



MARILYN EDWARDS  
County Judge

280 North College, Suite 500  
Fayetteville, AR 72701

WASHINGTON COUNTY, ARKANSAS  
County Courthouse

August 2, 2013

MEETING OF THE  
WASHINGTON COUNTY QUORUM COURT  
FINANCE AND BUDGET COMMITTEE

Tuesday, August 6, 2013

5:30 p.m.

Washington County Quorum Court Room

A G E N D A

1. Call to Order.
2. Adoption of Agenda.
3. Financial Report. County Treasurer Roger Haney and Comptroller Cheryl Bolinger will update the Committee on the monthly financial report. *Reports will be distributed at meeting time.*
4. Report from County Grant Administrator Wayne Blankenship on Grants Awarded to the County and Related Appropriation Requests and Resolutions Needed for the Submission of Grant Applications.
  - An Ordinance Anticipating Additional Revenues Of \$325,000 In The Drug Court Grant Fund; And Appropriating The Amount Of \$325,000 From The Drug Court Grant Fund To The SAMHSA-2 Grant Budget For 2013. (4.1)
5. A Resolution Endorsing The Participation Of ORC Products, Inc., In The Sales And Use Tax Refund Program Authorized By The Consolidated Incentive Act Of 2003 And Ark. Code Ann. §15-4-2706(d). This resolution is being requested by the Springdale Chamber of Commerce. (5.1, 5.2)
6. An Ordinance Transferring Monies Of \$10,000 Within The Circuit Court III – Juvenile Division Budget In The General Fund For 2013. (6.1, 6.2)
7. Request To Transfer Monies Of \$93,520 Within The Buildings & Grounds Budget In The General Fund For 2013. (7.1, 7.2)
8. Request from the Beaver Watershed Alliance for an Appropriation of \$10,000 from General Fund Unappropriated Reserves. BWA Executive Director John Pennington will be presenting this request. (8.1- 8.3)

9. Request from the Animal Shelter for An Appropriation of \$69,406 from General Fund Unappropriated Reserves for the Addition of Three Additional Personnel Positions in the Animal Shelter Budget for 2013. These positions will be discussed by the Personnel Committee on August 5. Budget Controls state that new positions will only be considered in October (with the exception of grant funds) unless Budget Controls are suspended by the Finance Committee of the Quorum Court. (9.1. 9.2)
10. Request from Planning for an Appropriation of \$93,960 from General Fund Unappropriated Reserves to the Planning Budget for a New Database Program. (10.1-10.3)
11. Other Business. Any other business to be discussed by the Committee will be brought up at this time.
12. Citizen Comments.
13. Adjournment.

/kb

**APPROPRIATION ORDINANCE:**

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

**AN ORDINANCE ANTICIPATING ADDITIONAL  
REVENUES OF \$325,000 IN THE DRUG COURT  
GRANT FUND; AND APPROPRIATING THE  
AMOUNT OF \$325,000 FROM THE DRUG  
COURT GRANT FUND TO THE SAMHSA-2  
GRANT BUDGET FOR 2013.**

**ARTICLE 1.** There is hereby anticipated additional revenue of \$325,000 in the Other Federal Grants Revenue Line Item of the Drug Court Grant Fund (1903-7109) for 2013.

**ARTICLE 2.** There is hereby appropriated the amount of \$325,000 from the Drug Court Grant Fund to the following line items in the SAMHSA-2 Grant Budget for 2013:

<u>SAMHSA-2 Budget:</u>	
General Supplies (19030481-2001)	\$ 3,600
Medical/Dental/Hospital (19030481-3006)	189,486
Other Professional Services (19030481-3009)	70,887
Common Carrier (19030481-3031)	8,604
Dues and Membership (19030481-3090)	500
Meals and Lodging (19030481-3094)	16,533
Training and Education (19030481-3101)	12,190
Computer Software (19030481-3102)	<u>23,200</u>
<b>TOTAL APPROPRIATION:</b>	<b><u>\$ 325,000</u></b>

\_\_\_\_\_  
MARILYN EDWARDS, County Judge

\_\_\_\_\_  
DATE

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

Sponsor: \_\_\_\_\_  
Date of Passage: \_\_\_\_\_  
Votes For: \_\_\_\_\_ Votes Against: \_\_\_\_\_  
Abstention: \_\_\_\_\_ Absent: \_\_\_\_\_

**RESOLUTION NO. 2013-\_\_\_\_\_**

**BE IT RESOLVED BY THE QUORUM COURT  
OF THE COUNTY OF WASHINGTON,  
STATE OF ARKANSAS, A RESOLUTION  
TO BE ENTITLED:**

**A RESOLUTION ENDORSING THE PARTICIPATION  
OF ORC PRODUCTS, INC., IN THE SALES AND USE  
TAX REFUND PROGRAM AUTHORIZED BY THE  
CONSOLIDATED INCENTIVE ACT OF 2003 AND ARK.  
CODE ANN. §15-4-2706(d).**

**WHEREAS**, in order for a business to be eligible for the investment tax incentives contained in Ark. Code Ann. §15-4-2706(d), the governing body of the municipality in which the business is located must pass a resolution endorsing the participation of the business in the Tax Refund Program; and,

**WHEREAS**, Ark. Code Ann. §15-4-2706(d) provides that the governing body of the municipality must specify that the Department of Finance and Administration is authorized to refund local sales taxes to a business participating in the Tax Refund Program; and,

**WHEREAS**, ORC Products, Inc., of 683 Bain Street, Springdale, Arkansas, wishes to participate in, and be eligible for, the investment tax incentives contained in Ark. Code Ann. §15-4-2706(d), due to the construction of its facility in Washington County, Arkansas; and,

**WHEREAS**, ORC Products, Inc., has agreed to furnish Washington County all information necessary for its participation in the Tax Refund Program.

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

**ARTICLE 1.** That the participation of ORC Products, Inc., in the tax refund program contained in Ark. Code Ann. §15-4-2706(d) is hereby endorsed, and the Department of Finance and Administration is authorized to refund local sales taxes to ORC Products, Inc., and this resolution shall take effect immediately.

\_\_\_\_\_  
MARILYN EDWARDS, County Judge

\_\_\_\_\_  
DATE

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

Sponsor: \_\_\_\_\_  
Date of Passage: \_\_\_\_\_  
Votes For: \_\_\_\_\_ Votes Against: \_\_\_\_\_  
Abstention: \_\_\_\_\_ Absent: \_\_\_\_\_

**Karen Beeks**

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**From:** Lance Eads <lance@chamber.springdale.com>  
**Sent:** Tuesday, July 16, 2013 1:34 PM  
**To:** George Butler  
**Cc:** Karen Beeks  
**Subject:** Springdale Industry Resolution

George,

I hope things are going well this year. I need to see if I can get a resolution on an upcoming agenda of the Quorum Court for a Springdale Industry. They have been given the Tax Back incentive as part of their business expansion. They are adding 11 new jobs and investing just under \$1 million in a building, retrofitting and equipment.

ORC Products, Inc.  
683 Bain St.  
Springdale, AR 72764

Please let me know if you need any more information and when it might get scheduled.

Thank you!

Lance Eads



Lance Eads  
Vice President of Economic Development  
Springdale Chamber of Commerce  
PO Box 166  
Springdale, AR 72765  
(479)202-8171 Direct  
(479)435-5139 Cell  
[lance@chamber.springdale.com](mailto:lance@chamber.springdale.com)

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**APPROPRIATION ORDINANCE:**

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

**AN ORDINANCE TRANSFERRING MONIES OF  
\$10,000 WITHIN THE CIRCUIT COURT III –  
JUVENILE DIVISION BUDGET IN THE  
GENERAL FUND FOR 2013.**

**ARTICLE 1.** The following line items in the Circuit Court III –  
Juvenile Division Budget are hereby reduced by the total amount of \$10,000 for 2013:

<u>Circuit Court III – Juvenile Division</u>	
Other Professional Services (10000403-3009)	\$ 9,000
Dues and Memberships (10000403-3090)	<u>1,000</u>
 TOTAL REDUCTION:	 <u>\$ 10,000</u>

**ARTICLE 2.** There is hereby appropriated the amount of  
\$10,000 from the General Fund to the Part-time Salaries Line Item in the Circuit Court  
III – Juvenile Division Budget (10000403-1002) for 2013.

\_\_\_\_\_  
MARILYN EDWARDS, County Judge

\_\_\_\_\_  
DATE

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

Sponsor: \_\_\_\_\_  
Date of Passage: \_\_\_\_\_  
Votes For: \_\_\_\_\_ Votes Against: \_\_\_\_\_  
Abstention: \_\_\_\_\_ Absent: \_\_\_\_\_

Washington County Juvenile Court currently has two part time staff, they are:

Leland Gage- Teen Court Coordinator

Antonio Garcia- Juvenile officer

Currently our Part time Salary balance is not enough to pay them both through the rest of the year.

I have looked over our budget and I want to request to move funds from line item # 3009 Other professional services and from line item # 3090 Dues and Memberships. We have trained all the staff needed for the year to teach our CLFC Diversion Program; therefore, we can afford to move some of the Other Professional Services money to the Part Time salary.

The amount that is short is \$9,163.52

I will ask to move \$1,000.00 from Line item #3090 and \$9,000.00 from line item #3009, for a total of \$10,000.00.

Thank You,

Norma Frisby

Director of Juvenile Court Services

ORDINANCE NO. 2013-\_\_\_\_\_

**APPROPRIATION ORDINANCE:**

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

**AN ORDINANCE TRANSFERRING MONIES OF  
\$93,520 WITHIN THE BUILDINGS & GROUNDS  
BUDGET IN THE GENERAL FUND FOR 2013.**

**ARTICLE 1.** The Parts & Repair Line Item of the Buildings & Grounds Budget in the General Fund (10000108-2023) is hereby reduced by \$93,520 for 2013.

**ARTICLE 2.** There is hereby appropriated the amount of \$93,520 from the General Fund to the following line items in the Buildings & Grounds Budget for 2013:

<u>Buildings &amp; Grounds</u>	
Buildings (10000108-4002)	\$ 19,452
Improvements Other Than Bldgs (10000108-4003)	9,375
Machinery & Equipment (10000108-4004)	<u>64,693</u>
<b>TOTAL APPROPRIATION:</b>	<b><u>\$ 93,520</u></b>

\_\_\_\_\_  
MARILYN EDWARDS, County Judge

\_\_\_\_\_  
DATE

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

Sponsor: \_\_\_\_\_

Date of Passage: \_\_\_\_\_

Votes For: \_\_\_\_\_ Votes Against: \_\_\_\_\_

Abstention: \_\_\_\_\_ Absent: \_\_\_\_\_



**From:** Jennifer Hinkle  
**Sent:** Wednesday, July 31, 2013 12:44 PM  
**To:** Karen Beeks  
**Cc:** Ron Wood; Cheryl Bolinger  
**Subject:** ITEMS FOR FINANCE MEETING 8/6/13

Karen,

Please list the following items on the agenda for Finance next Tuesday, August 8/6/13

Buildings & Grounds needs to make the following transfers from 10000108.2023 (parts/repairs) into capital line items:

<b>Amount</b>	<b>To</b>	<b>For</b>
\$64,693	10000108.4004 (machinery/equipment)	Air Handling Unit for New Courthouse
\$19,452	10000108.4002 (buildings)	18x20 Metal Canopy
\$9,375	10000108.4003 (improvements other than bldgs.)	Large Kennel Run for Animal Shelter

***Jennifer Hinkle***

Accounting Mgr/Fixed Assets  
 Buildings & Grounds  
 Washington County, Arkansas  
[JHinkle@co.washington.ar.us](mailto:JHinkle@co.washington.ar.us)  
 479-973-8469

ORDINANCE NO. 2013-\_\_\_\_\_

**APPROPRIATION ORDINANCE:**

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

**AN ORDINANCE APPROPRIATING \$10,000  
FROM THE GENERAL FUND TO THE  
ENVIRONMENTAL AFFAIRS BUDGET FOR 2013.**

**ARTICLE 1.** There is hereby appropriated the amount of \$10,000 from the General Fund to the Dues/Memberships/Subscription Line Item in the Environmental Affairs Budget (10000702-3090) for 2013.

\_\_\_\_\_  
MARILYN EDWARDS, County Judge

\_\_\_\_\_  
DATE

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

Sponsor: \_\_\_\_\_  
Date of Passage: \_\_\_\_\_  
Votes For: \_\_\_\_\_ Votes Against: \_\_\_\_\_  
Abstention: \_\_\_\_\_ Absent: \_\_\_\_\_



# BEAVER WATERSHED ALLIANCE

2 August 2013

Attn: Mr. Dan Short  
Chief of Staff  
Washington County  
280 North College, Suite 500  
Fayetteville, AR 72701

Dear Mr. Short,

The Beaver Watershed Alliance (BWA) is a local non-profit organization that formed in 2011 after the creation of the Beaver Lake Watershed Protection Strategy developed by Tetrattech, and commissioned by the Northwest Arkansas Council. The mission of the Alliance is *to proactively protect, enhance, and sustain water quality in Beaver Lake and the integrity of its watershed* through public outreach, scientific investigation, and voluntary best management practice implementation. Some current examples of our programming include:

- Recruitment of hundreds of volunteers in the removal of tons of trash from local streams like the West Fork of the White River
- Best management practice placement in the West Fork and War Eagle Watersheds
- Adaption of the Beaver Lake Watershed Protection Strategy to meet EPA standards
- Source Water Protection Awareness Signage
- Survey of Watershed Stakeholder Opinions and Attitudes
- Beaver Lake and Watershed Symposium for September 27<sup>th</sup>
- Dirt Road Symposium in December 2013

Washington County can look forward to many beneficial efforts from BWA regarding voluntary watershed outreach, scientific evaluation, and BMP implementation to sustain the lake that provides us all with clean drinking water, life-blood for community and economic development, and the opportunity for quality of life that is unparalleled elsewhere in the state and region.

This letter is to formally request that Washington County contract the services of Beaver Watershed Alliance for the amount of \$10,000 for Financial Year 2014. With these funds the Alliance will carry out projects that are designed to help keep water treatment costs low for the future, and help Beaver Lake stay of high quality to meet the demands of the future which are forecasted for our region.

Thank you for your consideration of this proposed contract, and please contact me should you have any questions about the Beaver Watershed Alliance or our goals and activities.

Sincerely,

John H. Pennington  
Executive Director  
Beaver Watershed Alliance  
614 E. Emma Ave., Suite 614  
Springdale AR, 72764  
[John@beaverwatershedalliance.org](mailto:John@beaverwatershedalliance.org)  
479-970-3550



Enter e-mail address...

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HOME

ABOUT

PROGRAMMING

WATERSHED STRATEGY

CONTACT US

Our Watershed

About the Alliance

Sponsors and Partners

## About Beaver Watershed Alliance

The Beaver Watershed Alliance was formed in 2010 to establish programming to maintain high quality drinking water in Beaver Lake and improve water quality on the Beaver Lake Watershed. The Alliance represents a diverse stakeholder group from conservation, education, water utilities, technical and science, business, agriculture, recreation, and local government groups working together for the cause of clean water.

### Who We Are:

#### John Pennington, Executive Director

John is a native of Johnson County, Arkansas and joined the Alliance in June 2013. He holds a B.S. in Biology from ATU and M.S. in Environmental Science from Dale Bumpers School of Agriculture at the U of A Fayetteville. He has been involved with watershed management and outreach since 2006 as a Washington County Extension Agent for Agriculture and Water Quality. He currently serves on the boards of the Lake Fayetteville Watershed Partnership, Ozark Highlands Trail Association, and Arkansas Earth Day Foundation. John lives in Fayetteville, AR and enjoys floating, fishing, hiking and spending valued time with friends and family. John can be reached at [John@BeaverWatershedAlliance.org](mailto:John@BeaverWatershedAlliance.org) or by phone at 479-970-3550.

### Alliance Board of Directors

- **Bob Caulk, President**  
Fayetteville Natural Heritage Association
- **Barbara Taylor, Treasurer**  
University of Arkansas, Retired
- **Robert Morgan, Vice President**  
Beaver Water District
- **Brian Teague, Secretary**  
Community by Design
  
- Billy Ammons, CH2M Hill
- Mick Maggi, AT&T Arkansas, Retired
- Steve Brannan, Madison County Landowner
- Jeff Marley, Madison County Landowner
- Patsy Christie, City of Springdale
- Trish Ouei, UA Cooperative Extension Service, Benton County
- Ray Eaton, Mt Olive Water Association
- Gene Groseclos, Cooper Communities
- David Pemberton, Huntsville Chamber of Commerce
- Sean Harper, U.S. Army Corps of Engineers
- Kevin Igli, Tyson Foods, Inc.
- Juliet Richey, Washington County Planning
- Lonnie Horn, Washington County Farm Bureau and Landowner
- Jay Schneider, Hobbs State Park and Conservation Area
- Will Winn, City of Fayetteville
- Frank Weaver, Madison County Judge

ORDINANCE NO. 2013-\_\_\_\_\_

**APPROPRIATION ORDINANCE:**

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

**AN ORDINANCE SUSPENDING BUDGET CONTROLS  
AND CREATING ADDITIONAL PERSONNEL POSITIONS  
IN THE ANIMAL SHELTER BUDGET; AND  
APPROPRIATING THE TOTAL AMOUNT OF \$69,406  
FROM THE GENERAL FUND FOR SAID POSITIONS  
FOR 2013.**

**ARTICLE 1.** Budget Controls are hereby suspended and three (3) additional personnel positions are created in the Animal Shelter Budget of the General Fund (10000308) for 2013:

Animal Shelter:

- Veterinarian, Position 0308050 (Grade \_\_\_\_\_)
- Vet Tech/Kennel Supervisor, Position 0308040 (Grade 17)
- Kennel Supervisor, Position 3080008 (Grade 14)

**ARTICLE 2.** There is hereby appropriated the total amount of \$69,406 from the General Fund to the following personnel line items in the Animal Shelter Budget for 2013:

Animal Shelter:

Full-time Salaries, Position 0308050 (10000308-1001)	\$ 28,847
Full-time Salaries, Position 0308040 (10000308-1001)	13,140
Full-time Salaries, Position 0308008 (10000308-1001)	11,420
Social Security Matching (10000308-1006)	4,087
Noncontributory Retirement (10000308-1008)	7,949
Health Insurance (10000308-1009)	2,591
Life Insurance (10000308-1016)	<u>1,372</u>

**TOTAL APPROPRIATION: \$ 69,406**

\_\_\_\_\_  
MARILYN EDWARDS, County Judge

\_\_\_\_\_  
DATE

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

Sponsor:\_\_\_\_\_

Date of Passage:\_\_\_\_\_

Votes For:\_\_\_\_\_ Votes Against:\_\_\_\_\_

Abstention:\_\_\_\_\_ Absent:\_\_\_\_\_

**Animal Shelter (10000308)**

<b>POSITION/BENEFITS</b>	<b>ANNUAL COST</b>	<b>REMAINDER OF 2013</b>
<b>Veterinarian - Grade ____ (308050)</b>		
Salary	75,000.00	28,847.00
FICA/FICA Medi	5,738.00	2,207.00
Retirement	11,160.00	4,293.00
Life Insurance	132.00	51.00
Health Insurance	3,300.00	1,270.00
	<hr/>	<hr/>
	95,330.00	36,668.00
 <b>Vet Tech/Kennel Supervisor - Grade 17 (308040)</b>		
Salary	34,164.00	13,140.00
FICA/FICA MEDI	2,614.00	1,006.00
Retirement	5,084.00	1,956.00
Health Insurance	3,300.00	1,270.00
Life Insurance	132.00	51.00
	<hr/>	<hr/>
	45,294.00	17,423.00
 <b>Kennel Supervisor - Grade 14 (308008)</b>		
Salary	29,690.00	11,420.00
FICA/FICA MEDI	2,272.00	874.00
Retirement	4,418.00	1,700.00
Health Insurance	3,300.00	1,270.00
Life Insurance	132.00	51.00
	<hr/>	<hr/>
	39,812.00	15,315.00

ORDINANCE NO. 2013-\_\_\_\_\_

**APPROPRIATION ORDINANCE:**

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

**AN ORDINANCE APPROPRIATING \$93,960  
FROM THE GENERAL FUND TO THE PLANNING  
BUDGET FOR 2013.**

**ARTICLE 1.** There is hereby appropriated the amount of \$93,960 from the General Fund to the Other Professional Services Line Item in the Planning Budget (10000110-3009) for 2013.

\_\_\_\_\_  
MARILYN EDWARDS, County Judge

\_\_\_\_\_  
DATE

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

Sponsor:\_\_\_\_\_

Date of Passage:\_\_\_\_\_

Votes For:\_\_\_\_\_ Votes Against:\_\_\_\_\_

Abstention:\_\_\_\_\_ Absent:\_\_\_\_\_

**MARILYN EDWARDS**  
County Judge



**JULIET RICHEY**  
Planning Director  
Floodplain Administrator

**WASHINGTON COUNTY, ARKANSAS**  
**Planning Department**

July 31, 2013

Dear Quorum Court Members:

I understand that this is a substantial request for the Planning Department to make of the Quorum Court. However, I believe that the time to act has come. If approved, the Planning Department's new database program will benefit the citizens of the County and the County Planning Office for years to come.

The current database program- which *should* be the linchpin of digital organization and archiving for our office – was created in 1991/1992, and has experienced very limited in-house updates since that time. The platform of the existing program's database (Microsoft Access) is now obsolete and no longer supported. Keeping the existing database in its current form is currently prohibiting us from updating other Microsoft Office software on any of the Planning Office computers.

Due to the rapid growth in Washington County over the last 20 years there have been many changes in the planning, zoning, and floodplain requirements and ordinances that the Planning Office is required to enforce; our program must be updated to reflect that growth and change. The current program is not only obsolete in the areas of general software and programming, but the general architecture of the program falls significantly short of meeting our current needs.

Due to the lack of an adequate program for several years, the Planning Department has implemented a series of separate Excel spreadsheet documents and other general office programs to help track, archive, and handle the project management and workflows of regulated development within Washington County. While this process is somewhat effective, it is terribly inefficient and wastes precious employee hours to implement. Much time is spent re-entering and duplicating data and information in multiple locations and programs. Having a one-stop database program would:

- Increase the efficiency of the Planning Department Office operations
- Increase the value of the Department for our taxpayers
- Improve response time for customer service



- Increase accuracy and provide for a more professional product
- Improve data integrity by reducing the possibility of human error
- Simplify the office work flow and eliminate the general frustrations of entering and maintaining large and duplicate sets of data in programs that were not created to handle this type of information

Additionally, the Road Department is currently updating their database program using this team of developers (Alexander Open Systems- AOS) from the State Bid List. Due to the overlap between the County Road and Planning Departments when processing developments requiring County Street and drainage infrastructure, it makes sense for our databases to be designed to function in harmony and be created by the same developers.

As the AOS development team is currently working on the Road Department's database program, they have offered a 10% discount on the price of the Planning Department product if the Statement of Work is signed in August 2013. They are offering the discount in this time frame only, as they can utilize the same development team to create the Planning Department and Road Department programs simultaneously. Because of this opportunity to save the County and taxpayers money, I am bringing this request to you now instead of presenting this request at the 2014 budget hearings.

After consulting with the County Information Technology (IT) Director, John Adams, his professional opinion is that the Statement of Work presented by AOS for the Planning Department application is the best choice for the Planning Department based on the following:

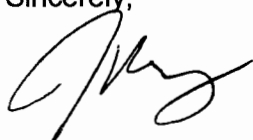
- There are no reputable "off the shelf" applications that provide the necessary tools needed for the Planning Department without requiring a great deal of additional customization. If we acquire an "off the shelf" software application and customize it to fit our requirements, the current County IT Department current workload would delay the customization several months. Customization of software also can invalidate the vendor warranty as well as prevent updates from the vendor for the software, thus creating a precarious issue with support.
- AOS has presented a program proposal utilizing a programming language that the County's IT department regularly uses and supports. Because of this, the County IT Department can facilitate future minor updates/changes if needed to improve the Planning Department's program. It is anticipated that the IT Department would be capable of supporting this product (in-house) for the normal life-span of the product. This could save the County substantial money by not having to utilize a vendor for updates and technical support throughout the lifespan of the database.
- This program will utilize Structured Query Language (SQL). When, in the future, an upgrade may be needed, there are benefits to having the data in the SQL format, so that the program would be easily upgraded to the latest version of SQL.
- The Planning Department will have a unique product that the County will own and can possibly market to other interested Counties or jurisdictions.
- The ongoing maintenance costs (usually paid out over years) to the vendor of an "off the shelf" or "customized" product would simply not exist.
- This statement of work covers the transfer of existing archived data into the new database application.

In closing, the program we have is obsolete, inefficient, and is hampering us from upgrading other routinely used software in our office. In 2012, our office personnel created and adopted a mission statement and goals for the Planning Department. Our number one goal is *Customer Service: To provide impeccable customer service by processing development in a consistent, efficient, expedient, and organized fashion. We will maintain the highest levels of respect, professionalism, and integrity in our relationships with all associates and County citizens.* At this time, due to our failing program, we are struggling to provide the level of customer service that we feel is adequate.

Please consider funding this request so that we can continue to provide service at the levels that both you and the public have come to expect.

Please feel free to contact me with any questions.

Sincerely,



Juliet Richey  
Washington County Planning Director  
Work: (479) 444-1724  
Cell: (479) 530-3272  
Email: [jrichey@co.washington.ar.us](mailto:jrichey@co.washington.ar.us)

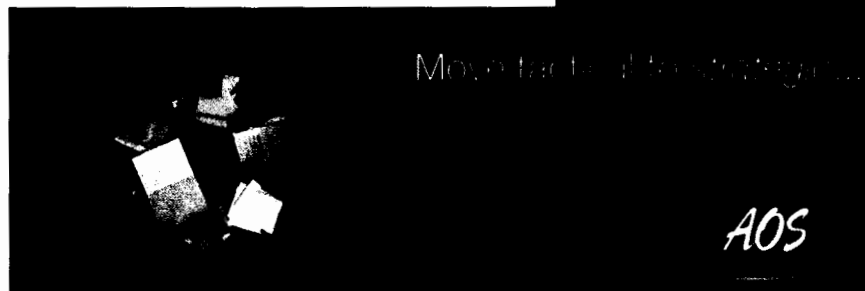


**AOS**

## **Statement of Work**

### **For**

### **Application Consulting**

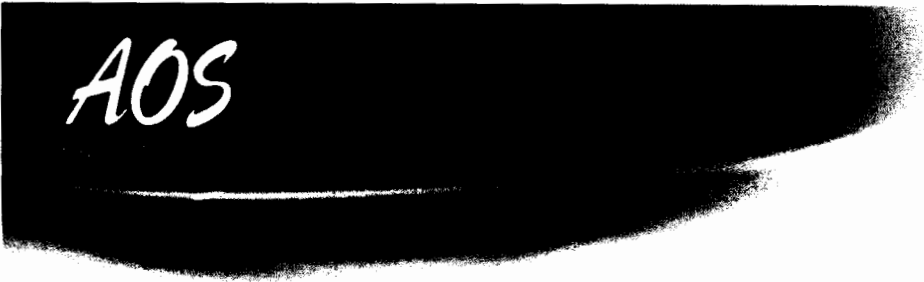


### **Washington County, Arkansas**

- Planning Department Application

**Account Manager: Jennifer Bricker**  
**Design Architect: Jeff Bishop**

**July 16, 2013**



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## Statement of Work

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<b>Project Name:</b>	Roads Department Application
<b>Customer:</b>	Washington County, Arkansas
<b>Customer Contact:</b>	Juliet Richey
<b>Customer Address:</b>	
<b>Account Manager:</b>	Jennifer Bricker
<b>Design Architect:</b>	Jeff Bishop
<b>Date:</b>	7/16/2013

## Project Summary

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This Statement of Work covers professional services work performed by AOS for Customer. Beginning on a mutually Agreed date, AOS will provide one or more qualified business or technical consultants and/or Project Management personnel on a Fixed Price Basis to perform the following work:

## Work Tasks

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1. Develop the technical design of the application with deliverables to the client upon completion of the design phase
  - o Database logical model
  - o Detailed Data Flow Diagram
  - o Revised Project Plan for Development and Testing
  - o Revised Cost estimates
  - o Application Prototype
2. Application and database development with delivery in logical modules for user initial testing
  - o Development performed in AOS lab environment at no cost

- Delivery of source code by module and physical data model
  - Module testing conducted on AOS lab environment via internet
3. Unit testing, system testing, and support for user acceptance testing
  4. Installation in client-owned environment
  5. Support for software bugs for 30 days

## Requirements/Scope

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The list below represents an initial list of requirements and scope for the project based on interviews with the customer. A complete list of to be built functionality will be provided with the technical design documentation along with refined costs estimates and more detailed application prototypes.

- Planning Records
  - Main
    - Searchable listing of all projects
    - Sub listing of violations, splits, adjustments, violations, etc.
  - Lot Splits and Adjustments
    - Combination of Exemptions and Lot line adjustments based on similarity of process and data collected.
    - Allow for any number of parcels to resized, split, or combined into a number of parcels
    - Data requirements to be determined by screen mockups
    - Upload of any type of relevant files such as pdf, photos, etc.
    - View of affected area on map
    - Checkbox to indicate it Board approval required and inclusion in next meeting
    - Print of form letter on approval or denial
  - Violations
    - Data requirements to be determined by screen mockups
    - Upload of any type of relevant files
    - View of affected area on map
    - Print of form letter for notification
  - Subdivisions
    - Data requirements to be determined by screen mockups
    - Upload of any type of relevant files
    - View of affected area on map
    - Checkbox to indicate it Board approval required and inclusion in next meeting

- Task list/Project Plan for managing review of various components including roads to be built
- Miscellaneous
  - Cell tower applications, etc.
  - Data requirements to be determined by screen mockups
  - Upload of any type of relevant files
  - View of affected area on map
  - Checkbox to indicate if Board approval required and inclusion in next meeting
  - Print of form letter on approval or denial
- Board Meeting Execution
  - Main
    - Searchable listing of past and future meetings
    - Quick links to last and next meeting and projects included
  - Participant Maintenance
    - Searchable listing
    - Recurring Recipients with notification and packet receipt preferences
    - Project-specific Recipients
  - Meeting Maintenance
    - Searchable listing of past and future meetings
    - Links to projects (splits, subdivisions, etc.) to be reviewed in the meeting
    - Upload of all materials for the meeting
    - Building of materials packets for different groups of participants
    - Maintenance of participants (adding recurring or project-specific)
    - Recording of meeting minutes
    - Updates to linked projects on approvals, denials, etc.
- Reports
  - Complete list to be determined
    - Form letters for all project as necessary
    - Project detail listings for board meeting packet
    - Project detail or aggregate summary for year-to-date review
- GIS Integration
  - Highlighting of affected parcels in Planning Records application export to pdf
  - Checking for intersection with city planning areas, county zones, roads, right of ways, etc. to determine approval process

## **Customer Responsibilities**

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In addition to any work tasks assigned to the Customer above in this Statement of Work, the Customer agrees to the following:

- Customer must designate a minimum of two (2) staff members to serve as primary and secondary contacts for the duration of this project.
- Customer will provide remote access connectivity as required to assist in the completion of this Service Brief. (This assumes compliance with existing Customer security policy.)
- Customer will have its personnel available during the implementation window to provide any required assistance and/or facilitate necessary communications to accomplish the required work.
- Customer will provide all source code for any development work not done by AOS when required to complete the work outlined in this Service Brief.



## Consulting Fees

The following table lists costs estimates for this engagement. Shipping and taxes are not included. All prices are in U.S. dollars. See *Pricing Assumptions* below for additional information.

Module	Design Hrs	Design \$	Dev Hrs	Dev \$	Test Hrs	Test \$	Total Hrs	Total \$	Days
<b>Field Requirements</b>									
<b>1 Navigation design</b>	8	\$1,200	24	\$3,600	8	\$1,200	40	\$6,000	3.1
<b>2 Planning Records</b>	52	\$7,800	124	\$18,600	32	\$4,800	208	\$31,200	16.3
2.1 Exemptions/Splits	4	\$600	16	\$2,400	4	\$600	24	\$3,600	1.9
2.2 Lot Line Adjustments	4	\$600	8	\$1,200	4	\$600	16	\$2,400	1.3
2.3 Miscellaneous Projects	8	\$1,200	12	\$1,800	4	\$600	24	\$3,600	1.9
2.4 Violations	4	\$600	8	\$1,200	4	\$600	16	\$2,400	1.3
2.5 Subdivisions with Task List	8	\$1,200	32	\$4,800	4	\$600	44	\$6,600	3.4
2.6 Standard conditions for approval letters	8	\$1,200	16	\$2,400	4	\$600	28	\$4,200	2.2
2.7 Conditions by Project for approval letters	8	\$1,200	16	\$2,400	4	\$600	28	\$4,200	2.2
2.8 Planning Records Landing and Search Page	8	\$1,200	16	\$2,400	4	\$600	28	\$4,200	2.2
<b>3 Board Meeting Execution</b>	40	\$6,000	108	\$16,200	40	\$6,000	188	\$28,200	14.7
3.1 Recurring Participant Maintenance	4	\$600	16	\$2,400	8	\$1,200	28	\$4,200	2.2
3.2 Project-Specific Participant Maintenance	8	\$1,200	24	\$3,600	8	\$1,200	40	\$6,000	3.1
3.3 Meeting Maintenance	8	\$1,200	16	\$2,400	8	\$1,200	32	\$4,800	2.5
3.4 Production (Notifications, Task List, etc.)	8	\$1,200	24	\$3,600	8	\$1,200	40	\$6,000	3.1
3.5 Meeting Minutes and Results Recording	4	\$600	12	\$1,800	4	\$600	20	\$3,000	1.6
3.6 Board Landing and Search Page	8	\$1,200	16	\$2,400	4	\$600	28	\$4,200	2.2
<b>4 Reports</b>	32	\$4,800	92	\$13,800	32	\$4,800	156	\$23,400	12.2
4.1 Project List	4	\$600	8	\$1,200	4	\$600	16	\$2,400	1.3
4.2 Project Counts by Type and Planning Area	4	\$600	8	\$1,200	4	\$600	16	\$2,400	1.3
4.3 Subdivision Form Letter	4	\$600	12	\$1,800	4	\$600	20	\$3,000	1.6
4.4 Violation Form Letter	4	\$600	12	\$1,800	4	\$600	20	\$3,000	1.6
4.5 Lot Line Adjustments/Splits form letter	4	\$600	12	\$1,800	4	\$600	20	\$3,000	1.6
4.6 Board Meeting Summary Report	4	\$600	12	\$1,800	4	\$600	20	\$3,000	1.6
4.7 Project Detail	4	\$600	12	\$1,800	4	\$600	20	\$3,000	1.6
4.8 Project Annual Summary (Lots Created)	4	\$600	16	\$2,400	4	\$600	24	\$3,600	1.9
<b>5 GIS Integration</b>	16	\$2,400	40	\$6,000	16	\$2,400	72	\$10,800	5.6
<b>6 Database Development</b>	16	\$2,400	16	\$2,400	0	\$0	32	\$4,800	2.5
<b>Total</b>	<b>164</b>	<b>\$24,600</b>	<b>404</b>	<b>\$60,600</b>	<b>128</b>	<b>\$19,200</b>	<b>696</b>	<b>\$104,400</b>	<b>54.4</b>

**Estimated Total Cost: \$104,400**

**\*Total Cost with 10% Discount: \$93,960**

Time	Hourly Rate	Offsite/Onsite
Software Engineer	\$150	Offsite

\*The project is fixed price with progress billing monthly. The 10% discount will be provided if the signed Acceptance of Proposal is received before August 15, 2013

## Pricing Assumptions

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- AOS bills travel time to a work site in fifteen minute increments at identified consultant hourly rates unless it is included in fixed fee engagements
- Except for the cutover(s) and other after hours timeframes specified in this SOW, AOS will perform work during normally scheduled working hours (8:00 a.m. to 5:00 p.m. local time Monday through Friday), excluding AOS and Customer observed holidays. AOS will charge any work performed outside of these normal business hours at the rates shown below:
  - Overtime & Weekends billed at Normal Business Hours (NBH) + 50%
  - Holidays billed at Normal Business Hours (NBH) + 100% w/ (2) hour minimum
  - Emergency support billed at Normal Business Hours (NBH) + 50% w/ (2) hour minimum
- AOS will assess a cancellation fee of \$200 for scheduled work Customer cancels with less than 24 hours advanced notification. Notification of cancellations can be made to the AOS Scheduling Department.
- AOS sales and services are subject to any applicable AOS Master Services Agreement.
- Customer hereby assumes all costs associated with said requested services. Associated costs include, but are not limited to, those that are set by AOS under this Statement of Work. AOS agrees to obtain approval by Customer prior to incurring any costs in addition to those already itemized on this Statement of Work and any purchase order provided to AOS prior to the services being done.
- Typically, AOS will use local resources that will not require any travel expenses, assuming the work site is within an AOS office's local work area. In the event AOS needs a non-local resource, AOS will obtain prior written approval before incurring any travel charges. Customer will reimburse AOS for reasonable expenses incurred in connection with our performance of the Services, if any are required, including travel expenses, lodging, meals,

parking fees, copying charges, delivery charges, postage, telephone charges and other related expenses.

- Payment of the net amount of an invoice is due 30 days from the date of AOS invoice, unless otherwise specified in this Statement of Work. All Pricing is subject to Other Terms and Conditions attached hereto and incorporated by this reference herein. Refer to Master Services Agreement for further information.
- Customer must pay block contracts in full prior to receiving the discounted rate on work. AOS subjects Fixed Fee and Hourly services to progress billing at the end of each AOS monthly billing cycle.

## **Additional Fees & Stipulations**

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- All applicable state and local taxes, shipping charges (FOB Customer dock), travel and associated expenses will be added to invoice.
- The final 5% of the fixed price cost will not be billed until a functional product is delivered to Washington County. In addition, the product is guaranteed to be fully developed and tested by AOS within 60 working days of the start date with a .1% reduction of the total fixed price for each working day after 60.
  - AOS cannot guarantee installation of the product on Washington County IT resources due to unknown availability of fully compliant resources
  - AOS cannot guarantee user acceptance testing completion
  - The start date of the Planning Department application will be 45 working days after the start of the Roads Department application



**AOS**

## **Acceptance of Proposal**

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Due to the competitive confidentiality of information provided in the accompanying materials, AOS and Customer shall keep all such information in the strictest confidence, and it shall not be divulged to persons other than Customer's employees unless authorized by AOS. AOS bases the recommendations for equipment, programs and services on information Customer has furnished to AOS and on observations by AOS. While AOS believes the price and materials list to be sound, the degrees of success with which equipment, applications and services are applied is dependent on many factors, some of which are beyond the reasonable control of AOS.

The signature below affirms and acknowledges that you have read the above contents in its entirety and agree to the terms and conditions of this proposal as outlined.

**Accepted for Customer by:**

**Name  
(Print):**

**Title:**

**Signature:**

**Date:**

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