	OTHER SUNDRY INSURANCE	609.17	21.00	21.00	500.00	500.00
3060	UTILITIES-ELECTRICITY	4,725.52	2,826.54	2,703.82	6,000.00	6,000.00
3061	UTILITIES-GAS	882.67	635.31	730.74	1,000.00	1,000.00
3062	UTILITIES-WATER	846.32	758.58	803.16	1,000.00	1,000.00
3070	RENT - LAND & BUILDINGS	1.00	0.50	1.00	1.00	1.00
3090	DUES AND MEMBERSHIPS	607.00	1,172.00	608.00	2,000.00	2,000.00
3094	MEALS AND LODGING	3,479.46		809.18	3,000.00	3,000.00
3101	TRAINING/EDUCATION				500.00	500.00
3102	SOFTWARE SUPPORT MAINT AGRMT	33,052.67	23,329.53	11,564.22	39,450.00	39,450.00
	<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>174,134.99</b>	<b>157,425.01</b>	<b>161,123.99</b>	<b>254,151.00</b>	<b>279,651.00</b>
<b>CAPITAL OUTLAY</b>						
4003	IMPROVEMENTS OTHER THAN BLDG				100,000.00	
4005	VEHICLES					
	<b>TOTAL CAPITAL OUTLAY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>BUDGET Tax Collector</b>	<b>296,787.06</b>	<b>329,082.97</b>	<b>445,047.37</b>	<b>611,408.52</b>	<b>680,652.00</b>
					385,751.00	411,251.00
					non p.s.	0.07
					overall	11.3%
					\$ chg. overall	69,243.48
Note 1 \$100,000 remodel request. Carryover from last year. See justification letter						

WASHINGTON COUNTY		POSITIONS		
BUDGET Tax Collector Automation		4		4
FUND: 3001 Collectors Automation Fund DEPT: 0104 Collectors Automation				
Slot	Title	Grade	2023 Requested	May 2, 2022 Salary
0104070	DEPUTY III BOOKKEEPER	15	43,743.00	43,743.00
0104093	DEPUTY II BRANCH MANAGER	15	37,066.00	37,066.00
0104120	DEPUTY I CASHIER/CLERK	10	29,016.00	29,016.00
0104121	DEPUTY II BRANCH MANAGER	15	35,298.00	35,298.00
			145,123.00	145,123.00



# Washington County Arkansas

4.2

## Tax Collector

*Angela Wood*

280 N College- Suite 202

Fayetteville AR 72701

479-444-1526

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### Real Estate and Personal Property Tax

June 11, 2021

Dear, JP Deakins and Committee members of Finance and Budget

The Collector's Office is submitting their 2022 requested budget within the requested guidelines submitted in your letter. We respectfully request that you approve an increase of \$32,150.00 in line item 2009 (computer/IT Equipment) for the purchase of 28 computer stations that is needed to replace old outdated equipment. Keeping new updated equipment is essential for processing the most up to date information that is pushed out from our county IT dept and tax collector software. We have recently experienced a lot of hard drive crashes due to out dated equipment.

We would also like to request an increase of around \$100,000.00 or possibly more for line items 2020 (building materials and supplies) and 3009 (Professional services) for the expansion and modification in our Springdale office. This facility is not county owned but is sub-leased to us from the State Revenue Department, which we currently rent for .50 cents a year. This expansion has been put on hold for the past 3 years or more due to various reasons but is now becoming a necessity in order to keep up with the demand and growth in that area. Currently the Assessor's office is staffing 4 clerks in their office to our 2 clerks, this office is the busiest of all satellite offices, stamping thousands of assessments and processing well over 20,000 payments alone. Our expansion will give us 2 extra work spaces so that we can staff that location accordingly, prepare for future growth and allow us to keep up with the ever increasing volume of taxpayers utilizing that office.

The funds used for these requests will not affect the County General's budget at all. These funds will come directly out of the Collectors Automation budget fund through the Tax Collectors commissions in pursuant to Ark. code #21-6-305. This fund is generated thru commissions on collected revenue and come directly from the taxing entities. Should you have any further questions about this law or collectors automation fund please feel free to talk myself or Bobby Hill, the County Treasurer.

Sincerely,

Angela Wood,  
Washington County Tax Collector

WASHINGTON COUNTY						
BUDGET County Clerk						
FUND: 1000 General Fund DEPT: 0101 County Clerk						
Line Item	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>PERSONAL SERVICES</b>						
1001	SALARY FULL-TIME	369,037.64	411,469.96	407,590.41	429,254.00	419,341.00
1002	SALARIES, PART-TIME	412.00	9,293.12	1,771.28	6,000.00	2,000.00
1005	OVERTIME/OTHER PREMIUM COMPENS	246.89	17,051.72	67,402.35	6,000.00	3,000.00
1006	SOCIAL SECURITY MATCHING	27,114.43	32,083.86	35,067.78	34,030.00	32,731.00
1008	EMPLOYER RETIREMENT CONTRIBUTION	59,637.70	69,338.44	75,865.11	70,559.00	68,570.00
1009	HEALTH INSURANCE MATCHING	44,736.00	44,736.00	44,736.00	44,736.00	44,736.00
1010	WORKMEN'S COMPENSATION	668.00	554.90	400.20	666.00	481.00
1016	LIFE INSURANCE	1,056.00	1,056.00	1,056.00	1,056.00	1,056.00
1999	LONGEVITY	2,931.25	3,088.86	2,570.95	3,581.89	3,512.00
	<b>TOTAL PERSONAL SERVICES</b>	<b>505,839.91</b>	<b>588,672.86</b>	<b>636,460.08</b>	<b>595,882.89</b>	<b>575,427.00</b>
<b>SUPPLIES</b>						
2001	GENERAL SUPPLIES	0.00	0.00		0.00	0.00
2005	FOOD	0.00	0.00		0.00	0.00
2009	COMPUTER/IT EQUIPMENT	0.00	0.00		0.00	0.00
	<b>TOTAL SUPPLIES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OTHER SERVICES AND CHARGES</b>						
3009	OTHER PROFESSIONAL SERVICES	0.00	0.00		0.00	0.00
3021	POSTAGE	0.00	0.00		0.00	0.00
3030	TRAVEL	0.00	0.00		0.00	0.00
3031	COMMON CARRIER	0.00	0.00		0.00	0.00
3032	MILEAGE	0.00	0.00		0.00	0.00
3040	ADVERTISING AND PUBLICATIONS	0.00	0.00		0.00	0.00
3052	FIRE AND EXTENDED COVERAGE	0.00	0.00		0.00	0.00
3054	OTHER SUNDRY INSURANCE	0.00	0.00		0.00	0.00
3090	DUES AND MEMBERSHIPS	0.00	0.00		0.00	0.00
3094	MEALS AND LODGING	0.00	0.00		0.00	0.00
3101	TRAINING/EDUCATION				0.00	0.00
	<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>BUDGET County Clerk</b>	<b>505,839.91</b>	<b>588,672.86</b>	<b>636,460.08</b>	<b>595,882.89</b>	<b>575,427.00</b>
					0.00	0.00
					non-p.s.	0.0%
					overall	-3.4%
					\$ chg. overall	(20,455.89)

WASHINGTON COUNTY			POSITIONS	
BUDGET County Clerk			8	7
FUND: 1000 General Fund DEPT: 0101 County Clerk				
			2023	May 2, 2022
Slot	Title	Grade	Requested	Salary
0101001	COUNTY CLERK	ELEC	133,172.00	133,172.00
0101002	CHIEF DEPUTY- COUNTY CLERK	21	58,324.00	58,324.00
0101003	ELECTION ADMINISTRATOR	18	50,357.00	50,357.00
0101004	DP CK III HBOOK/RET ADMIN	18	40,997.00	40,997.00
0101005	ELEC ADMIN ASST/ABSENTEE VOTIN	14	35,527.00	35,527.00
0101006	DEP CK II EQ EXEC SEC	12	31,200.00	vacant
0101007	DEP CK II VOTER REGISTER	10	29,724.00	29,724.00
0101008	ASST. COURT ADMINISTRATOR	13	40,040.00	40,040.00
			419,341.00	388,141.00

WASHINGTON COUNTY						
BUDGET County Clerks Cost						
FUND: 3005 County Clerk's Cost Fund DEPT: 0101 County Clerk						
Line Item	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>SUPPLIES</b>						
2001	GENERAL SUPPLIES	8,626.94	16,084.21	11,321.87	12,000.00	12,000.00
2002	SMALL EQUIPMENT		1,375.92		2,000.00	2,000.00
2009	COMPUTER/IT EQUIPMENT	1,924.93	3,731.59	4,701.20	20,000.00	18,000.00
2023	PARTS AND REPAIRS	107.28		220.00	1,000.00	1,000.00
	<b>TOTAL SUPPLIES</b>	<b>10,659.15</b>	<b>21,191.72</b>	<b>16,243.07</b>	<b>35,000.00</b>	<b>33,000.00</b>
<b>OTHER SERVICES AND CHARGES</b>						
3009	OTHER PROFESSIONAL SERVICES	12,149.72	1,313.91	1,850.01	12,500.00	12,500.00
3020	TELEPHONE/FAX - LANDLINE					
3021	POSTAGE	28,950.78	27,544.92	23,017.29	30,000.00	30,000.00
3023	INTERNET CONNECTION					
3030	TRAVEL	34.88			250.00	250.00
3031	COMMOM CARRIER				1,000.00	1,000.00
3032	MILEAGE	847.96	187.45		1,000.00	1,000.00
3040	ADVERTISING AND PUBLICATIONS		597.36	1,877.37	800.00	2,000.00
3052	FIRE AND EXTENDED COVERAGE	138.66	149.78	168.55	300.00	300.00
3054	OTHER SUNDRY INSURANCE		245.00		400.00	400.00
3070	RENT - LAND AND BUILDINGS	361.85	801.26	914.56	1,000.00	1,000.00
3073	LEASE - MACHINERY AND EQUIPMEN	2,108.85	2,307.14	2,152.04	3,000.00	3,000.00
3074	CONTRACT - OVERAGE		909.44		1,000.00	1,000.00
3090	DUES AND MEMBERSHIPS	400.00	400.00	400.00	600.00	600.00
3094	MEALS AND LODGING	483.20			2,500.00	2,500.00
3101	TRAINING/EDUCATION	3,000.00		250.00	3,000.00	3,000.00
3102	SOFTWARE SUPPORT MAINT AGRMT	9,720.86	8,658.83	8,588.84	20,000.00	20,000.00
	<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>58,196.76</b>	<b>43,115.09</b>	<b>39,218.66</b>	<b>77,350.00</b>	<b>78,550.00</b>
	<b>BUDGET County Clerk</b>	<b>68,855.91</b>	<b>64,306.81</b>	<b>55,461.73</b>	<b>112,350.00</b>	<b>111,550.00</b>
					112,350.00	111,550.00
					non p.s.	-0.7%
					overall	-0.7%
					\$ chg. overall	(800.00)
Note 1	Office supplies					
Note 2	minor equipment					
Note 3	computers, scanners, monitors, printers					
Note 4	repairs for items like file mark machines					
Note 5	Fees for Cash Manager, Positive Pay, and mailings					
Note 6	Voter registration cards, absentee and other office mailings					
Note 7	parking fees, etc.					
Note 8	Continuing education conferences and meetings					
Note 9	Legal Notices in paper					
Note 10	Storage at VRC for adoption records					
Note 11	Copier lease					
Note 12	Overages on copier lease					
Note 13	Association dues					
Note 14	Continuing education conferences and meetings					
Note 15	Continuing education conferences and meetings					
Note 16	Data Scout, ES&S agreements, software support for Tracy Smith Consulting					

WASHINGTON COUNTY						
BUDGET County Clerk Operating						
FUND: 3010 County Clerk Operating Fund DEPT: 0101 County Clerk						
Line Item	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>SUPPLIES</b>						
2001	GENERAL SUPPLIES	3,323.70	9,365.72	1,665.86	10,000.00	10,000.00
2002	SMALL EQUIPMENT	13.43	101.43	149.25	5,000.00	5,000.00
2003	JANITORAL SUPPLIES					
2005	FOOD					
	TOTAL SUPPLIES	3,337.13	9,467.15	1,815.11	15,000.00	15,000.00
<b>OTHER SERVICES AND CHARGES</b>						
3094	MEALS AND LODGING					
	TOTAL OTHER SERVICES AND CHARGES	0.00	0.00	0.00	0.00	0.00
	BUDGET County Clerk	3,337.13	9,467.15	1,815.11	15,000.00	15,000.00
					15,000.00	15,000.00
					non p.s.	0.0%
					overall	0.0%
					\$ chg. overall	0.00

**Shannon Worthen**

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**From:** Becky Lewallen  
**Sent:** Friday, June 10, 2022 9:20 AM  
**To:** Shannon Worthen  
**Subject:** RE: 2023 Budget  
**Attachments:** County Clerk - 10000101,30050101,30100101.xlsx

Shannon,

I am attaching my budget request. We have been really busy with elections so, I basically just copied last years and reduced the part time and overtime because it's not a big election year. Let me know if you need anything further.

Thank you,

Becky Lewallen

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**From:** Shannon Worthen  
**Sent:** Thursday, June 2, 2022 4:14 PM  
**To:** Becky Lewallen ; Jennifer Sharpshair ; Jamie Williams  
**Cc:** Patrick Deakins ; Joseph Wood ; Brian Lester ; Julie Harris  
**Subject:** RE: 2023 Budget

Becky,

A friendly reminder that your budget request is due next Friday, June 10.

Thanks,  
Shannon

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**From:** Shannon Worthen  
**Sent:** Tuesday, May 10, 2022 5:09 PM  
**To:** Becky Lewallen <[BLewallen@washingtoncountyar.gov](mailto:BLewallen@washingtoncountyar.gov)>; Jennifer Sharpshair <[JSharpshair@washingtoncountyar.gov](mailto:JSharpshair@washingtoncountyar.gov)>; Jamie Williams <[jwilliams@washingtoncountyar.gov](mailto:jwilliams@washingtoncountyar.gov)>  
**Cc:** Patrick Deakins <[PDeakins@washingtoncountyar.gov](mailto:PDeakins@washingtoncountyar.gov)>; Joseph Wood <[Joseph.Wood@washingtoncountyar.gov](mailto:Joseph.Wood@washingtoncountyar.gov)>; Brian Lester <[BLester@washingtoncountyar.gov](mailto:BLester@washingtoncountyar.gov)>; Julie Harris <[JHarris@washingtoncountyar.gov](mailto:JHarris@washingtoncountyar.gov)>  
**Subject:** 2023 Budget

Becky,

See attached for a letter from JP Deakins, Chairman of the Finance and Budget Committee, regarding how he would like everyone to submit their budget requests this year. I have also attached your 2023 requested budget worksheet(s) that you may use to fill in your budget lines.

Please return your requested budget worksheet(s) and justification letters to me no later than **June 10**. If a line item you need is not included on your requested budget worksheet, feel free to add it. I have added estimated Workers Comp (Line Item 1010) and projected Longevity Pay (Line Item 1999) for those budgets with personnel.

If you have any questions, concerns, or need clarification regarding your budget submittal, please do not hesitate to contact JP Deakins or the Comptroller's Office. Any salary administration questions should be directed to Patty Burchett in Human Resources.

WASHINGTON COUNTY						
BUDGET Circuit Clerk						
FUND: 1000 General Fund DEPT: 0102 Circuit Clerk						
Line Itr	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>PERSONAL SERVICES</b>						
1001	SALARY FULL-TIME	588,538.59	315,101.02	308,427.68	426,778.00	411,675.00
1005	OVERTIME/OTHER PREMIUM COMPENS	8,432.88	2,200.60	54,121.54	10,000.00	5,000.00
1006	SOCIAL SECURITY MATCHING	43,349.01	23,097.63	26,096.78	33,512.00	31,975.00
1008	EMPLOYER RETIREMENT CONTRIBUTION	91,970.16	47,803.89	55,537.55	67,111.00	64,034.00
1009	HEALTH INSURANCE MATCHING	89,472.00	67,104.00	67,104.00	67,104.00	67,104.00
1010	WORKMEN'S COMPENSATION	1,072.90	601.83	414.56	723.00	498.00
1011	UNEMPLOYMENT COMPENSATION	2,695.00		3,545.39		
1016	LIFE INSURANCE	2,112.00	1,584.00	1,584.00	1,584.00	1,584.00
1999	LONGEVITY	3,629.08	1,283.16	855.44	1,283.16	1,295.00
	<b>TOTAL PERSONAL SERVICES</b>	<b>831,271.62</b>	<b>458,776.13</b>	<b>517,686.94</b>	<b>608,095.16</b>	<b>583,165.00</b>
<b>SUPPLIES</b>						
2001	GENERAL SUPPLIES	0.00			0.00	500.00
2002	SMALL EQUIPMENT	0.00	568.69	2,670.92	1,000.00	500.00
2004	MEDICINE & DRUGS	0.00			0.00	
2009	COMPUTER/IT EQUIPMENT	0.00				
2029	SMALL TOOLS	0.00			0.00	
	<b>TOTAL SUPPLIES</b>	<b>0.00</b>	<b>568.69</b>	<b>2,670.92</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>OTHER SERVICES AND CHARGES</b>						
3009	OTHER PROFESSIONAL SERVICES					
3021	POSTAGE			5,701.22		
3052	FIRE AND EXTENDED COVERAGE	947.43	873.18	1,151.62	1,500.00	1,500.00
3073	LEASE - MACHINERY AND EQUIPMEN	2,874.33	1,215.74	76.81		
3080	PUBLIC RECORDS					
	<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>3,821.76</b>	<b>2,088.92</b>	<b>6,929.65</b>	<b>1,500.00</b>	<b>1,500.00</b>
	<b>BUDGET Circuit Clerk</b>	<b>835,093.38</b>	<b>461,433.74</b>	<b>527,287.51</b>	<b>610,595.16</b>	<b>585,665.00</b>
					2,500.00	2,500.00
					non-p.s.	0.0%
					overall	-4.1%
					\$ chg. overall	(24,930.16)

WASHINGTON COUNTY		POSITIONS			
BUDGET Circuit Clerk		12	11	12	
FUND: 1000 General Fund DEPT: 0102 Circuit Clerk					
Slot	Title	Grade	2023 Requested	May 2, 2022 Salary	2022 Budget
0102004	BOOKKEEPER-CRIMINAL/JUV COURT	15	42,224.00	42,224.00	42,217.00
0102005	EXEC ASST/JURY ADMIN	19	43,472.00	43,472.00	42,518.00
0102006	ASST BOOKKEEPER/CRIM/JUV CT	12	31,200.00	31,200.00	32,815.00
0102007	DEPUTY CIRCUIT CLERK I	10	36,005.00	36,005.00	35,996.00
0102008	DEPUTY CIRCUIT CLERK I	10	29,016.00	29,016.00	28,913.00
0102010	DEPUTY CIRCUIT CLERK I/Admin Asst	11	30,140.00	30,140.00	27,299.00
0102012	DOMESTIC RELATION SPECIALIST	13	33,696.00	33,696.00	33,897.00
0102015	DEPUTY CIRCUIT CLERK I	10	29,016.00	29,016.00	36,319.00
0102016	DEPUTY CIRCUIT CLERK I	10	29,016.00	29,016.00	39,010.00
0102017	ASST BOOKKEEPER/DATA SUPPORT	14	39,000.00	39,000.00	39,010.00
0102018	DEPUTY CIRCUIT CLERK I	10	29,016.00	vacant	28,913.00
0102019	DEPUTY CIRCUIT CLERK II	13	39,874.00	39,874.00	39,871.00
			411,675.00	382,659.00	426,778.00

WASHINGTON COUNTY						
BUDGET Recorder's Cost						
FUND: 3006 Recorder's Cost Fund DEPT: 0128 Recorder's Cost						
Line Item Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested	
<b>PERSONAL SERVICES</b>						
1001 SALARY FULL-TIME	226,356.41	478,810.02	471,177.95	502,722.00	600,449.00	
1002 SALARIES, PART-TIME	79,037.99	72,972.24	56,705.00	75,000.00	75,000.00	
1005 OVERTIME/OTHER PREMIUM COMPENS	1,122.30	3,354.25	61,939.95	5,000.00	5,000.00	
1006 SOCIAL SECURITY MATCHING	22,704.59	41,274.26	43,725.99	44,842.00	52,305.00	
1008 EMPLOYER RETIREMENT CONTRIBUTION	46,514.93	81,825.23	90,446.97	89,801.00	104,747.00	
1009 HEALTH INSURANCE MATCHING	44,736.00	67,104.00	50,328.00	50,328.00	61,512.00	
1010 WORKMEN'S COMPENSATION	445.10	966.81	538.10	1,161.00	646.00	
1011 UNEMPLOYMENT COMPENSATION	253.22	751.70	3,784.53			
1016 LIFE INSURANCE	1,056.00	1,584.00	1,188.00	1,188.00	1,452.00	
1999 LONGEVITY	2,807.35	3,286.91	3,097.69	3,444.52	3,276.00	
TOTAL PERSONAL SERVICES	425,033.89	751,929.42	782,932.18	773,486.52	904,387.00	
<b>SUPPLIES</b>						
2001 GENERAL SUPPLIES	14,414.75	10,779.29	14,456.98	15,000.00	20,000.00	
2002 SMALL EQUIPMENT	9,124.30	10,116.80	14,063.11	20,000.00	30,000.00	
2003 JANITORIAL SUPPLIES	56.71	9.28	32.85		500.00	
2005 FOOD						
2006 CLOTHING/UNIFORMS			690.00	1,000.00	2,000.00	
2009 COMPUTER/IT EQUIPMENT	12,702.78	18,966.15	22,974.50	15,000.00	20,000.00	
2023 PARTS AND REPAIRS	1,438.53		14.74	500.00	1,000.00	
2024 MAINTENANCE AND SERVICE CONTRA						
TOTAL SUPPLIES	37,737.07	39,871.52	52,232.18	51,500.00	73,500.00	
<b>OTHER SERVICES AND CHARGES</b>						
3005 SPECIAL LEGAL					75,000.00	
3009 OTHER PROFESSIONAL SERVICES	12,977.88	7,855.92	3,744.15	30,000.00	30,000.00	
3020 TELEPHONE/FAX - LANDLINE						
3021 POSTAGE		291.44	1,887.44	2,000.00	25,000.00	
3023 INTERNET CONNECTION			8,415.00		6,000.00	
3030 TRAVEL	96.00		76.86		5,000.00	
3032 MILEAGE	3,404.02	1,001.65	1,252.18	4,000.00	6,000.00	
3052 FIRE AND EXTENDED COVERAGE						
3054 OTHER SUNDRY INSURANCE	2,720.39	105.00	205.00	3,000.00	3,000.00	
3070 RENT - LAND AND BUILDINGS	13,469.29	18,537.76	22,061.25	20,000.00	25,000.00	
3073 LEASE - MACHINERY AND EQUIPMEN	50,750.28	52,886.05	62,674.21	55,000.00	75,000.00	
3074 CONTRACT - OVERAGE	716.57	926.21	612.56	1,000.00	1,000.00	
3090 DUES AND MEMBERSHIPS	485.00	450.00	670.00	1,000.00	1,000.00	
3092 JURORS & WITNESSES			130.88			
3094 MEALS AND LODGING	4,051.91	555.40	2,967.99	6,000.00	7,000.00	
3101 TRAINING/EDUCATION	5,625.00		250.00		2,000.00	
3102 SOFTWARE SUPPORT MAINT AGRMT	87,023.69	85,323.30	80,925.57	300,000.00	307,693.00	
TOTAL OTHER SERVICES AND CHARGES	181,320.03	167,932.73	185,873.09	422,000.00	493,693.00	
<b>CAPITAL OUTLAY</b>						
4002 BUILDINGS		34,293.06	14,312.46			
4006 CONSTRUCTION IN PROGRESS			107.19			
TOTAL CAPITAL OUTLAY	0.00	34,293.06	14,419.65	0.00	0.00	
<b>TRANSFERS OUT</b>						
9999 TRANSFERS OUT						
TOTAL TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	
BUDGET Recorder's Cost	644,090.99	994,026.73	1,035,457.10	1,246,986.52	1,471,580.00	
				473,500.00	567,193.00	
				non p.s.	19.8%	
				overall	18.0%	
				\$ chg. overall	224,593.48	

WASHINGTON COUNTY			POSITIONS	
BUDGET Recorder's Cost			11	11
FUND: 3006 Recorder's Cost Fund DEPT: 0128 Recorder's Cost				
			2023	May 2, 2022
Slot	Title	Grade	Requested	Salary
0128011	CIRCUIT CLERK	ELEC	133,172.00	133,172.00
0128003	BOOKKEEPER/DATA SUPERVISOR	17	51,647.00	51,647.00
0128004	LAND RECORDS COORDINATOR	15	45,740.00	45,740.00
0128005	DEPUTY CIRCUIT CLERK II	13	32,282.00	32,282.00
0128006	DEPUTY CIRCUIT CLERK II	13	35,381.00	35,381.00
0128012	CHIEF DEPUTY CIRCUIT CLERK	21	65,210.00	65,210.00
0128013	Computer /Data Administrator	20	51,480.00	51,480.00
0128014	CHILD SUPPORT ADMINISTRATOR	15	48,194.00	48,194.00
0128014	CHILD SUPPORT ADMINISTRATOR	15	48,194.00	48,194.00
0128015	ASST BOOK/CRIM/JUV COURT	12	31,200.00	31,200.00
0128016	ASST CHIEF DEPUTY CIRCUIT COURT	19	57,949.00	57,949.00
			600,449.00	600,449.00

WASHINGTON COUNTY						
	BUDGET Interfund Transfers					
FUND: 3006 Recorder's Cost Fund DEPT: 8888 Interfund Transfers						
Line Item	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>TRANSFERS OUT</b>						
9999	TRANSFERS OUT	923,389.48	955,608.97	1,128,688.43	1,000,000.00	1,000,000.00
	TOTAL TRANSFERS OUT	923,389.48	955,608.97	1,128,688.43	1,000,000.00	1,000,000.00
	BUDGET Interfund Transfers	923,389.48	955,608.97	1,128,688.43	1,000,000.00	1,000,000.00
					1,000,000.00	1,000,000.00
					non p.s.	0.0%
					overall	0.0%
					\$ chg. overall	0.00
	Estimate of the excess Recorder's Cost Fund transfers made each month because fund					
	can't go over \$1 million.					

WASHINGTON COUNTY						
BUDGET Circuit Clerk Commissioner Fee						
<b>FUND: 3039 Circuit Clerk Commissioner Fee DEPT: 0129 Circuit Clerk Commissioner Fee</b>						
Line Item	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>SUPPLIES</b>						
2009	COMPUTER/IT EQUIPMENT					
	TOTAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
<b>OTHER SERVICES AND CHARGES</b>						
3009	OTHER PROFESSIONAL SERVICES					
3021	POSTAGE	13,107.01	10,978.70	10,000.00	6,000.00	
3090	DUES AND MEMBERSHIPS		230.00			
3102	SOFTWARE SUPPORT MAINT AGREEMENT					
3104	MISCELLANEOUS REFUNDS					
	TOTAL OTHER SERVICES AND CHARGES	13,107.01	11,208.70	10,000.00	6,000.00	0.00
	BUDGET Circuit Clerk Commissioner Fee	13,107.01	11,208.70	10,000.00	6,000.00	0.00
					6,000.00	0.00
					non-p.s.	-100.0%
					overall	-100.0%
					\$ chg. overall	(6,000.00)



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 10, 2022

To: Budget and Finance Committee

Re: 2023 Proposed Budget(s) for Circuit Clerk and Recorder's Cost Fund

As requested, I have submitted my proposed budgets for 2023. According to spending patterns, cost increases/decreases, the operating costs for next year look to require an increase over 2022. 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 \$5,000.00.

**2022 Recorder's Cost Fund (3006-0128)**

**Line 2001 General Supplies:** Increase of \$5,000.00 due to inflation costs of goods. This line item is for paper, office supplies, etc.

**Line 2002 Small Equipment:** Increase of \$10,000.00 due to inflation costs of goods. This line item is for desks, file cabinets, chairs, office electronics (non-IT related), etc.

**Line 2009 Computer Equipment:** Increase of \$5,000.00 due to inflation costs of goods. This line item is for Computers and related equipment.

**Line 3005 Special Legal:** Increase of \$75,000.00 due to the need for prompt in-house counsel. This line item is for legal representation and consultation.

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

other office related services that arise during the year.

**Line 3021 Postage:** Increase of \$23,000.00 due to Commissioner Fee Fund unable to support costs. This line item is for postage for the office and jury questionnaires.

**Line 3023 Internet:** Increase of \$6,000.00 due to dedicated service to Circuit Clerks Office for greater bandwidth. This line item is for internet service.

**Line 3030 Travel:** Increase of \$5,000.00 due to projected additional training events for staff. This line item is for travel expenses out of state.

**Line 3032 Mileage:** Increase of \$2,000.00 due to inflation of fuel prices. This line item is for fuel and maintenance expenses incurred from in-state travel to training and conferences.

**Line 3070 Rent-Land and Buildings:** Increase of \$5,000.00 due to inflation costs of services. This line item is for climate controlled storage of our physical case files.

**Line 3073 Lease-Machinery and Equipment:** increase of \$20,000.00 due to inflation costs of services. This line item is for office equipment lease (wide format plotting printer, printers, scanners).

**Line 3094 Meals and Lodging:** Increase of \$1,000.00 due to additional training scheduled for staff. This line item is for meals and lodging when out of the county for training or conferences.

**Line 3102 Software Support/Maintenance:** Increase of \$7,693.00 due to inflation costs of services and redaction projects. This line item is for our Land Recording Software and other vendor related softwares.

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 3054 Other Sundry Insurance:** This line item is for Notary Bonds and renewals.

**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).

**Line 3031 Training and Education:** This line item is for classes that either myself or the staff attends which require a fee, such as the Certified Court Management Program.

In the 10 years that I have been the Circuit Clerk for Washington County, this is the first year that I have had to request an increase to my budget. The common factor seems to be the unprecedented level of inflation that our nation is experiencing which affects the costs of all goods and services nationwide. It is my hope that, although I am requesting increases, that our office can continue to pay very close attention to spending as we have done in the past, and not expend the total of resources budgeted. I will be monitoring throughout the year the usage trends of our office to make sure that there is little to no waste, so that we can use those trends to assist us in budgeting for 2024.

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

## Calculating employee position total cost for budgeting

as of 06.15.2022

Inclusive items	How to calculate	Example
FT Salary	Pay Rate x 2080 hrs (*207K emps use 2236 hrs)	29,016.00
FICA/MEDI	Salary x 7.65%	2,219.72
Employer APERS	Salary x 15.32%	4,445.25
Health benefit	\$5,592.00 as of 2020 (\$466/mo x12)	5,592.00
Life Ins. Benefit	\$132.00 as of 2020 (\$11/mo x 12)	132.00
Workers Comp	**Salary x AAC rate x AAC modifier	27.77
Holiday Incentive	Sheriff/Jail, JDC, Animal Shelter ONLY	
Longevity	Use gross up amt for qualifying year range	
Bonus per QC		
	<b>Expected Cost with Benefits</b>	<b>41,432.74</b>

\*\$13.95/hr (Grade 10)  
Deputy Circuit Clerk I



**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

June 10, 2022

To: Washington County Budget Committee

Re: Additional Positions

This letter is to outline the need for additional position(s). Since my time in office, the Circuit Clerk's Office has worked very hard to keep up with the increased workload utilizing existing staff slots. We have implemented efficiencies with cross training, technology, and standard operating procedure adjustments to remain current and up to date in the courts and in the recording department. We currently have a staff size of 23 team members. Counties of similar size and workload employ more than twice the amount of staff to do the same job that we do. In looking to the next 10 years, I feel it prudent to be proactive in additional staffing in increments so that we can stay on top of volume trends and each year evaluate current and future needs.

In evaluation of current work load and capacities, also looking to the future of the Circuit Clerk's Office, I feel that the addition of personnel is necessary. Beginning in 2023 with an additional Deputy Circuit Clerk 1 position to assist with current increasing volume and additional responsibilities that have been placed on other staff members on top of their job description requirements. Over the last 10 years, we have been able to cut the yearly budget to the benefit of the county, freeing up funding for other departments and projects. Along with that, we have exceeded the projections of revenue in the Recorder's Cost each year.

The new position will be budgeted from the Recorder's Cost budget and will not affect the current General Budget funding.

Thank you for your consideration in this matter.

Sincerely,

Kyle Sylvester  
Washington County Circuit Clerk  
President, Arkansas Circuit Clerk Association

WASHINGTON COUNTY						
BUDGET Coroner						
FUND: 1000 General Fund DEPT: 0419 Coroner						
Line	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>PERSONAL SERVICES</b>						
1001	SALARY FULL-TIME	185,450.17	220,090.37	248,521.33	290,987.00	291,616.00
1002	SALARIES, PART-TIME	47,340.75	40,920.14	7,672.00	17,000.00	17,000.00
1005	OVERTIME/OTHER PREMIUM COMPENS			36,501.72	0.00	0.00
1006	SOCIAL SECURITY MATCHING	16,964.80	19,019.98	21,623.97	23,562.00	23,610.00
1008	EMPLOYER RETIREMENT CONTRIBUTION	33,861.07	38,018.67	43,347.53	47,184.00	47,280.00
1009	HEALTH INSURANCE MATCHING	16,776.00	16,776.00	22,368.00	27,960.00	27,960.00
1010	WORKMEN'S COMPENSATION	583.00	655.68	450.66	832.00	541.00
1011	UNEMPLOYMENT COMPENSATION	237.05	162.05			
1016	LIFE INSURANCE	396.00	396.00	528.00	660.00	660.00
1999	LONGEVITY					432.00
	<b>TOTAL PERSONAL SERVICES</b>	<b>301,608.84</b>	<b>336,038.89</b>	<b>381,013.21</b>	<b>408,185.00</b>	<b>409,099.00</b>
<b>SUPPLIES</b>						
2001	GENERAL SUPPLIES	12,723.34	32,796.58	45,638.40	25,000.00	25,000.00
2002	SMALL EQUIPMENT	767.53	9,179.88	10,265.55	8,000.00	8,000.00
2003	JANITORAL SUPPLIES		664.20	27.96	1,000.00	1,000.00
2004	MEDICINE & DRUGS					
2006	CLOTHING/UNIFORMS	637.33	594.46	847.50	1,500.00	1,500.00
2007	FUEL, OIL & LUBRICANTS	7,826.13	5,898.75	9,112.12	8,000.00	12,000.00
2008	TIRES & TUBES	778.84	776.84	1,195.11	1,500.00	2,000.00
2009	COMPUTER/IT EQUIPMENT	2,677.02	423.69	1,881.98	3,000.00	3,000.00
2020	BUILDING MATERIALS		2,047.77			
2021	PAINTS AND METALS			144.49		
2022	PLUMBING & ELECTRICAL		90.70			
2023	PARTS AND REPAIRS	1,497.79	2,180.10	4,594.64	2,000.00	5,000.00
2029	SMALL TOOLS		78.99			
	<b>TOTAL SUPPLIES</b>	<b>26,907.98</b>	<b>54,731.96</b>	<b>73,707.75</b>	<b>50,000.00</b>	<b>57,500.00</b>
<b>OTHER SERVICES AND CHARGES</b>						
3006	MEDICAL/DENTAL/HOSPITAL					
3009	OTHER PROFESSIONAL SERVICES	3,629.05	24,437.29	5,378.13	2,000.00	5,000.00
3020	TELEPHONE/FAX - LANDLINE					
3021	POSTAGE	461.39	62.06	348.49	500.00	500.00
3022	CELL PHONE/PAGER/RADIO	2,040.90	2,413.52	2,154.91	2,000.00	3,000.00
3023	INTERNET CONNECTION	480.12	544.14	1,558.03	500.00	3,000.00
3030	TRAVEL	150.79		72.00		
3031	COMMON CARRIER					
3032	MILEAGE					
3052	FIRE AND EXTENDED COVERAGE	58.39	77.98	70.97	100.00	100.00
3053	FLEET LIABILITY	3,219.00	3,219.00	3,398.00	5,000.00	5,000.00
3054	OTHER SUNDRY INSURANCE					
3073	LEASE - MACHINERY AND EQUIPMENT	2,837.04	3,169.01	3,223.94	3,500.00	4,000.00
3074	CONTRACT - OVERAGE	222.89	113.35	37.71		
3090	DUES AND MEMBERSHIPS	365.00	194.26	180.00	500.00	500.00
3094	MEALS AND LODGING	3,197.54	871.52	727.57	2,500.00	2,500.00
3095	PAUPERS & WELFARE	1,995.00	1,930.00	630.00	4,000.00	4,000.00
3101	TRAINING/EDUCATION	1,100.00	510.00	1,050.00	2,500.00	3,000.00
	<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>19,757.11</b>	<b>37,542.13</b>	<b>18,829.75</b>	<b>23,100.00</b>	<b>30,600.00</b>
<b>CAPITAL OUTLAY</b>						
4004	MACHINERY AND EQUIPMENT		9,371.27	17,568.61		
	<b>TOTAL CAPITAL OUTLAY</b>	<b>0.00</b>	<b>9,371.27</b>	<b>17,568.61</b>	<b>0.00</b>	<b>0.00</b>
	<b>BUDGET Coroner</b>	<b>348,273.93</b>	<b>437,684.25</b>	<b>491,119.32</b>	<b>481,285.00</b>	<b>497,199.00</b>
					73,100.00	88,100.00
					non p.s.	20.5%
					overall	3.3%
					\$ chg. overall	15,914.00
Note 1	\$200,000. See justification letters					

Note 1

WASHINGTON COUNTY			POSITIONS		
BUDGET Coroner			5	5	5
FUND: 1000 General Fund DEPT: 0419 Coroner					
			2023	May 2, 2022	2022
Slot	Title	Grade	Requested	Salary	Budget
0419001	CORONER	ELEC	133,172.00	133,172.00	133,172.00
0419002	OFFICE MANAGER	9	30,493.00	30,493.00	30,484.00
0419003	Lead Deputy Coroner	18	48,190.00	48,190.00	48,190.00
0419004	DEPUTY CORONER	17	40,428.00	40,428.00	40,428.00
0419005	DEPUTY CORONER	17	39,333.00	39,333.00	38,713.00
			291,616.00	291,616.00	290,987.00

**Shannon Worthen**

---

**From:** Roger Morris  
**Sent:** Monday, June 27, 2022 12:20 PM  
**To:** Jennifer Hinkle  
**Subject:** Re: Letter for Vehicles - Coroner

It's in the capital expenditures on the budget but yes it's 200,000

Roger W. Morris  
Washington Co. Coroner  
2769 South Brink  
Fayetteville, Arkansas 72701

On Jun 27, 2022, at 12:07 PM, Jennifer Hinkle wrote:

Roger,  
Would it be possible to put the dollar amount you are requesting in your letter? I am not finding a saved email or request in the budget folders that shows the amount you are requesting (I'm filling in for Shannon while he is out this week and it's possible he may have something in an email that I cannot get to).

Thanks!

**Jennifer Hinkle**  
Assistant Comptroller  
Washington County, AR Gov  
479-444-1776

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**From:** Roger Morris  
**Sent:** Monday, June 27, 2022 11:23 AM  
**To:** Shannon Worthen ; Jennifer Hinkle  
**Subject:** Letter for Vehicles  
Roger W. Morris  
Washington Co. Coroner  
2769 South Brink  
Fayetteville, Arkansas 72701



# WASHINGTON COUNTY

STATE OF ARKANSAS  
2769 S. Brink Dr  
Fayetteville, Arkansas 72701

7.3



**Roger W. Morris**  
**Coroner**  
479-444-1730 – Office  
479-444-1582 – Fax

Tuesday June 21, 2022

To: *Washington County Quorum Court*  
Re: *2023 Budget*

*Ladies and Gentlemen,*

*As you all know, I have always said I would do my best to keep our vehicles on a ten year plan, at present we have 2 units over 10 years old, 2 units over 8 years old and a small 2017 SUV. We are starting to have issues with these units, I would like to switch out the 2017 SUV for a transport/ removal vehicle and update the other four. We cannot afford to be out in the County or on the interstate broke down while on a call, this would not be good, considering it could accelerate decomposition, which can hinder autopsy and embalming purposes for Funeral Homes.*

*I am asking for this money to replace as many of these units as possible, this would include equipping each unit as needed for our investigators. With today's economy, I'm not sure if I'm asking for enough money, but I will make it work, even if it is one unit at a time, and waiting on the next budget to replace others.*

*I hope you will take this into serious consideration, think if this was your family member on the side of the road.*

*Thank you for your consideration*

*Respectfully*

**Roger W Morris, Washington County Coroner**

**Shannon Worthen**

---

**From:** Roger Morris  
**Sent:** Monday, June 27, 2022 12:25 PM  
**To:** Jennifer Hinkle  
**Subject:** Re: Letter for Vehicles - Coroner

Yes it's for 5 vehicles shells for the backs cot system for bed of vehicle

Roger W. Morris  
 Washington Co. Coroner  
 2769 South Brink  
 Fayetteville, Arkansas 72701

On Jun 27, 2022, at 12:22 PM, Jennifer Hinkle wrote:

Aha! I see small note on the budget sheet. Shannon has to "remove" the capital expenses from the actual budget sheet line items and just make a note at the bottom for the request to be voted on by the Quorum Court. Once approved, he will add the dollar value to the correct line item on the budget sheet.

Thanks!

**Jennifer Hinkle**  
 Assistant Comptroller  
 Washington County, AR Gov  
 479-444-1776

---

**From:** Roger Morris  
**Sent:** Monday, June 27, 2022 12:20 PM  
**To:** Jennifer Hinkle  
**Subject:** Re: Letter for Vehicles - Coroner  
 It's in the capital expenditures on the budget but yes it's 200,000

Roger W. Morris  
 Washington Co. Coroner  
 2769 South Brink  
 Fayetteville, Arkansas 72701

On Jun 27, 2022, at 12:07 PM, Jennifer Hinkle  
 <[JHinkle@washingtoncountyar.gov](mailto:JHinkle@washingtoncountyar.gov)> wrote:

Roger,  
 Would it be possible to put the dollar amount you are requesting in your letter? I am not finding a saved email or request in the budget folders that shows the

amount you are requesting (I'm filling in for Shannon while he is out this week and it's possible he may have something in an email that I cannot get to).

Thanks!

**Jennifer Hinkle**

Assistant Comptroller

Washington County, AR Gov

479-444-1776

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**From:** Roger Morris

**Sent:** Monday, June 27, 2022 11:23 AM

**To:** Shannon Worthen <[SWorthen@washingtoncountyar.gov](mailto:SWorthen@washingtoncountyar.gov)>; Jennifer Hinkle <[JHinkle@washingtoncountyar.gov](mailto:JHinkle@washingtoncountyar.gov)>

**Subject:** Letter for Vehicles

Roger W. Morris

Washington Co. Coroner

2769 South Brink

Fayetteville, Arkansas 72701

WASHINGTON COUNTY						
BUDGET Circuit Court II						
FUND: 1000 General Fund DEPT: 0402 Circuit Court II - Judge Threet						
Line Itr	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>PERSONAL SERVICES</b>						
1001	SALARY FULL-TIME	3,507.56				
1006	SOCIAL SECURITY MATCHING	268.41				
1008	EMPLOYER RETIREMENT CONTRIBUTION	537.45				
1010	WORKMEN'S COMPENSATION	(6.00)				
	<b>TOTAL PERSONAL SERVICES</b>	<b>4,307.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>SUPPLIES</b>						
2001	GENERAL SUPPLIES	1,821.26	2,592.44	2,744.30	2,500.00	2,500.00
2002	SMALL EQUIPMENT	1,611.71	742.96	14,463.81	500.00	500.00
2003	JANITORIAL			24.93	50.00	50.00
2004	MEDICINE & DRUGS	5.22		51.38		50.00
2005	FOOD	3,563.77	432.50	1,443.60	10,000.00	10,000.00
2009	COMPUTER/IT EQUIPMENT	110.21	60.35	353.30	250.00	250.00
2021	PAINTS AND METALS			11.14		
2028	LUMBER & PILINGS			268.35		
	<b>TOTAL SUPPLIES</b>	<b>7,112.17</b>	<b>3,828.25</b>	<b>19,360.81</b>	<b>13,300.00</b>	<b>13,350.00</b>
<b>OTHER SERVICES AND CHARGES</b>						
3009	OTHER PROFESSIONAL SERVICES			532.50		
3020	TELEPHONE/FAX - LANDLINE					
3021	POSTAGE	162.18	196.11	60.78	350.00	350.00
3022	CELL PHONE/PAGER/RADIO	645.64	590.90	508.97	700.00	700.00
3032	MILEAGE					500.00
3052	FIRE AND EXTENDED COVERAGE	45.90	66.81	55.79	50.00	50.00
3054	OTHER SUNDRY INSURANCE	21.00	21.00	42.00	25.00	42.00
3073	LEASE - MACHINERY AND EQUIPMEN	3,464.58	3,570.47	3,656.19	4,300.00	4,300.00
3074	CONTRACT - OVERAGE					
3090	DUES AND MEMBERSHIPS	954.00	1,358.00	1,410.00	1,100.00	1,410.00
3091	COURT APPOINTED ATTORNEYS	3,234.62	3,011.50	261.50	7,500.00	7,500.00
3092	JURORS & WITNESSES	13,173.21		4,185.12	40,000.00	40,000.00
3094	MEALS AND LODGING					500.00
3101	TRAINING/EDUCATION					
3102	SOFTWARE SUPPORT MAINT AGRMT		500.00	550.57	500.00	700.00
	<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>21,701.13</b>	<b>9,314.79</b>	<b>11,263.42</b>	<b>54,525.00</b>	<b>56,052.00</b>
	<b>BUDGET Circuit Court II</b>	<b>33,120.72</b>	<b>13,143.04</b>	<b>30,624.23</b>	<b>67,825.00</b>	<b>69,402.00</b>
					67,825.00	69,402.00
					non-p.s.	2.3%
					overall	2.3%
					\$ chg. overall	1,577.00

WASHINGTON COUNTY			POSITIONS	
	BUDGET Recorder's Cost		11	11
FUND: 3006 Recorder's Cost Fund DEPT: 0128 Recorder's Cost				
			2023	May 2, 2022
Slot	Title	Grade	Requested	Salary
0128011	CIRCUIT CLERK	ELEC	133,172.00	133,172.00
0128003	BOOKKEEPER/DATA SUPERVISOR	17	51,647.00	51,647.00
0128004	LAND RECORDS COORDINATOR	15	45,740.00	45,740.00
0128005	DEPUTY CIRCUIT CLERK II	13	32,282.00	32,282.00
0128006	DEPUTY CIRCUIT CLERK II	13	35,381.00	35,381.00
0128012	CHIEF DEPUTY CIRCUIT CLERK	21	65,210.00	65,210.00
0128013	Computer /Data Administrator	20	51,480.00	51,480.00
0128014	CHILD SUPPORT ADMINISTRATOR	15	48,194.00	48,194.00
0128014	CHILD SUPPORT ADMINISTRATOR	15	48,194.00	48,194.00
0128015	ASST BOOK/CRIM/JUV COURT	12	31,200.00	31,200.00
0128016	ASST CHIEF DEPUTY CIRCUIT COURT	19	57,949.00	57,949.00
			600,449.00	600,449.00

WASHINGTON COUNTY						
BUDGET Circuit Court III						
FUND: 1000 General Fund DEPT: 0403 Circuit Court III - Judge Zimmerman						
Line Item	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>PERSONAL SERVICES</b>						
1001	SALARY FULL-TIME	646,390.45	735,781.02	783,215.22	857,240.00	844,294.00
1002	SALARIES, PART-TIME	7,499.96	7,788.42	7,499.96	9,000.00	9,000.00
1005	OVERTIME/OTHER PREMIUM COMPENS	1,180.97	327.41	95,342.34	1,500.00	1,500.00
1006	SOCIAL SECURITY MATCHING	48,723.36	55,521.70	66,444.37	66,906.00	65,828.00
1008	EMPLOYER RETIREMENT CONTRIBUTION	100,806.55	114,238.93	136,100.06	132,609.00	130,448.00
1009	HEALTH INSURANCE MATCHING	100,656.00	100,656.00	111,840.00	111,840.00	111,840.00
1010	WORKMEN'S COMPENSATION	19,659.00	12,875.67	9,723.99	15,451.00	11,669.00
1011	UNEMPLOYMENT COMPENSATION			3,193.25		
1016	LIFE INSURANCE	2,376.00	2,376.00	2,640.00	2,640.00	2,640.00
1999	LONGEVITY	4,038.66	3,610.94	4,880.62	6,848.12	5,692.00
	<b>TOTAL PERSONAL SERVICES</b>	<b>931,330.95</b>	<b>1,033,176.09</b>	<b>1,220,879.81</b>	<b>1,204,034.12</b>	<b>1,182,911.00</b>
<b>SUPPLIES</b>						
2001	GENERAL SUPPLIES	11,217.68	4,349.24	8,272.07	12,000.00	12,000.00
2002	SMALL EQUIPMENT	6,448.86	966.64	4,781.05	5,500.00	5,000.00
2003	JANITORAL SUPPLIES	77.44	101.87	50.40	200.00	200.00
2004	MEDICINE & DRUGS	2,115.35	2,040.35	2,592.00	2,800.00	2,800.00
2005	FOOD	940.03	239.08	920.33	3,000.00	1,000.00
2006	CLOTHING/UNIFORMS	227.40		234.85	1,500.00	1,000.00
2007	FUEL, OIL & LUBRICANTS	2,571.34	722.04	2,416.20	1,500.00	3,500.00
2008	TIRES	663.35	572.91		0.00	1,000.00
2009	COMPUTER/IT EQUIPMENT	95.47	13,197.64	3,100.28	3,000.00	3,000.00
2012	BULLET PROOF VESTS				0.00	4,000.00
2015	DRUG KITS	8,423.17	5,817.55	5,299.27	10,000.00	7,000.00
3020	BUILDING MATERIALS			3,881.13	0.00	0.00
2023	PARTS AND REPAIRS	438.97		67.62	1,000.00	1,000.00
	<b>TOTAL SUPPLIES</b>	<b>33,219.06</b>	<b>28,007.32</b>	<b>31,615.20</b>	<b>40,500.00</b>	<b>41,500.00</b>
<b>OTHER SERVICES AND CHARGES</b>						
3006	MEDICAL/DENTAL/HOSPITAL			45.00		
3007	DRUG TESTING	398.48	168.29	149.05	1,000.00	1,000.00
3009	OTHER PROFESSIONAL SERVICES	37,664.49	30,018.42	26,700.52	36,000.00	36,000.00
3021	POSTAGE	769.55	485.78	670.92	1,000.00	1,000.00
3022	CELL PHONE/PAGER/RADIO	7,538.25	4,148.71	6,964.25	8,200.00	8,200.00
3023	INTERNET CONNECTION	4,283.60	4,354.08	4,119.51	5,000.00	5,000.00
3030	TRAVEL	85.10	219.04	290.62	500.00	500.00
3031	COMMON CARRIER	517.99		1,241.60	2,000.00	2,000.00
3032	MILEAGE	4,219.85	1,147.13	2,096.08	6,500.00	6,500.00
3040	ADVERTISING AND PUBLICATIONS				0.00	0.00
3052	FIRE AND EXTENDED COVERAGE	93.54	135.17	113.70	200.00	200.00
3053	FLEET LIABILITY	1,240.00	1,240.00	1,309.00	1,300.00	2,100.00
3054	OTHER SUNDRY INSURANCE	42.00	511.00	21.00	200.00	200.00
3070	RENT - LAND AND BUILDINGS	11,653.77	9,401.70	10,256.40	10,300.00	10,300.00
3071	RENT - MACHINERY & EQUIPMENT	298.18	276.57	368.76	300.00	400.00
3073	LEASE - MACHINERY AND EQUIPMEN	15,287.70	14,349.15	13,021.14	16,000.00	16,000.00
3074	CONTRACT - OVERAGE	1,627.56	363.61		1,000.00	500.00
3090	DUES AND MEMBERSHIPS	875.00	642.89	475.00	2,500.00	2,500.00
3091	COURT APPOINTED ATTORNEYS	3,547.50	1,275.00	288.75	4,000.00	4,000.00
3094	MEALS AND LODGING	14,190.78	3,157.12	9,688.75	15,000.00	15,000.00
3101	TRAINING/EDUCATION	2,884.08	2,130.00	2,500.00	3,000.00	3,000.00
3102	SOFTWARE SUPPORT MAINT AGRMT	8,755.22	12,258.44	9,068.94	15,000.00	15,000.00
	<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>115,972.64</b>	<b>86,282.10</b>	<b>89,388.99</b>	<b>129,000.00</b>	<b>129,400.00</b>
<b>CAPITAL OUTLAY</b>						
4005	VEHICLES				0.00	0.00
	<b>TOTAL CAPITAL OUTLAY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>BUDGET Circuit Court III</b>	<b>1,080,522.65</b>	<b>1,147,465.51</b>	<b>1,341,884.00</b>	<b>1,373,534.12</b>	<b>1,353,811.00</b>
					169,500.00	170,900.00
					non p.s.	0.8%
					overall	-1.4%
					\$ chg. overall	(19,723.12)

WASHINGTON COUNTY		POSITIONS				
BUDGET Circuit Court III		20	17	20		
<b>FUND: 1000 General Fund DEPT: 0403 Circuit Court III - Judge Zimmerman</b>						
Slot	Title	Grade	2023 Requested	May 2, 2022 Salary	2022 Budget	
0403001	JUVENILE COURT DIRECTOR/SPO	25	72,729.00	72,729.00	72,729.00	
0403002	LEAD JUVENILE OFFICER/SPO	18	49,289.00	49,289.00	49,289.00	
0403003	LEAD JUVENILE OFFICER	18	50,908.00	50,908.00	50,909.00	
0403004	LEAD JUVENILE OFFICE/SPO	21	53,591.00	53,591.00	53,392.00	
0403005	Juvenile Probation Officer	16	37,045.00	37,045.00	37,047.00	
0403006	Specialized Probation Officer	17	39,895.00	39,895.00	39,893.00	
0403007	Juvenile Probation Officer	16	37,045.00	37,045.00	37,047.00	Note
0403008	JUVENILE OFFICER/MULTILINGUAL	16	40,664.00	40,664.00	40,668.00	
0403009	Lead Officer/SPO	19	47,044.00	47,044.00	47,405.00	
0403010	Juvenile Probation Officer	16	37,709.00	37,709.00	39,893.00	
0403011	Juvenile Intake Officer	17	38,709.00	38,709.00	38,711.00	
0403012	Specialized Probation Officer	17	38,709.00	vacant	39,893.00	
0403013	Juvenile Probation Officer	16	37,045.00	vacant	37,524.00	Note
0403014	Juvenile Probation Officer	16	37,045.00	37,045.00	36,470.00	
0403020	Juvenile Intake Officer	17	38,709.00	vacant	48,590.00	Note
0403021	Executive Assistant	13	32,282.00	32,282.00	31,991.00	
0403022	JUVENILE INTAKE DIVERSION COORDINATOR	17	41,413.00	41,413.00	41,421.00	
0403023	Juvenile Probation Officer	16	37,045.00	37,045.00	38,661.00	Note
0403024	Juvenile Intake Officer	17	38,709.00	38,709.00	38,661.00	
0403025	Juvenile Intake Officer	17	38,709.00	38,709.00	37,046.00	Note
			844,294.00	729,831.00	857,240.00	
Note Vacant positions when budget returned						

WASHINGTON COUNTY						
BUDGET Court Reporting Services						
<b>FUND: 1000 General Fund DEPT: 0440 Court Reporting Services</b>						
Line Itr	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>OTHER SERVICES AND CHARGES</b>						
3005	SPECIAL LEGAL	18,720.00	27,300.00	27,300.00	27,300.00	27,300.00
	<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>18,720.00</b>	<b>27,300.00</b>	<b>27,300.00</b>	<b>27,300.00</b>	<b>27,300.00</b>
	<b>BUDGET COURT REPORTING SRVCS</b>	<b>18,720.00</b>	<b>27,300.00</b>	<b>27,300.00</b>	<b>27,300.00</b>	<b>27,300.00</b>
					27,300.00	27,300.00
					non p.s.	0.0%
					overall	0.0%
					\$ chg. overall	0.00

WASHINGTON COUNTY						
BUDGET Circuit Court Automation						
FUND: 3002 Circuit Court Automation Fund DEPT: 0437 Court Automation						
Line Item	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>SUPPLIES</b>						
2001	GENERAL SUPPLIES					
2002	SMALL EQUIPMENT	2,558.03	24,156.30	17,425.14	1,000.00	1,000.00
2009	COMPUTER/IT EQUIPMENT	18,117.96	14,799.27	3,631.48	7,500.00	7,500.00
	<b>TOTAL SUPPLIES</b>	<b>20,675.99</b>	<b>38,955.57</b>	<b>21,056.62</b>	<b>8,500.00</b>	<b>8,500.00</b>
<b>OTHER SERVICES AND CHARGES</b>						
3009	OTHER PROFESSIONAL SERVICES		7,392.56	2,306.84	5,065.00	5,065.00
3021	POSTAGE		730.19			
3022	CELL PHONE/PAGER/RADIO	645.64	642.75	568.97	700.00	700.00
3023	INTERNET CONNECTION				1,500.00	1,500.00
3054	OTHER SUNDRY INSURANCE		416.90			
3090	DUES AND MEMBERSHIPS	8,793.48	7,706.00	8,865.92	6,720.00	6,720.00
3102	SOFTWARE SUPPORT MAINT AGRMT	2,770.57	2,901.69	971.88	600.00	600.00
	<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>12,209.69</b>	<b>19,790.09</b>	<b>12,713.61</b>	<b>14,585.00</b>	<b>14,585.00</b>
	<b>BUDGET Court Automation</b>	<b>32,885.68</b>	<b>58,745.66</b>	<b>33,770.23</b>	<b>23,085.00</b>	<b>23,085.00</b>
					23,085.00	23,085.00
					non p.s.	0.0%
					overall	0.0%
					\$ chg. overall	0.00

WASHINGTON COUNTY							
BUDGET Circuit Court Juvenile Div							
FUND: 3031 Circuit Court Juv Div Fund DEPT: 0446 Circuit Court Juvenile Div							
Line	Item	Description	2019 Expenditures	2020 Expenditures	2021 Expenditures	2022 Budget	2023 Requested
<b>SUPPLIES</b>							
2001		GENERAL SUPPLIES	28.49		582.38	1,000.00	
2005		FOOD	7,024.10	1,649.54	3,533.04	5,500.00	5,000.00
		TOTAL SUPPLIES	7,052.59	1,649.54	4,115.42	6,500.00	5,000.00
<b>OTHER SERVICES AND CHARGES</b>							
3009		OTHER PROFESSIONAL SERVICES	777.00				
		TOTAL OTHER SERVICES AND CHARGES	777.00	0.00	0.00	0.00	0.00
<b>CAPITAL OUTLAY</b>							
4005		VEHICLES					
		TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
		BUDGET Circuit Court Juvenile Div	7,829.59	1,649.54	4,115.42	6,500.00	5,000.00
						6,500.00	5,000.00
						non-p.s.	-23.1%
						overall	-23.1%
						\$ chg. overall	(1,500.00)



**STATE OF ARKANSAS**  
**CIRCUIT COURT**  
**FOURTH JUDICIAL CIRCUIT**  
**JUVENILE DIVISION THREE**  
**WASHINGTON & MADISON COUNTIES**  
**885 CLYDESDALE DR.**  
**FAYETTEVILLE, AR 72701**  
**Tel.(479) 444-1739**  
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LEIGH BRILL  
Trial Court Administrator  
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RICHARD FORT  
Official Court Reporter  
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STACEY A. ZIMMERMAN  
CIRCUIT JUDGE

While the Quorum Court is working on restructuring the pay scales for county employees, I would like to take this opportunity to highlight some of the pay disparities currently faced by our county employees, using the real-world examples of some of the actual employees from the Juvenile Court, Division 3. It is my hope that you will keep these examples in mind while examining how to modify all county employee pay rates to be more equitable and competitive with private industry.

There are currently three Juvenile Court, Division 3 employees earning the minimum starting pay in their pay grade, the same pay as a brand new hire in that position, despite having 1.6 to 3.2 years of experience in their current positions.

There are currently three other Juvenile Court, Division 3 employees earning less than 7% above the minimum pay for their pay grade, despite having 5.1 to 5.7 years of experience in their current positions.

Professionals in private industry average a 3% pay increase per year. Estimating a 3% increase per year of experience in their current positions, the approximate pay disparity for these experienced county employees is as follows:

Pay Grade 17 – Starting pay \$18.61/hour

- Employee A - 5.7 years experience - Current hourly wage \$19.55 – Estimated hourly wage \$21.79
- Employee B - 5.3 years experience - Current hourly wage \$19.18 – Estimated hourly wage \$21.56
- Employee C – 5.1 years experience - Current hourly wage \$19.91 – Estimated hourly wage \$21.46
- Employee D – 2.25 years experience - Current hourly wage \$18.61 – Estimated hourly wage \$19.86

Pay Grade 16 – Starting Pay \$17.81/hour

- Employee E – 3.2 years experience - Current hourly wage \$17.81 – Estimated hourly wage \$19.52
- Employee F – 1.6 years experience - Current hourly wage \$17.81 – Estimated hourly wage \$18.66

Sincerely,

Stacey Zimmerman  
Circuit Judge  
Washington County Juvenile Court, Division 3

**0403 CIRCUIT COURT III- JUDGE ZIMMERMAN**

2001	General Supplies-	Office supplies- Fayetteville and Springdale Offices
2002	Small Equipment	chairs, desk, file cabinets, cell phones
2003	Janitorial Supplies	cleaning supplies- Fayetteville and Springdale offices
2004	Medicine and Drugs	Latex gloves, Bandages, and Medicine refill for First Aid Kit
2005	FOOD	Diversion Program food and Coffee, creamers, water, etc. for witnesses
2006	Clothing/Uniform	Diversion Program T-shirts and Shorts for youth
2007	Fuel, Oil, and Lubricants	Three vehicles- maintenance
2008	Tires and Tubes	Three vehicles- one will need new tires next year
2009	Computer/IT Equipment	monitors, keyboards, mouse, computer, laptops, etc.
2012	Bullet Proof Vest	Five Juv. officers certified as Law enforcement- five year replacement vests
2015	Drug Kits	Rapid drug screens
2023	Parts and Repairs	To replace any small parts needing replaced in the department
3006	Medical/Dental/Hospital	Pre-employment drug screens or exams
3007	Drug Testing	Rapid drug screens that need further confirmation from the lab
3009	Other Professional Services	Pay program instructors, ankle monitors, paid events for program youth, Vital record shredding, Springdale Offices and YRC maintenance monthly fee etc.
3021	Postage	Mailing out letter, court orders, etc.

3022	Cell Phone/Pager/Radio	Cell phone service for twelve phones
3023	Internet Connection	The station and reporting center room internet
3030	Travel	Car rental, baggage fees, taxi, Uber, parking for staff travel
3031	Common Carrier	Plane tickets to travel to trainings
3032	Mileage	Mileage reimbursement to all juv. Officers for work related travel
3052	Fire and Extended Coverage	Insurance for office equipment
3053	Fleet Liability	Insurance for three vehicles
3054	Other Sundry Insurance	Notary insurance
3070	Rent- Land and Buildings	The station (YRC room and two office) rent and Utilities
3073	Lease- Machinery and Equipment	Four copy machines- Three at the Fayetteville office and one at the Springdale office
3074	Contract Overage	Overage fee for copies made
3090	Dues and Memberships	Judge and staff's memberships for associations
3091	Court Appointed Attorneys	Parent attorney's appointed by the judge
3094	Meals and Lodging	Staff trainings- Lodging and meals
3101	Training/Education	Registration fees for staff trainings
3102	Software support maintenance	Rite Track- in-house database monthly maintenance fees and to pay for updated reports or events

**100 GENERAL FUND**

**DEPT: 0440 COURT REPORTING SERVICES**

3005	SPECIAL LEGAL	Martha Brown has a contract with Washington County to serve as the court reporter, reporting at the Washington County Jail for 8.1 first appearances and Felony arraignments for criminal cases.
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**3031 CIRCUIT COURT JUVENILE DIVISION FUND**

**DEPT: 0446 CIRCUIT COURT JUVENILE DIVISION**

2005	FOOD	Pays for the food for the Youth Reporting Center Program and other Diversion Programs
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