



WASHINGTON COUNTY, ARKANSAS
County Courthouse

November 13, 2015

SPECIAL MEETING OF THE
WASHINGTON COUNTY QUORUM COURT

Monday, November 16, 2015
5:30 p.m.
Washington County Quorum Court Room

A G E N D A

1. **CALL TO ORDER.** **JUDGE EDWARDS**
2. **PRAYER AND PLEDGE.**
3. **ROLL CALL.**
4. **ADOPTION OF AGENDA.**
5. **DECISION ON WASHINGTON COUNTY
COMPENSATION FOR EMPLOYEES AND
ELECTED OFFICIALS FOR 2016. (5.1-5.4)** **JUDGE EDWARDS**
6. **FINALIZATION OF THE 2016 BUDGET CONTROLS.**
The Quorum Court still needs to finalize Section 6
in the revised Budget Controls. **(6.1)** **JUDGE EDWARDS**
7. **APPROPRIATION ORDINANCE: AN ORDINANCE
RECOGNIZING REVENUES AND APPROPRIATING
MONIES FOR THE EXPENDITURES IN EACH FUND
FOR WASHINGTON COUNTY, ARKANSAS, FOR
THE YEAR 2016, AND ADOPTING A BUDGET FOR
THE VARIOUS DEPARTMENTS REFLECTING THE
LINE ITEM EXPENDITURES THEREOF.** In anticipation
that Agenda Items #5 & #6 above are finalized tonight,
the Quorum Court will have reviewed all items for the
2016 Budget and is ready to consider passage. **(7.1)** **RICK COCHRAN**
8. **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.
9. **ADJOURNMENT.**

2% - 3% Raise for Full-Time Employees and 85% of Maximum for Elected County Officers
(Benefits Included)

Funds	2% For Full-Time Employees Only	85% of Maximum for Elected County Officers	Totals	3% For Full-Time Employees Only	85% of Maximum for Elected County Officers	Total	Additional 1% Cost Per Fund for 3% Raise
1000 County General	284,107.76	36,261.76	320,369.52	426,161.63	36,261.76	462,423.39	(142,053.87)
2000 Road	72,929.91	-	72,929.91	102,626.91	-	102,626.91	(29,697.00)
3006 Recorder's Costs	4,770.53	-	4,770.53	6,860.54	-	6,860.54	(2,090.01)
3008 County Library	3,383.49	-	3,383.49	4,824.14	-	4,824.14	(1,440.65)
3017 Jail	177,626.41	-	177,626.41	249,899.68	-	249,899.68	(72,273.27)
3020 Emergency 911	1,648.12	-	1,648.12	2,324.48	-	2,324.48	(676.36)
3401 HIV Clinic	2,403.38	-	2,403.38	3,384.82	-	3,384.82	(981.44)
Totals	546,869.60	36,261.76	583,131.36	796,082.20	36,261.76	832,343.96	(249,212.60)

*Includes 2% raise for full-time employees and 85% of maximum for elected county officers (benefits for both included).
2% raise covered by 3005 County Clerk's Cost (Automation) Fund.*

*Includes 3% raise for full-time employees and 85% of maximum for elected county officers (benefits for both included).
2% of raise covered by 3005 County Clerk's Cost (Automation) Fund with additional 1% being covered by their respective funds.*

ACA 14-14-1210 Salaries of Elected County Officers

	Minimum	Maximum	85% of Maximum	Benefits
County Judge	42,986.00	118,479.00	100,707.15	22,306.63
Sheriff	42,986.00	118,479.00	100,707.15	22,306.63
Collector of Taxes	39,404.00	111,529.00	94,799.65	20,998.12
Circuit Clerk	39,404.00	111,529.00	94,799.65	20,998.12
County Clerk	39,404.00	111,529.00	94,799.65	20,998.12
Assessor	39,404.00	111,529.00	94,799.65	20,998.12
Treasurer	39,404.00	111,529.00	94,799.65	20,998.12
Coroner	39,404.00	111,529.00	94,799.65	20,998.12

Washington County, Arkansas

16-Nov-15

2016 BUDGET SUMMARY - Revenue Projections and Expenditure Requests

FUND	2016		2016		2016		2016		2016		2016	
	PROJECTED *CARRYOVER	PROJECTED **NEW REVENUE	PROJECTED TOTAL REVENUES	HOLDBACK	AVAILABLE TO BUDGET	REQUESTED BUDGETS	INFUSION TO JAIL FUND	UNAPPROPRIATED RESERVE				
1000 COUNTY GENERAL FUND	12,000,000.00	25,707,160.00	37,707,160.00	3,770,716.00	33,936,444.00	27,705,458.00	(636,162.00)	5,594,824.00				
1002 EMPLOYEE INSURANCE FUND	1,350,000.00	4,734,800.00	6,084,800.00		6,084,800.00	5,071,100.00		1,013,700.00				
1800 FLEXIBLE SPENDING FUND	14,000.00	217,000.00	231,000.00		231,000.00	231,000.00						
2000 ROAD FUND	1,900,000.00	9,237,910.00	11,137,910.00	1,113,791.00	10,024,119.00	8,994,829.00		1,029,290.00				
3000 TREASURER'S AUTOMATION FUND	5,000.00	34,290.00	39,290.00		39,290.00	23,215.00		16,075.00				
3001 COLLECTOR'S AUTOMATION FUND	49,800.00	150,200.00	200,000.00		200,000.00	128,000.00		72,000.00				
3002 CIRCUIT COURT AUTOMATION FUND	200,000.00	25,200.00	225,200.00		225,200.00	9,450.00		215,750.00				
3004 ASSESSOR'S AMENDMENT 79 FUND	40,000.00	26,800.00	66,800.00		66,800.00	19,200.00		47,600.00				
3005 COUNTY CLERK'S COST (AUTOMATION) FUND	910,000.00	116,050.00	1,026,050.00		1,026,050.00	152,950.00		873,100.00				
3006 RECORDER'S COST FUND	980,000.00	1,272,555.00	2,252,555.00	225,256.00	2,027,299.00	1,507,258.00		520,041.00				
3008 COUNTY LIBRARY FUND	1,075,000.00	2,187,000.00	3,262,000.00	326,200.00	2,935,800.00	2,131,199.00		804,601.00				
3010 COUNTY CLERK OPERATING FUND	32,000.00	4,350.00	36,350.00		36,350.00	15,000.00		21,350.00				
3012 CHILD SUPPORT COST FUND		19,900.00	19,900.00		19,900.00	19,900.00						
3014 COMMUNICATIONS FACILITY & EQUIPMENT FUND	180,000.00	248,250.00	428,250.00	42,825.00	385,425.00	377,500.00		7,925.00				
3017 JAIL FUND	700,000.00	12,954,150.00	13,654,150.00		13,654,150.00	14,290,312.00	636,162.00					
3019 BOATING SAFETY FUND	13,000.00	9,990.00	22,990.00	2,299.00	20,691.00			20,691.00				
3020 EMERGENCY 911 FUND	1,180,000.00	532,105.00	1,712,105.00	171,211.00	1,540,894.00	744,792.00		796,102.00				
3028 ADULT DRUG COURT FUND		21,950.00	21,950.00		21,950.00	21,950.00						
3031 CIRCUIT COURT JUVENILE DIVISION FUND	46,000.00	3,565.00	49,565.00		49,565.00			49,565.00				
3032 JUVENILE COURT REPRESENTATION FUND	1,100.00	386.00	1,486.00		1,486.00			1,486.00				
3039 CIRCUIT CLERK COMMISSIONER FEE FUND	20,000.00	13,980.00	33,980.00		33,980.00			33,980.00				
3401 HIV CLINIC FUND	105,000.00	160,740.00	265,740.00	26,574.00	239,166.00	198,430.00		40,736.00				
3402 LAW LIBRARY FUND	235,000.00	126,400.00	361,400.00	36,140.00	325,260.00	102,510.00		222,750.00				
3406 DRUG COURT PROGRAM FUND	75,000.00	30,020.00	105,020.00	10,502.00	94,518.00			94,518.00				
3503 RURAL COMMUNITY GRANT FUND	50,000.00		50,000.00		50,000.00			50,000.00				
5800 COURT COSTS & FINES FUND	740,000.00	449,500.00	1,189,500.00		1,189,500.00	358,284.00		831,216.00				
	21,900,900.00	58,284,251.00	80,185,151.00	5,725,514.00	74,459,637.00	62,102,337.00		12,357,300.00				

* Carryover - 2015 actual ending cash balance less expenditures paid in 2016 for the 2015 budget year.

** New Revenue - monies projected to be received in 2016.

Washington County, Arkansas
 2016 BUDGET SUMMARY - Revenue Projections and Expenditure Requests
 16-Nov-15

FUND	2016 PROJECTED	2016 PROJECTED	2016 PROJECTED	HOLDBACK	AVAILABLE TO BUDGET	2016 REQUESTED BUDGETS	JAIL FUND	UNAPPROPRIATED RESERVE	2% FOR FULL-TIME EMPLOYEES & 85% OF MAXIMUM FOR ELECTED COUNTY OFFICERS
	*CARRYOVER	**NEW REVENUE	TOTAL REVENUES				INFUSION TO		
1000 COUNTY GENERAL FUND	12,000,000.00	26,027,529.00	38,027,529.00	3,770,716.00	34,256,813.00	28,025,827.00	(636,162.00)	5,594,824.00	***
1002 EMPLOYEE INSURANCE FUND	1,350,000.00	4,734,800.00	6,084,800.00	-	6,084,800.00	5,071,100.00	-	1,013,700.00	
1800 FLEXIBLE SPENDING FUND	14,000.00	217,000.00	231,000.00	-	231,000.00	231,000.00	-	-	
2000 ROAD FUND	1,900,000.00	9,310,839.00	11,210,839.00	1,113,791.00	10,097,048.00	9,067,758.00	-	1,029,290.00	***
3000 TREASURER'S AUTOMATION FUND	5,000.00	34,290.00	39,290.00	-	39,290.00	23,215.00	-	16,075.00	
3001 COLLECTOR'S AUTOMATION FUND	49,800.00	150,200.00	200,000.00	-	200,000.00	128,000.00	-	72,000.00	
3002 CIRCUIT COURT AUTOMATION FUND	200,000.00	25,200.00	225,200.00	-	225,200.00	9,450.00	-	215,750.00	
3004 ASSESSOR'S AMENDMENT 79 FUND	40,000.00	26,800.00	66,800.00	-	66,800.00	19,200.00	-	47,600.00	
3005 COUNTY CLERK'S COST (AUTOMATION) FUND	910,000.00	116,050.00	1,026,050.00	-	1,026,050.00	736,078.00	-	289,972.00	***
3006 RECORDER'S COST FUND	980,000.00	1,277,325.00	2,257,325.00	225,256.00	2,032,069.00	1,512,028.00	-	520,041.00	***
3008 COUNTY LIBRARY FUND	1,075,000.00	2,190,383.00	3,265,383.00	326,200.00	2,939,183.00	2,134,582.00	-	804,601.00	***
3010 COUNTY CLERK OPERATING FUND	32,000.00	4,350.00	36,350.00	-	36,350.00	15,000.00	-	21,350.00	
3012 CHILD SUPPORT COST FUND	-	19,900.00	19,900.00	-	19,900.00	19,900.00	-	-	
3014 COMMUNICATIONS FACILITY & EQUIPMENT FUND	180,000.00	248,250.00	428,250.00	42,825.00	385,425.00	377,500.00	-	7,925.00	***
3017 JAIL FUND	700,000.00	13,131,776.00	13,831,776.00	-	13,831,776.00	14,467,938.00	636,162.00	-	***
3019 BOATING SAFETY FUND	13,000.00	9,990.00	22,990.00	2,299.00	20,691.00	-	-	20,691.00	***
3020 EMERGENCY 911 FUND	1,180,000.00	533,753.00	1,713,753.00	171,211.00	1,542,542.00	746,440.00	-	796,102.00	***
3028 ADULT DRUG COURT FUND	-	21,950.00	21,950.00	-	21,950.00	21,950.00	-	-	
3031 CIRCUIT COURT JUVENILE DIVISION FUND	46,000.00	3,565.00	49,565.00	-	49,565.00	-	-	49,565.00	
3032 JUVENILE COURT REPRESENTATION FUND	1,100.00	386.00	1,486.00	-	1,486.00	-	-	1,486.00	
3039 CIRCUIT CLERK COMMISSIONER FEE FUND	20,000.00	13,980.00	33,980.00	-	33,980.00	-	-	33,980.00	
3401 HIV CLINIC FUND	105,000.00	163,143.00	268,143.00	26,574.00	241,569.00	200,833.00	-	40,736.00	***
3402 LAW LIBRARY FUND	235,000.00	126,400.00	361,400.00	36,140.00	325,260.00	102,510.00	-	222,750.00	
3406 DRUG COURT PROGRAM FUND	75,000.00	30,020.00	105,020.00	10,502.00	94,518.00	-	-	94,518.00	
3503 RURAL COMMUNITY GRANT FUND	50,000.00	-	50,000.00	-	50,000.00	-	-	50,000.00	
5800 COURT COSTS & FINES FUND	740,000.00	449,500.00	1,189,500.00	-	1,189,500.00	358,284.00	-	831,216.00	
	21,900,900.00	58,867,379.00	80,768,279.00	5,725,514.00	75,042,765.00	63,268,593.00	-	11,774,172.00	

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** New Revenue - monies projected to be received in 2016.

*** Includes 2% raise for full-time employees and 85% of maximum for elected county officers (plus benefits for both).
 2% raise covered by 3005 County Clerk's Cost (Automation) Fund.

16-Nov-15

Washington County, Arkansas
2016 BUDGET SUMMARY - Revenue Projections and Expenditure Requests

FUND	2016		2016		2016		2016		2016		3% FOR FULL-TIME EMPLOYEES & 85% OF MAXIMUM FOR ELECTED COUNTY OFFICERS
	PROJECTED	**NEW REVENUE	PROJECTED	TOTAL REVENUES	HOLDBACK	BUDGET	AVAILABLE TO	REQUESTED	INFUSION TO	UNAPPROPRIATED	
1000 COUNTY GENERAL FUND	12,000,000.00	26,027,529.00	38,027,529.00	3,770,716.00	34,256,813.00	28,167,880.00	(708,435.00)	5,380,498.00	***		
1002 EMPLOYEE INSURANCE FUND	1,350,000.00	4,734,800.00	6,084,800.00		6,084,800.00	5,071,100.00		1,013,700.00			
1800 FLEXIBLE SPENDING FUND	14,000.00	217,000.00	231,000.00		231,000.00	231,000.00			***		
2000 ROAD FUND	1,900,000.00	9,310,839.00	11,210,839.00	1,113,791.00	10,097,048.00	9,097,455.00		999,593.00	***		
3000 TREASURER'S AUTOMATION FUND	5,000.00	34,290.00	39,290.00		39,290.00	23,215.00		16,075.00			
3001 COLLECTOR'S AUTOMATION FUND	49,800.00	150,200.00	200,000.00		200,000.00	128,000.00		72,000.00			
3002 CIRCUIT COURT AUTOMATION FUND	200,000.00	25,200.00	225,200.00		225,200.00	9,450.00		215,750.00			
3004 ASSESSOR'S AMENDMENT 79 FUND	40,000.00	26,800.00	66,800.00		66,800.00	19,200.00		47,600.00			
3005 COUNTY CLERK'S COST (AUTOMATION) FUND	910,000.00	116,050.00	1,026,050.00		1,026,050.00	736,078.00		289,972.00			
3006 RECORDER'S COST FUND	980,000.00	1,277,325.00	2,257,325.00	225,256.00	2,032,069.00	1,514,118.00		517,951.00	***		
3008 COUNTY LIBRARY FUND	1,075,000.00	2,190,383.00	3,265,383.00	326,200.00	2,939,183.00	2,136,022.00		803,161.00	***		
3010 COUNTY CLERK OPERATING FUND	32,000.00	4,350.00	36,350.00		36,350.00	15,000.00		21,350.00			
3012 CHILD SUPPORT COST FUND		19,900.00	19,900.00		19,900.00	19,900.00					
3014 COMMUNICATIONS FACILITY & EQUIPMENT FUND	180,000.00	248,250.00	428,250.00	42,825.00	385,425.00	377,500.00		7,925.00			
3017 JAIL FUND	700,000.00	13,131,776.00	13,831,776.00		13,831,776.00	14,540,211.00	708,435.00		***		
3019 BOATING SAFETY FUND	13,000.00	9,990.00	22,990.00	2,299.00	20,691.00	747,116.00		20,691.00	***		
3020 EMERGENCY 911 FUND	1,180,000.00	533,753.00	1,713,753.00	171,211.00	1,542,542.00			795,426.00			
3028 ADULT DRUG COURT FUND		21,950.00	21,950.00		21,950.00	21,950.00					
3031 CIRCUIT COURT JUVENILE DIVISION FUND	46,000.00	3,565.00	49,565.00		49,565.00			49,565.00			
3032 JUVENILE COURT REPRESENTATION FUND	1,100.00	386.00	1,486.00		1,486.00			1,486.00			
3039 CIRCUIT CLERK COMMISSIONER FEE FUND	20,000.00	13,980.00	33,980.00		33,980.00			33,980.00			
3401 HIV CLINIC FUND	105,000.00	163,143.00	268,143.00	26,574.00	241,569.00	201,814.00		39,755.00	***		
3402 LAW LIBRARY FUND	235,000.00	126,400.00	361,400.00	36,140.00	325,260.00	102,510.00		222,750.00			
3406 DRUG COURT PROGRAM FUND	75,000.00	30,020.00	105,020.00	10,502.00	94,518.00			94,518.00			
3503 RURAL COMMUNITY GRANT FUND	50,000.00		50,000.00		50,000.00			50,000.00			
5800 COURT COSTS & FINES FUND	740,000.00	449,500.00	1,189,500.00		1,189,500.00	358,284.00		831,216.00			
	21,900,900.00	58,867,379.00	80,768,279.00	5,725,514.00	75,042,765.00	63,517,803.00		11,524,962.00			

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** New Revenue - monies projected to be received in 2016.

*** Includes 3% raise for full-time employees and 85% of maximum for elected county officers (plus benefits for both).
2% raise covered by 3005 County Clerk's Cost (Automation) Fund with additional 1% covered by their respective funds.

2016 BUDGET CONTROLS

It is the responsibility of each elected official and/or department head to operate within the guidelines of the budget as adopted or amended by the Quorum Court. The guidelines are described in the following paragraphs:

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

1. Personal Services (Regular Salaries, Extra Help, Overtime & Fringe)
2. Supplies
3. Other Services and Charges
4. Capital Outlay
5. Debt Service
6. Interfund Transfers

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

1. Transfers in Personal Services categories or transfers between departments may only be made by Ordinance.
2. Line item transfers within a departmental budget may be made within and into all categories, with the exception of the Personal Services Category as outlined in Budget Control #1. Transfers going into or out of the Capital Outlay Category shall not exceed \$5,000 per year in the General Fund, excluding the County Judge-Emergency Budget; any transfers exceeding this limit will require approval of the Quorum Court. With the exception of grant funds, no department may purchase supplies or other services and charges for another department except for utilities and cleaning and maintenance services provided by the Buildings & Grounds Department aggregated into the general budget. This does not apply to departments who work together in cost sharing projects.
3. Appropriations for use of grant funds must be made by ordinance with a grant agreement approved by the County Judge. All personnel positions funded by grants will be annotated as such and may be abolished upon expiration of the grant. The Quorum Court must approve in-kind cost for grants prior to grant acceptance. All Grants will be administered through the County Grants Administration Office with all billings and financial reporting being handled in the Comptroller's Office.
4. All purchases must be made with a Purchase Order or P-Card and follow the written purchasing procedures as outlined by the County Judge.

2016 Budget Controls - Tentative
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5. The Comptroller will transfer monies monthly from individual departmental budgets into the Insurance Benefit Fund for all full time positions and qualifying part time employees regardless of whether all positions in the departments are filled.
6. All full-time employees who qualify for annual leave will receive a 2% pay increase effective the first paycheck of 2016. Full time employees with less than one year's service shall receive a 2% pay increase upon his/her anniversary date. Full time elected officials will receive a salary equal to 85% of the maximum amount allowed by Arkansas law.
7. The County Judge-Emergency Budget monies are not to be granted to individual citizens but are to be used to pay for expenses incurred by the County in assisting the citizens at large when the County Judge has declared an emergency pursuant to A.C.A. §12-75-101, et seq.

ORDINANCE NO. 2015-_____

APPROPRIATION ORDINANCE:

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

**AN ORDINANCE RECOGNIZING REVENUES AND
APPROPRIATING MONIES FOR THE EXPENDITURES IN
EACH FUND FOR WASHINGTON COUNTY, ARKANSAS,
FOR THE YEAR 2016, AND ADOPTING A BUDGET FOR
THE VARIOUS DEPARTMENTS REFLECTING THE LINE
ITEM EXPENDITURES THEREOF.**

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

ARTICLE 1. The Quorum Court of Washington County, Arkansas, has prepared a County Budget for the Year 2016 for all funds, said budget reflecting the anticipated revenues of Washington County and the line item expenditures authorized for each department within each fund of said County, the number and compensation of deputies and County employees and the compensation of County Officers.

ARTICLE 2. A copy of the said 2016 Budget for each fund with approved amendments shall be on file in the County Clerk's Office.

ARTICLE 3. The said 2016 Budget is hereby incorporated herein and adopted in full, and all expenditures reflected therein are authorized to be expended.

ARTICLE 4. The 2016 Budget Controls are hereby adopted and incorporated herein as if set out word for word.

ARTICLE 5. The Collector's Unapportioned Fund is a fund separate and apart from the above funds as administered by the County.

ARTICLE 6. If any part of this Ordinance is held invalid, such invalidity will not affect any other portion of this Ordinance.

ARTICLE 7. All laws and parts of law in conflict with this Ordinance are repealed.

MARILYN EDWARDS, County Judge

DATE

BECKY LEWALLEN, County Clerk

Sponsor: _____ Rick Cochran
Date of Passage: _____
Votes For: _____ Votes Against: _____
Abstentions: _____ Absent: _____