

FILED

Item 24-O-004

2024 JAN 23 PM 3: 23

Requested by: County Judge Patrick W. Deakins  
Drafted by: County Attorney Brian R. Lester

BECKY LEWALLEN  
CO. & PROBATE CLERK  
WASHINGTON CO. AR

**ORDINANCE NO. 2024-004**

**APPROPRIATION ORDINANCE**

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

**AN ORDINANCE AMENDING ORDINANCE 2023-135  
TO AMEND THE BUDGET CONTROLS; AND, OTHER  
MATTERS PERTAINING THERETO.**

**WHEREAS**, the Washington County Quorum Court passed a historic 2024 Budget with the caveat that it would limit requests to increase personnel and salaries during the 2024 fiscal year; and,

**WHEREAS**, requests to change personnel positions are often submitted to the Quorum Court after the commencement of the budget process for the subsequent year, complicating the budget process; and,

**WHEREAS**, personnel changes that are made during the budget process undermine the process and lead to mistakes in the budget; and,

**WHEREAS**, these changes also lead to a large number of additional man hours needed in the office of the Comptroller and Human Resources to make the changes in the proposed budget; and,

**WHEREAS**, it is the desire of the Quorum Court to limit the requests in changes to personnel positions and requests for new personnel positions to twice a year; and

**WHEREAS**, absent an emergency, the Quorum Court will only consider said changes in March and July.

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

**ARTICLE 1.** The Quorum Court hereby amends Ordinance 2023-135 as follows:

**ARTICLE 4.** **Budget Controls.** It is the responsibility of each elected official and/or department head to operate within the guidelines of the budget as adopted

43 or amended by the Quorum Court. The guidelines are described in the following  
44 paragraphs:

45  
46 The budget for each County department consists of appropriations of authorized  
47 expenditures in the following major categories:

- 48
- 49 • Personal Services (Salaries, Overtime, Benefits, etc.)
- 50 • Supplies
- 51 • Other Services and Charges
- 52 • Capital Outlay
- 53 • Debt Service
- 54 • Inter-fund Transfers

55  
56 Expenditures will be limited to the amounts appropriated in the above categories.

57  
58 Transfers in Personal Services categories or transfers between departments may  
59 only be made by Ordinance.

60  
61 Grant funds are not subject to the restrictions in this article. Line-item transfers  
62 within a departmental budget may be made within and into all categories, with the  
63 exception of the Personal Services Category as outlined herein. Transfers going into or  
64 out of the Capital Outlay Category shall not exceed \$20,000 per year in the General Fund,  
65 excluding the County Judge-Emergency Budget; any transfers exceeding this limit will  
66 require approval of the Quorum Court. No department may purchase supplies or other  
67 services and charges for another department except for utilities and cleaning and  
68 maintenance services provided by the Buildings & Grounds Department aggregated into  
69 the general budget. This does not apply to departments who work together in cost sharing  
70 projects.

71  
72 Appropriations for use of grant funds must be made by ordinance with a grant  
73 agreement approved by the County Judge. All personnel positions funded by grants will  
74 be annotated as such and may be abolished upon expiration of the grant. All Grants will  
75 be administered through the County Grants Administration Office with all billings and  
76 financial reporting being handled in the Comptroller's Office.

77  
78 All approved purchases must be made with a Purchase Order or P-Card and follow  
79 the written purchasing procedures as outlined by the County Judge.

80  
81 The Comptroller will transfer monies monthly from individual departmental  
82 budgets into the Insurance Benefit Fund for all full-time positions and qualifying part  
83 time employees regardless of whether all positions in the departments are filled.

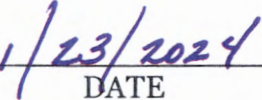
84  
85 Surplus personnel appropriations shall be de-appropriated from Full-time Salaries  
86 on a quarterly basis (April/July/October). These surplus funds shall be restored to  
87 unappropriated reserves.

89 Elected Officials shall be paid at the maximum amount allowed by law.

90  
91 The County Judge-Emergency Budget monies are not to be granted to individual  
92 citizens but are to be used to pay for expenses incurred by the County in assisting the  
93 citizens at large when the County Judge has declared an emergency pursuant to  
94 A.C.A. §12-75-101, et seq.

95  
96 The Quorum Court will only consider requests to changes in personnel positions  
97 (i.e., salary changes, title changes, grade changes, etc.) and requests for new personnel  
98 positions during its March and July meetings. Should the Quorum Court feel that an  
99 emergency exists, it may, by approval of 2/3 of the entire body, consider said changes at  
100 any meeting necessary.

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105 \_\_\_\_\_  
106 PATRICK W. DEAKINS, County Judge

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111 \_\_\_\_\_  
112 DATE

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117 \_\_\_\_\_  
118 BECKY LEWALLEN, County Clerk

119 Introduced by: Ecke  
120 Date of Adoption: 1/22/2024  
121 Members Voting For: Wilson, Simons, Anderson, Lyons, Ecke, Dean, Washington, Cogger,  
122 Dennis, Highers, Rios Stafford, Leming, Ricker, Pond  
123  
124 Members Voting Against: None  
125 Members Abstaining: None  
Members Absent: Taylor  
  
Committee History: Finance and Budget Committee 01/09/2024-passed on to the Jan 24 QC  
Quorum Court History: 1/22/2024 QC Adopted as **ORD-2024-004**