

MARILYN EDWARDS
County Judge



280 North College, Suite 500
Fayetteville, AR 72701

WASHINGTON COUNTY, ARKANSAS
County Courthouse

October 2, 2015

SPECIAL MEETING OF THE
WASHINGTON COUNTY QUORUM COURT

Monday, October 5, 2015
5:30 P.M.
Washington County Quorum Court Room

AGENDA

- | | |
|---|----------------------|
| 1. CALL TO ORDER. | JUDGE EDWARDS |
| 2. PRAYER AND PLEDGE. | |
| 3. ROLL CALL. | |
| 4. ADOPTION OF AGENDA. | |
| 5. REVIEW BUDGET REQUESTS FOR CAPITAL AND PERSONNEL AND/OR CHANGES FOR 2016. (5.1) | |
| • COUNTY LIBRARY | |
| • ASSESSOR | |
| • COMPUTER / IS DEPARTMENT | |
| • ELECTION COMMISSION | |
| • ROAD | |
| • ROAD ½ CENT SALES TAX | |
| 6. CITIZEN'S COMMENTS. Fifteen-minute comment period with a three-minute limit for each individual to comment on items on the agenda or other items. | |
| 7. ADJOURNMENT. | |

/cs

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CAPITAL AND PERSONNEL REQUESTS AND/OR CHANGES

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5-10	0105 Assessor (General Fund)	87-88	245-247
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13	0109 Election Commission (General Fund)	95	323-333
15	0200 Road (Road Fund)	165-166	319
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DEPARTMENTS WITH CAPITAL & PERSONNEL REQUESTS/CHANGES

Fund/Status	Dept #	Dept Description	Personal Services	Supplies	Other Services & Charges	Capital Outlay	2016 Budget
P (1)	0104	Tax Collector	42,323.00	-	-	-	42,323.00
P (3)	0105	Assessor	111,691.00	-	-	-	111,691.00
C	0108	Buildings & Grounds	-	-	-	222,000.00	222,000.00
Other	0109	Election Commission	327,232.00	504,630.00	25,425.00	-	857,287.00
C, P (2)	0115	Computer/IS Department	127,506.00	-	-	375,000.00	502,506.00
Other	0301	Ambulance Service	-	-	133,173.00	-	133,173.00
P (3 part-time), C	0308	Animal Shelter	39,638.00	-	-	6,366.00	46,004.00
C	0400	Sheriff-Enforcement	-	-	-	217,750.00	217,750.00
P (1)	0801	Extension Office	-	-	224,650.00	-	224,650.00
1000 COUNTY GENERAL FUND			648,390.00	504,630.00	383,248.00	821,116.00	2,357,384.00
C, P (change)	0200	Road	(198.00)	-	-	50,000.00	49,802.00
C	0201	Road 1/2 Cent Sales Tax	-	-	-	380,000.00	380,000.00
2000 ROAD FUND			(198.00)	-	-	430,000.00	429,802.00
P (3)	0128	Recorder's Cost	109,023.00	-	-	-	109,023.00
3006 RECORDER'S COST FUND			109,023.00	-	-	-	109,023.00
C	0600	County Library	-	-	-	27,250.00	27,250.00
3008 COUNTY LIBRARY FUND			-	-	-	27,250.00	27,250.00
C	0127	Buildings & Grounds	-	-	-	23,000.00	23,000.00
C, P (change)	0418	County Jail	57,271.00	-	-	155,250.00	212,521.00
3017 JAIL FUND			57,271.00	-	-	178,250.00	235,521.00
P	<i>Personnel</i>						
C	<i>Capital</i>						
Other	<i>Significant Change to Budget Request (that doesn't fall under Personal Services or Capital)</i>						

County Library Board met on 9/24/2015 and approved the Library Budget Request. It was previously left off this report by request of the Library Director Glenda Audrain until the Board could meet to discuss.

DEPARTMENTS BEING COMBINED						2016 Budget	2015 Budget	Difference
P (2)	0113	Financial Management	366,858.00	8,800.00	146,836.00	522,494.00	325,117.00	197,377.00
P (-2)	0118	General Services	-	-	-	0.00	204,711.00	(204,711.00)
1000 COUNTY GENERAL FUND						522,494.00	529,828.00	(7,334.00)

Karen Beeks

From: Glenda Audrain [<mailto:glendaa@wcls.lib.ar.us>]
Sent: Friday, September 25, 2015 8:20 AM
To: Cheryl Bolinger; Karen Beeks
Subject: RE: Library Budget

Hi Karen,

I have a capital request for 2016. We will need to replace 3 of our library automation servers with one new server that incorporates the functions of the servers being replaced. The quote from our vendor is \$24,471 plus tax. I have budgeted \$27,250 for the purchase. This includes the proprietary library software. The Library Board approved the full budget request at our Board meeting yesterday afternoon including this capital request.

Please let me know if you need anything else from me.

Thanks,

Glenda

Glenda Audrain
Director
Washington County Library System
1080 West Clydesdale Drive
Fayetteville, AR 72701
479-442-6253
glendaa@wcls.lib.ar.us

2016 Budget Additions

Addressing the need for 2 additional Deputy Assessor's and 1 GIS Tech "Research Analyst".

2 Deputy Assessors

Beginning in January 2016 with the cooperation of the State Revenue office and County Collector we will be opening an additional Assessor's office located in the Fayetteville Revenue office on Razorback road.

After some research and conversations with other Assessor's and Collector's across the State we learned that it takes one year for people to learn and remember that they no longer have to come to the courthouse to assess and pay their taxes. For the first year we will need one additional person to help man the new office. We will transfer two additional people from the courthouse to the new office location. This will leave two people at the courthouse to handle walk-in customers; we currently have 4 at the courthouse. The new office will be equipped with 3 desks to handle the anticipated volume of customers and coverage for mandatory breaks and lunches. I do have a person who has already made it clear they will be retiring at the end of 2016. The person we hire for the 2016 office expansion will absorb the vacancy of the person retiring at the end of the year. Basically we are replacing the person retiring, were just doing it a year before she retires because of the office expansion and the needs to maintain both Fayetteville offices the first year. I hope that makes sense?

We need to add a second deputy assessor to manage to growth of personal and business property records. In 2010 we had 89,569 personal property records on file. I stress manage because we are in and out of each record multiple times each year with every bought and sold item. In 2010 we had 9 deputies managing the 89,569 records and on average each deputy can manage between 8,000 to 10,000 records per year. In 2014 we had 99,033 records with 11 deputies and as we approach 2015 we will eclipse 100,000 records with 11 deputies. I would like to make that 12.

GIS TECH "Research Analyst"

This is a currently part-time position that we want to make full-time. Jim Duncan who was semi-retired filled this position and at his requested worked 30 hours per week. In order to attract the talent needed we need to make this a full-time position. Attached is the job description.

CONFIDENTIAL

The following information was obtained from a confidential source who has provided reliable information in the past.

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WASHINGTON COUNTY
Job Description

NEW POSITION

JOB TITLE: Research Analyst

Exempt (Y/N): No

DATE PREPARED: Sept. 2015

DEPARTMENT: Assessor

SUPERVISOR: Chief Deputy of Real Estate

SUMMARY:

The Research Analyst position has varied responsibilities in assessment practices requiring a working knowledge of all aspects of the assessor's office including real estate and personal property assessment and procedures. Under the direction of the ~~Assistant Assessor of Real Estate~~ **Chief Deputy of Real Estate and Appraisal** and with mapping support from the Geographic Information Systems (GIS) Department, the person in this position is primarily responsible for corrections of ownership and mapping of problems regarding real estate parcels. This requires maintaining quality control on all real property legal descriptions for real estate parcels as well as personal property assessments, totaling over \$16.4 billion in appraised value, in Washington County. The Research Analyst must use proper research and analytical skills as well as having an understanding of current assessment practices and mapping principles to correct: legal descriptions, correct placement of parcels on the cadastral map, correct vesting of title and to insure valid transfer history on assessment records. These corrections will include: splitting, combining and voiding of parcels, performing necessary digital mapping changes, maintenance of digital files of all pertinent documentation and the collection of physical examples as needed. The Research Analyst shall communicate directly with appraisal personal to establish correct values in the Computer Assisted Mass Appraisal (CAMA) system. The person in this position will often be required to communicate with the general public, property owners, title and abstract companies, surveyors and engineering companies, real estate companies, attorneys, the assessor's staff, county departments, school district representatives, municipalities, other county personnel, the USA's Forest Service, Bureau of Land Management, The Army Corp of Engineers, the State of Arkansas' Commissioner of State Lands, and State Highway Department concerning findings and changes. The Research Analyst is responsible for real estate projects as directed by the Assessor's Office including but not limited to: the county boundaries, section corners and Township & Range locations and any other findings that require cadastral map and vesting adjustments. The scope of these projects may affect the boundaries of adjoining counties and the State of Oklahoma requiring coordination with these entities. The person in this position shall have the ability to communicate any findings verbally, in written reports and in formal presentations. The Research Analyst is also required to assist with personal property assessment as needed. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must be able to work with minimal supervision. The person in this position must be capable of exercising good judgment and making subjective decisions when necessary. The work performed requires judgment in the application of established guidelines for specific situations, with instruction or assistance from a supervisor on problems in unusual cases. Accuracy is a very important factor in this position. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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

1. The Research Analyst must be familiar with research practices including the ability to research electronic indexes and hard copy archival files at the city, county, state and federal level to retrieve documents that relate to parcel description and correct vesting.
2. Must have the ability to read and interpret legal descriptions, maps, subdivision plats, surveys and aerial imagery and other GIS related information to discern property boundaries.
3. Must possess the ability to read and comprehend all relevant documents pertaining to real property transfers of vesting.
4. Must have the ability to interpret and analyze technical and statistical information. Analytical ability skills are necessary in order to analyze data to make appropriate recommendations.
5. The Research Analyst must also have the ability to research indexes of Arkansas Code for pertinent laws related to Real Estate transfers and must be able to apply those laws as related to the Assessor's constitutional responsibilities as directed.
6. Must be able to understand and adjust digital data to map written legal descriptions on parcel maps, including the ability to use GIS mapping in the research process to reflect the parcel changes (splits, adjustments, combinations, and voiding) to determine the graphical representation of parcel boundaries accordingly.
7. Must use appropriate quality control practices to maintain the integrity of the cadastral map regarding surrounding parcels when making adjustments and corrections to a particular parcel.
8. The Research Analyst must have the ability to enter ownership changes and record documentation for changes in vesting in the assessment record using the CAMA program, including the ability to process deeds resulting in parcel splits and digitally map new parcels as well as adjusting adjoining problem parcels using GIS software.
9. Must have the ability to update assessment records in the Computer Assisted Mass Appraisal system to reflect split parcels and newly created parcels.
10. Must be able to develop and print digital maps and other appropriate reference material for appraisers doing field checks.
11. Must be able to use GIS related software to develop and print maps for customers and interoffice use.
12. Must be able to assist the Real Estate Supervisor/Amendment 79 Administrator and Senior Appraiser in determining the appropriate valuation increases as defined by Amendment 79 to all re-priced real estate parcels.

13. Must be able to update assessed values as necessary to accommodate ownership changes and parcel splits both for the current year and previous years using the necessary corrective documents.

14. The research analyst will assist the public in person and over the telephone in all aspects of the assessment process.

15. Must be proficient with using digital maps and/or aerial photos to determine proper placement of improvements for parcel splits and review parcels for improvements make to properties to maintain accurate assessment records.

16. As necessary, contact abstractors, attorneys, and property owners to clarify deed information for proper assessment.

17. The Research Analyst must perform extensive research to resolve irregularities, and identify errors in deeds, as well as contacting appropriate entities (lawyers, title companies, banks and other financial institutions) to make them aware of the mistake and the need for correction of the deed for the assessment records.

18. Must be able to assist deputy assessors in all areas concerning real estate and personal property assessment as needed and serve as backup on telephones, which will require successfully cross-training in personal property assessment.

19. Must be able to use titles and/or Bill of Sales, to assess personal property of individuals and businesses by phone, fax or email and in person. This includes vehicles, boats, planes, trailers, motorcycles, ATV' s motor homes, livestock, etc.

20. Make personal property assessments both in person and by phone, mail, email, fax, and verify online assessments.

20. Must perform all liaison activities in a professional manner to insure maximum cooperation between and among County and other agencies.

21. The Research Analyst will ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens of Washington, County.

22. Must be able to work independently concerning daily tasks and on-going projects with minimum supervision.

23. Other projects as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or GED; Bachelor's degree in a related field with two years of experience working with geographic information systems or an Associate's degree in geographic

information systems or geography is preferred. The Research Analyst position requires a general knowledge of surveying, title research practices, Geographic Information System (GIS) theory and technology, GIS software applications, cadastral mapping, real property assessment practices and record keeping and personal property assessment. Other combinations of experience and education that meet the above requirements may be substituted.

LANGUAGE/COMMUNICATION SKILLS:

Must possess excellent interpersonal skills in order to establish and maintain good working relationships with co-workers, other County employees, developers, realtors, surveyors, engineers, title companies, and general public and elected officials.

OFFICE EQUIPMENT & COMPUTER SOFTWARE:

Machine skills include computer and Internet, calculator, Fax machine, copy machine, and typing skills. Computer programs and software utilized include: Computer Assisted Mass Appraisal software; ESRI's ArcGIS or Arc Reader software; and Microsoft Office Products to include Word, PowerPoint, and Excel, Access; Deed Plotter mapping software; Adobe Reader; and overall basic computer knowledge.

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 sit, talk, hear, and use hands to finger, handle or feel objects. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision and the need to view a computer screen for extended periods of time. Employees must travel to different sites and locations.

WORK ENVIRONMENT:

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

Marilyn Edwards
County Judge



John Adams
IT Director

WASHINGTON COUNTY, ARKANSAS
Information Technology Department

September 17, 2015

To: Quorum Court

Subject: Budget Justification

1. Requesting \$127,506.00 for two programming and systems analyst position allowing us to support offices request for new programs.
2. Requesting \$25,000.00 for a replacement vehicle allowing us to support all sites in the county.
3. Requesting \$350,000.00 to replace fiber cables (between north and south campus) and backup device for the wide area network.

Thank you for your consideration

John Adams
IT Director



WEST VIRGINIA UNIVERSITY
MORGANTOWN, W. VA.

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THE UNIVERSITY OF WEST VIRGINIA
MORGANTOWN, WEST VIRGINIA
DEPARTMENT OF CHEMISTRY
MORGANTOWN, WEST VIRGINIA

1950



WASHINGTON COUNTY ELECTION COMMISSION

2016 Budget Request

The responsibility of the Election Commission (the "Commission") shall be to coordinate and conduct all elections held in Washington County.

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.

Small Equipment Funding Request

Act 151 of 2015 appropriated \$30 million for funding for new voting equipment. 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 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.

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. 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

Washington County Road Department 2016 Budget Capital Request Justification

The Washington County Road Department is requesting the following capital line items amounts:

Budget 2000 0200

County Matching – Road Construction \$50,000

This request is to cover the county's part for state aid projects. The county receives state aid funds each year. For each project the county does, we are required to pay 10% matching funds. So, if a project has a total cost of \$150,000, the county must pay \$15,000 in county matching funds. Without this money available, the county would not be able to participate in state aid jobs and could risk losing funds.

Personal Services – Request to change two HEO I positions to HEO II positions.

This request is being made to add more opportunity for advancement. We currently have a limited number of HEO II positions available. We would like to increase this number.

Budget 2000 0201

Machinery and Equipment \$110,000

This money is being requested to purchase a brush hog tractor along with all needed attachments for brush hogging county roads. The County uses our brush hogs year around. During the active growing months, paved roads are cut. During the winter months, the gravel roads are cut. The brush hogs, due to their nature of work, endure a lot of wear and tear. The County has four brush hog operators, and currently has six brush hogs. Two of those tractors are spares. The spares are needed as backups for when the four newer tractors have mechanical issues. The two spares have over 8,500 hours on each one. Due to the importance of keeping the county roads brush hogged, it is very important to keep reliable brush hogs. In years past, Washington County has tried to purchase a brush hog tractor at least every other year. The last one purchased was in 2012. It has been close to three years since one has been purchased. The condition of the two spares and the abundance of rain this year have made it difficult to keep the roadsides maintained.

Below is a list of current hours on the six tractors:

<u>Tractor Number</u>	<u>Hours</u>
10-21-3	8619
10-21-5	8503
10-21-6	7006
10-21-7	5172
10-21-10	2936
10-21-11	2521

Vehicles

\$270,000

This money being requested would be used to purchase two dump trucks at an estimated cost of \$135,000 each. We purchased two dump trucks at the end of 2014. Prior to that, we have not purchased dump trucks since 2010. The county's dump trucks are used each day. The repair costs continue to rise as the miles on our dump trucks increase. Some of our dump trucks are approaching 400,000 miles.