

CONTACT INFORMATION – ELECTED OFFICIALS

ASSESSOR

Russell Hill
280 N. College, Suite 250
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Phone: (479) 444-1500
rhill@co.washington.ar.us

CIRCUIT CLERK

Kyle Sylvester
280 N. College, Suite 302
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Phone: (479) 444-1538
ksylvester@co.washington.ar.us

CORONER

Roger Morris
2679 S. Brink Dr.
Fayetteville, AR 72703
Phone: (479) 444-1730
rmorris@co.washington.ar.us

COUNTY CLERK

Becky Lewallen
280 N. College, Suite 300
Fayetteville, AR 72701
Phone: (479) 444-1711
blewallen@co.washington.ar.us

COUNTY JUDGE

Marilyn Edwards
280 N. College, Suite 500
Fayetteville, AR 72701
Phone: (479) 444-1700
medwards@co.washington.ar.us

PROSECUTING ATTORNEY

Matt Durrett
280 N. College, Suite 301
Fayetteville, AR 72701
Phone: (479) 444-1570
mdurrett@co.washington.ar.us

COUNTY SHERIFF

Tim Helder
1155 Clydesdale
Fayetteville, AR 72701
Phone: (479) 444-5700
thelder@co.washington.ar.us

TAX COLLECTOR

David Ruff
280 N. College, Suite 202
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Phone: (479) 444-1526
druff@co.washington.ar.us

TREASURER

Bobby Hill
280 N. College, Suite 116
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Phone: (479) 444-1717
bhill@co.washington.ar.us

CONTACT INFORMATION – CIRCUIT COURTS

CIRCUIT COURT – DIVISION I

Judge Doug Martin
280 N. College Avenue, Suite 402
Fayetteville, AR 72701
Phone: (479) 444-1552
dmartin@co.washington.ar.us

CIRCUIT COURT – DIVISION II

Judge John Threet
280 N. College Avenue, Suite 400
Fayetteville, AR 72701
Phone: (479) 444-1560
jthreet@co.washington.ar.us

CIRCUIT COURT – DIVISION III

Judge Stacey Zimmerman
885 Clydesdale Drive
Fayetteville, AR 72701
Phone: (479) 444-1739
szimmerman@co.washington.ar.us

CIRCUIT COURT – DIVISION IV

Judge Cristi Beaumont
#4 N. College Avenue
Fayetteville, AR 72701
Phone: (479) 973-8420
cbeaumont@co.washington.ar.us

CIRCUIT COURT – DIVISION V

Judge Beth Storey Bryan
280 N. College Avenue, Suite 403
Fayetteville, AR 72701
Phone: (479) 444-1556
bbryan@co.washington.ar.us

CIRCUIT COURT – DIVISION VI

Judge Mark Lindsay
280 N. College Avenue, Suite 401
Fayetteville, AR 72701
Phone: (479) 444-1548
mlindsay@co.washington.ar.us

CIRCUIT COURT – DIVISION VII

Judge Joanna Taylor
123 N. College Avenue, Suite 101
Fayetteville, AR 72701
Phone: (479) 444-1682
jtaylor@co.washington.ar.us

CONTACT INFORMATION – DEPARTMENTS UNDER COUNTY JUDGE

ANIMAL SHELTER

Angela Ledgerwood, Director
801 W. Clydesdale Drive
Fayetteville, AR 72701
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aledgerwood@co.washington.ar.us

ARCHIVES

Tony Wappel, Director
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BUILDINGS & GROUNDS

Ron Wood, Director
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rwood@co.washington.ar.us

COMPUTER/IS DEPARTMENT

John Adams, Director
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COUNTY ATTORNEY

Steve Zega, County Attorney
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Phone: (479) 973-8415
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COUNTY LIBRARY

Glenda Audrain, Director
1080 Clydesdale Drive
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Phone: (479) 442-6253
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DEM/9-1-1

John Luther, Director
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ENVIRONMENTAL AFFAIRS

Sophia Stephenson, Director
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FINANCIAL MANAGEMENT

Cheryl Bolinger, Comptroller
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GRANTS ADMINISTRATION

Renee Biby, Grants Administrator
280 N. College Avenue, Suite 517
Fayetteville, AR 72701
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rbiby@co.washington.ar.us

HUMAN RESOURCES

Lindsi Huffaker, Director
280 N. College Avenue, Suite 510
Fayetteville, AR 72701
Phone: (479) 444-1782
lhuffaker@co.washington.ar.us

JUVENILE DETENTION CENTER

Jeane Mack, Director
885 Clydesdale Drive
Fayetteville, AR 72701
Phone: (479) 444-1670
jmack@co.washington.ar.us

PLANNING

Juliet Richey, Director
2615 Clydesdale Drive
Fayetteville, AR 72701
Phone: (479) 444-1724
jrichey@co.washington.ar.us

ROAD DEPARTMENT

Donnie Coleman, Superintendent
Shawn Shrum, Asst. Superintendent
2615 Clydesdale Drive
Fayetteville, AR 72701
Phone: (479) 444-1610
dcoleman@co.washington.ar.us
sshrum@co.washington.ar.us

VETERAN SERVICES

Wayne Haines, Service Officer
2682 Brink Drive
Fayetteville, AR 72701
Phone: (479) 444-1767
whaines@co.washington.ar.us

CONTACT INFORMATION – MISC. DEPARTMENTS

ELECTION COMMISSION

Jennifer Price, Coordinator
280 N. College Avenue, Suite 140
Fayetteville, AR 72701
Phone: (479) 444-1766
jprice@co.washington.ar.us

EXTENSION OFFICE

Berni Kurz, CEA Staff Chair
2536 N. McConnell Avenue
Fayetteville, AR 72704
Phone: (479) 444-1755
bkurz@uaex.edu

HEALTH DEPARTMENT

Robin Thomas, LHU Administrator
3270 Wimberly Drive
Fayetteville, AR 72701
Phone: (479) 521-8181
Robin.thomas@arkansas.gov

HIV CLINIC

Renee Gaston, Office Manager
3270 Wimberly Drive
Fayetteville, AR 72701
Phone: (479) 973-8450
rgaston@co.washington.ar.us

LAW LIBRARY

Roger Northam, Law Librarian
280 N. College Ave. Suite 520
Fayetteville, AR 72701
Phone: (479) 283-2225
northam@wcppl.org

PUBLIC DEFENDER

Denny Hyslip, Public Defender
123 N. College Avenue
Fayetteville, AR 72701
Phone: (479) 444-1595
dhyslip@co.washington.ar.us

Services Provided by the Office of the Assessor

In addition to the basic duties of identifying properties by legal descriptions for name changes on real estate assessments, maintaining the cadastre in accordance with legal requirements in a Geographic Information Systems (GIS) format and valuing of all properties, the Real Estate Department provides these services:

Provide customer service for the general public and professionals regarding assessments, appraisal and mapping concerns

Field checks of property for parcel splits and per the customer's requests to address concerns

Coordinate with the contract appraisal company to ensure CAMA records are correct

Appraise county owned property (vehicles, equipment, furniture, etc.) that is to be sold or traded in

Coordinate with the collector concerning taxable values for questions regarding tax statements, request refunds when applicable

Assist customers using the public research terminals

Print copies of assessments and maps for customers

Direct customers to the different county offices and departments

Create new parcels to accommodate land splits

Map and set up new subdivisions and annexations

Keep digital copies of all plats and annexation documents for reference

In-house quality control including: identifying valuation errors, parcel boundary discrepancies, acreage errors, square footage errors, address corrections

Combine parcels per customer request and for parcel maintenance

Create and print large scale maps for customers and professional entities

Coordinate with Sheriff's Department concerning quality control of the Wrecker and Law Zone GIS map layers

Coordinate with County Clerk's Office concerning quality control of voting district boundaries and city limit boundaries in GIS

Record the Equalization Board's valuation decisions on certain parcels, make corrections and notes to the appraisal record and record information on a spread sheet for analysis

Work closely with the County Clerk's office for quality control of information regarding values of properties before and after the Equalization Board meeting.

Attending County Court appeals to answer questions from the Judge, taxpayer, and appraisers concerning board decisions and noting value changes to parcels as needed

Field check parcels by conducting visual inspections for quality control, changes, and valuations and make necessary updates

Field check parcels with building permits to ensure accuracy of data collected on properties, noting value changes

Obtain building permits from the cities and enter pertinent information on the correct real estate parcel

Interact with appraisal contractor on appraisal opinions and accuracy of recorded data.

Track and change values on parcels receiving developer discounts; add and remove discounts.

Track mobile homes in the county, including mobile homes in parks; update ownership and values.

Help census workers search for people and provide direction to certain areas

Aid and assist law enforcement, private investigators, social services, health department, child support enforcement, etc. in searching for information.

Help the collector's office track down persons for collecting taxes

Answer many questions, both in person, or by phone of matters not pertaining to our office, such as other office directions, phone numbers, where to go to court, etc.

Receive and fax copies of assessment information to minimize driving time and shorten the vehicle licensing experience for our customers.

Call other counties to get information for our customers

Call other counties to tell them information about prior customers, such as change of address or informing them that the taxpayer is assessing here now

Perform on-site inspections of property to determine exactly what needs to be assessed, answer questions, and explain the depreciation schedule used to arrive at an assessed value.

Perform research on previous assessments to provide continuity of parcel number, assuring correct identification of taxpayer for the Collector.

Remove businesses that are out-of-business or have moved out of the county from the tax rolls.

CIRCUIT CLERK'S OFFICE
DUTIES

Domestic Relations Suits & Pleadings

Divorce
Support
Separate Maintenance
Custody/Visitation
Paternity
UIFSA
Domestic Abuse/Protective Orders
Contempt
Foreign Judgments
Reopens
Child Support Enforcement Cases
Paternity

Civil Law Suits & Pleadings

Torts

Negligence
Bad faith
Fraud
Malpractice
Products liability

Contracts

Insurance
Debt
Employment

Equity

Foreclosure
Quiet Title
Injunction

Miscellaneous

Condemnation
Replevin
Declaratory judgment
Unlawful Detainer
Election
Foreign judgment
Writs (See next column)
Administrative Appeal
Property forfeiture
Remove Disabilities
Name Change

Juvenile Suits & Pleadings

Dependant/Neglect
Family in Need of Services (Fins)
Delinquent

Criminal Suits & Pleadings

Criminal Charges
Appeals from Municipal Court

Jury selection

Land Records

Warranty Deeds
Quit Claim Deeds
Mortgages
Releases
Extensions
Easements
Affidavit
Executor's deed
Right of ways
Ordinances
Agreements
Plats
Surveys

UCC'S (Financial Statements)

Now only fixture filings w Real Estate
Terminations of old UCC's

Liens

Medical
Labor
Material
State of Arkansas (DF&A, Workforce,
Commissioner of State Lands, & Child Support
Federal Government (IRS)
Lis Pendens
Foreign Judgements

Filings

Process Servers Paperwork
Bail Bondsman Paperwork
Notary Bonds
DD214's
Miscellaneous Personal

Collections

Child support
Juvenile fees and fines
Adult Criminal fees and fines
Judgements

Writs we issue

Garnishments
Executions
Summons, Subpoena
Warning Order

Washington County Circuit Clerk's office
Kyle Sylvester, Circuit Clerk

Washington County Court Cases filed

2009 – 9452

2014 – 9403

Scanned Court documents

2009 – 382,044

2014 – 348,090

Redaction of Court documents

2009 - 90,839

2014 – 311,789

Internet Access

2009 - 220

2014 – 1196

Real Estate documents

2009 – 205,738

2014 – 202,423

Child Support processed

2009 - \$4,940,132.80

2014 - \$3,595,854.95

Criminal Fees and Fines processed

2009 - \$505,064.61

2014 - \$862,716.33

Juvenile Fees and Fines processed

2009 - \$10,568

2014 - \$ 5,600 (Judge Zimmerman rarely asses fines due to hardships available)

FOURTH JUDICIAL CIRCUIT OF ARKANSAS
ADMINISTRATIVE PLAN
EFFECTIVE JANUARY 1, 2016

INTRODUCTION

A majority of the Circuit Judges presiding in the Fourth Judicial Circuit of Arkansas has, in accordance with the provisions of Administrative Order Number 14 of the Supreme Court of Arkansas, adopted an Administrative Plan for the Circuit.

The Fourth Judicial Circuit of Arkansas consists of Madison and Washington Counties. At present, the circuit has seven divisions with the following judges serving in each division:

- Division 1 - Doug Martin
- Division 2 - John Threet
- Division 3 - Stacey Zimmerman
- Division 4 - Cristi Beaumont
- Division 5 - Beth Storey Bryan
- Division 6 - Mark Lindsay
- Division 7 - Joanna Taylor

GOAL OF THE PLAN

The purpose of the Administrative Plan is to facilitate the best use of available judicial and support resources within the circuit in order that cases will be resolved in an efficient and prompt manner. The Administrative Plan represents a process that apportions the business of the circuit courts among each of the judges on an equal basis as possible and for random distribution of cases to judges who hear the type of case set forth in the plan.

EFFECTIVE DATE

The Administrative Plan is adopted by the undersigned judges and shall take effect January 1, 2016, or upon approval by the Supreme Court of Arkansas, and shall remain in effect until December 31, 2016, or until such time as the Supreme Court of Arkansas approves a subsequent plan.

CASE ASSIGNMENTS AND CASELOAD ESTIMATES

Cases filed in the Juvenile Division of the Circuit Court shall be exclusively assigned to Division 3. The Washington County juvenile facilities including a courtroom, detention center, and administrative offices are located some 2.7 miles from the other courtroom facilities in Washington County, and a single courtroom shared by all seven divisions in Madison County give rise to the necessity of assigning all juvenile cases, including juvenile drug court cases to one division.

Drug Court and Veteran's Court cases shall be assigned to Division 4. All other cases shall be randomly assigned to the appropriate division by the Circuit Clerks office of the respective counties using a computer program or by the blind drawing of chips.

Caseload estimates are based upon the filings from January 1, 2013 through December 31, 2013, in each division:

Division 1 - 3,992
Division 2 - 1,302
Division 3 - 1,669
Division 4 - 1,494
Division 5 - 1,434
Division 6 - 2,112
Division 7 - 1,319

Division 1 - Doug Martin	25% Civil 18% Domestic Relations 25% Probate
Division 2 - John Threet	25% Civil 18% Domestic Relations 25% Probate
Division 3 - Stacey Zimmerman	100% Juvenile and Juvenile Drug Court, and Duties of Administrative Judge
Division 4 - Cristi Beaumont	25% Civil Drug Court and Veteran's Court 18% Domestic Relations
Division 5 - Beth Storey Bryan	25% Civil 18% Domestic Relations 25% Probate
Division 6 - Mark Lindsay	75% Washington County Criminal Cases 100 % Madison County Criminal Cases 10% Domestic Relations Keep older Probate cases
Division 7 - Joanna Taylor	25% Washington County Criminal Cases 18% Domestic Relations 25% Probate

RECUSAL POLICY

The recusal policy for the Circuit Courts of the Fourth Judicial Circuit of Arkansas shall be as follows:

Should a judge be disqualified to hear any assigned case, that judge shall promptly enter an order of recusal and provide a copy of said order to the Administrative Judge and the circuit clerk. The case shall then be assigned to the next division sequentially following the last division to which a recusal has been assigned. (For example, at such time as a recusal occurs, if Division 5 has been assigned the most recent case in which a recusal had occurred, then in such event Division 6 shall be assigned the new recusal, and subsequent recusal assignments shall continue in sequence.)

Should all judges recuse in a case, the Administrative Judge shall contact the Chief Justice of the Arkansas Supreme Court pursuant to Administrative Order Number 16 of the Arkansas Supreme Court and request the assignment of a judge to hear the case.

SPECIALTY DOCKETS OR PROGRAMS

Drug Court

The Washington/Madison County Drug Court program has been in operation since 1999. Court sessions are conducted in Washington County. The program utilizes a pre-adjudication and post-adjudication process and is open to defendants with a felony charge, non-violent offenders. The program is conducted in conformance with state drug court statutes and complies with applicable laws involving the assessment of fines, fees, court costs, and probation fees. The program receives staff funding from the Public Defenders Commission, Department of Community Corrections, the Washington County Quorum Court, the State of Arkansas, and collection of court fees.

The members of the drug court program team include the Judge, Prosecuting Attorney, Public Defender, Treatment Provider, Probation Officers, DCC Administrative Staff, Law Enforcement, and Coordinator. They have been consulted for purposes of scheduling, to ensure that the necessary resources are available and to avoid conflicts with other court programs and responsibilities in which team members may be required to participate.

FOR NEW DRUG COURT PROGRAMS AND/OR SPECIALTY PROGRAMS OTHER THAN DRUG COURTS:

Veterans Drug Treatment Court

1. The Veterans Drug Treatment Court is an accountability-based program designed to address addiction and the criminal behavior associated with it. Participants who choose to take part in VDTC are willing to attend treatment meetings and a monthly court session in exchange to have their charges reduced or even dismissed from their records when they graduate.

VDTC is held in the courtroom of the Fourth Division of Washington County Circuit Court. In order to be accepted into the program, the applicant must be charged with a felony. The applicant's attorney submits the request for admission to the Prosecuting Attorney. If the presiding Judge and Prosecuting Attorney approve, the case is transferred to the Fourth Division.

The minimum amount of time it takes to finish VDTC is 12 months. Participants must move through the following phases:

1. Phase I: Intensive Outpatient Treatment
2. Phase II: Outpatient Treatment
3. Phase III: Recovery Support

Graduation Requirements:

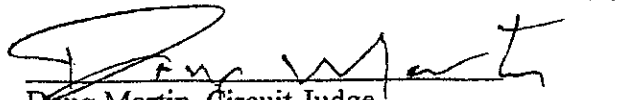
4. Have paid all financial obligations, including court-ordered and probation fines and fees and treatment program balance owed.
 5. Have been actively involved in the program for a minimum of twelve months.
 6. Verify abstinence (by urinalysis drug screens) during the last 120 days in the program.
 7. Complete all treatment plan assignments/other assignments.
 8. Complete application and get approval by Treatment Team for graduation.
2. The statutory authority for Veterans Drug Treatment Court is A.C.A. Section 16-98-201 and A.C.A. Section 16-98-301 - 16-98-307.
3. The Veterans Treatment Court program conforms to all applicable sentencing laws, including fines, fees, court costs, and probation assessments.
4. The Veteran's Treatment Court uses the same Court resources as the existing drug court program. The prosecuting attorney, public defender, court reporter, drug court coordinator, and law clerk employed for the existing drug court program perform their same duties for the veterans' program. The judge currently presiding over the drug court program also presides over the veterans' program. Treatment/counseling services are provided by the Veterans' Administration.
5. The program receives funding from the Public Defenders Commission, Department of Community Corrections, the Washington County Quorum Court, the State of Arkansas, the Federal government, and the collection of court fees. Some grant funds are also available. The Veterans' Administration provides its resources at no cost to Washington or Madison Counties.

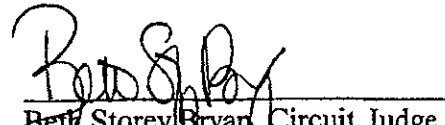
LOCAL DISTRICT COURT ADMINISTRATIVE PLANS

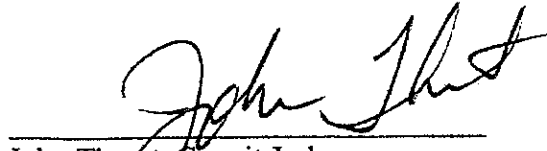
In accordance with the provisions of Administrative Orders Numbers 14 and 18, the Springdale, West Fork and Prairie Grove Local District Courts, each having multiple venues in the district, have submitted Administrative Plans which are appended to the Circuit Court Administrative Plan and designated Appendix No. 1, 2, and 3 which plans are endorsed by the undersigned circuit judges.

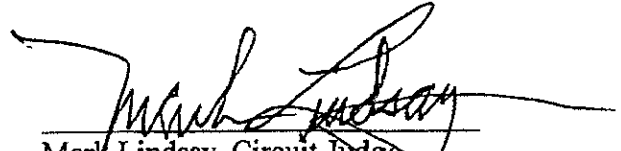
The Administrative Plan for the Fourth Judicial Circuit of Arkansas is hereby submitted to the Arkansas Supreme Court for approval on the _____ day of June, 2015.

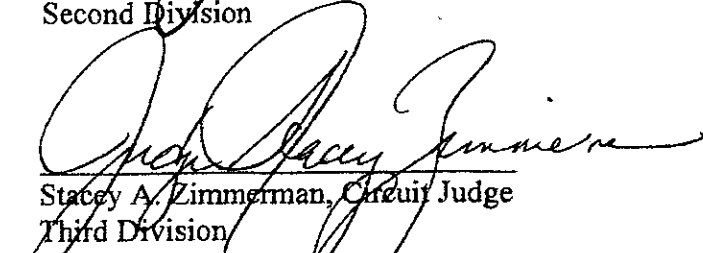
Approved:

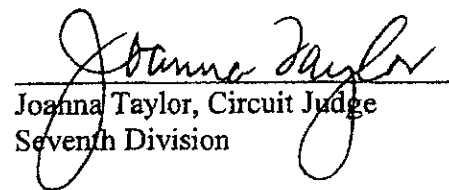

Doug Martin, Circuit Judge
First Division

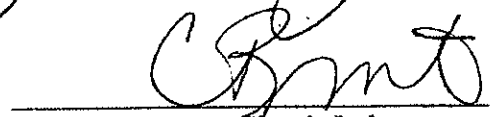

Beth Storey Bryan, Circuit Judge
Fifth Division


John Threet, Circuit Judge
Second Division


Mark Lindsay, Circuit Judge
Sixth Division


Stacey A. Zimmerman, Circuit Judge
Third Division


Joanna Taylor, Circuit Judge
Seventh Division


Cristi Beaumont, Circuit Judge
Fourth Division

DISTRICT COURT ADMINISTRATIVE PLAN

Springdale District Court, Washington County, Arkansas

1. JUDGES: The Springdale District Court is served by one local district judge. The judge serves in the designated departments of the court as follows:

<u>Name</u>	<u>Department</u>	<u>City</u>
Jeff Harper	Springdale	Springdale
Jeff Harper	Elm Springs	Elm Springs
Jeff Harper	Johnson	Johnson

2. COURT: Sessions of court are generally scheduled on:

<u>Department</u>	<u>City</u>	<u>Days</u>	<u>Time</u>
Springdale	Springdale	Monday-Friday	8:30 A.M.

Small claims cases are usually set on the first and third Wednesday of the of the month at 1:00 P.M. and civil cases are usually set at 1:00 P.M. on Monday or Wednesday. Scheduled arraignments are Monday through Wednesday at 8:30 A.M., and prisoners are arraigned Monday through Friday. Trial dates are scheduled for City of Springdale cases on each Thursday at 8:30 A.M. Trial dates for City of Tontitown cases are set on the second Monday of each month at 1:30 P.M. Trial dates for Washington County cases are set on the fourth Monday at 1:30 P.M. in the months of January, March, June, August, October, and November. Video arraignments from the Washington County Jail are held on each Tuesday at 1:30 P.M. and each Friday at 10:30 A.M.

Elm Springs	Elm Springs	2nd Wednesday	12:30 P.M.
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Video arraignments for prisoners in the the Washington County Jail are held at 12:30 P.M. Arraignments in the courtroom follow at 1:00 P.M. and trials are scheduled for 2:30 P.M.

**IN THE DISTRICT COURT OF WASHINGTON COUNTY, ARKANSAS
West Fork District**

Pursuant to the Supreme Court's Administrative Order No. 18

DISTRICT COURT ADMINISTRATIVE PLAN

West Fork District Court, Washington County, Arkansas

1. JUDGE: The West Fork District Court is served by one state district judge. The judge serves in the designated departments of the court as follows:

Clinton (Casey) Jones	West Fork Department	West Fork, Arkansas
Clinton (Casey) Jones	Greenland Department	Greenland, Arkansas

2. COURT: Sessions of court are generally scheduled on:

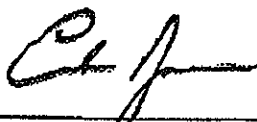
West Fork Department	Tuesday and second Monday 8.1 hearing via video every Friday
Greenland Department	third Monday of each month

3. TYPES OF CASES: The following cases are heard at these locations:

West Fork Department	traffic offenses, criminal offenses, small claims and civil cases.
Greenland Department	traffic offenses and criminal offenses that occur within Greenland.

4. SPECIALTY PROGRAMS: There are currently no specialty courts in the district.

DATE: 6-1-2015



 Clinton (Casey) Jones, District Court Judge

DISTRICT COURT ADMINISTRATIVE PLAN

Prairie Grove District Court, Washington County, Arkansas

1. JUDGES: The Prairie Grove District Court is served by one local district judge. The judge serves in the designated departments of the court as follows:

<u>Name: Graham Nations</u>	<u>Department: Prairie Grove</u>	<u>City: Prairie Grove</u>
<u>Name: Graham Nations</u>	<u>Department: Farmington</u>	<u>City: Farmington</u>
<u>Name: Graham Nations</u>	<u>Department: Lincoln</u>	<u>City: Lincoln</u>

2. COURT: Sessions of court are generally scheduled on:

<u>Department: Prairie Grove</u>	<u>City: Prairie Grove</u>	<u>Days: 1st & 3rd Tuesdays</u>	<u>Time: 1st & 3rd - 8:30 to 4:30</u>
		<u>Days: 2nd & 4th Tuesdays</u>	<u>Time: 2nd & 4th - 8:30 to 12:00</u>
<u>Department: Farmington</u>	<u>City: Farmington</u>	<u>Days: 2nd & 3rd Wednesdays</u>	<u>Time: 1st & 3rd - 10:00</u>
<u>Department: Lincoln</u>	<u>City: Lincoln</u>	<u>Days: 2nd & 4th Tuesdays</u>	<u>Time: 2nd & 4th - 1:30</u>

3. TYPES OF CASES: The following cases are heard at these locations:

<u>Department: Prairie Grove</u>	<u>City: Prairie Grove</u>	<u>Type of Cases: Criminal/Traffic/Civil/Small Claims</u>
<u>Department: Farmington</u>	<u>City: Farmington</u>	<u>Type of Cases: Criminal/Traffic</u>
<u>Department: Lincoln</u>	<u>City: Lincoln</u>	<u>Type of Cases: Criminal/Traffic</u>

4. SPECIALTY PROGRAMS: The following specialty programs are provided:

NONE

DATE: 5-27-15

Graham H. Nations - District Judge

Karen Beeks

From: Stacey Zimmerman
Sent: Friday, September 04, 2015 1:28 PM
To: Karen Beeks
Subject: Fwd: Administrative plan 4th Judicial District

Karen,
Please find the email below setting forth the statistics for cases filed in each division for 2014. Marisa will send you the Administrative Plan and also the overview of what juvenile court does.
Thanks,
Stacey

-----Original Message-----

From: Stacey Zimmerman
[\[mailto:SZimmerman@co.washington.ar.us\]](mailto:SZimmerman@co.washington.ar.us)
Sent: Friday, July 17, 2015 4:18 PM
To: Larry Brady
Subject: Administrative plan 4th Judicial District

Larry,
Our Administrative plan includes caseload estimates based upon the filings from January 1, 2013 through December 31, 2013.

The Supreme Court may also want the caseload estimates based upon the filings from January 1, 2014 through December 31, 2014 in each division as follows:

Division 1 - 1,348
Division 2 - 1,348
Division 3 - 1,460
Division 4 - 1,314
Division 5 - 1,348
Division 6 - 4,644
Division 7 - 1,959

Thank you!
Stacey Zimmerman

Delia Foster

From: Stacey Zimmerman
Sent: Friday, August 28, 2015 2:42 PM
To: Mark Lindsay; John Threet; Delia Foster; Cristi Beaumont; Beth Storey Bryan; Doug Martin; Joanna Taylor
Subject: Fwd: Administrative Plan

Begin forwarded message:

From: "Larry J. Brady" <Larry.Brady@arcourts.gov>
Date: August 28, 2015 at 2:31:18 PM CDT
To: 'Stacey Zimmerman' <SZimmerman@co.washington.ar.us>
Subject: RE: Administrative Plan

Judge,

The plans aren't acted on until the court returns in September. No plans have been approved.

NOTE: NEW EMAIL ADDRESS:
LARRY.BRADY@ARCOURTS.GOV

Larry Brady
Arkansas Administrative Office of the Courts
501-682-9400

-----Original Message-----

From: Stacey Zimmerman [<mailto:SZimmerman@co.washington.ar.us>]
Sent: Friday, August 28, 2015 2:23 PM
To: Larry Brady <Larry.Brady@arkansas.gov>
Subject: Administrative Plan

Larry,
Has the Supreme Court approved our Administrative Plan?
Stacey Zimmerman

Juvenile Court currently operates numerous diversion programs. These programs are deterrent-focused programs. Our programs are offered to diverted and adjudicated juveniles and Families In Need Of Services (FINS) include the following:

Aikido

Hooked on Fishing Not On Drugs (HOFNOD) with the Outdoor Adventure Club

Creating Lasting Family Connections (CLFC)

These programs may meet weekly or monthly, and may meet afterhours or on the weekends at the Juvenile Court building.

Number of Open Cases

Currently, there are approximately 1,315 open juvenile court cases, in addition to 76 juveniles on Diversion contracts.

Safety Concerns

On the many cases in which the parent(s) are incarcerated, the parent is brought from jail through the front door in shackles, through the lobby, through the children and families in the lobby. The lobby is very small and with the volatile cases heard each day, the lobby can become a hostile environment very quickly.

On the many cases in which a child is in foster care, the child comes to court but does not need to sit in the lobby with the abusive parent, so we have a separate secure room where children in foster care can await coming into court. Unfortunately, often times the child in foster care has been physically and sexually abused by a parent and to have that child be in the lobby with the abusive parent is damaging to that child. Therefore, the child playroom is very much needed. However, there are days when we have 5-8 children in the playroom with a DHS worker. The room is too small.

In addition, the front entrance area to the building is too small, there isn't enough room for the deputies to stand and screen people coming to court without being in the way of either the Juvenile court door or the JDC door.

Juvenile Court Staff

Currently there are 23 Juvenile court staff (this number does NOT include JDC staff, which works on the other side of the juvenile Justice complex). Our juvenile court staff includes:

JUVENILE JUDGE	1 COURT REPORTER
6 PROBATION OFFICERS	2 COURT SECURITY DEPUTIES
4 FINS OFFICERS	1 BAILIFF
1 part time FINS officer	1 TRIAL COURT ASSISTANT
2 INTAKE OFFICERS	
1 DIVERSION OFFICER	
1 DIVERSION PROGRAM COORDINATOR	
1 TEEN COURT COORDINATOR	
1 ADMINISTRATIVE ASSISTANT	

Once a FINS case is found to be true by the Court (adjudicated), the Juvenile and parents, guardians, or custodians will be subject to the Court's orders and rules. This includes reporting monthly to an assigned juvenile officer, and periodically appearing before the Court for review hearings until the Court is satisfied the Juvenile is no longer in need of services and court supervision.

The purpose of FINS is to provide necessary services to at risk juveniles and their families, to open communication between all interested parties, and to help the juvenile become a productive member of society.

Foster Care/Dependency Neglect cases

"Dependency neglect" cases arise when a complaint or allegation of child neglect or abuse is made to the Arkansas Department of Human Services, and the child is placed into foster care. The person or persons suspected of abuse or neglect may have their lawyer present, the child is represented by an attorney ad-litem appointed by the court and the Department of Human Services is represented by a department staff attorney. Grandparents, other relatives, or persons, who have a legitimate interest in the case may also be present.

Juvenile Drug Court

Juvenile Drug Court is an early intervention alternative to traditional court procedure which may be offered to juveniles arrested for non-violent, non-felony offenses and who appear to be abusing drugs and/or alcohol. The juvenile and his/her parents are ordered to participate in all services. Our Juvenile Drug Court is held at 5:00 pm twice a month.

Teen Court

In one aspect, Teen Court is no different than Circuit Court – Teen Court holds juvenile offenders accountable for their actions. A volunteer local attorney presides as judge over Teen Court, but every other normal court position is filled by volunteer teenagers, including: prosecuting attorney, defense attorney, bailiff, clerk and jury. Licensed and practicing "shadow" attorneys are available to help their teenage counterparts as needed in preparation for and conduct of trials. Teen Court meets once or twice a month at 6:00 pm.

The teen court process begins when a young person is apprehended for violating the law. An intake officer will meet with the teen and may offer the option of having his or her case heard by teen court rather than traditional circuit court.

Diversions

The intake officer during an intake interview will determine if the teen is a good candidate to have his or her case diverted.

Juvenile Court

Many types of cases are heard in Juvenile Court: Delinquency, Family in Need of Services (truancy, habitually disobedient, substance abuse treatment or counseling needed for the juvenile), Foster Case/Dependency Neglect, and Juvenile Drug Court. Also, Juvenile Court Diversion officers meet with juveniles and their families each month to assign public service, rules and counseling to "Divert" the juvenile out of court.

Each week, juvenile court hears approximately 120 cases each week. The juvenile and one or two parents come to court, often joined by grandparents or other relatives. In addition to the families coming for a court hearing, our 6 probation officers, 4 FINS officers, 2 Intake Officer and Diversion officers meet with hundreds of juveniles and their families in our offices each month.

On average 1,200 people come through our doors each month.

Types of Cases

Juvenile delinquency cases

Juveniles are delinquent if they commit an act which is in violation of Arkansas law and the court determines that the juvenile did, in fact, commit the act. Once a Juvenile is found delinquent, the Court will sentence the Juvenile to one or more of the following:

Probation

Long or short term residential treatment (for alcohol/drug abuse, sexual abuse, or mental instability)

Up to 90 days in the juvenile detention center

Commitment to the Division of Youth Services

Community service

Restitution to the victim

Ankle monitors

Drug Screens

Monitoring (curfews, monthly reports, random drug screens, etc.)

Education classes (alcohol/drug, shoplifting, lifestyle management, and other appropriate education)

Family in Need of Service cases (FINS)

FINS cases are initiated when an adult family member, school official, prosecuting attorney, or other interested party files a petition alleging a juvenile meets one of the three criteria for a FINS case. These criteria are:

- The Juvenile has been habitually absent from the home without justification or permission (example: a runaway)
- The Juvenile has been habitually absent from school without justification (example: excessive school absences or tardiness)
- The Juvenile is habitually disobedient to the reasonable and lawful commands of his or her parent, guardian, or custodian (example: juvenile disobeys rules of the home excessively for a prolonged period)

WASHINGTON COUNTY

STATE OF ARKANSAS

2769 S. Brink Dr

Fayetteville, Arkansas 72701



Roger W. Morris

Coroner

479-444-1730 – Office

479-444-1582 – Fax

Duties and Responsibilities of Washington County Coroner Office

1. Determine cause and manner of death of persons in Washington County
2. Respond to all unattended, suicide, accident, homicide, hospital, and nursing home deaths.
3. Write a report on each investigation
4. Assist all Washington County Law Enforcement Departments in their investigation and agency assist, upon request, for other counties and states
5. Draw blood for toxicology
6. Subpoena Medical Records and other information pertaining to determination of cause and manner of death of persons
7. Photograph and supply information as requested to the Arkansas State Medical Examiner
8. Transport and secure all persons who are to be sent the Arkansas State Medical Examiner's office for examination
9. Review Death Certificates in Washington County on daily basis
10. Keep track and review all deaths in Washington County
11. Assist Law Enforcement Departments in the location and notification of next of kin of deceased persons
12. Assist the citizens of Washington County
13. Generate and sign Death Certificates for Funeral Homes on ERAVE System
14. Assist, backup and support, at their request, all Law Enforcement Agencies in Washington County in the apprehension and detainment of persons
15. Perform all duties in compliance with the laws and guidelines as set forth by the State of Arkansas and Washington County
16. Respond to Lawyer's and Insurance Companies request for information
17. Assist families in obtaining information for legal purposes
18. Respond to FOI Request
19. Give presentations to local school groups and other official departments upon their request

COUNTY CLERK

MARRIAGE LICENSE
VOTER REGISTRATION
PREPARE VOTER DISC'S
ELECTIONS – EARLY VOTING & ABSENTEE VOTING
PROBATE COURT-FILE, MAINTAIN, RECORD ALL DOCUMENTS PERTAINING
--WILLS, ADMINISTRATIONS, GUARDIANSHIPS, CONSERVATORSHIPS,
--ADOPTIONS (as of October 2015, scan all probate documents)
CIVIL COMMITMENTS – MENTAL, ALCOHOLIC, DRUG
PUBLISH ALL FINAL ACCOUNTINGS FOR PROBATE
RETIREMENT FOR ALL COUNTY EMPLOYEES-REPORTING, BALANCING,
RESEARCH FOR REFUND REQUESTS & SUBMISSION OF ALL ENROLLMENT
FORMS
FILE PAYROLL RECORDS FOR ALL WASHINGTON COUNTY EMPLOYEES
DBA & FICTITIOUS NAME FILINGS
ARTICLES OF INCORPORATION – FILE AND RECORD
RECORDING OF MINISTERS CREDENTIALS
RECORDING OF NURSES & DOCTORS LICENSE
RECORDING OF POWER OF ATTORNEYS
CANDIDATE FILINGS FOR ALL ELECTIONS
--POLITICAL PARTIES, MUNICIPAL, SCHOOL
FILINGS OF ALL CONTRIBUTION & FINANCIAL REPORTS
CHECK ALL PETITIONS FOR MUNICIPAL & SCHOOL CANDIDATES
FILING OF STATEMENT OF FINANCIAL INTEREST REPORTS
ELECTION CERTIFICATION TO EACH SCHOOL CANDIDATE WINNER
FILE ALL SCHOOL TRANSFERS OF CHILDREN FROM DISTRICT TO DISTRICT
PREPARE SCHOOL PACKETS FOR EACH DISTRICT PRIOR TO ELECTION
PREPARE CITY PACKETS FOR EACH CITY CLERK PRIOR TO ELECTION
ISSUE LIQUOR LICENSE
ISSUE BEER LICENSE
QUORUM COURT ORDINANCES & RESOLUTIONS – RECORD AND INDEX
QUORUM COURT MINUTES – FILE, RECORD AND INDEX
COUNTY COURT – FILE, RECORD, MAINTAIN ALL DOCUMENTS FOR:
--PRIVATE ROAD CASES, ANNEXATIONS, CONDEMNATIONS,
--E.Q. BOARD APPEALS, ETC.
EQUALIZATION BOARD – MINUTES, APPOINTMENTS, STATEMENTS OF ALL
--BOARD ACTIVITY.
RECORDING OF COUNTY CONTRACTS
RECORDING OF COUNTY INSURANCES
FILING OF ALL COUNTY BIDS
FILING OF COUNTY WARRANTS FOR ALL BILLS
COLLECT YEARLY MILLAGES FROM CITY & SCHOOL FOR QUORUM COURT
YEARLY INVENTORY OF OFFICE
FILE LOBBYIST REPORTS
FILE AND MAINTAIN ALL ELECTION COMMISSION MINUTES AND ORDERS

County Clerk

Voter Registration

2000 General Election (Presidential)

Eligible Voters – 85,725

Voted Early & Absentee – 7,622

2008 General Election (Presidential)

Eligible Voters – 100,268

Voted Early & Absentee – 25,077

2012 General Election (Presidential)

Eligible Voters – 107,207

Voted Early & Absentee – 27,328

2014 General Election

Eligible Voters – 115,741

Voted Early & Absentee – 19,537

Probate

2000 New Cases - 562

2009 New Cases - 711

2012 New Cases - 827

2014 New Cases - 899

Marriages

2000 Issued - 2330

2009 Issued - 2421

2012 Issued - 2037

2014 Issued - 2241

Articles/DBA

2000 - 651

2009 - 622

2012 - 622

2014 - 616

COUNTY JUDGE SERVICES PROVIDED

The chief executive officer for county government is the county judge. As chief executive, the county judge authorizes and approves the disbursement of all appropriated county funds, operates the system of county roads, administers ordinances enacted by the Quorum Court, has custody of county property, accepts grants from federal, state, public and private sources, hires county employees, except those persons employed by other elected officials of the county, and presides over the quorum court without a vote, but with the power of veto.

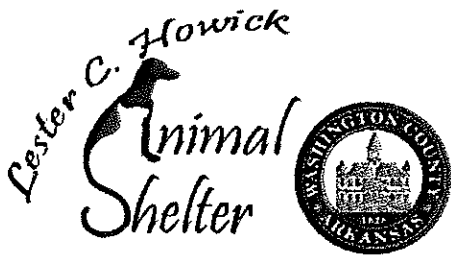
All powers not vested in the county judge as the chief executive officer of the county shall continue to be exercised and administered by the county court, over which the county judge shall preside. The county court, in fact, is the county judge sitting in a judicial role. (A.C.A. § 14-14-1102). The county court of each county has exclusive original jurisdiction in all matters relating to:

1. County Taxes: Including real and personal ad valorem taxes collected by county government. The county court's authority in this area includes jurisdiction over the assessment of property, equalization of assessments on appeal, tax levies, tax collections, and the disbursement of tax proceeds.
2. Paupers: The court's jurisdiction includes all county administrative actions affecting the conduct of human services programs serving indigent residents of the county where such services are financed in total or in part by county funds.
3. Jurisdiction in each other case that may be necessary to the internal improvement and local concerns of the respective counties including county financial activities and works of general public utility or advantage designed to promote intercommunication, trade, and commerce, transportation of persons and property, or the development of natural resources, which are not otherwise transferred to the county judges to be administered in an executive capacity.
4. The county court shall have all other jurisdiction now vested by law in the county court excepting with respect to those powers formerly vested in the county court under the provisions of Section 28 of Article 7 of the Constitution that were transferred to the county judge under the provisions of Section 3 of Amendment 55 to the Arkansas Constitution. (A.C.A. § 14-14-1105)

In addition to the duties of the county court, the county judge must also apply for all federal and state assistance moneys for which the county is eligible, and appoints the members to all administrative and advisory boards in the county.

County Judge Marilyn Edwards is responsible for the following departments in Washington County:

- Animal Shelter
- Archives
- Building & Grounds
- Comptroller/Purchasing
- County Attorney
- County Library System
- Department of Emergency Management/9-1-1
- Environmental Affairs
- Grants Administration
- Human Resources
- I.T. Department
- Juvenile Detention Center
- Planning
- Road Department
- Veterans' Affairs



801 West Clydesdale Fayetteville, AR. 72701

Provide a service to Washington County residents by taking in unwanted animals.

Provide transitional housing to the lost, abandoned, and abused animals of Washington County.

House and provide care for animals of Washington County in accordance with State and County laws.

Assist the Washington County Sheriff's Department with investigations of abuse and cruelty against animals. Housing abuse case animals until court ordered to otherwise process the animal.

Offer the service of low cost spay/neuter for residents of unincorporated areas of Washington County.

Assist the Humane Society of the Ozarks with the TNR program, helping to reduce the feral cat population of Washington County.

Perform educational training at local schools.

Provide micro-chipping to County citizens.

Washington County Archives

Established in 1997, the Washington County Archives' main function has been to assist all county offices manage their inactive records (records no longer needed on a daily basis). In so doing, the Archives receives all inactive records from various county departments on an annual or greater frequency, stores them in various locations of the Historic Washington County Courthouse and makes said information available to the general public and/or departmental officials. The State of Arkansas requires some records be permanently maintained and made available to the public. The Archives considers these records as archival information and, for the most part, stores it on the 2nd floor of the historical courthouse. The State of Arkansas also requires that other records be retained for only limited periods of time (1-10 years). The Archives considers this information non-archival and, for the most part, stores it on the 1st floor of the historical courthouse.

The Washington County Archives has evolved into a unique facility. Although all of the historical records have been copied onto preservation microfilm and electronic media, the collection of historical records have their own intrinsic value as artifacts documenting the history of county government. We are one of only a handful of counties in Arkansas that still has a solid run of its historic records. Showcasing them in the historic courthouse has offered residents and visitors alike a glimpse into our county government's own history.

Condensed List of Services Provided by Washington County Archives

1. Maintain (ensuring proper storage and use) inactive records for all county offices, including:
 - Court Records-(Civil, 1829-2007; Criminal, 1829-2007; Chancery, 1839-200; Probate 1865-1992)
 - Land Records, 1834-1998
 - Marriage Records, 1845-1963
 - Tax Records, 1868-2004
 - Prosecutor's Major Files, 1997-2012
 - County School Board Records, 1920-2000 (when closed) & School Transfer petitions, 2000-current
 - Treasurer's Records, 1869-2012
2. Assist in researching and copying archived records for county, state, and federal offices (including FBI NICS program), attorneys, title searchers, historic preservationists, and general public.
3. Store records until they are ready to be destroyed, and/or digitized and microfilmed.
4. Conduct tours of the Historic Washington County Courthouse and/or Archives.

Archives & Records Management Services Comparison (Completed Years)	2000	2009	2014	Notes
Budget	\$163,518	\$164,089	\$170,788	\$571 increase over 9 years; \$7,270 increase over 15 years
Requests (Letter & Fax)	483	547	421	requests have not slowed as much as anticipated with free online access
Documents (Pages/Images) scanned and copied onto preservation microfilm (@6600 rolls of film and 260 CDS with dups at AIM)	(@ 264,000 images)	(@ 390,000 images)	372,341 images	
Court Files Managed & Referenced for Circuit & County Clerk			Civil thru 2007; Criminal thru 2007; Chancery thru 2001; Probate thru @ 1992	
Boxes Stored in Basement Vaults of Historic Courthouse (Records from all offices stored in 1 cubic foot boxes)			2457	files from all offices
Boxes Stored at AIM (mostly older court case files State of Arkansas identifies as permanent retention)	903 thru 2000	1805 thru 2009	2197 thru 2014	(this is overflow storage of court files)
Archival Record Books Housed in Historic Court House vaults	4611 books	4611 books	4611 books	(most offices no longer creating books)
Indexing of Archived Records for FREE ONLINE ACCESS	0	(@ 350,000 entries)	0	<u>FREE ONLINE ACCESS to Archived Land Records 1834-1991 and Marriage Records, 1845-1941</u>

Since its beginnings in 1997, the Washington County Archives has been very careful stewards of the county's financial resources, living within its means as much as possible and putting off luxury services such as re-binding historic 19th century books to years in which we might have extra funds.

As you can see from our budget summary, our 2014 budget was only \$6,699 more than it was in 2009. The 2009 budget was only \$34 more than it was in 2000.

* AIM stands for Advanced Information Management, a professional records management service bureau in Springdale. They do records storage, retrieval, scanning, microfilming, and shredding for us.)

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Buildings & Grounds

The following buildings were purchased or built since the year 2000 requiring additional costs for utilities, maintenance, insurance, and janitorial services:

Building Name	Address	SQ FT	Year Built
Juvenile Detention	885 Clydesdale	23,574	1999-2000
Road, Planning, Env. Affairs	2615 Brink	30,456	1999-2000
County Library	1080 Clydesdale	2,000	2000
Maintenance Shop	2612 Brink	5,000	2001
Jail/Sheriff Complex	1155 Clydesdale	196,000	2003
Jail-Community Services	1155 Clydesdale	6,000	2003
Jail-Work Release	1155 Clydesdale	11,028	2003
Hazardous Waste Bldg. (Env. Affairs)	2721 Brink	4,200	2006
Judicial Annex	123 N. College	20,000	2006
Jail-Firing Range	2765 Brink	7,000	2007
Road-Sign Shop	2695 Brink	720	2009
S. Campus Annex (Vet. Affairs/Elections)	2682 Brink	6,000	2009
Parking Deck	280 N. College		2009-2010
Jail-Tactical Training	2765 Brink	7,200	2010
Search & Rescue Shop/Training	2574 Brink	2,880	2010
Coroner	2769 Brink	2,200	2010-2011
Animal Shelter	801 Clydesdale	9,000	2012

*Addition 2012

-277-

*All County Buildings included	UTILITIES	INSURANCE
2000	\$332,115.05	\$59,740.00
2009	\$753,243.80	\$184,559.00
2014	\$949,623.49	\$172,688.96

Washington County Utility Comparison by Year

Building Name	2014	2013	2012	2011	2010	2009	2008	2007
Animal Shelter <i>801 W. Clydesdale</i>	\$32,997.61	\$35,011.87	\$9,344.73	N/A	N/A	N/A	N/A	N/A
Armory Building <i>10 S. College</i>	\$358.28	\$471.24	\$1,272.72	\$2,025.12	\$1,774.50	\$3,235.64	\$5,517.39	\$4,604.02
Brentwood Rest Area <i>Brentwood, AR</i>	\$2,629.57	\$2,413.48	\$2,256.23	\$2,835.51	\$2,590.83	\$2,597.02	\$2,680.31	N/A
Cooperative Extension <i>2536 N. McConnell</i>	\$12,766.19	\$11,895.45	\$12,613.93	\$12,130.05	\$13,447.01	\$12,816.55	\$13,516.95	\$12,604.54
Coroner <i>2769 S. Brink</i>	\$6,379.73	\$5,081.14	\$4,496.25	\$4,151.54	\$917.58	N/A	N/A	N/A
County Library <i>1080 Clydesdale</i>	\$3,171.53	\$3,392.84	\$3,551.40	\$3,137.32	\$4,022.80	\$4,297.84	\$4,285.42	\$4,178.52
Drug Court/Archives <i>208 N. College</i>	N/A	N/A	N/A	\$350.35	\$4,284.60	\$4,642.40	\$6,652.96	\$6,521.57
Environmental Affairs <i>(Hazardous Waste Bldg.)</i>	\$907.91	\$869.74	\$999.04	\$775.11	\$716.76	\$563.51	\$644.07	\$548.84
Emergency Operations <i>105 N. Mill</i>	\$16,851.38	\$17,863.32	\$17,152.73	\$15,630.04	\$15,364.92	\$12,057.48	\$11,874.26	\$13,367.98
Firing Range <i>2765 S. Brink</i>	\$297.71	\$298.84	\$362.00	\$523.54	\$548.34	\$574.58	\$458.60	N/A
Health Department <i>3270 Wimberly Dr.</i>	\$56,356.61	\$51,303.81	\$50,578.48	\$44,552.81	\$46,352.86	\$48,694.85	\$47,568.98	\$41,688.89
Historic Courthouse <i>4 S. College</i>	\$44,792.76	\$40,998.15	\$35,761.81	\$35,047.75	\$28,315.79	\$24,628.01	\$42,193.70	\$34,690.54
Jail/Sheriff <i>1155 Clydesdale</i>	\$453,211.86	\$454,959.28	\$424,440.09	\$415,374.58	\$440,323.81	\$392,744.17	\$455,737.15	\$413,365.61
Juvenile Justice <i>885 Clydesdale</i>	\$49,119.63	\$48,917.63	\$45,875.99	\$41,656.89	\$42,680.34	\$40,947.22	\$45,925.41	\$41,277.83
Judicial Annex <i>123 N. College</i>	\$40,232.91	\$42,576.97	\$41,261.16	\$33,028.83	\$34,986.88	\$29,241.45	\$8,381.58	\$2,517.14
Maintenance Shop <i>2612 S. Brink</i>	\$5,354.02	\$5,439.83	\$4,462.05	\$4,924.13	\$4,792.44	\$2,537.32	N/A	N/A
New Courthouse <i>280 N. College</i>	\$129,588.94	\$134,403.62	\$111,511.67	\$107,182.82	\$106,505.05	\$104,641.00	\$113,549.47	\$94,167.87
Road Department <i>2615 S. Brink Drive</i>	\$73,294.24	\$64,204.17	\$60,720.94	\$64,465.94	\$60,065.82	\$63,755.60	\$69,640.46	\$61,183.87

Search & Rescue Bldg	\$1,722.97	\$1,866.28	\$1,445.84	\$1,515.53	\$839.01	N/A	N/A	N/A
<i>2574 S. Brink</i>								
S. Campus Annex	\$6,605.59	\$6,481.09	\$6,114.15	\$5,667.69	\$6,138.59	\$3,896.11	\$1.00	N/A
<i>2682 S. Brink</i>								
Tactical Training Facility	\$10,873.51	\$9,727.28	\$9,511.85	\$10,532.04	\$1,896.35	N/A	N/A	N/A
<i>2771 S. Brink</i>								
Elm Springs Tower	\$285.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hazel Valley Tower	\$963.41	\$978.51	\$958.29	\$983.43	\$1,033.34	\$773.08	\$912.31	\$507.70
Jackson Hwy Tower	\$862.13	\$807.80	\$779.23	\$770.50	\$741.81	\$546.40	\$497.02	\$1,283.84
Sheriff Comm. Tower	N/A	N/A	N/A	N/A	N/A	\$53.57	\$421.79	\$407.86
	\$949,623.49	\$939,962.34	\$845,470.58	\$807,261.52	\$818,339.43	\$753,243.80	\$830,458.83	\$732,916.62

Washington County Janitorial Duties

Building Security / Emergency

Unlock / lock buildings on routine and special request needs
Ensure that all appropriate doors are locked before leaving for the night
Watch for and report suspicious persons in area
Provide information and answer questions from visitors
Turn off occupants heaters, coffee pots, etc that have been left on

Turn out any lights that have been left on
Notify occupants per request when critical equipment such as vaccine storage refrigerators malfunction
Respond to clean up any floods or other spills, and problems including blood and other bodily fluid spills using proper procedures

Supplies

Ensure that janitorial closets are restocked and clean
Inventory and order supplies as needed
Read and follow warnings and use directions on labels
Clean and maintain equipment as needed
Deliver supplies to other buildings from central warehouse

Maintenance reporting

Look out for and report any problems with
Plumbing
Electrical
Lighting
Leaks
Structural
Lock
And other problems that may arise

Recycling

Capture paper, plastic bottles, and cans in separate containers
Collect and break down boxes
Take all recycled materials to collection trailer
Maintain records
Return empty bags to collection sites

Carpets

Vacuum
Remove embedded staples and paper clips
Spot clean
Bonnet
Extract

Hard surface floors

Dust mop
Clean corners and edges
Clean baseboards
Wet mop
Burnish weekly
Scrub and recoat quarterly
Strip and refinish yearly

Restroom

Clean and disinfect all restroom fixtures including
Urinals, toilets, sinks, counters, mirrors, walls and floors
Clean light fixtures and air vents
Restock all supplies including paper products, soap and air fresheners, and urinal screens
Pour disinfectant solution down floor drains periodically to control sewer gas

Rooms, Office and other Public areas

Collect trash
Replace liners as needed
Dust open flat surfaces
Clean blinds periodically
Clean walls, mirrors, air vents, light fixtures, glass and floors
Polish furniture as appropriate
Clean sinks and counters and restock supplies in kitchen/ break areas

Other duties

Clean and disinfect water fountains
Clean inside and outside of trash containers as needed
Clean entrance doors daily
Clean, wipe down, disinfectant, and vacuum all chairs and other furniture as needed.
Clean other areas in event of employee absences
Schedule, plan, and perform non-routing tasks as needed
Help other employees with labor-intensive non-routine tasks
Safely operate county vehicles
Vacuum and wash entrance mats
Clean outside of buildings. Power wash as needed
Clean ashtrays

Power wash buffing pads and carpet bonnets
Laundry cleaning rags
Wipe down with disinfectant all contact points including knobs, handles, levers, etc.
Sweep, mop, vacuum and clean all stairwells and railings
Clean walls and floors of elevator as well as tracks
Determine if items left in hallway etc. are trash before disposing of.
Escort pesticide control personnel through building on a routine basis
Meet and escort any other emergency after hour's response personnel such as elevator repair technician

Washington County Maintenance Duties

Plumbing

Install new plumbing systems as needed
Replace sinks, faucets, urinals, toilets as needed
Plumbing repairs: wax rings, tank part replacements, toilet seats, unclog and clean out drains/toilets/sewer lines, pipes, sewer flange gaskets, flush meters, etc...
Oil hot water recirculation pumps
Boiler repair and maintenance as needed

Electrical

Change lamps
Rewire fixtures and photo cells, replace receptacles and switches as needed
Run circuits for offices and some new construction
Install or replace items such as garbage disposals, dishwashers, hot water heaters, lighting-indoor & out, exhaust fans, etc...
Reset and replace breakers—find cause of problem and implement plan to avoid future problems with breakers tripping
Repair small appliances such as vacuums, buffers, carpet cleaners, ice machines, damaged cords, plugs, switches, fuses, etc...
Pull network wire, phone, and cable lines for repair or moving

Heating & Air

Change filters on heat & air systems
Periodically--unplug, clean out condensation drain lines, replace blower motors, replace start capacitors, clean and oil motors, and adjust air dampers
Navigate heat & air management control programs by computer to adjust temperature and air flow
Maintain cooling towers at the New Courthouse and Health department by cleaning the coils, oiling, and adding chemicals for water treatment

Yard Maintenance

Mow lawns
Trim trees and hedges
Pick up trash
Rake leaves

Landscaping—mulching, planting flowers and shrubs
Maintain lawn sprinkler systems by repairing lines and sprinkler heads and winterizing
Deice and clean walkways and parking lot areas when necessary

General Maintenance

Unlock Historic Courthouse every morning
Check boilers in all buildings for proper functioning
Repair bathroom dividers and fixtures
Supervise work release inmates for various maintenance projects
Painting
Hang Christmas lights on New Courthouse and lawn
Clean up spills, flooded bathrooms, and other debris on floors
Haul off recycle trailers to dispose of cardboard and paper
Deliver general office supplies to departments
Receive, stock in storage, and deliver cases of copy paper to various departments
Raise, lower, and replace flags at several County locations
Assemble, move, repair furniture
Hang racks, shelving, towel dispensers, pictures, TV's, bulletin boards, signs, dry erase boards, etc...
Stock bathroom supplies during the day if they run out
Arrange chairs, tables, and other furnishings for many various meetings, conferences, and events

Perform monthly fire service tests on several elevators
Take boiler, electrical, fire alarm/sprinkler inspectors around to County buildings
Repair doors and locks—have keys made
Replace ceiling tile as needed
Work with contractors to give them information and assist them with repairs
Stripe parking lots
Block off parking for contractors and events such as the blood drives
Install base boards, chair rail, cove base
Haul off computer equipment, old fixtures, etc... to Environmental Affairs dept.
Check for leaks to see if they can be repaired in house or if an outside contractor needs to be called
Build shelves, cabinets, drawer & cabinet organizers, etc...

WASHINGTON COUNTY
Job Description

JOB TITLE: Buildings Maintenance Director

Exempt (Y/N): Yes

DEPARTMENT: Buildings & Grounds

DATE PREPARED: September 2011

SUPERVISOR: Chief of Staff

SUMMARY:

The Buildings Maintenance Supervisor under the general supervision of the Chief of Staff of the County Judge is responsible for the direction and supervision of building maintenance and oversees custodial tasks of all county buildings and grounds. This includes, but is not limited to, the current and Historic county courthouses and the Court Annex Building, Adult Detention Center, Health Department facility, Cooperative Extension Office, all buildings on the South Campus to include the Sheriff's Department/Jail facilities, Juvenile Court/Detention Center, Operations/Road Department, SAR Training facility, Election Commission/Veterans' Affairs Building, Maintenance Building, and County Library Central office. The incumbent assists and provides recommendations for the best method of maintaining, repairing, or replacing mechanical and necessary elements of the County's buildings. Provide assistance in developing and writing specifications for building and equipment. The incumbent must select the best qualified service companies for repair and maintenance and ensure that service contracts for building maintenance and equipment repair are carried out and performed adequately and efficiently. The incumbent participates in event planning and requires independent judgment, and various degrees of specialization. Oral and written instructions are both received by supervisor and given to subordinates.

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

1. Direct and supervise general carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of County buildings and equipment to include heating and air-conditioning systems.
2. Oversee all County building construction projects, working closely with architects and contractors to protect County interests.
3. Compose and release periodic press releases and answer requests for information and County building projects from the media.
4. Supervise custodial and maintenance workers by assigning work and monitoring performance of duties.
5. Provide technical support to maintenance workers in the repair and maintenance of County buildings, heating and air-conditioning units, electrical and plumbing systems and grounds.
6. Prepare specifications for additional or replacement air-conditioning and heating units, plumbing and electrical systems, repairs to buildings, and small construction projects.
7. Purchase supplies and equipment needed to perform duties adhering to County purchasing policy and procedures. Monitor and keep a balanced budget.

8. Determine needs and purchase material, parts, and equipment for proper installation and completion of repairs.
9. Work with contractors to assure that requirements of maintenance agreements are met appropriately.
10. Schedule and monitor routine and preventative maintenance of air-conditioning and heating systems.
11. Detect and correct hazardous and/or unsightly conditions in all areas of County building and grounds.
12. In cooperation with elected officials and department heads, schedule and direct relocation of County offices, records, equipment and furniture.
13. Meet with elected officials, as needed.
14. Prepare and maintain department budget.
15. Assure that County buildings are opened during business hours and otherwise secured.
16. Provide maintenance support for all emergency situations associated with County buildings and/or grounds 24 hours a day/seven (7) days a week.
17. Work closely with County management, and architects in developing adequate and efficient work areas.
18. Conduct liaison activities in a professional manner and ensure maximum cooperation between and among the County, public and other agencies.
19. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policies and procedures.
20. Provide technical support to maintenance workers in the following specialized equipment in the adult and juvenile detention centers; security systems, locks, kitchen equipment, boilers and laundry equipment.
21. Prepare specifications for additional or replacement specialized equipment in the adult and juvenile detention centers; security systems, locks, kitchen equipment, boilers and laundry equipment.

SUPERVISION REQUIRMENTS:

Directly supervises 2 supervisors that supervise sixteen (16) employees within the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

\QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

High School diploma or GED; and a minimum of ten (10) years experience in building trades. Considerable knowledge and experience in the standard practice of building construction, maintenance, electrical, plumbing, air conditioning and other trades pertaining to buildings and structures is required. In addition, seven (7) years of management and/or project management experience is required.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility:	\$8,000,000
Buildings:	\$38,856,612
Land:	\$1,670,128
Equipment:	\$249,931
TOTAL	\$48,776,671

OTHER SKILLS and ABILITIES:

The incumbent must have ability to read blue prints and have knowledge associated with understanding operation of complex mechanical equipment and construction details. Must be able to analyze problems and determine best method for resolution. Should possess excellent communication and interpersonal skills. The incumbent should also possess computer skills, and have working knowledge of general office machines such as calculator, copier, FAX, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands to finger, handle, or feel objects/controls. The employee must occasionally stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl, reach with hands and arms, and taste or smell.

The employee must occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee occasionally works in high, precarious places, near moving mechanical parts, subjected to fumes or airborne particles, and at risk of electrical shock. The noise level in the work environment is usually moderate to loud.

WASHINGTON COUNTY
Job Description

JOB TITLE: Building and Grounds Accounting Administrator

Exempt (Y/N): No

DEPARTMENT: Buildings & Grounds

DATE PREPARED: October, 2013

SUPERVISOR: Buildings Maintenance Director

SUMMARY

Fixed Assets: The incumbent will be responsible for entering, tagging, processing, and balancing on a monthly basis of fixed assets for all departments within the County. The incumbent will maintain records of all trade-ins, transfers of assets in or out of departments, and all surplus items will be maintained until further needed or disposed of as necessary. The incumbent will be required to provide year-end reports and work closely with the Auditors regarding all fixed assets as needed.

Accounting: Under the direction of the Buildings Maintenance Director, the incumbent is responsible for performing administrative functions of the Buildings & Grounds Department. This position requires an individual that is organized, accurate with numbers, and is able to meet deadlines in a timely manner. The incumbent must ensure that all invoices pertaining to the Buildings & Grounds are properly coded, documented, signed, and that necessary funds are available before entering them into the Accounts Payable system. The incumbent is also responsible with the processing of payroll time sheets for the Buildings & Grounds department and all associated paperwork. Must be able to create and maintain spreadsheets for various billing such as utilities on 16+ buildings and large multi-department phone billing. Provide reports on projects, utilities, and other Building & Grounds related items to the Quorum Court and other interested parties.

The incumbent works with the Comptroller and Purchasing department as needed to keep daily workload on schedule. The incumbent must be able to work well with elected officials, department heads, co-workers, vendors, and the public to assure smooth operations of the Buildings & Grounds operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. Other duties may be assigned.

1. Open new accounts with vendors by providing County credit information, tax ID information and forms, and all other application process forms necessary.
2. Purchase and maintain office supplies for all Buildings & Grounds offices.
3. Assist with 1099 form preparation for year end processing including vendor 1099 tax information verification; balancing of 3 separate reports/data gathering-2012 total was \$678, 205.84 and amounts will vary yearly based on expenditures.
4. Assist with W-2 preparation for year end as needed to include balancing, printing, and mailing; approximately \$20,000,000.00+/-.

5. Maintain all utility records for 30+ buildings/locations, provide reports on utilities as needed, monitor accounts for large fluctuations in usage for possible leaks or other issues.
6. Assist and/or train current and new employees on Accounts Payable procedures.
7. Process invoices (average of \$150,000.00 +/- twice per week) for all County departments as needed; coding verification, obtaining appropriate signatures, invoice entry, processing warrants, sending files to Treasurer for check processing.
8. Assist and/or train current and new employees on Purchase Order and P- Card entry processing procedures/rules including all necessary forms/rules regarding travel for County Employees.
9. Responsible for creating, developing, and modifying accounting software reports; some basic programming involved.
10. Assist Comptroller's office with payroll timecard entry and processing of payroll on an as needed basis; approx. \$550,000.00+/- bi-weekly.
11. Attend County meetings as necessary in the absence of the Buildings & Maintenance Director.
12. Make reservations and travel arrangements for all Buildings & Grounds employees for training/education purposes. Research training/education opportunities as needed.
13. Assist the Buildings & Grounds Supervisor in handling calls and routing maintenance needs to the Buildings & Grounds personnel.
14. Work with elected officials and department heads to assist them in their maintenance needs.
15. Correspond with vendors or sub contractors to handle maintenance needs.
16. Open and process mail sending appropriate correspondence when needed.
17. Answer phones and take accurate messages in a polite manner. Route calls to appropriate person or department as necessary.
18. Set up new vendors using Accounting software including current billing address, phone, vendor type, and tax ID number.
19. Mail out W-9 forms and instructions to any new vendors and update tax ID information in the accounting software as needed.

20. Organize and maintain files for the Buildings & Grounds department concerning projects, contracts, maintenance schedules, and other records as needed.
21. Assist the Buildings & Grounds personnel in purchasing products or services, adhering to all purchasing laws and policies.
22. Maintain inventory on County building keys and key card signatures signed by employees acknowledging that they must return all keys to the Buildings & Grounds department before receiving their final paycheck.
23. Maintain spreadsheet summaries for all building projects to summarize payments made, remaining contract balance available, and current new construction value for inventory purposes.
24. Process invoices for payment on charges related to the Buildings & Grounds department verifying price and receipt of product or service. A voucher will be prepared to include each invoice, its corresponding purchase order, price, general ledger code(s), and all proper documentation verified with a signature of authorized payment.
25. Process P-Card vouchers for all Buildings & Grounds personnel who have procurement cards. Verify each purchase. List each purchase on the log, including date, vendor, short description, general ledger code and price. Verify all purchases with the monthly statement and forward to Comptroller's office for payment.
26. Process land line (approx 20pgs), long distance (approx 500 pgs), and cell phone (approx 1,500 pgs) bills by department. Consists of entering information into spreadsheets by department, sending relative parts to each department head for signature, and writing up vouchers for each fund for payment.
27. Process Mailco bill—consisting of applying daily delivery fees for necessary departments, recalculating bill to reflect daily delivery fees added to relative departments, send out relative parts of bill to each Department Head/Elected Official for payment approval, prepare vouchers for payment.
28. Request purchase orders as needed for items pertaining to the Buildings & Grounds department.
29. On an as needed basis, issue purchase orders to authorized department personnel in accordance with the County budget policies and State laws.
30. On an as needed basis, post, mail, e-mail, or fax copies of purchase orders as required to the Comptroller, Department Heads, and Elected Officials using the County's specialized Accounting system.
31. Enter or edit time records as needed into Time Clock Plus for all Buildings & Grounds personnel, verify accuracy of time records, print records for signature, print a payroll summary, and prepare payroll worksheets for the Payroll Administrator.

32. Review Statement of Operations and other budget information on a monthly basis. Request line item transfers as needed.
33. Review yearend and new year budget information with the Buildings & Grounds Supervisor for any adjustments needed. Make adjustment requests to the Comptroller by the due date for budget modifications.
34. Work closely with the Buildings & Grounds Supervisor and the Quorum Court Secretary on purchasing issues that may arise throughout the year concerning capital item purchases and appropriations.
35. Entering of capitalized inventory items by verification of invoices paid into the fixed assets database for all departments and preparing/attaching inventory tags to the items.
36. Work closely with department heads on individual inventory control by sending out yearly inventory reports for review. Make all changes and deletions as needed according to policy.
37. Balance monthly fixed asset database entries by fund and department with capital expenditure reports.
38. Work closely with auditors regarding inventory procedures and policies
39. Print and maintain yearend inventory reports for yearly audit.
40. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public, and other agencies.
41. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policy and procedures.

EDUCATION AND EXPERIENCE

Minimum of high school diploma or general education degree (GED); two years of college plus two years experience or five years previous experience in accounting/bookkeeping. Two years management experience required. Also, successful completion of accounting courses is necessary to perform this position's functions. Preferably government accounting.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic Algebra and Geometry.

REASONING ABILITY



WASHINGTON COUNTY, ARKANSAS
Information Technology Department

September 8, 2015

To: Washington County Quorum Court.

Subject: What IT Provides to Washington County Offices/Departments

Washington County Information Technology Department provides support and services to thirty-six (36) offices throughout the County in over seven (7) locations. Currently the team has two functional areas: Help Desk and Programing. The Help Desk is expected to finish the year out with over 3000 ticket/requests for support.

Below is a listing of what the IT department is responsible for:

- ☉ County Website both internal and external
 - Maintenance security and updates for the website
- ☉ Security
 - All Building Access
 - All Camera Systems
 - Physical Security to all Data Centers
 - Cybersecurity for Washington County Networks
- ☉ Wireless
 - Provide wireless access to citizens, businesses, and county offices
- ☉ Servers
 - Maintain, update, and support all County Servers to include:
 - Total of over 80 Servers in two different locations
 - Email, Database, Domain Controllers, File Servers, Security Devices

- Computers
 - Support, update and maintain over 700 computers
 - Provide security updates and patches monthly on all computers
 - Upgrade applications to newer versions and patch as needed

- Phone Systems
 - VOIP (Voice over IP) phone system
 - Maintain, support and updates
 - Change add, moves and setups for employees
 - All departments are now on the new VOIP system

 - Mobile Cellular phones
 - Setup and configure for county use
 - Control security settings

- Printers
 - Support and maintain over 120 printers (network)
 - Support and maintain over 60 printers (non-network)
 - Provide maintenance kits for all printers, trouble shooting and service

- Network
 - Provide connection for all county offices to the Internet (external) and internal to all offices
 - Service for over 50 switches, patching, and installing security updates
 - Support seven firewalls patching and maintaining security updates
 - Provide Internet (web) security to all offices
 - Provide email security (spam, phishing)
 - Connectivity to all county locations

- Applications
 - Creation of county applications
 - Road Department Concern App
 - Environmental Affairs App
 - Coroner App
 - Treasurer App
 - Assessor Remote App
 - Support, maintain and upgrade for over 500 applications used within Washington County

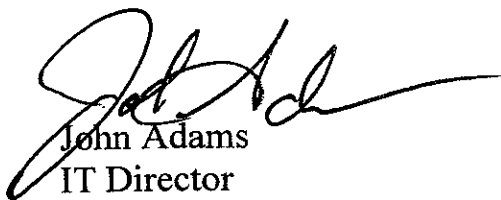
☉ Backup/Disaster Recovery

- Manage county computer disaster recovery plan (COOP)
- Provide backup and storage solution for all county documents

All offices are support by the IT Department to ensure that our customers, the citizens of Washington County, have quality services in conducting their business with the County. All offices have an impact on the IT Department when they increase the services offered, when their access methods change (remote access), or when their staff changes to accommodate the growing numbers of citizens in the County. Since the Year 2010, Washington County's population has grown by over 20%. This increase requires the offices and departments to adjust to this ever growing need to support future growth.

I would like to encourage all of you to visit our office and staff during the budget process to get a bird's eye view of what we face each and every day in keeping Washington County Offices functioning.

I am proud of our Department and it's accomplishments we have made together over the years. The future is ever changing with technology, cybersecurity, social networking and how we use computers. These will be the challenges that IT will face every year. What works today may change tomorrow!



John Adams

IT Director

Washington County

CCNA Security, Security +

CISSO, MCT, MCSE

COUNTY ATTORNEY SERVICES PROVIDED

The Washington County Attorney is responsible for handling legal affairs of the County; issuing legal opinions and advice to county departments; assisting in solving county legal or quasi-legal problems/issues such as personnel and FOIA issues; drafting and reviewing county ordinances, contracts and other documentation as needed; representing the county in litigation as plaintiff or defendant as required; and handling complex issues involving research and analysis of the law and particular facts. The County Attorney attends all Regular, Special and Committee meetings of the Quorum Court and acts as the Parliamentarian at those meetings. The County Attorney's office is available to assist residents, but cannot provide legal advice, prepare or review documents, or represent citizens in private legal matters.

Services provided by Washington County Library System Central Site:

Online access to library catalog where patrons can request materials and renew items they have checked out. They can also access the Arkansas State Library Traveler Portal and access numerous electronic databases free of charge. Patrons also have free access to downloadable books, audiobooks, videos, music, and magazines.

Children's activities and programs for preschool through high school age patrons at libraries in the smaller communities. Springdale provides children's programming for their patrons.

Patrons can borrow materials not available from Washington County Library System at no charge from other libraries across the United States through the Interlibrary Loan service.

Patrons can borrow materials from other libraries in the system and have the materials sent to their home library for pickup.

Daily courier service between libraries so patrons can return or pick up materials where it is most convenient for them.

Processing of materials for member libraries so that they receive new materials "shelf ready".

Provide staff and materials to branches in the cities of Greenland and Winslow.

Member libraries receive funding from Washington County Library System and with that provide:

Free access to public computers and reference materials including electronic databases.

Children's activities and programs for preschool through high school age patrons at libraries in the smaller communities. Springdale provides children's programming for their patrons.

Adult programming including digital device and computer classes, lectures, book clubs, etc.

Free loan of books, compact discs, videos, DVDs, mp3 players and other electronic devices, magazines, fishing poles, and downloadable materials to persons living, working or owning property in Washington County.

Washington County Library System Library Budget and Usage Summary 2010-2015

A dedicated one mill levy was established for the Washington County Library System in the November 1948 general election. The majority of the money collected by the library millage is distributed by the Washington County Library Board to its member libraries and branches using an established formula. Even though property values were down after the 2010 county-wide reappraisal, we were able to keep from decreasing the amount of money given to the libraries by major and minor cost-cutting efforts at the Central Site. In late 2012 we switched to a new automation system which saves an estimated \$30,000 per year in vendor system maintenance costs. In October of 2012, the Assistant Director resigned and the position has not been refilled, allowing additional funds to be distributed to the member libraries. Additional money-saving changes were made by buying generic labels, switching from a dumpster to a residential size trash can, and having LED lighting installed by Buildings and Grounds (as a test project in 2009).

Year	Payment to Libraries	Items checked out	New cardholders	Digital items checked out
2011	\$ 1,601,402	1,122,787	7,829	N/A
2012	\$ 1,633,237	1,069,260	7,308	21,987
2013	\$ 1,665,100	1,028,016	6,255	28,683
2014	\$ 1,665,280	1,035,67	7,702	40,877
July 31, 2015	\$ 1,687,307	607,639	3,920	28,502

While maintaining the funding distribution to the libraries and reducing Central Site expenditures where possible, we replaced one of the courier vans and added two new digital services for library patrons. We entered in a joint agreement with the Springdale Public Library to provide digital magazines to the public and also joined the Arkansas Library2Go consortium where patrons can borrow downloadable ebook and audiobooks.

After the last legislative session in March 2015, State Aid to Public Libraries was cut by 20%. Budgeted costs at the Central Site have been reduced and the amount of money budgeted for digital materials has been reduced to help offset the unexpected revenue cut. The current property reappraisal and subsequent increased millage funding will enable us to compensate for the reduction of State Aid revenue in 2016. If the number of items checked out are consistent for the remainder of 2015, it is possible it will be the highest number of checkouts we have had in some time. While traditional library use measurements (checkouts) may be decreasing, the libraries report increased usage overall. This is a nationwide trend as new technologies and services compete with library services. There are some patrons who come to the library to get a card so they can use the downloadable materials and never set foot in the door again, but they are still using library services.

Washington County Department of Emergency Management/911 Operations
Revised 09/02/2015
Services Provided

Department of Emergency Management

The Washington County Department of Emergency Management (WCDEM) is responsible for the County's overall response to major emergencies or disasters both natural and manmade. The WCDEM also coordinates the activation of the county's Emergency Operations Center (EOC). The EOC is the location where DEM staffs, city and county officials, fire, police, community leaders and others coordinate emergency operations, resources, direction and control, and emergency management. This office is responsible for the Washington County Emergency Operation's Plan, which is updated at least annually.

The WCDEM provides public education, planning and training for community partners in order to mitigate, prepare, respond, and recover from disasters.

The WCDEM provides oversight and/ or administrative support for the following:

Washington County Search and Rescue Team/CERT

Washington County's Tactical Rescue Team

19 Rural Fire Departments

Arkansas Task Force 1

USAR Team

Storm Shelter Program

Medical Reserve Corp

Storm Ready Community

Local Emergency Planning Committee

Washington County's Amateur Radio Emergency Service

Washington County's Radio Communication System (Passport, Fire paging, AWIN, Interoperability, and Ham)

Homeland Security Grant Program (the funding from Homeland Security is used to support many of the above programs as well as other emergency preparedness needs in the county)

911 Operations

Surcharges collected on cell phones and landline phones in the county are used to run this program. Washington County 911 Office supports the five (5) Public Safety Answering Points (PSAP'S). 911 calls made in our county are answered at one of these PSAP'S.

The 911 Department also performs the following:

Maintain the 911 emergency telephone infrastructure and voice recording equipment for the 911 systems at all PSAP'S in Washington County

Assigns new addresses in the county and verifies existing addresses for utilities/lenders

Produces custom maps for emergency responders

Produces Specialty maps for other county offices (Sheriff, County Clerk, Election Commission, Fire Marshal)

Map new streets in the county

Provide regular map updates to 911 Dispatch Centers both digital and paper maps

Maintain existing 911 data layers (Fire Hydrants, Fire Districts, Mutual Aid, Ambulance Service, Storm Shelters, and AED locations)

Create new map layers to ensure the best possible emergency response

Maintain the Master Street Address Guide used by utilities

Approve 911 Tape Requests

Notify Telephone companies of incorrect ANI/ALI data and 911 call screen discrepancies

Mass Flu Clinics Partnership

Automatic Aid with Fayetteville and the following volunteer departments:

Wheeler

Wedington

Farmington

West Fork

Round Mountain

Goshen

Hazardous Material Tier 11 Reporting

Manage countywide ID and accountability system for all county Emergency Services

Washington County Environmental Affairs and Recycling Services and Programs

This information is an overview of the services, projects, and programs conducted by the Environmental Affairs and Recycling Department. We have five full-time employees. We also house, train, and supervise an additional educator through a Memorandum of Understanding with the Boston Mountain Solid Waste District

Recycling

Rural Recycling

- Provide twice monthly mobile recycling at Lincoln and Elkins
- Assist the West Fork Renewable Resource Center
 - Provide technical assistance through participation in the advisory committee
 - Create and update brochures and educational materials
 - Furnish recycling equipment
- Transport recyclable materials from Devil's Den State Park

Internal County Recycling

- Recycling provided in 12 county buildings
- Currently analyzing and improving recycling in all county buildings

Schools and Community Groups

- Provide technical recycling and waste reduction assistance to the rural school districts, non-profits, and community groups upon request
- Assist with researching and writing grants for recycling and composting bins
- Furnish recycling collection equipment for community events
- Conduct waste audits

Environmental Enforcement

- Enforcement of county ordinances
 - Junkyard and Automobile Graveyard Ordinance
 - Burned Structure Ordinance
 - Unsightly/Unsanitary Ordinance
 - Septic System Inspection Ordinance
- Enforcement of state solid waste regulations
 - Our enforcement officer is a State of Arkansas-commissioned Illegal Dumps Control Officer with the ability to write citations
- Cleanup and disposal of roadside dumps

Special Waste Collection

- Manage a Household Hazardous Waste and Special Waste Collection Facility which is open to residents and businesses.

- Maintain a Reuse Program for certain types of household hazardous waste that are in good condition. These items are made available to residents for free.
- Provide shredding of sensitive documents – quantity per customer is limited

Household Hazardous Waste collected from residents only

- Lawn and garden chemicals
- Cleaning solvents
- Used medical sharps
- Used cooking oil
- Swimming pool chemicals
- Mercury containing items – thermometers, thermostats
- Paints and stains – latex and oil-based paints, stains, and varnishes
- Batteries – rechargeable, lead-acid, all sizes of alkaline
- Pressurized containers such as propane and helium tanks and aerosol cans
- Automotive fluids – motor oil, antifreeze, brake fluid, etc.

Materials collected from residents and businesses

- Scrap metal and metal appliances
- Used fluorescent bulbs
- All types of electronic waste
- Tires
- Ink and toner cartridges

Education

- Provide environmental education to all ages of the county. Outreach efforts focus on solid waste and resource conservation.

Topics

- Recycling
- Trash and landfills
- Reuse and reuse art
- Composting/worm composting
- Household hazardous waste
- Natural resources and conservation

Avenues of education

- Classroom presentations
- Community events
- Electronic newsletters
- Website and brochure development
- Teacher professional development
- Tours of solid waste facilities

- Contract with the Illinois River Watershed Partnership and the Beaver Watershed Alliance to provide water quality education to the county.

Medical Sharps Disposal Program

- Through participating pharmacies and the Washington County Health Unit, quart-sized sharps disposal containers are provided for free to people who self-administer home injections.
- We are working on an outreach effort to educate the public about free containers from their home which they can utilize for collecting used medical sharps

Stormwater Management

- Administer the Municipal Separate Storm Sewer System program for the urbanized, unincorporated areas of the county
- Six minimum control measures must be met in order to be in compliance
 - Public Education and Outreach*
 - Public Participation and Involvement*
 - Illicit Discharge Detection and Elimination
 - Construction Site Runoff Control
 - Post Construction Site Runoff Control
 - Pollution Prevention and Good Housekeeping

* These two control measures are accomplished through a contract with the University of Arkansas Cooperative Extension Service
- Write stormwater pollution prevention plans and conduct inspections of County projects
 - Road paving and widening projects
 - Road Department dirt pits
 - Household Hazardous Waste collection facility
- In conjunction with the Planning Department, manage a rain garden to the south of the HHW Collection Facility. This garden is sited as a model of stormwater management and used in presentations and tours by our office and other groups.

Special Events

- Organize and fund the Spring and Fall County Cleanups
- Provide a free Electronic Waste Event
- Assist with county road cleanups
- Assist with planning, participation, and funding of various annual community cleanup events
 - Lee Creek
 - West Fork of the White River
 - Lake Fayetteville
 - East Fork of the White River
 - Middle Fork of the White River
 - Other events upon request
- Assist with debris management after natural disasters

Regional Programs, Boards, and Committees

- Participate in the Northwest Arkansas MS4 Stormwater Group
- Represent Washington County in the Intergovernmental Working Group for Water and Wastewater Issues
- Serve on the Arkansas Environmental Education Association Board of Directors
- Participate in the West Fork Renewable Resource Advisory Committee
- Participate in the Illinois River Watershed Partnership Education Committee

Grants

Grants fund a considerable portion of our recycling equipment and education supply purchases.

2007

- Recycling Equipment – grapple truck \$96,900
- Electronic Waste - forklift ramp, forklift, semi-trailer, supplies \$29,475

2008

- Recycling grant – box trailer for cleanup events and storage \$3,850
- Education matching grant \$5,000

2009

- Education matching grant \$5,000

2010

- Education matching grant \$5,000
- Environmental Protection Agency education grant \$17,385
- Electronic Waste - free electronics collection event for NWA \$13,700
- Recycling grant – recycling containers for County buildings \$15,755
- HHW Collection grant - building upgrade and supplies \$7,500

2011

- Electronic Waste - free electronics collection event for NWA \$12,750
- Recycling education grant – vehicle for the educators \$15,000
- Rain garden matching grant \$5,000
 - Environmental Affairs and Planning jointly oversee this project

2012

- Recycling education grant – training, supplies and equipment \$10,000

2013

- Recycling education grant \$6,500
 - Rural libraries book project, solid waste facility tours, training, supplies
- Electronic waste recycling equipment grant - forklift \$20,000

2014

- Electronic waste recycling outreach campaign grant \$50,312
- Electronic waste collection facility upgrade \$27,500
 - New ventilation system, general supplies

2015

- Electronic waste recycling grant – additional semi-trailer \$10,000
- Recycling education grant \$10,000

Financial Management Services Provided:

	Population	W2s Processed	Full Time Employees	Part Time Employees	Funds	Depts.	Total County Budget
2000	158,806	624	394	222	19	86	\$31,117,828
2010	204,061	804	585	874	40	98	\$63,538,450
*2015 *2014 Population	220,792	958	613	900	34	119	\$62,347,635

Areas of Responsibilities:

- Payroll
- Accounts Payables
- Purchasing
- Accounting

-307-

- | | | | |
|---|---|---|---|
| <p><u>Payroll:</u>
 Process Employee Benefits and Payroll Deductions
 Payroll Bi-Weekly
 Poll Worker Payroll
 Juror Checks
 W2s
 1099s
 941 Tax Reports
 Leave Reports
 Catastrophic Leave Bank
 Car Allowance
 Longevity
 Retirement
 Garnishments
 Close Year-End
 Set Up New-Year
 Tax Tables</p> | <p><u>Accounts Payables:</u>
 Process Invoices
 Process Purchasing Cards
 Contract Payments
 Sales Tax Report
 Track and Update Vendor Information
 Invoice Approval List
 Invoice Vendors for Payment
 Track Warrant Numbers
 W9s
 P-Card Travel Forms
 Warrants to Treasurer
 File Warrants with Clerk</p> | <p><u>Purchasing:</u>
 Process Orders
 Track County Property
 Maintain Contracts
 Bid Packets
 Advertise Bids
 Titles to County Property
 Set Up Cell Phones
 Insurance Inventory
 File Claims
 Auction
 Disposal of Property
 Maintain Credit Cards
 Email PCard Statements</p> | <p><u>Accounting:</u>
 Set Up and Maintain Chart-of-Accounts
 General Ledger
 End of Month Financials
 Quarterly Financials
 Year End Financials
 Financial Statement to Newspaper
 Budgets
 Post Ordinances
 Adjusting Journal Entries
 Void Warrants
 Court Orders
 Line Item Transfers
 Statement of Operations
 Equitable Sharing Report
 Bond Reports</p> |
|---|---|---|---|

Grants Administration

The Grants Department researches, develops, monitors and manages all aspects of pre and post grant award requirements for various departments and elected officials throughout the County to ensure overall compliance, timeliness, and effectiveness in the implementation of a variety of federal, state, private sector, and foundation grant programs/awards. The Grant Administrator assists elected officials and department heads in developing and analyzing budget data, reports, and grant applications. This Department also works with community groups in developing grant applications.

The Grants Administrator maintains relationships and acts as the County's liaison with external grant managers and funding agencies, some of which are located in other areas of the state and some of which are located in other areas of the United States.

Other job duties include:

- Serves as a grant coordinator for all county and rural grant proposals, applications, and compliance which may include internal and external audits.
- Researches eligible funding sources federal, state and local; stays current with available funding sources, and analyzes them to identify potential funding for specific projects and programs.
- Assists other Departments with planning grants budgets.
- Notifies the operating department and provides the operating department with the grant application and any other documentation applicable to the financial performance of the grant.
- Reconciles all grant expenditures and revenues that have been recorded to the final grant close out report that has been submitted to the granting agency.
- Compiles, writes, edits, and presents grant applications.
- Reviews grant proposals and applications prepared by other departments for completeness, accuracy, and timeliness
- Manages sub-recipients and recipients of funding to ensure successful grant awards and grant compliance, coordinates the grant with program staff from grant award to closeout.

- Prepares the annual Schedule of Expenditures of Federal Awards (SEFA schedule) required as part of the County's annual independent audit; respond to and address any audit findings.
- Plans, administers, and coordinates in Community Development Block Grant (CDBG) and other Housing and Urban Development (HUD) related federal grants and redevelopment programs.
- Meets with staff, the public, other agencies, commissions, elected officials and other groups; represents the County to community groups, government officials, professional organizations and businesses.
- Makes presentations to grantors and other groups as required
- Completes grant reimbursements: reconciles all accounts on grant funds.
- Reviews all purchases prior to submitting the reimbursement request to ensure they are authorized purchases per the grant requirements.
- Coordinates and reports to operating departments that have active grants.
- Submits all grant applications for the County, assists departments in preparing ordinances and resolutions relating to grant matters
- Answers staff questions regarding grant agreements, grant related paperwork, guidelines, grant procedures, reimbursements and performance reports through the funding agencies
- Attends grant workshops and conferences to ensure coordination and communication between all parties as it relates to grant compliance and financial management
- Verifies documents to assure grant related clauses, certifications and conditions are met
- Serves as the County's liaison with federal, state, local, private funding sources or community partners
- Ensures the pre-award planning is considered; such as does the department have the capacity to manage a grant and handle the program requirements?
- Establishes and maintains effective working relationships with all departments and the general public.

GRANTS ADMINISTRATION

2009

24 processed

\$2,238,000

2014

28 processed

\$1,128,199

2015

23 processed so far

\$499,827.03

Human Resources

The Washington County Human Resources department serves both the citizens of Washington County and the employees of Washington County in a number of capacities. Working under the direction of the County Judge, the Human Resources department provides consistency in the personnel program, coordinates the personnel functions, provides information on matters pertaining to personnel and human resources, assists and monitors personnel budgets, and provides information and help on personnel matters to officials and employees of Washington County. The HR Department is responsible for the oversight and maintenance of a 29 million dollar payroll and benefits program for approximately 610 Full-Time employees and 900 part-time employees of County offices, as well as the oversight of a 4 million dollar insurance fund.

Some of the areas that fall within the personnel umbrella include the following:

- Employee Payroll/HR Processing
- Personnel Policies
- Employee Benefits: Plan Administration, Reconciliation, Enrollment, and Review
- Vaccination Program
- Workers Compensation
- Leave Benefit Coordination
- Affirmative Action
- HIPAA Privacy Compliance
- Compensation Administration: Assist and Enforce Job Evaluation and Salary Administration policies, in accordance with the Salary Administration Program.
- Background Checking/Motor Vehicle Record Reviews
- Federal and State Reporting
- Employment Law Compliance
- Timekeeping/ Records Management
- Employee Relations
- Job posting/Applicant Tracking
- Freedom of Information Request Coordination

Lindsi Huffaker
Washington County
HR Director
Ph: 479-444-1728
Fx: 479-444-1731

Juvenile Detention Center

Detainment of Juveniles for Washington & Madison County and holds for surrounding counties

Education provided through Fayetteville High (3 teachers)

Mental Health Services

Medical Services

In House programming: CPR/First Aid

Tech Classes

Why Try (curriculum)

Life Skills

Chaplain Program

HOFNOD (Hooked on Fishing Not On Drugs)

<u>Director</u>	<u>2009</u>	<u>2014</u>
Community Impact/Speaking Engagements/Tours	75%	75%
Statewide Liason for Other JDCs & Agencies	100%	100%
Programming	100%	100%
<u>Executive Assistant / Food Service Coordinator</u>		
Nutrition Coodinator (Staff & Residents)	100%	100%
<u>Staff Development Coordinator</u>		
CPR / First Aide (Staff/Residents/ Other County Employees)	100%	100%
HIV/Abstinence (Residents / Health Educators)	100%	100%
Life Skills (Residents)	100%	100%
Leadership Development (Residents & Staff)	100%	100%
Character Development (Residents & Staff)	100%	100%
Technology and Media (Residents)	100%	100%
Staff Development (Staff)	100%	100%
Why Try (Staff & Residents)	100%	100%
Project Right Choice (Residents)	100%	100%
Drug, Alcohol, and Tobacco Awareness (Residents)	100%	100%
Communication Skills (Staff & Residents)	100%	100%
<u>Education Department</u>		
Special Education	100%	100%
K-12	100%	100%
P.E.	100%	100%
HOFNOD	100%	100%
<u>Volunteers</u>		
Haircuts (Residents)	100%	100%
Finance Classes (Residents)	100%	100%
Health Department (Residents)	100%	100%
Spiritual / Christian Related Services (Residents)	100%	100%
Tobacco, Drug, and Alcohol Education (Residents)	0%	100%
Environmental Education (Residents)	0%	100%
<u>Staff</u>		
Self Esteem (Residents)	100%	100%
Why Try (Residents)	100%	100%
Fine Arts (Residents)	100%	100%
Life Skills (Residents)	100%	100%
<u>Social Work Intervention Program</u>		
JDC Intakes receiving SWIP Services	58%	68%
Clinical Assessments	24%	23%
Written Clinical Diagnostics and Recommendations	27%	13%
Crisis Intervention and Case Management	43%	47%
Brief Therapy / Behavior Mod	2%	15%
Hotline Calls	4%	2%
SWIP Revidivism	17%	15%
Community Education	100%	100%

Planning Department Services

Development Review and Approval Processes:

- **Lot Splits-** Administrative lot splits and lot line adjustments (in-office, handled completely by planning staff, does not have to be reviewed by the Planning Board)
- **Subdivisions-** Must be heard by the County Planning Board. Staff completes a thorough review, compiles all information and makes a presentation/recommendation to the Planning Board
 - Minor Subdivisions (subdivisions of 4 lots or less)
 - Subdivisions (more than 4 lots created)
 - Replats of existing subdivisions
- **Large Scale Developments-** Must be heard by the County Planning Board. Staff completes a thorough review, compiles all information and makes a presentation/recommendation to the Planning Board
 - High Impact/Industrial Large Scale Developments (Mining Operations, etc)
 - Regular Large Scale Developments (condos and other multi-family developments, commercial developments, etc)
- **Cell/Communication Towers-**
 - Cell tower and other commercial tower review (Some approvals can be administrative; some must go before the County Planning Board)
 - Review the addition of new antennae arrays (almost always administrative)
- **Conditional Use Permits (CUP)-** Must be heard by the County Planning Board. Staff completes a thorough review, compiles all information and makes a presentation/recommendation to the Planning Board. Must be ratified by the Quorum Court (appeals are also heard by the Quorum Court).
 - All new desired uses other than single family residential (1 unit per acre) or agricultural require a CUP (within a zoned area)

Mapping:

- Create and maintain and publish digital planning maps. These consist of zoning maps, city planning area maps, utility maps, transportation zone maps, and others
- Make any digital maps need by the Quorum Court
- Make some specialized digital maps for citizens upon request
- Create special project maps for other County departments, some smaller cities, and other agencies (i.e. Agricultural Extension office, etc)

Census:

- Work with the Census Bureau on a yearly basis in regard to geographical boundary issues, etc.
- Integral part of each 10-year census process in regard to outreach, publications, and information dispersal/ education

Compliance:

- Investigate any complaints received in regard to zoning or land development violations
- Look at all new address requests for compliance with zoning, lot split, and floodplain requirements
- Process all Additional Dwelling Unit applications (process to assure that septic, building spacing, and water hookups are safe and compliant when more than one dwelling is placed on a single parcel of land)

Floodplain:

- Stay in compliance with all FEMA regulations in order for citizens of the County to be able to purchase federally backed flood insurance
- Create digital maps of all structures located in the floodplain in the County
- Maintain several Certified Floodplain Managers on staff
- Biennial reports to FEMA.
- During times of flooding perform field checks, etc
- Integration of FEMA flood plain maps with GIS program.
- Regulate development with flood hazard areas/issue floodplain development permits – (i.e.- plat and plan review & address application review for new structures)
- Educate the public on the National Flood Insurance Program
- Attend educational workshops to further education in regards the National Flood Insurance Program as it relates to Washington County

General:

- Answer all manner of general property questions for County citizens (i.e. Help them find deeds, help them understand legal descriptions, help them find covenants and deed restrictions, help them find surveys, easements, etc)
- Are involved with the Regional Planning Commission- attend several meetings for them monthly
- Draft ordinance changes and updates to all ordinances pertaining to the planning office (with help of County Attorney)
- Analyze statistics and data from a number of sources to make maps or send info to QC or County Judge.



WASHINGTON COUNTY, ARKANSAS
Road & Bridge Department

Washington County Road Department Services

- Grade around 500 miles of county roads
- Grade several miles of residential (not private) drives throughout the county
- Maintain around 440 miles of paved roads. This includes re-sealing with chip seal or overlay with asphalt
- Construct existing roads and new roads as needed. This includes paving existing dirt roads.
- Install driveway tiles (in right of way only) for property owners in county
- Brush hog county road right of ways
- Maintain county bridges and construct new bridges as needed
- Install tile and box culverts in county roads
- Address snow and ice removal on county roads
- Storm debris removal and storm cleanup
- Maintain signage for county roads
- Assist cities and organizations with emergencies as needed
- The County operates two rock quarries, one on the West side and one on the East side of the county
- Operate county shop which maintains all road department vehicles and equipment, along with some other department vehicles
- The Road Department offers an online app for requesting maintenance or voicing complaints.
- In 2013 the Road Department partnered with the Environmental Affairs Office to offer a Roadside Cleanup Program for residents and organizations.

VA Department of Washington County;

Wayne Haines VSO

What we do in this office:

- Put in service connected disability claims for veterans with Veterans Affairs in Little Rock.
- Put in non-service connected pension claims for veterans.
- Put in survivors benefits and burial benefits for widows of veterans who qualify.
- Put in other various benefits such as VA Home loans, add spouse and dependents to claims.
- We look up service records for families from National Personnel Records Center.
- We help with Correspondence from various government entities such as VA Regional office, Milwaukee Pension Center, National Personnel Records Center, Senators Boozeman and Womacks office, and Attorney General office.
- We help retired military veterans put in for benefits and deal with correspondence and forms for Defense Finance and Accounting Service.
- We help applying for State Benefits and Champ VA for spouses and dependents.
- We also help with overpayments that some vets and families encounter with VA.
- We also deal with local agencies such as VA Medical Center, and work with local various business' such as nursing homes, Area Agency on Aging, and medical business' to correspond benefits for Veterans and their families.

We see on average 10-15 people a day. We receive 50-75 phone calls a day.

We open on average 75-100 new or reopen claims per month.

VA Department of Washington County:

Wayne Haines VSO

We have grown in 5 years. We have went from 8 filing cabinets to 14.

Because our budget is one of the lowest in the County, we get hand me down equipment. We have in the last two years had to upgrade our computers, which are from other departments. In the last two years we have used extra in the budget to buy new printers that we use on a daily basis. This year we had \$500 in repairs that was unexpected.

We have also had new expenses such as fire insurance and phone/internet expenses that change and other county expenses that have arisen that is new to the budget that we factor in mid-season. Postage is our major form of communicating with local, and regional entities, and veterans and their families, and this fluctuates, depending on how much business we do.

On state level, we should have a computer program, that allows us better access to Regional information of Veterans claims. This program interfaces with VA Regional office, cutting postage costs, and causing in some cases to help facilitate faster claim processing. But as the cost is roughly \$20,000 to implement, which is the computer hardware, the training to use it, and travel expenses (training is in Little Rock)... we have not bothered asking for this; Benton County has this access.

We feel reducing our already small budget, leaves us no room to upgrade our equipment annually, and meet the needs of a business that is evolving and growing on an annual basis.

Wayne Haines



WASHINGTON COUNTY ELECTION COMMISSION

2016 Budget Request

Department Function

- The responsibility of the Election Commission (the “Commission”) shall be to coordinate and conduct of elections held in Washington County. The duties of the Commission are as follows:
 1. Prepare the Ballots
 - a. Hold a public meeting for the ballot draw
 - b. Approve ballots
 - c. Set the required number of paper ballots needed for each election
 - d. Provide absentee ballots and “special runoff ballots” to the county clerk at least 47 days before any election
 - e. Complete logic and accuracy testing on printed ballots and touchscreens at least 7 days before early voting
 2. Designate precincts (151 precincts) and polling sites (56 polling places) for each election at least 31 days before the election.
 3. Hold early voting at additional polling sites outside the county clerk’s office.
 4. Appoint sufficient number of election officials
 - a. All poll workers are required to attend training before the Preferential Primary
 - b. Appoint absentee election clerks to process, count, and canvass absentee ballots
 - c. Appoint election officials to deliver ballots and election supplies for election day
 - d. Provide additional staff to process election materials on election night
 5. Publish in a newspaper of general circulation the Notice of Election that includes:
 - a. Date of the election
 - b. Hours of early voting and location
 - c. Hours of voting on election day and polling sites
 - d. Candidates, offices and special measures to be voted on
 - e. Time and location of opening, processing, canvassing and counting ballots
 6. Declare preliminary and unofficial results of the election and transmit results to the Secretary of State’s office via the internet website.
 7. Conduct Recount if applicable.
 8. Certification of election results
 - a. Review and determine the validity of all provisional ballots
 - b. Mail first-class notice to all provisional voters
 - c. Count all overseas absentee ballots that were properly received by the county clerk
 - d. Certify official election results to the Secretary of State’s office
 9. Preserve all ballots, certificates, and election materials as required by law.

- Department Changes for 2016 should include new voting equipment in time for the 2016 General Election. This will require additional training for staff and poll workers.

Spending Plan for 2016

- The Commission seeks an increased budget to perform our required responsibilities for the 2016 Presidential Election Year. Voter turnout in a presidential year is typically around 69% compared to 47% in a gubernatorial year. Based on the registered voters in 2015 at 115,741 (this number is anticipated to increase in 2016) the expected voter turnout for the 2016 Presidential General Election would be 81,018. This will be an increase of over 10,000 voters compared to the 2012 Presidential General Election. Known and anticipated elections for 2016 are:

- March 1, 2016 Presidential and Preferential Primary and Nonpartisan Judicial General Election
- March 22, 2016 Preferential Primary Run-Off, (3 Republican candidates for collector will likely require a county wide run-off)
- September 20, 2016 Annual School Election
- October 11, 2016 Annual School Election Run-Off
- November 8, 2016 General Election
- November 29, 2016 General Election Run-Off, (Mayors in Fayetteville and Springdale are up for re-election which could result in city-wide run-off)
- Special Elections: For the past several years the cities of Fayetteville or Springdale have held a special election, along with the rural fire districts, and several annexation elections

Past Elections

- The Commission uses past general election years to anticipate and figure election cost. Total cost is based on registered voters, voter turnout, and types of ballots cast.

Elections	Total Registered Voters	Percentage Votes Cast	Total Votes Cast	Total Paper	% Paper	Total Touchscreen	% Touchscreen
2014 Elections							
April 8 West Fork City Election	4237	14%	613	379	62%	234	38%
May 20 Preferential Primary	109445	17%	18,674	9,691	52%	8,983	48%
June 10 Primary Runoff	109445	3%	4,005	1,762	44%	2,243	56%
June 24 City Election (Elkins)	1567	14%	221	54	24%	167	76%
September 16 Annual School	112113	1%	608	329	54%	279	46%
November 4 General Election	115741	47%	54,797	28,367	52%	26,430	48%

Elections	Total Registered Voters	Percentage Votes Cast	Total Votes Cast	Total Paper	% Paper	Total Touchscreen	% Touchscreen
December 9 City of Fayetteville Election	49559	29%	14,580	6,347	44%	8,233	56%
2012 Elections							
March 13 City of Lincoln Election	1223	19%	238	74	31%	164	69%
March 13 City of Tontitown Election	1477	15%	222	106	48%	116	52%
May 22 Preferential Primary	100264	21%	20,620	12,251	59%	8,369	41%
July 10 Fire District	3684	13%	473	388	82%	85	18%
August 14 City of Springdale Election	22889	9%	1,964	1,092	56%	872	44%
September 18 Annual School Election			933	582	62%	351	38%
November 6 General Election	107207	66%	70,932	37,497	53%	33,435	47%
November 27 General Election Run-Off	36515	4%	1,534	936	61%	598	39%
December 11 City of Tontitown Election	1652	4%	60	36	60%	24	40%
2010 Elections							
February 9 City of Greenland Election			238	134	56%	104	44%
May 18 Preferential Primary	98434	25%	24,695	15,343	62%	9,352	38%
June 8 Preferential Primary Run-Off	98,434						
June 22 Lincoln School Special	3672	20%	737	399	54%	338	46%
September 21 Annual School	102151	17%	16,973	9,374	55%	7,599	45%
October 12 Annual School Run-Off	11261	8%	924	516	56%	408	44%
November 2 General Election	99627	45%	45,187	27,938	62%	17,249	38%
November 23 General Election Run-Off	26451	9%	2,352	1,420	60%	932	40%
2008 Elections: Only General and Primary Elections Listed							
Feb 5 Presidential Primary	90533	37%	33,401	20,379	61%	13,022	39%
May 20 Preferential Primary	92368	7%	6,084	3,964	65%	2,120	35%
November 4 General Election	100243	69%	68,791	44,144	64%	27,647	40%
November 25 General Election Run-Off	64452	25%	15,814	10,050	64%	5,764	36%

Employees

- All of the Commission's employees are part-time. The election coordinator is the department head and is a salaried employee. 5 employees have qualified for APERS and 2 employees have qualified for county health insurance. Employees' hours fluctuate depending on the election and year. In 2016, the Commission anticipates additional hours and staff will be needed to transition from the current voting system to the new system. In addition to staff hours increasing, additional poll workers will be needed to meet the needs the increased registered voters from 2014 to 2016. Staff includes:
 - Election Coordinator
 - Field Technician and Supervisor
 - Support Staff
 - Delivery Crew
 - Poll Supervisors
 - Poll Workers
 - Absentee Ballot Canvassers
 - Election Night Crew
 - Election Counting Crew

Vehicle Inventory

- The Commission does not own any vehicles. We do rent trucks for large elections. We anticipate additional truck rental based on a possible General Election Run-Off for the City of Fayetteville and Springdale. The total cost of truck rental is billed to the entities holding the election.

Training/ Travel

- §7-4-109(e)(1) Prior to the regularly scheduled preferential primary election, each member of the county board of election commissioners, poll workers, and certified election monitor shall attend election training coordinated by the state board.
- Poll workers also attend additional training classes for the electronic poll books and touchscreens.
- Poll Supervisors attend an additional training session before the General Election
- Election Staff attend training in Little Rock or by web
- Poll Workers attend training at the Sherriff's annex
- Election Commissioners the Arkansas County Election Commissioners Association meeting in Little Rock twice a year
- The SBEC reimburses the County \$25 per poll worker for training before the preferential primary. In 2012, the reimbursement was \$8,000 (320 Poll Workers) and in 2014 it was \$9,225.00 (369 Poll Workers)
- In 2014, the Commission spent:
 - \$2,350 in training materials and manuals (a reprint of some training material was required due to change in Voter ID Law)
 - \$129.83 for food

- \$854.75 for meals and lodging
- \$22,098.40 for training pay
- In 2016, the Commission anticipates spending:
 - \$2,500 in training materials and manuals: New voting equipment will require new manuals and procedures on Election Day
 - \$200 for food
 - \$1,000 for meals and lodging
 - \$30,000 for training pay: New Voting equipment in the summer of 2016 will require all poll workers to be re-trained before the General Election

General Supplies Funding Request

- The Commission is seeking an increase in general supplies based on voter turnout from 2012 and 2014. The number of paper ballots ordered is based on § which requires 150% of paper ballots cast in a similar election.
- In 2012, the cost of paper ballots and Real Time Audit Log paper “RTAL” for the touchscreens was \$75,505 or 88% of total general supplies. This included a two page ballot for the General Election.
- In 2014, the cost of paper ballots and RTAL paper was \$49,469 or 76% of total general supplies. This does not include an additional \$5,000 in state grant money spent on RTAL paper.
- The cost of RTAL paper has increased from \$11.55 to \$18.25 in 2015. The Commission also does not anticipate receiving grant money in 2016.

Small Equipment Funding Request

- In June of 2015, the Secretary of State’s office chose Election Systems & Software “ES&S” as the vendor for the state-purchased integrated voting system. Act 151 of 2015 appropriated \$30 million for funding. Washington County’s share will be approximately \$1,400,000. However, this amount is inadequate to suitably serve the 115,749 registered voters in Washington County. The Secretary of State’s office used the 2006 distribution of voting equipment to determine the amount appropriated to each county. This formula did not take into account the addition of 28,534 registered voters in Washington County since 2006 (87,215 registered voters). The number of registered voters is anticipated to increase over the next several years as well. The Commission has expressed their concerns to the Secretary of State, Governor and to our local legislators. Attached are the letters the Commission submitted to the Secretary of State’s office concerning the choice of voting equipment and additional funding.
- The Commission respectfully asks the Quorum Court to fund the additional \$420,000 needed to ensure efficient, accurate and timely elections for the voters of Washington County.
- In 2014, 78,918 votes were cast in all the elections that were held. This comes to approximately \$6.87 spent on every vote. The additional funding for new equipment, over the span of 10 years would amount to an additional \$0.53 for every vote cast.
- Currently the Commission has 171 touchscreens. This number does not allow for the growth of early voting or vote centers for future primary and general elections. It also

keeps the number of paper ballots used on Election Day at around 65% or greater. The total amount of new equipment (Express Votes) to replace the old touchscreens needed is 324. The Commission will only receive funding for an estimated 243 Express Votes.

- The increase in additional voting equipment will reduce the cost of paper ballots, as voting transitions, to all Express Votes. The Express Vote does not utilize the RTAL paper, and the paper cost for the Express Vote is based on actual votes cast. Based on RTAL paper used in the 2014 General Election at an estimated cost of \$5,000, the actual cost for the Express Vote would have been \$2,378. The required number of paper ballots needed (\$0.32 a ballot) would also decrease. The cost of each ballot cast on the Express Vote is \$0.09, with no wasted or unused ballots. Using Express Votes only, the total cost for ballots for the 2014 General Election would have been less than \$6,000 compared to \$ 17,318.90 spent.

Reimbursement

Budget Year	2012	2014	2016*
Amount Requested	\$522,530.00	\$544,530.00	\$657,217.00
Reimbursement	\$225,286.04	\$257,576.93	\$333,346.00 Anticipated
Turned Back	\$84,213.89	\$1,907.07	
Actual Budget	\$213,030.07	\$281,018.00	\$323,871.00

***This amount does not include additional funding for new voting equipment**

Anticipating upcoming election cost and predicting voter turnout is based on past general election years and known offices up for election. Over the years, the Commission has found that while most election cost can be predicted, there are still many unknown factors that can't be anticipated. The Commission has consistently been good stewards of the money budgeted, and will actively look for ways to save money. The 2016 budget presented, while an increase from 2012 and 2014, is based on the growth of registered voters in Washington County and the predicted increase in voters based on a Presidential Election.

For questions please contact Jennifer Price, Election Coordinator at 479-444-1766 or jprice@co.washington.ar.us.

Sincerely,

Jennifer Price, Election Coordinator
 On behalf of the Washington County Election Commission:
 Renee Oelschlaeger, Chairman
 Max Deitchler, Commissioner
 Bill Ackerman, Commissioner



WASHINGTON COUNTY ELECTION COMMISSION

Dear Secretary of State Martin:

The Washington County Election Commission (the "Commission") respectfully urges your office to weigh the opinions and concerns of each of Arkansas's seventy-five county election commissions when making the decision to purchase new voting equipment. The county commissions, in conjunction with the county clerks, will work to implement any new equipment and must be comfortable with any changes in order to ensure a successful and smooth transition.

To that end, the Commission, along with election commissioners and coordinators from Benton, Carroll, Crawford, Madison, and Sebastian Counties, conducted in-depth Q&A and hands on presentations delivered by three potential vendors—Election Systems and Software ("ES&S"), Unisyn and Hart Intercivic.

After seeing the equipment run through its paces, it is the considered opinion of the aforementioned counties (representing over 360,000 registered voters) to support the proposal by ES&S to provide the statewide integrated voting system in Arkansas. ES&S's equipment will best meet our needs during the coming decade, and will ensure a successful transition—which is paramount to the trust the voters place in us as election officials.


Attached for your review is a summary of considerations the Commission compiled after interviewing the vendors and participating in their demonstrations.

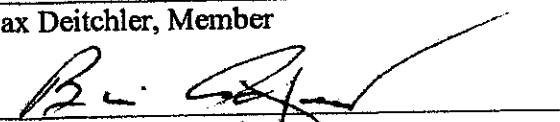
If you have any questions please contact Jennifer Price, Washington County Election Coordinator at 479-444-1766 or jprice@co.washington.ar.us

Thank you for your consideration.

Sincerely,


Renée Oelschlaeger, Chairman


Max Deitchler, Member


Bill Ackerman, Member

Summary

The Washington County Election Commission supports the proposal by Election Systems and Software (“ES&S”) to provide a statewide integrated voting system in Arkansas. While ES&S and Unisyn offer similar products, there are seven main issues that separate ES&S from Unisyn.

1. ES&S offers their ADA device, the Express Vote, as a tabulator itself. For those counties, that only use touchscreens on Election Day, they would not be required to purchase a second device to count the ballots as they are cast on Election Day.
2. ES&S offers, for those counties that wish to have a central counting location or for counties with large numbers of absentee ballots, the DS850, which will more adequately count ballots than Unisyn’s Open Elect Voting Central Scan. For larger counties, such as Benton, Washington, and Pulaski Counties the DS850 would be ideal for a county wide recount and to handle the large number of absentee ballots.
3. Unisyn’s Open Elect Voting Optical Scan’s (“OVO”) memory card will only hold 5,000 scanned ballots. This would require more devices to be purchased, especially for the larger counties for Early Vote or for Vote Centers. ES&S’s DS200 storage is practically limitless.
4. Unisyn, to our knowledge, has never done a state-wide rollout of equipment. While the counties in other states that use Unisyn speak very highly of both the product and Adkins Election Services, we are concerned about both parties’ ability to provide service to an additional 75 counties simultaneously, while continuing to service existing clients.
5. The programming needs for program your own (“PYO”) counties and the continuity of the Portal from ES&S for the other counties needs to be a seamless transition. Both Unisyn and ES&S showed programming software that is very user friendly; however, Unisyn would require more interaction for the PYO counties. During its presentation, Unisyn did not adequately address how its Test Decks for L&A would be produced, especially for PYO counties. Most of the counties that use Unisyn rely on their services for programming their election needs and because of this, Unisyn’s support for PYO counties may not be as sufficient as ES&S. For PYO counties such as Benton, Sebastian, and Washington, time and time again the advantages of programming our own ballots has proved worthwhile and a cost savings to our counties. For the counties that are not PYO, using ES&S’s portal would not need change with new equipment. This is a concern that has been expressed by counties that utilize staff from the County Clerk’s office to help with election set-up. Election Night reporting would also remain virtually the same with ES&S.
6. ES&S’s new software contains the ability to produce audio files which will eliminate the need for a separate bill and will save counties money.
7. ES&S has also offered to buy back the old equipment that is currently being used. While the actual cost of the buy-back is only a fraction of the funds previously spent on the equipment, this program provides each county the ability to get rid of the old equipment without spending money or devising a plan to recycle, dispose, or store obsolete equipment.

In regard to Hart Intercivic (“Hart”), the Commission does not believe, at this time, that the equipment shown is compatible with Arkansas’s current election system. However, several features about the Hart system impressed the Commission and indicated Hart’s forward-thinking vision. Specifically, the Commission noted the following:

- Hart’s units were collapsible, easy to set up and take down, and wouldn’t require counties to hire trucks for delivery of voting equipment.
- The units were designed with the same foot print, so that equipment may be updated or repurposed.
- Hart has a proven record of state-wide implementation in Oklahoma and Hawaii
- Hart’s software can allow for “high-tech ballots” on a smart phone with a scan-able barcode at the polling place
- The Verity Touch (DRE), which is the most similar to the Commission’s current touchscreen, does not have a “voter-verified paper audit trail,” (at this time) as required by Arkansas law.
- The Verity Touch Writer (for HAVA compliant voting) device more closely resembles a ballot-on-demand system that might not satisfy early vote or vote center needs.



July 10, 2015

Mark Martin
Arkansas Secretary of State
State Capitol, Suite 256
500 Woodlane Avenue
Little Rock, AR 72201

Dear Mr. Secretary:

The Washington County Election Commission (the "Commission") respectfully urges you to expand the pilot program to implement new voting equipment to include Washington, Benton and Crawford Counties. The Commission also requests that you re-evaluate your proposed county-breakdown funding allocations for new voting equipment—which are based on 2006 voter registration figures.

The Commission's request is based on its concerns about completing future elections while continuing to use its current equipment, which is malfunctioning at an increasing rate. The election commissions and staff in the aforementioned counties are committed to undertake the hard work necessary to timely and efficiently implement the new system in advance of the March 1, 2016 Primary Election.

The Commission is also concerned with the proposed allocation of funding and equipment for each county. Although Arkansas has added 75,306 new registered voters since 2006, voter rolls in 43 counties declined. High growth counties include:

County	Registered Voters General Election 2006	Registered Voters General Election 2014	Difference
Benton	95,215	129,175	33,960
Faulkner	58,925	69,072	10,147
Lonoke	31,591	39,642	8,051
Saline	57,430	69,347	11,917
Sebastian	61,685	73,994	12,309
Washington	87,215	115,749	28,534

Instead of relying on 2006 figures, the Commission believes the distribution of voting equipment should reflect current and future growth trends. The proposed allocation in the RFP for Washington County is inadequate to suitably serve the 28,534 registered voters added to the voter rolls since 2006. Given the growth Washington County has experienced, the Commission respectfully requests \$450,000 in addition to the county's proposed funding in the RFP to ensure efficient, accurate and timely elections in the foreseeable future.

Due to the urgency of this matter, the Commission respectfully requests a timely response. If you have any questions please contact Jennifer Price, Washington County Election Coordinator at 479-444-1766 or jprice@co.washington.ar.us.

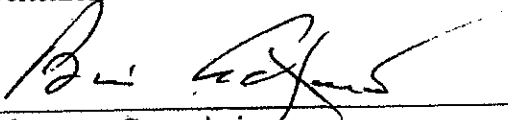
Sincerely,



Renée Oelschlaeger, Chairman



Max Deitchler, Commissioner



Bill Ackerman, Commissioner

cc: (all via PDF/email) Governor Asa Hutchinson
Northwest Arkansas State Legislators
Washington County Judge Marilyn Edwards
Washington County Attorney Steve Zega

Washington County, Arkansas Cooperative Extension Office

Berni Kurz, CEA Staff Chair

2536 N. McConnell Ave, Fayetteville

Phone: (479) 444-1755

Email: washington-fayetteville@uaex.edu

The Washington County Cooperative Extension Office is a part of the University of Arkansas Cooperative Extension Service's statewide network and the University of Arkansas System's Division of Agriculture. Our mission is to provide research-based information through non-formal education to help all Arkansans improve their economic well-being and the quality of lives. Whether it is agriculture, 4-H, health and living, or community development, the Washington County Extension Office is at your service. Our agents and specialists conduct educational demonstrations and classes. We are currently offering a presentation focused on soil called Soil Detectives. It is focused children in second grade.

Agriculture

The Washington County Extension Service helped beef producers on issues experienced during drought conditions in the county. The beef short course included topics on beef herd reproduction, EPA inspections in the Illinois River basin, the Discovery Farm project, liming and soil fertility and fertilizer losses, a case study on prioritizing costs on a local beef farm, sessions of the pesticide applicator training, and on-farm grazing field days were also conducted.

Forage samples sent to the University of Arkansas testing lab were up 30% from a year ago. Many were either specifically for or included forage nitrate levels. Efforts to manage around prussic acid and high nitrates in Johnson grass, along with site visits, newsletters and one-on-one consultations helped reduce losses that could have occurred. Some cattle were lost to poisoning from Johnson grass by producers gambling on their own, but many more deaths were likely prevented on farms where producers took the time to learn the facts from the local Extension Office. Each death that was prevented represents a minimum of \$700-1,000 to the farmer.

Family & Consumer Science

Washington County has had tremendous population growth but has also gained in adult obesity rate to 30%. Average work days lost due to poor physical and mental health is higher in Washington County than the national average. The Washington County Extension Service and the Extension Homemaker clubs provide research-based information throughout our county to address these issues.

Small Steps to Health and Wealth series provided health and financial steps to a better life to employees at the county courthouse. ServSafe National Food Safety courses were conducted.

Child care provider classes and self-study were held for providers who work with our youth and families almost daily, as well as, the Grandparents Raising Grandchildren group. AgriAbility sessions showed farmers and gardeners options to remain active longer as they age.

Food service workers were trained in food safety and expanded their training to other food service staff. The Veterans' Hospital, food banks, women's shelters and the Children's Hospital benefit monthly from direct services of Washington County Extension Homemakers.

4-H Youth Development

The future of Arkansas depends on its ability to boost student performance in science, technology, engineering and mathematics (STEM). Students entering college with inadequate math skills require remediation courses, costing millions each year. STEM related career options are competitive and increasing in several fields. 4-H programs provide hands-on application of STEM skills including making predictions, collecting data, communicating with team members, developing a plan, conducting an experiment, and evaluating the results. The 4-H STEM Program has been a huge success in helping youth understand the curricula through hands-on activities and real world simulations.

Water Quality Education

Increased urban development in Northwest Arkansas is intensifying the challenges of managing stormwater pollutants and flows to protect regional water quality. As a result, cities, businesses and homeowners are seeking Extension's expertise on management practices to mitigate the effects of stormwater pollution, flooding and stream bank erosion.

Extension provides comprehensive urban stormwater education for nine jurisdictions in Washington County. Hands-on classroom and creek side programs for youth and workshops for gardening enthusiasts, civic organizations, and construction and landscape design professionals promote techniques to harvest rainwater, slow runoff and minimize pollutant loads. UpStream Art storm drain murals reminded residents of the connection between their land use activities and the health of their local waterways, while a series of workshops provided technical training for sustainable storm water landscape professionals.

- 2,454 youth gained new knowledge about watersheds, stormwater dynamics and pollution prevention through school and 4-H programs
- 43,340 gallons of stormwater are captured annually as a result of 197 participants in rain barrel workshops

Financial Services & Aging

- *Get Real Here's the Deal—youth*
- *Basic Money Management*
- *Consumer Protection*
- *Retirement & Estate Planning*
- *Small Steps to Health & Wealth*
- *Life Stages & Events*
- *Acknowledging Aging*

Foods and Nutrition

- *Food Preservation*
Pressure guage testing for Food Preservation
Food Perservation Classes
- *ServSafe*
Food Safety National Certification Program
- *Nutrition & Health*
SNAPed
Arkansas Foods
Cooking Schools
Living Well With Diabetes
Expanded Food & Nutrition Program
Disease Prevention & Management
Safety
Strong Women & Men Strength Training Program

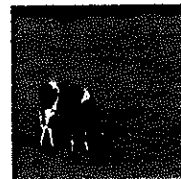
Personal & Family Health

- *Personal Well-Being Programs*
Getting Our Hearts Right
Navigating Life's Journey
- *Couple Relationship Programs*
The Marriage Garden
Till Debt Do We Part
- *Parenting Programs*
See the World Through My Eyes
The Parenting Journey
Focus on Kids: for Divorcing Parents
- *Child Care Provider Programs*
The Best Care Training

The Arkansas Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, or any other locally protected status and is an Equal Opportunity Employer.

Youth Programs

- *Groundwater flow simulator*
- *EnviroScape surface runoff model*
- *The water cycle*
- *Water quality and water conservation*
- *Non-point source pollution*
- *Pollution prevention*
- *Household hazardous waste*
- *Wastewater treatment*
- *Solid Waste Management*
- *Composting*
- *Creekside Classrooms*



4-H

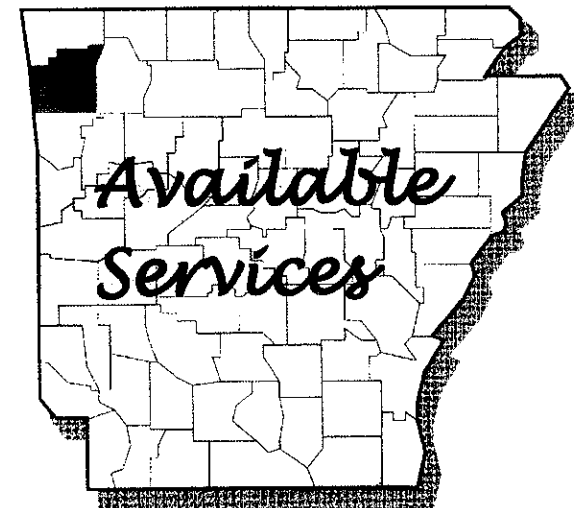
- *Starting a 4-H club*
- *Installing and training of 4-H officers*
- *Conducting the 4-H meeting*
- *4-H competitive activities*
- *4-H judging teams*
- *Educational workshops & camps*
- *Livestock fitting and showing*
- *Beef and Dairy quiz bowls*



Leadership & Service

- *Extension Homemakers Club Program*
Ongoing Service Projects:
Arkansas Children's Hospital, V.A., 7 Hills Homeless programs, Children's House, Cancer Resources, Peace at Home Family Shelter, Women's Shelter, Scholarships, Senior Centers, Ronald McDonald Room at Mercy
- *Volunteer leader training programs*
- *Youth Development Leadership training*
- *LIFE (skills for leadership)*
- *4-H Parent & Leader program*

**Washington County
Cooperative
Extension Service**



County Extension Agents

Berni Kurz -Agriculture/ Staff Chair
Anna Goff - Family & Consumer Science
Jane Maginot - Program Associate
Colin Massey - Agriculture /Water Quality
Katie Teague - Agriculture/ Water Quality

U of A
DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System

How Can We Help You?

General Agriculture

- Nutrient Management Awareness
- Animal Health and Safety
- Record Keeping

Horticulture

- Plant Disease Identification
- Insect Identification
- Lawn Fertilization Recommendations
- Lawn Weed Control
- Ornamental Tree and Shrub Recommendations
- Plant and Tree Identification
- Tree Care and Maintenance
- Master Gardener Program
- Home Fruit Orchard Spray Recommendations
- Vegetable Garden Calendars
- Garden Insect and Disease Control
- Foliar Analysis of Fruit Trees
- Backyard Composting
- Compost Demonstration Site
- Soil Testing and Surveys



Computer Mapping

- Aerial Farm Maps
- Aerial County Photos

Water Quality & Conservation

- Water Testing (Routine Analysis)
- Interpretation of Water Test Results
- Household Hazardous Waste Management
- Farm*A*Syst Environmental Self-Assessment
- Home*A*Syst Environmental Self-Assessment
- Urban Home*A*Syst Environmental Self-Assessment
- Rain Gardens and Rain Barrels
- Lawn and Garden Nutrient Management
- Farm Pond Management

Forages

- Pasture establishment recommendations
- Seeding rates and dates
- Pasture weed control recommendations
- Hay/forage testing
- Recommendations for winter pastures
- Soil testing and fertilizer recommendations
- Farm sprayer calibration
- Spreader truck weighing and calibration
- Pasture grass and weed identification
- Round bale weighing
- Private pesticide applicator training

Equine

- Horsemanship School
- NW AR Youth Horse Show

Sheep & Goats

- Bi-Annual Goat Conference
- Newsletters

Beef Cattle

- Cow/calf performance testing
- On the farm bull testing
- Bull soundness clinics
- Internal/ external parasite control
- Beef Cattle Shortcourse
- Cross breeding recommendations
- Cow heard health program scheduling
- Ration balancing
- Heifer selection and feeding
- Arkansas Beef Improvement program
- Arkansas Steer Feed-out program

Dairy Cattle

- Dairy budgets
- Dairy ration balancing
- Heat synchronization
- Organizing a dairy show
- Dairy herd health
- Matasis management
- Heat stress management



Miscellaneous

- Wildlife habitat workshops
- Across the Fence Ag Bulletin

Washington County
Cooperative Extension Service

2536 N. McConnell Ave.
Fayetteville, AR 72704
(479) 444-1755
www.uaex.edu

**2015 REPORT TO
WASHINGTON COUNTY QUORUM COURT**

4-H & Youth Development Programs

- 16,448 Youth involved in 4-H special interest programs and camps
- 490 4-H members enrolled in 23 community 4-H clubs, including new Washington Co. Vet Science 4-H Club started
- 121 Adult volunteer leaders contributed 3,656 hours to the 4-H club program
- 2,266 School & 4-H youth gained new knowledge on pollution prevention, composting at 33 hands-on programs
- 94 Youth participated in overnight camping programs, 393 youth participated in day camp programs
- Washington Co. 4-Her received Arkansas State 4-H Hall of Fame award, one of two from entire Arkansas 4-H program
- 4 State 4-H Teen Stars, 9 State 4-H Ambassadors, 1 State 4-H Officer
- 1 State Record Book Winner, 21 Beginning and Intermediate District Record Book Winners
- Six 4-H members participated in National 4-H Congress, 6 State Citizenship & Leadership, 1 Citizenship-Washington Focus
- 112 County O-Rama participants, 37 District O-Rama participants, 27 State O-Rama participants
- State Parliamentary Procedure Instructional DVD produced and distributed featuring Washington Co. National 4-H Team
- Four 4-H Members taught workshop at State Farm Bureau Officers and Leaders Conference
- Over \$15,000 in Washington Co. and State 4-H College Scholarships awarded to 4-H members

Family & Consumer Science Programs

- Expanded Food & Nutrition Education Program graduated 108 adults with 864 lessons and 353 youth with 2,118 lessons
- 295 Child care providers were trained in a tri-county training of Best Care
- 54 Child care providers completed 416 hours and 2 parents completed 33 hours of Guiding Children Successfully training
- 83 Food handlers and managers in business and schools received certified and non-certified training in serving food safely
- 115 Nutrition lessons were taught to 1,001 individuals, of which 198 were SNAP participants
- 2,208 Individuals received two or more lessons of nutrition and finance education through WIC, Head Start, Springdale and Greenland Schools
- 328 Extension Homemaker members involved in 23 EH clubs contributed 14,740 volunteer hours valued at \$332,387
- Strong Men & Women program members are seniors who increase strength and reduce the chances of falling - they have an estimated savings to Medicare of \$226,340
- 1,023 Children participated in the Farm to You, agriculture, nutrition, and healthy choices program
- Leader training programs were developed in Leadership and How to Talk to Your Doctor

Agriculture Programs

- 111 Agricultural producers participated in Private Pesticide Applicator Training
- Farm Friends Program reached over 2,294 local youth, many seeing farm animals for the first time in real life
- 29 Landowners learned weed control and stocking management BMPs at a pond workshop w/fish shocking & seining demonstrations
- 10 one-on-one home site visits were conducted to educate homeowners on water quality BMPs
- 201 Participants built rain barrels at 8 workshops, capturing more than 200,00 gallons of stormwater runoff annually
- 3 Educational programs were conducted for Farmers Market Producers focusing on BMPs to avoid food-borne illnesses
- 26 Home horticulture programs were presented focusing on vegetable production
- 243 Master Gardeners trained and volunteered 13,801 hours to 15 different community projects
- 5,339 Soil samples were submitted for testing and fertility recommendations were provided
- 205 Litter and manure samples were analyzed for land application rates
- 169 Hay samples were analyzed for use in developing livestock rations
- 130 Plant samples were sent to disease diagnostic lab for disease identification, this represents 10% of samples submitted

Community & Economic Development Programs

- 21 Presentations and workshops educated 615 participants on watersheds, sources of pollution, and water quality BMPs
- 76 Landscape architects, engineers and contractors learned to manage stormwater during a 1½-day technical workshop
- 320 Municipal and Washington Co. Road Department employees trained on Stormwater BMPs
- 12 Training sessions, 320 Participants
- 44 Participants completed the Greening Your Life online course on minimizing pollution at home
- 13 Staffed displays promoted water quality, Lake Fayetteville, rain barrels and hazardous household product management
- 184 Volunteers removed 2,930 lbs trash during 2 Lake Fayetteville organized clean ups
- 373 Volunteers removed 9,300+ lbs. of trash & recycling during creek clean ups on East, Middle and West Forks of the White River and Lee Creek (Washington Co. Extension collaborated with partners)
- \$239,391 Garnered in grant/local funding for Lake Fayetteville and Stormwater Education projects plus \$140,998 in-kind match
- Five Lake Fayetteville newsletters sent to 3,290 residents and stakeholders

The Arkansas Department of Health Washington County Because Your Health Matters



Making Your County Healthier

The Arkansas Department of Health (ADH) is a centralized public health system with four main Centers and the Public Health Laboratory that work with 94 local health units to provide clinical preventive services, administer public health programs, and issue licenses and certificates. Everything at ADH is done because we believe that communities can be healthier and safer, and people can live longer.

Clinical Preventive Health Services

- Immunizations
- Women's health services
- Women, Infants and Children (WIC) nutrition program
- Testing and support for tuberculosis and sexually transmitted diseases, including HIV
- In-home health services

Public Health Programs

- Infectious disease investigations
- Statewide trauma system
- Local emergency preparedness planning
- Tobacco prevention and cessation programs
- Statewide prescription drug monitoring program
- Hometown Health Improvement

Licensing and Certification

- Vital records (birth, death, marriage)
- Restaurant inspections
- Tests for drinking water
- Hospital and Emergency Medical Services (EMS) Licensing

Services Information

Budget and Employees^a	
Health Department Budgeted Annual Salary/Fringe	\$3,941,408
Health Department Employees	94
Environmental Services	
Food Establishment Inspections	1143
Onsite Wastewater System Inspections	314
Swimming Pool Inspections	167

In-Home Services

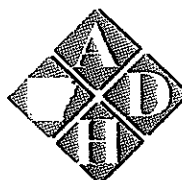
In-home services in this county are not provided by the Arkansas Department of Health.

For more information on in-home services in this county, contact the HomeCare Association at 501-376-2273 or visit <http://homecareassociationarkansas.org/>

Women, Infants, and Children (WIC)

Number of Vendors***	27
Payments to WIC Vendors	\$4,673,833
WIC Clients served annually	10,616

^aIncludes Regional Office and County employees only. ^bContract service providers' salaries and travel expenses. ^cPayments in counties with one WIC vendor are not released



ARKANSAS
DEPARTMENT OF HEALTH

Washington County

Demographics

	Description	Number	Percent	Rank	State %
Total Population	The number of people who live in a county.	216,410	N/A	3	7.3%
White (Non-Hispanic)		157,134	72.6%	47	73.7%
Black (Non-Hispanic)		6,809	3.1%	44	15.4%
Hispanic or Latino Origin		34,832	16.1%	2	6.9%

U.S. Census Bureau, 2013 Population Estimates: Ranks are based on the percent of the total population. Ranks are 1= highest and 75 = lowest.

Economic Indicators

	Description	Number	Percent	Rank	State %
Median Household Income	The income at which half the households earn more and half the households earn less.	\$41,248	N/A	11	\$40,768
People of All Ages in Poverty	People of all ages living below the Federal Poverty Line (FPL).	44,797	20.7%	34	19.2%
Children in Poverty	Children under age 18 living below the Federal Poverty Line (FPL).	15,108	27.5%	25	27.9%
Children in Single Parent Homes	Children that live in a household headed by single parent.	16,253	31.5%	9	37.8%
Uninsured	Population under age 65 without health insurance.	38,045	18.4%	45	16.7%
No transportation	Households with no transportation.	4,614	5.8%	31	6.4%

Injury

	Description	Number	Rate	Rank	State Rate
Injury Related Hospital Discharges		798	368.7	20	457.3
Unintentional Fall	Falls due to loss of balance and not due to sudden paralysis or injury.	362	167.3	26	208.1
Motor Vehicle Accidents	Includes cars, motorcycles and ATVs.	89	41.1	26	53.1
Traumatic Brain Injuries	Injury resulting from external mechanical forces.	76	35.1	16	62.4
Deaths from Injury	Deaths from intentional and unintentional (accidental) injuries.	105	50.5	1	73.6

*Counts and rates for counties with fewer than 10 deaths were not shown. Rank was calculated for those counties where rates were available. Rates are per 100,000 population.

Health Indicators

	Description	Number	Percent	Rank	State %
Current adult smokers	Adults (18+) reporting being current smokers.	32,294	20.0%	17	22.4%
Current youth smokers	Students grades 6-12 reporting being current smokers.	1,115	5.5%	4	7.6%
Low Birth-Weight Babies	Live births where the infant weighed less than 2,500 grams (approximately 5 lbs., 8 oz.).	259	8%	39	8.7
Life Expectancy	The average expected life time (in years) from birth.	78.5 yrs.	N/A	2	76.1 yrs.
Natural Teeth	Adults 65+ who have had all their natural teeth extracted.	6,138	27.0%	53	23.3%
Fluoridation	Citizens with public water containing enough fluoride to protect teeth.	192,216	94.7%	10	71.3%

	Description	Number	Rate	Rank	State Rate
Infant Mortality, 2009-2013	Measures the number of deaths among children less than one year of age.	106	6.5	32	7.1
Teen births	Births to mothers aged 15 to 19 years.	273	32.2	12	43.1

Infant mortality rate is an estimate of the number of infant deaths for every 1,000 live births; Teen birth rates are per 1,000 female population ages 15-19 years. Counts are not shown when the number of teen births is fewer than 5.

Major Health Risk Factors

	Description	Number	Percent	Rank	State Rate
Food Insecurity	The population who did not have access to a reliable source of food during the past year.	34,740	17.0%	21	19.4%
Physical Inactivity	Adults aged 20 and over reporting no leisure-time physical activity.	36,196	25.3%	1	30.9%
Obesity (adults)	Adults (Age 18+) reporting being obese (BMI >= 30.0)	41,338	27.2%	20	30.8%
Overweight (adults)	Adults (Age 18+) reporting being overweight (BMI >=25.0 - 29.9).	53,949	35.5%	36	35.4%
Obesity (youth)	Students grades K-10 with a BMI >= 95th percentile for age and sex.	7,936	20.4%	15	21.5%
Overweight (youth)	Students grades K-10 with a BMI >=85th percentile to <95th percentile for age and sex.	7,018	18.0%	50	17.3%
Low Health literacy	Adults with basic or below basic health literacy skills.	49,316	30.5%	5	37.1%
Substance Abuse (youth)	Students grades 6-12 reporting using drugs in the past 30 days.	2,249	11.1%	4	10.8%

For more information contact:

3270 Wimberly Dr.
Fayetteville, AR 72703
Phone: 479-521-8181
Fax: 479-973-8483
Hours: 8:00 a.m. - 4:30 p.m.
Mon. - Fri.

614 East Emma, Suite #247
Springdale, AR 72746
Phone: 479-927-3667
Fax: 479-751-4838
Hours: 9:00 a.m. - 5:30 p.m.
Mon. - Fri.



Robin Thomas
LHU Administrator

COUNTY HEALTH OFFICER

Stephen Hennigan, M.D.
4038 Remington Rd., Ste. 4
Fayetteville, AR 72703
Phone: 479-444-6522
Fax: 479-444-9426



COUNTY JUDGE

Marilyn Edwards
280 N. College Ave.
Fayetteville, AR 72701
Phone: 479-444-1700
Fax: 479-575-0385



Washington County HIV Clinic
3270 North Wimberly Drive
Fayetteville, AR. 72703
Phone: 479-973-8450 Fax: 479-973-8452

The Washington County HIV Clinic was started in 1992 as a result of a county wide task force recommendation.

During the past 23 years our case load has grown from the original 31 patients enrolled in the first year of operation to a total of 894.

The rate of growth in enrollment follows the rate of growth of the population in Northwest Arkansas. From 2008 – 2015 we grew from 636 to 894, an increase of almost 30%.

During the past year medications have been released that can effectively treat Hepatitis C. Many of our clients are co infected with Hepatitis C. We have access to federally funded medications for Hepatitis C treatment and have started providing these medications as well as HIV treatment for our co infected patients.

The list below is a compilation of some of the services provided by the HIV Clinic.

- Wrap Around Case Coordination
- Comprehensive HIV and Primary Care Medical Treatment
- Mental Health Services
- Hepatitis C co-infected Comprehensive Medical Treatment
- Accidental Needle Stick Injury Counseling and Treatment
- Secure Life Saving Medications
 - Prior Authorizations
 - Patient Assistance Programs
 - Co-Pay Cards
- Medical Consultation for Dental Work
- Referral for Housing and Utility Assistance

To: The Honorable Judge Marilyn Edwards and Members of the Washington County Quorum Court

The Washington County Public Law Library provides quality access to legal information services in a cost-effective manner to the judiciary, members of the bar, government employees as well as to members of the public. The following points of services are as follows:

- **Legal Research** - Through our contract with Lexis Nexis we have an excellent research data base that provides us with all of the needed tools in doing legal research. There is also reference services available from the Law Librarian as well as Lexis Nexis. We also keep and maintain two up-to-date print copies of the Arkansas Code. One copy is located in the Attorney's Lounge on the 4th floor to be used only by attorney's and the second copy is located at our main law library room 101 of the Historic Courthouse. This copy is available to the public. We also house several other print titles for historical use only (i.e. treatises, reporters, acts of Arkansas, digests, etc.) however these are NOT kept up-to-date since all of this information is available and up-to-date on LexisAdvance.
- **Legal Help Support Desk** - The Law Library is proud to partner with Legal Aid of Arkansas and Access to Justice in providing a weekly legal help support desk in our library. We provide both financial support as well as use of one of our work stations for confidential sessions of the Legal Help Support Desk. This is a weekly service that is provided every Friday to the public.
- **Legal Research Training** - The Law Library sponsors legal research training several times per year using LexisAdvance. This training also provides 1 hour of CLE (Continuing Legal Education) to attorneys who wish to attend. This is also available to anyone from the public that is interested in learning legal research. The cost is free.
- **Special Projects** - The Law Library will be looking into participating in special legal research projects locally, regionally and nationally.

In closing, I want to point out that we have 3 locations available for legal research:

- **Main Courthouse** 280 N. College Ave rooms 520, 521 (legal research computer stations); 4th floor attorney's lounge (up-to-date Arkansas Code)
- **Historic Courthouse #4** S. College Ave room 101 (houses our main stacks of books including an up-to-date Arkansas Code as well as legal research computer station)
- **Springdale Public Library** 405 S. Pleasant Street, Springdale, AR we financially provide access to LexisAdvance legal research for our members of the bar and public in that area of the county.

Last but not least we maintain a website that provides information, news and legal research and resources links: www.wcppl.org

Thank You!

Roger Northam

Law Librarian

Washington County Public Law Library

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Fayetteville, Arkansas 72701

(479) 283-222

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Washington County Prosecuting Attorney

	<u>2005</u>	<u>2009</u>	<u>2014</u>
Number of Defendants sent to the Penitentiary:	565	846	1,290

	<u>2002</u>	<u>2009</u>	<u>2014</u>	<u>2015 (to date)</u>
Revocations Filed:	373	491	559	473

	<u>2000</u>	<u>2009</u>	<u>2014</u>	<u>2015 (to date)</u>
Bond Forfeitures:	\$6,500	\$31,113	\$40,123	\$10,475

	<u>1999</u>	<u>2009</u>	<u>2014</u>	<u>2015 (to date)</u>
Victim Restitution:	\$372,411	\$673,477	\$506,553	\$312,280

	<u>1987</u>	<u>2000</u>	<u>2007</u>	<u>2009</u>	<u>2014</u>	<u>2015 (to date)</u>
Hot Check Restitution:	\$69,138	\$673,073	\$889,881	\$583,448	\$133,096	\$111,311

GENERAL

The Washington County Prosecuting Attorney's Office is comprised of 35 employees. This number includes 16 attorneys (15 full-time, 1 part-time) and 19 staff members. The office is responsible for a number of things, primarily representing the State in all matters (Capital, Felony, and Misdemeanor) in Circuit and District Courts. We handle criminal cases in eight different courts...three circuit and five district. While the prosecution of those cases is the main perceived duty of this office, there are quite a few additional things we are responsible for.

CIRCUIT COURT

In 2014, our office handled over 3,000 felony cases in circuit court. Approximately 2,400 of these were new felony filings, while 600 were probation revocation petitions. This aspect of our job doesn't just include negotiating cases and disposing of them through plea or trial. There are also a number of the procedures relating to the handling of these cases, such as trial preparation, witness interviews, and pretrial motions/hearings. Our office also has the sole responsibility of making filing decisions. Charges are initiated by the filing of an information, signed by a deputy prosecutor. Each one of these cases has been reviewed by a prosecutor, since our authority and duties include making the decision not to go forward with a case. Every felony arrest will be reviewed by a prosecutor in our office. Not every arrest, however, will result in charges being filed.

This same procedure applies to the warrant process. Our office is responsible for the preparation, review, and filing of all criminal warrants. Typically, a police officer will

submit a request for a felony warrant to our office. The file will be reviewed by a prosecutor, who will then determine if there is sufficient evidence to file a warrant. If so, a warrant will be drawn up by our office, signed by a prosecutor, and then sent to a judge for his or her signature. As with arrest reports, many times a prosecutor will review a report and determine that there is insufficient evidence to warrant criminal charges. In those situations, a prosecutor will often meet with a victim to inform him or her that we cannot file charges, and explain why.

The number of cases in circuit court has been rising over the past few years. In 2012, we handled a total of 2,538 new felony cases and revocations. In 2013, it was 2,957 new felonies and revocations. At this point of the year, our new criminal felony filings are up approximately 8%. If this pace continues, we will file around 2,600 new felony cases this year. Our office also prosecutes misdemeanors that occur within the county, but not within any city limit. We have one deputy assigned to handle these cases. He currently appears in five district courts around the county. Each year, our office files and prosecutes roughly 2,000 misdemeanor cases.

Depending on how these cases are disposed of, money is often generated from them. Typically, if a defendant is placed on probation, he or she is required to pay a number of fees, costs, and a fine. Most of the fees and costs are set by statute, so we don't have much influence over the amount brought in, other than the fact that our office makes them a condition of a probation agreement. Our deputies do determine the amount of a fine ordered in each case. With the exception of felony DWI cases, the imposition of a fine and the amount imposed are controlled by the deputy prosecutor

handling the case when the offer is made. Each year, hundreds of thousands of dollars in fines and costs are paid into the circuit clerk's office based on judgments from these criminal cases. In 2012, the county collected \$463,098.48 in fines and county restitution. In 2013, the figure was \$449,038.61. Last year, \$428,250.26 was brought in. As of July, \$304,331.60 has been collected from these criminal cases. If that pace continues through the end of the year, \$521,711.31 will be paid in fines alone. Fines typically amount to half of the revenues brought in to the county from criminal cases.

JUVENILE COURT

We are also responsible for handling cases in juvenile court. We have two prosecutors dedicated to the juvenile division. One deputy handles delinquency cases, which amount to close to 1,000 a year. In addition to the criminal side of juvenile court, A.C.A. §9-27-310 gives our office the responsibility for Families In Need of Services (FINS) cases. The other deputy assigned to juvenile court reviews and files the petitions in these cases and represents the State in any subsequent court proceedings.

VICTIM ASSISTANCE

The prosecutor's office serves as an advocate for and a representative of victims of crimes and their families in criminal cases, pursuant to A.C.A. §16-21-106. This is one of the most important functions of our office. These services begin as early as immediately after a crime is committed, and continue long after any resolution of a case. We currently have two employees who serve as victim assistants, along with a bilingual paralegal, who assists Spanish-speaking victims and their families. Our victim

assistants serve as liaisons between victims and various law enforcement agencies, deputy prosecutors, and other victim service agencies. They educate victims on the process for pursuing criminal charges and what to expect once an arrest has been made. By law, our office is required to provide victims or their families with certain information. Our victim assistants fulfill this obligation by notifying victims of court dates, motions, prosecutor meetings, plea offers, dispositions, and offender status.

Since most victims have never been through the criminal process before, victim assistants walk them through the entire process and answer whatever questions they might have. They maintain a current knowledge of Arkansas law related to violent crimes. They have to be able to explain laws, statutes of limitation, and various penalty ranges. They explain the plea negotiation process so that they can get victim input in order to relay that information to the prosecutor handling the case. We educate victims, whenever necessary, on the VINE system and help them prepare applications for notification for when an offender is paroled. They also assist victims prepare applications seeking assistance from the State Crime Victims Reparations Board.

VICTIM RESTITUTION

We are also responsible, under A.C.A. §5-4-205, for seeking and collecting victim restitution. We divide this into two categories: court ordered restitution and hot check restitution. We have three employees who are responsible for collecting and disbursing victim restitution. Over the last few years, we have collected and distributed an average of \$750,000 per year. In 2012, we distributed \$595,618.70 in court ordered restitution to victims. In 2013, the figure was \$562,981.62. Last year, it was

\$506,553.30. Since fewer and fewer merchants are accepting checks, the figure for hot check restitution is lower, but still significant. In 2012, we disbursed \$260,734.78 to victims. In 2013, it was \$223,649.04, and last year, it was \$133,096.31.

TRAINING

Our office conducts numerous trainings, in a range of areas. For years, we have assisted the Washington County Sheriff's Office in training their part-time deputies. Our deputy prosecutors teach classes pertaining to the laws of arrest, the rules of evidence, search & seizure, probable cause, and criminal law. Our victim assistants provide in-service training to civic groups, student groups, and service agencies regarding the dynamics of violent crime, the criminal justice system, and services of the Victim Assistance Program.

CIVIL COMMITMENTS

It is the responsibility of the Prosecuting Attorney's office, based on A.C.A. §20-47-208, to represent petitioners in civil commitment petitions. These are cases in which a petitioner is seeking the involuntary commitment of another person due to a mental disease or defect. When a person is alleged to be a danger to themselves or others due to a mental disease, our office files a petition with the circuit court to have that person evaluated and possibly involuntarily committed for treatment. We currently have five attorneys and one staff member who handle civil commitments.

BOND FORFEITURES

When a defendant charged with a felony offense fails to appear for arraignment or trial, his or her bonding company is responsible for returning the defendant to the

jurisdiction. If the defendant cannot be found, the company must forfeit the bond posted for the defendant's release. Our office is responsible for sending notice of the failure to appear to the bonding companies. We also represent the State at any hearing to show cause as to why the bond should not be forfeited. Lastly, when a bond is ordered to be forfeited, we collect the money and turn it over to the county. In 2012, our office collected \$58,500 in forfeited bonds. In 2013, it was \$71,000. Last year, the figure was \$40,123.



**OFFICE OF THE PUBLIC DEFENDER
4TH JUDICIAL DISTRICT
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Denny Hyslip
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Leana Houston
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Deputy Public Defenders
Suanne M. Jeffus
Lisa Parks
Robert Scott Parks
Autumn Tolbert
Blake Chancellor
Scot Allison
Matthew Dearmore
Michael Roberson
Daniel R. Feild

September 4, 2015

Justices of the Peace
Washington County Quorum Court
Washington County, Arkansas

Dear Justices:

As the budget process begins, we want to let the Quorum Court know who we are and what we do. We represent juveniles and adults in Washington County facing a deprivation of liberty who cannot afford an attorney. Not only does this involve representing persons charged with misdemeanor and felony criminal offenses, but it also includes representing and helping those who are facing involuntary hospital civil commitments due to alleged mental issues and those elderly and mentally incapacitated individuals over whom the Department of Human Services seeks protective custody in probate court.

When a person is charged with a crime in Washington County that could result in incarceration and found by a circuit or district court judge to be indigent and unable to afford an attorney, that judge appoints our office on the case. This appointment is based on the right of counsel guaranteed by the Sixth Amendment and the Due Process Clause of the United States Constitution. As soon as we are appointed, our support staff creates a file for each new client's case and our law clerks obtain the police reports and other information from the prosecuting attorney. The attorney assigned to the case then reviews all of the police reports, videos, and witness statements in the case to ensure the State properly followed all procedures in accordance with the Fourth Amendment and Fifth Amendment of the United States Constitution, the Arkansas Rules of Criminal Procedure, and the Arkansas Criminal Code. The attorney must determine whether or not the alleged behavior by the client fits the description of prohibited actions as determined by the

Arkansas State Legislature and whether or not the charge can proven beyond a reasonable doubt as our system of justice is based on “innocent until proven guilty.” The attorney must be familiar with the Arkansas State Sentencing Guidelines to properly determine what sentence the client faces. For an attorney to do this case review thoroughly and efficiently, extensive training and up-to-date knowledge of recent cases from the Arkansas Court of Appeals and Supreme Court, the Court of Appeals for the Eighth Circuit and the United States Supreme Court is required.

A public defender who is well-trained and versed in the current law promotes a more efficient court system as he or she can realistically advise a client as to the potential outcomes at trial and advise them if a plea bargain or trial is in the client’s best interest. A well trained attorney can also intelligently argue to the prosecuting attorney if a mistake was made by the State and an innocent person was charged, a person was “overcharged,” or if the United States or Arkansas Constitution was violated during the arrest or search of the client leading to a reduction of charges or a dismissal of the case.

During the course of representation a client often asserts there is information or a witness that could lead to a dismissal, a reduction in charges, or a lesser punishment. Each attorney is ethically obliged to follow through and attempt to contact and interview those witnesses and find and obtain any relevant information. While the prosecuting attorney has police officers who can do that type of work, the Office of the Public Defender must rely on the attorney and office investigator to do that, often extensive, investigation.

If the attorney fails to advise the client properly and does not investigate the case properly, the attorney may face sanctions from the Arkansas Committee on Professional Conduct and, possibly, the client may be entitled to a new trial or a reopening of the case resulting in protracted court proceedings. If the client is facing the death penalty, the representation requirements are heightened and two death penalty qualified attorneys must be assigned to each case, along with an investigator and other specialists. In order to become qualified to represent such clients, an attorney must have extensive trial experience and attend a minimum number of training hours exclusively devoted to the representation of clients facing death.

Our office is seeing an increasing number of clients who are mentally ill and charged with criminal offenses. Our attorneys try to identify those clients quickly through observing their behavior, consulting with family members, and court records. Due to limited funding of the Arkansas State Hospital, many of these clients are being housed in the jail for long periods, putting the deputies and other inmates in danger. The Office of the Public Defender attempts to work with the prosecuting attorney and courts to obtain the release or hospitalization of those inmates to avoid the “warehousing” of the mentally ill in the county jail.

Our office also represents the mentally ill in civil proceedings. If a family member or a doctor believes someone is a danger to himself or others and is unwilling to obtain treatment, the prosecuting attorney can petition a circuit court judge to commit that

person to a hospital. Due process requires that the Office of the Public Defender be appointed to ensure the liberty interests of the alleged mentally ill person are protected. The appointed attorney will then consult with the doctor or hospital social worker and advise the client of his or her rights and represent the client in court if a hearing is necessary.

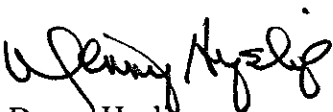
Another lesser known duty of the Office of the Public Defender is to represent the elderly and/or mentally incapacitated adults after the Department of Human Services petitions for protective custody. Our clients are often suffering from dementia or Alzheimer's. The attorney must meet with the client and determine his or her wishes. Sometimes we work with DHS to find a placement for the client near family or friends, if any exist. Other times our attorneys take a position in opposition to DHS and fight to keep our elderly client in their own home or an assisted living community in lieu of being placed in a nursing home.

In all of our cases, civil and criminal, we are seeing a rise in our representation of veterans of all ages. This past year, we represented clients who served in Vietnam, Panama, the first Gulf War, Afghanistan and Iraq. These clients have very specialized needs in the areas of mental health, housing, and domestic issues. We work closely with the VA to help identify these clients and how best to advocate for them and prevent from being incarcerated for behavior that is often directly related to injuries or trauma experienced in service.

As you see, an attorney in the Office of the Public Defender must wear a lot of hats. It is important that we have the resources to best represent these clients. This includes training in many areas including specific criminal charges, Constitutional issues, death penalty representation, mental health concerns, and investigative techniques.

We believe strongly in protecting liberty and in our role ensuring the proper steps are taken before a person loses that liberty. All of the attorneys and support staff in the Office of the Public Defender take this job very seriously and appreciate all of the support we have received from the Quorum Court over the years. We look forward to continuing to serve the people of Washington County efficiently and professionally.

Sincerely,



Denny Hyslip

September 1, 2015

COUNTY SERVICES PROVIDED BY THE
WASHINGTON COUNTY SHERIFF'S OFFICE

Enforcement Division

Patrol

Criminal Investigations

Animal Control

Court Services/Civil Process

Fire Marshal

9-1-1 & Dispatch for the County and 10 Rural Police Departments

Detention Division

Adult Detention

Community Service

Work Release

Transport

Washington County



TAX COLLECTOR
David A. Ruff

280 North College-Suite 202
Fayetteville, AR 72701
Telephone (479) 444-1526 or 1527
Fax 444-1881

Real Estate and Personal Property Tax

August 28, 2015

SERVICES PROVIDED BY THE COLLECTOR'S OFFICE

1. Mail 100,000 real and personal property tax statements to county residents
2. Collect Current & Delinquent taxes in Cash, Credit Cards, Check, Online Payments, and Telephone payments.
3. Maintain and man Court house and 3 satellite offices with extended hours in the Springdale and Fayetteville satellite offices for the public.
4. Send requested tax amounts to mortgage companies for real estate parcels.
5. Maintain address changes.
6. Add Fire District fees to real estate parcels.
7. Add Improvement District fees to real estate parcels
8. Add City cleanup fee to real estate parcels.
9. Mail delinquent notices to businesses and local residents.
10. Publish in the newspaper all delinquent real and personal property taxes.
11. Publish and Certify delinquent real property to the State Land Commissioner.
12. Input credit and charges from back assessments or value changes.
13. Answer 2 phone lines to help citizens with questions about taxes.
14. Maintain 2 exterior drop boxes at Courthouse and Springdale Revenue office.
15. Make daily deposits to bank
16. Do the end of month settlement for all funds collected with county treasure.
17. Provide a breakdown of settlement with all taxing entities.
18. Do the final settlement at end of year to distribute hold back money to taxing entities.
19. Send paperwork to county attorney for filing Probate and Bankruptcy for county taxpayers.
20. Provide information and proration's for taxpayers who may qualify for Veterans exemption, and exempt those taxes for them.

Washington County Treasurer

- Responsible for the custody and security of all county funds received in his or her office. Treasurer must retain proof of collateralization by the banking institutions for funds over the FDIC limit.
- Responsible for the disbursement of funds to the county, nine school districts, 13 municipalities, six improvement districts, 10 rural fire districts, and the state of Arkansas (admin justice).
- Receipting of funds: Property taxes, sales tax, state turnback funds, grant funds, fines and fees, fire district funds, and other revenues from other county departments.
- Download warrant information from comptroller, then print and sign checks to pay county debts.
- Download payroll information from comptroller, then distribute checks/direct deposits to approximately 600 employees on a bi-weekly basis. Distribute juror checks on a quarterly basis. Distribute poll worker payroll following elections. Distribute employee retirement bi-weekly.
- Check off precinct list following elections and maintain custody of ballot stubs for 20 days.
- Prepare and present monthly reports to the Quorum Court concerning the fiscal condition of the county. Ability to customize most reports upon request.
- Maintain clear, accurate accounting records for review by Arkansas Legislative Audit. Maintain an approved electronic funds transfer process. Maintain and test an approved Disaster Recovery Plan.
- Investments of county funds. (Money market accounts and CDs when interest rates allow)
- Balance county account ledger and county banking ledger on a daily basis.
- Reconcile monthly bank statements to county balances on a monthly basis. Balance to comptroller.
- Maintain custody of voided checks to comply with unclaimed property statutes.
- Keep detailed records available for public inspection.
- Maintain an orderly filing system for quick reference.
- Have working knowledge of and be in compliance with FOI laws.
- Assist with the budget process by projecting revenues.
- Treasurer’s office takes advantage of technology to keep same number of employees since the mid-1990s.

<u>Year</u>	<u>Receipted Money</u>	<u>#Checks/Wires</u>	<u>Ledger Entries</u>
2000	\$102,000,000	23,800	59,259
2008	\$180,000,000	27,646	66,187
2014	\$205,000,000	30,440	86,405

