



WASHINGTON COUNTY, ARKANSAS
County Courthouse

July 26, 2016

SPECIAL MEETING OF THE
WASHINGTON COUNTY QUORUM COURT

Thursday, July 28, 2016
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. **APPROPRIATION ORDINANCE: AN ORDINANCE CREATING THE POSITION OF PARALEGAL IN THE COUNTY ATTORNEY BUDGET; AND, APPROPRIATING THE AMOUNT OF \$18,586 FROM THE GENERAL FUND TO THE COUNTY ATTORNEY BUDGET FOR 2016.**
This item was tabled at the July 21st regular Quorum Court meeting. **(5.1-5.3)** **BUTCH POND**
6. **AN ORDINANCE CHANGING THE TITLE OF THE ASSISTANT GRANT ADMINISTRATOR/LEGAL ASSISTANT POSITION IN THE GRANTS ADMINISTRATOR BUDGET FOR 2016.**
This item was tabled at the July 21st regular Quorum Court meeting. **(6.1-6.6)** **BUTCH POND**
7. **DISCUSSION CONCERNING COMMUNITY SEWER SYSTEMS.** Earlier this year, the Quorum Court adopted Ordinance 2016-24 and Ordinance 2016-40 concerning community sewer systems. **(7.1, 7.2)**
8. **CONSIDERATION OF EMPLOYEE HEALTH INSURANCE PLAN CHANGES FOR 2017.** County Insurance Consultant Nelson Driver will be present to discuss these changes. **(8.1, 8.2)**

**AGENDA
JULY 28, 2016
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- 9. AN ORDINANCE TO RAISE THE SALARIES AND WAGES OF NON-ELECTED COUNTY EMPLOYEES BY FOUR PERCENT (4%) OVER 2016 BASE PAY FOR BUDGET YEAR 2017.** This ordinance is being sponsored by JP Robert Dennis, co-sponsored by JP Daniel Balls, and is on first reading. **(9.1)**

ROBERT DENNIS

- 10. 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.

- 11. ADJOURNMENT.**

/cs

ORDINANCE NO. 2016-_____

APPROPRIATION ORDINANCE:

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

**AN ORDINANCE CREATING THE POSITION OF
PARALEGAL IN THE COUNTY ATTORNEY
BUDGET; AND, APPROPRIATING THE AMOUNT
OF \$18,586 FROM THE GENERAL FUND TO THE
COUNTY ATTORNEY BUDGET FOR 2016.**

ARTICLE 1. There is hereby created the position of Paralegal, Grade 14 (Position 0122003) in the County Attorney Budget of the General Fund (10000122) for 2016.

ARTICLE 2. There is hereby appropriated the total amount of \$18,586 from the General Fund to the following line items in the County Attorney Budget for 2016:

<u>County Attorney</u>	
Full-time Salaries, Position 0122003 (10000122-1001)	\$ 13,834
Social Security (10000122-1006)	1,058
Noncontributory Retirement (10000122-1008)	2,006
Health Insurance (10000122-1009)	1,644
Life Insurance (10000122-1016)	<u>44</u>
TOTAL APPROPRIATION:	<u>\$ 18,586</u>

MARILYN EDWARDS, County Judge

DATE

BECKY LEWALLEN, County Clerk

Sponsor: _____ Butch Pond

Date of Passage: _____

Votes For: _____ Votes Against: _____

Abstention: _____ Absent: _____

PARALEGAL - SALARIES, FULL-TIME

Position 0122003

PARALEGAL	Remainder of 2016	Annual
1000 0122 1001 SALARIES, FULL-TIME	\$ 13,834.00	\$ 32,698.00
1000 0122 1006 SOCIAL SECURITY	\$ 1,058.00	\$ 2,501.00
1000 0122 1008 NONCONTRIBUTORY RETIREMENT	\$ 2,006.00	\$ 4,741.00
1000 0122 1009 HEALTH INSURANCE	\$ 1,644.00	\$ 4,932.00
1000 0122 1016 LIFE INSURANCE	\$ 44.00	\$ 132.00
	\$ 18,586.00	\$ 45,004.00

**Washington County
Paralegal- County Attorney
Job Description**

GRADE 14

Exempt: No
Department: County Attorney
Reports To: County Attorney
Location: Washington County Courthouse
Date Prepared: May 23, 2016
Date Revised: July 6, 2016

GENERAL DESCRIPTION OF POSITION

Responsible for performing all paralegal duties within the department and answering the telephone. Ensure that all office functions are performed efficiently, and in a professional and timely manner. Initiate and install new ideas for efficient operations. Ensure that each situation is handled according to the County, State and Federal policies and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepare, type, and file legal documents including transcriptions from dictation and the ability to draft legal documents, including routine affidavits, notices, motions and other pleadings, with little or no supervision.
2. Resolve problems and deal with customers in a professional manner, when required.
3. Perform secretarial duties, which include word processing, data entry, photocopying, filing, prepare and send mailings/correspondence, open/distribute mail, FAX documents.
4. Maintain office files in an accurate and efficient manner; ability to master the electronic filing system of the United States Bankruptcy Court; ability to write, file and disseminate accurately all affidavits of claims and releases of probates.
5. Handle the legal aspects of tax collection, especially as they relate to the Probate division of Circuit Court and the United States Bankruptcy Court.
6. Research and locate various legal documents located in both the Circuit Clerk and County Clerk's filing systems, in all searchable media.
7. Coordinate with the Sheriff on obtaining service and collection of writs.
8. Handle delicate phone calls in a professional manner.
9. Track returned mail and obtain new addresses utilizing various methods including internet searches and searching records located in other county offices.
10. Maintain office equipment in working condition. Put in track-it ticket for service and/or repair as required.
11. Receive, analyze and follow-up on various reports/printouts, etc.

12. Maintain adequate supplies for the office. Reorder as necessary.
13. Answer telephone, direct calls to appropriate person, take messages in polite and efficient manner.
14. Consult with attorneys and other Elected Officials, as well as the general public, seeking advice from the County Attorney, to coordinate timely and effective legal services.
15. Provide assistance to other office staff and perform miscellaneous duties as assigned by supervisor.
16. Perform advanced word processing skills and familiar with legal terms and citations.
17. Maintain County contract spreadsheets.
18. Handle a substantial amount of confidential information in the form of private health and personnel information. Maintains confidence.
19. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 5 years related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: Alphanumeric Data Entry

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation.

Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit; frequently required to use hands to finger, handle, or feel, talk or hear; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Ability to effectively communicate information and respond to questions, in person-to-person interviews and small groups, as well as in written form. Needs to be able to write clearly and effectively, and possess good oral communication skills in order to present critical information, as well as prepare others to speak.

ORDINANCE NO. 2016-_____

APPROPRIATION ORDINANCE:

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

**AN ORDINANCE CHANGING THE TITLE OF THE
ASSISTANT GRANT ADMINISTRATOR/LEGAL
ASSISTANT POSITION IN THE GRANTS
ADMINISTRATOR BUDGET FOR 2016.**

ARTICLE 1. The title of the personnel position of Assistant Grants Administrator/Legal Assistant, Grade 16 (Position 0120002) in the Grants Administrator Budget of the General Fund (10000120) is hereby changed to Public Utility and Assistant Grants Administrator (Grade 16) for 2016.

MARILYN EDWARDS, County Judge

DATE

BECKY LEWALLEN, County Clerk

Sponsor: _____ Butch Pond _____

Date of Passage: _____

Votes For: _____ Votes Against: _____

Abstention: _____ Absent: _____

REVENUES FROM THE \$2.00 COMMUNITY SEWER FEE

Subdivision	Town	# Lots	# Homes Currently	# Potential Additional Homes
Horsebend Estates	County	50	50	0
Homestead Addition	County	80	51	29
Bethel Oaks	County	60	60	0
Joyce Street Cottages	County	50	39	11
Sloan Estates	County	59	24	35
Legacy Estates Ph. 1	County	115	5	110
Eastern Park	County	11	0	11
Valley View Subdivision	Farmington/Prairie Grove	800	489	311
Westridge Subdivision	Fayetteville	46	46	0
Waterford Estates	Goshen	125	125	0
Brookstone Woods	Goshen	47	1	46
The Knolls	Goshen	73	0	73
			890	626

Revenue - \$2.00 Fee Per Household	Monthly	Yearly
# Homes Currently	\$1,780	\$21,360
# Potential Additional Homes	\$1,252	\$15,024
Combined Total	\$3,032	\$36,384

KB-7/25/2016

PUBLIC UTILITY & ASSISTANT GRANTS ADMINISTRATOR - SALARIES, PART-TIME
Position 0120500

This is calculated at 15.72 per hour as would be the hourly rate as the Full-Time position

PUBLIC UTILITY & ASSISTANT GRANTS ADMINISTRATOR - 30 hours per week	Remainder of 2016	Annual
1000 0120 1001 SALARIES, PART-TIME	\$ -	\$ 24,523.00
1000 0120 1006 SOCIAL SECURITY	\$ -	\$ 1,876.00
1000 0120 1008 NONCONTRIBUTORY RETIREMENT	\$ -	\$ 3,556.00
1000 0120 1009 HEALTH INSURANCE	\$ -	\$ 4,932.00
	\$ -	\$ 34,887.00

PUBLIC UTILITY & ASSISTANT GRANTS ADMINISTRATOR - 20 hours per week	Remainder of 2016	Annual
1000 0120 1001 SALARIES, PART-TIME	\$ -	\$ 16,349.00
1000 0120 1006 SOCIAL SECURITY	\$ -	\$ 1,251.00
1000 0120 1008 NONCONTRIBUTORY RETIREMENT	\$ -	\$ 2,371.00
	\$ -	\$ 19,971.00

PUBLIC UTILITY & ASSISTANT GRANTS ADMINISTRATOR - 19 hours per week	Remainder of 2016	Annual
1000 0120 1001 SALARIES, PART-TIME	\$ -	\$ 15,531.00
1000 0120 1006 SOCIAL SECURITY	\$ -	\$ 1,188.00
	\$ -	\$ 16,719.00

**Washington County
Public Utility & Assistant Grants Administrator
Job Description**

Job Code: 16
Exempt: No
Department: Grants Administration
Reports To: Grants Administrator
Location: County Offices
Date Prepared: July 08, 2016
Date Revised:

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible to audit and monitor the financial activities of the Responsible Entities concerning Decentralized Community Sewer Systems. The incumbent will meet with POA's and other entities to provide information and advice with regard to County policies and regulations. The incumbent will assist Grants Administrator with applications for and monitoring grant awards and distributions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assure Washington County and Responsible Entities, as defined by Ordinance, are abiding by financial rules and regulations concerning sewers.
2. Ensure proper operations and maintenance of community sewer systems.
3. Maintain records of Responsible Entities' financial activities as it relates to Rules and Regulations and Ordinances. Coordinate with Responsible Entities and home owners and developers concerning decentralized sewer systems, easements, engineering studies and other activities as assigned by the County Judge.
4. Prepare and maintain a current customer list, conduct negotiations and discussions with Responsible Entities, Developers, Operators, and Property Owners.
5. Ensure that adequate Bonds, Letters of Credits, or Cash funds are maintained.
6. Inspect Responsible Entities financial setup and review annual audits. Provide information and advice on County policies and procedures.
7. Search for Grants, train on writing grants, write grants, follow up with grants, monitor and record grant distributions and assist Grant Administrator as needed.
8. Travel is required.
9. Training with established sewer system authorities.
10. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Class I Wastewater Operator License must be obtained within six months of employment. A Class II Wastewater Operator License is preferred.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Accounting, Spreadsheet, Word Processing/Typing

Basic: Alphanumeric Data Entry

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates

with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, outdoor weather conditions, wet or humid conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Five years of experience working in accounting, local government, and/or wastewater is preferred. Must have good organizational skills.

Good communication skills are necessary as there are frequent contacts with the public/others. Machine skills include computer, copier, calculator, word processing and excellent keyboarding skills are necessary. Knowledge of wastewater treatment principals preferred.

Washington County
Assistant Grants Administrator / Legal Assistant
Job Description

Exempt: No
Department: Grants Administration
Reports To: Grants Administrator/County Attorney
Location: County Administration Building
Date Prepared: March 23, 2011
Date Revised: April 6th, 2015

GRADE 16

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible to audit and monitor the financial activities of the POA's and other entities concerning Washington County approved sewer systems. The incumbent will meet with POA's and system owners to provide information and advise with regard to Washington County policies and regulations. The incumbent will assist the Grants Administrator with applications for monitoring grant awards and distributions.

This person is responsible for performing all legal secretarial duties within the department and answering the telephone. Ensure that all office functions are performed efficiently, and in a professional and timely manner. Initiate and install new ideas for efficient operations. Ensure that each situation is handled according to the County, State and Federal policies and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assure Washington County that POA's or other entities are abiding by financial rules and regulations concerning sewers.
2. Maintain records of POA's financial activities as it relates to sewer rules and regulations. Coordination with POA's and other entities concerning decentralized sewer systems, easements, engineering studies and other activities as assigned by the County Judge.
3. Prepare and maintain a current customer list, conduct negotiations/discussions with the POA's, owners of decentralized sewer systems, and sewer management companies.
4. Check bonds, letters of credit and bank statements as required. Collect monthly \$2 per household per month administrative fee from sewer system owners.
5. Inspect POA's or other entities financial set up. Conduct meetings with POA's to provide information and advice on Washington County policies and procedures.
6. Train on writing grants, write grants, follow up with grants, monitor and record grant distributions, write grant activity reports and assist Grants Administrator as needed.
7. Attend monthly Washington County Planning and Technical Review meetings as needed.
8. Implement and maintain the rules and regulations of land developments utilizing fire flow tanks and other measures.
9. Attend and record minutes of the RDA monthly meetings. Prepare RDA monthly meeting packets.
10. Prepare, type, and file legal documents including transcriptions from dictation and the ability to draft legal documents, including routine affidavits, notices, motions and other pleadings, with little or no supervision.

11. Resolve problems and deal with customers in a professional manner, when required.
12. Perform secretarial duties, which include word processing, data entry, photocopying, filing, prepare and send mailings/correspondence, open/distribute mail, FAX documents.
13. Maintain office files in an accurate and efficient manner; ability to master the electronic filing system of the United States Bankruptcy Court.
14. Research and locate various legal documents located in both the Circuit Clerk and County Clerk's filing systems, including both microfilm and electronic.
15. Coordinate with the Sheriff on obtaining service and collection of writs.
16. Handle delicate phone calls in a professional manner.
17. Track returned mail and obtain new addresses utilizing various methods including internet searches and searching records located in other county offices.
18. Maintain office equipment in working condition. Call for service and/or repair as required.
19. Receive, analyze and follow-up on various reports/printouts, etc.
20. Maintain adequate supplies for the office. Reorder as necessary.
21. Answer telephone, direct calls to appropriate person, take messages in polite and efficient manner.
22. Consult with attorneys and other county officials seeking advice from the County Attorney as well as the general public.
23. Provide assistance to other office staff and perform miscellaneous duties as assigned by supervisor.
24. Perform advanced word processing skills and familiar with legal terms and citations.
25. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small

group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level

positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other, Spreadsheet, Word Processing/Typing

Basic: Alphanumeric Data Entry, Contact Management

ADDITIONAL INFORMATION

Travel is required.

Ensure all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.

Treat all citizens of Washington County in a professional and ethical manner.

Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.

Regular and prompt attendance is necessary.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

WASHINGTON COUNTY
Job Description

GRADE 24

JOB TITLE: Grant Administrator / Public Utility Director

Exempt (Y/N): Yes

DEPARTMENT: Grant Administration

DATE PREPARED: March 2015

SUPERVISOR: Chief of Staff

SUMMARY:

The Grant Administrator/Public Utility Director is under the general supervision of the Chief of Staff and is ultimately responsible to the County Judge. The incumbent will be designated as the person/department responsible for the proper financial and program administration of grant assistance being sought, received, or accounted for under the auspices of Washington County. As the Public Utility Director the incumbent will be responsible for all aspects of the Public Sewer systems in the unincorporated areas of Washington County. The incumbent will meet with local, county, state and federal officials as required for day to day administration of the County's Grant Administration and Public Utility Programs.

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

1. Plan, develop and implement grant accounting and administrative procedures with planning and input from the County Judge, County Attorney, County Administrator, County Comptroller and the Quorum Court.
2. Plan, develop and implement a centralized system of grants management which includes; recording and tracking of grant proposals, awards, and related statistical information, receipt/appropriation of grant funds, timelines, and programmatic and fiscal grant summaries as required by the various funding sources.
3. Research internet sites, periodicals, trade and association publications for additional State and Federal grant programs.
4. Determine priorities to be accorded various grants/programs based upon established policies.
5. Administer and develop select programs that serve to supplement local annual budget allocations through grant revenues.
6. Act as an official Washington County representative of the departmental grant applicant or grantee.
7. Supervise and review all county departmental grant plans.
8. Analyze applications/grant requests to determine whether the grant is consistent with the needs and priorities of the County.
9. Discuss with the officials of the County and the Quorum Court Finance Committee, the impact of proposed programs for approval and make recommendations to the governing body.

10. Prepare and oversee the preparation of grant proposals, including grant writing, guidance, budget preparation and interpretation of funding agency regulations and requirements prior to County Judge's approval.
11. Manage all proposals and awards for compliance with Federal, State, and/or Private funding source requirements, which includes in-depth reviewing and reporting.
12. Conduct "site" visits for grant funded projects to determine compliance with regulations and rules, having access to confidential files on an as-needed basis and as dictated by the funding agency.
13. Negotiate and/or manage grant/contract fiscal and program issues with agencies/program directors including grant award terms, conditions, amounts and project and budget revisions.
14. Prepare clear, sound, accurate and informative correspondence, reports, summaries and findings, conclusions and recommendations as needed and/or required.
15. Manage all grant files in preparation for annual audits and/or grantor auditing.
16. Conduct, coordinate or appear before public hearings, county committee(s)/Quorum Court meetings to relate information on grants as to the purpose, status, availability and requirements of county sponsored grant programs. Review engineering plans for projects within the grants program.
17. Work with Quorum Court Finance Committee and/or any other appropriate personnel to ensure the integrity of all grant applications prior to the County Judge's approval of said grant and submission of the granting agencies.
18. Participate in advocacy and community relations' efforts representing the County as required or needed.
19. Responsible for the development of and management of the Grant Administration Department budget and all grant budgets (averaging between ten and thirty grants per year).
20. Responsible for providing any POA and/or system owner information and advice with regard to Washington County policies and regulations on sewer systems.
21. Coordination with any POA or other entities concerning decentralized sewer systems, easements, engineering studies, and other activities as assigned by the County Judge.
22. Prepare and maintain a current customer list, conduct negotiations/discussions with the POA's owners of decentralized sewer systems, and sewer management companies.
23. Conduct meetings with POA's to provide information and advice on Washington County policies and procedures.
24. Attend monthly Washington County Planning and technical review meetings as needed.

25. Implement and maintain the rules and regulations of land developments utilizing fire flow tanks and community sewer systems.
26. Attend and record minutes of the RDA monthly meetings. Prepare RDA monthly meeting packets.
27. Act as a liaison between the citizens of Washington County, any POA, Public Health Department, and ADEQ regarding compliance of all sewer systems.
28. Perform other related duties as assigned or required.

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.

SUPERVISORY RESPONSIBILITIES: The incumbent has the shared responsibility for supervising the Assistant Grant Administrator/Legal Assistant. The incumbent is responsible for supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in Public Administration, Business or other related field or equivocal experience is preferred. Five years experience is necessary to perform the duties of this position. Knowledge of federal, state and private grant application process is necessary.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility:	\$150,000
Equipment and Property:	\$200,000
Grant Funds:	\$5,000,000

OTHER SKILLS and ABILITIES:

The incumbent must possess computer skills and working knowledge of general office equipment; Must possess excellent communication and interpersonal relations skills; Requires the ability to attend early morning or evening meetings with local and county officials, developers, citizens and other parties involved in the County's Grant Administration Program; Communication and leadership skills to meet with local, county, state and federal officials; Ability to handle out of state travel.

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/controls. Occasionally, the employee is required to walk both in the office setting and in the field.

The employee must frequently lift and/or move up to 25 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.

The noise level in the work environment is usually moderate.

FILED

2016 APR 25 AM 10:22

DEPUTY CLERK
CO. & PROBATE CLERK
WASHINGTON CO. AR

ORDINANCE NO. 2016-24

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

**AN EMERGENCY ORDINANCE CONCERNING
COMMUNITY SEWER SYSTEMS, WASHINGTON
COUNTY CODE 11-99.1.**

WHEREAS, the population growth in Washington County has resulted in a multiplicity of developments utilizing community sewer systems; and,

WHEREAS, said systems have been used in various places across the country for some time and statutes have been enacted regarding such; and,

WHEREAS, said systems are not new to the State of Arkansas and legislation had been passed regarding such; and,

WHEREAS, Washington County once had an extensive ordinance and regulatory system in place regarding community sewer systems, but the Quorum Court repealed the same in reliance on then-existing State law; and,

WHEREAS, the State largely repealed its regulation of community sewer systems with the passage of Act 575 of 2015; and,

WHEREAS, pursuant to ACA § 8-4-203, ACA §14-14-802, ACA §14-14-804, ACA §14-14-805, and ACA §14-236-105, the Quorum Court has the ability to regulate these systems to a certain extent; and,

WHEREAS, the Quorum Court recognizes that community sewer systems have a profound, dramatic and direct impact upon the health, safety and welfare of Washington County residents and upon the economic vitality of the communities they serve; it is therefore the intent of the Quorum Court that this ordinance and the regulations adopted pursuant hereto apply to all community sewer systems operating now and in the future within Washington County.

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

ARTICLE 1. Community Sewer Systems, also known as Decentralized Sewer Systems, are defined in Washington County Code 11-99.1(a) as follows:

**ORDINANCE NO. 2016-24
PAGE 2**

Any system serving two (2) or more individual lots for the collection and disposal of domestic or industrial wastewater of a liquid nature, including various devices for the collection, conveyance and treatment of the treated wastewater effluent and the monitoring of the affected groundwater quality and the management of the associated solid waste byproducts (septage and sludge).

ARTICLE 2. The Responsible Entities (RES) shall include, without limitation, the owner of the system, the permittee of State agencies with jurisdiction over the system, the person, persons, corporation, partnership or other entity that has the managerial, financial and technical oversight over any system, including without limitation, operations and management, permit compliance, recordkeeping, reporting, customer service, billing and collection and is fully responsible for the long-term cost effective operations in accordance with all applicable laws and regulations and performance requirements.

ARTICLE 3. The RES shall charge a sufficient rate or fee that includes reserves for operation and maintenance, emergencies, and capital improvements; the County Judge is hereby authorized to promulgate rules and regulations concerning such, and is also given the County Public Utilities Coordinator to administer all other terms of this Ordinance; and promulgate any additional regulations it deems necessary.

ARTICLE 4. The RES shall within ninety (90) days from the date of the enactment of this Ordinance report to the County Public Utilities Coordinator the following:

- (a) The name and location of the subdivision to be served by said system and the type of system that is being utilized;
- (b) The number of lots to be served by said system;
- (c) The rate or fee that will be charged to each property owner to be served by said system;
- (d) The amount of reserves that will be built into any rate or fee along with evidence indicating how these reserves are adequate and appropriate to provide long-term sustainable system performance and compliance with permits;
- (e) The legal entity that will own and retain the services of the licensed operator of the system and the exact name, address, email address and phone number of said entity and operator;
- (f) A copy of the contract to be executed for the operation of the system;

- (g) Plans to enforce and collect the rate or fee to be charged; and,
- (h) Any other matter deemed relevant by the County Public Utilities Coordinator.

ARTICLE 5. The RES shall report to the County Public Utilities Coordinator, upon request, any matters relevant to the operation of said system including, but not limited to operation and maintenance issues, environmental issues, financial matters, customer service issues, and any other matter deemed relevant by the County Public Utilities Coordinator. A bond or other sufficient guaranty of financial security in an amount equal to or greater than five (5) years of estimated operating expenses for said system shall be posted by the RES in favor of the County to ensure compliance with this Ordinance and any regulations promulgated hereto.

ARTICLE 6. This Ordinance shall be applicable throughout the unincorporated area of the County including the extra-territorial growth area of any incorporated City. This Ordinance shall not be applicable in the event any such system is or becomes owned, maintained, or operated by an incorporated city or other public entity. In the event that an incorporated city or other public entity enacts ordinances or rules and regulations concerning said systems, then the more stringent provisions shall apply. Construction of any new Community Based Sewer System shall require the engagement of an Arkansas-licensed civil engineer at the contractor's expense. Said engineer shall be on-site during construction and shall provide the County Public Utilities Coordinator with weekly written updates as to the progress of construction until said system is complete. The engineer shall certify to the County that the system was built as designed and approved by ADEQ and/or ADH.

ARTICLE 7. The County is authorized to assess and collect a monthly fee from each RES, not to exceed two dollars (\$2.00) per water meter or tap, to defray the administrative expenses necessitated by enactment of this ordinance.

ARTICLE 8. Before or at the time of Preliminary Plat submittal to the County, the Developer must submit a report summarizing the soil findings and system proposals for review and comment to the Health Department and the Department of Environmental Quality. All comments regarding capacity issues must be addressed and approved prior Preliminary Plat approval.

ARTICLE 9. Each system installed in Washington County shall be designed in such a fashion to allow for a singular connection in the event that a municipal system becomes readily available at a future date.

ARTICLE 10. A violation of this Ordinance or any regulation promulgated hereto by the County Judge shall be enforceable by appropriate civil action by the County Judge. Such civil remedy shall include but is not limited to injunctive relief, civil sanctions, removal of the RES, the owner, and/or the operator from operating

or in any other manner managing said system; attorney's fees and any other costs related to any civil action.

ARTICLE 11. This Ordinance does not authorize the County, any County Department, Board, or Commission to take ownership, permanently or temporarily, or to take over operation or maintenance of any such system.

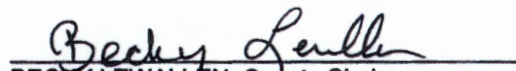
ARTICLE 12. Severability. If any sentence, clause, article, section, phrase or portion of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance.

ARTICLE 13. Retroactivity. The Quorum Court finds that community sewer systems, when mismanaged, constitute a threat to public health, safety and welfare, and that a lack of oversight of said systems on a local level magnify that threat. Therefore, this ordinance is deemed to be retroactive to the effective date of Act 575 of 2015.

ARTICLE 14. Emergency Clause. It is hereby ascertained and declared that regulations on community sewer systems are immediately needed for the preservation of the public peace, health and safety. Therefore, it is declared that an emergency exists and this Ordinance being necessary for the preservation of the public peace, health and safety shall be in force and take effect immediately upon and after its passage.


Marilyn Edwards, County Judge

4/25/16
DATE


Becky Lewallen, County Clerk

Sponsor: Robert Dennis & Rick Cochran
Date of Passage: April 21, 2016
Votes For: 12 Votes Against: 0
Abstention: 0 Absent: 3

FILED

2016 JUN 20 PM 3:19
Becky Lewallen
CO. CLERK
WASHINGTON CO. AR

ORDINANCE NO. 2016-40

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

AN EMERGENCY ORDINANCE AMENDING
ORDINANCE NO. 2016-24 CONCERNING
COMMUNITY SEWER SYSTEMS.

WHEREAS, Ordinance No. 2016-24 was adopted by the
Quorum Court on April 21, 2016; and,

WHEREAS, said ordinance is need of amendment.

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

ARTICLE 1. Article 6 in Ordinance No. 2016-24 is hereby
amended to read as follows:

This Ordinance shall be applicable throughout the unincorporated area of the
County including the extra-territorial growth area of any incorporated City unless City enters into
an Interlocal Agreement with the County for enforcement of this Ordinance within the City's
incorporated boundaries. This Ordinance shall not be applicable in the event any such system is
or becomes owned, maintained, or operated by an incorporated city or ~~other public entity~~ school
district. In the event that an incorporated city of ~~other public entity~~ or public school district
enacts ordinances or rules and regulations concerning said systems, then the more stringent
provisions shall apply. Construction of any new Community Based Sewer System shall require
the engagement of an Arkansas-licensed civil engineer at the ~~contractor's~~ developer's expense.
Said engineer or engineer's representative shall be on-site during construction and shall provide
the County Public Utilities Coordinator with weekly daily written updates inspection reports on a
weekly basis as to the progress of construction until said system is complete. The engineer
shall certify to the County that the system was built as designed and approved by ADEQ and/or
ADH.

ARTICLE 2. Emergency Clause. It is hereby ascertained and
declared that regulations on community sewer systems are immediately needed for the
preservation of the public peace, health and safety. Therefore, it is declared that an emergency
exists and this Ordinance being necessary for the preservation of the public peace, health and
safety shall be in force and take effect immediately upon and after its passage.



MARILYN EDWARDS, County Judge

6/20/16
DATE



BECKY LEWALLEN, County Clerk

Sponsor: Rick Cochran and Robert Dennis
Date of Passage: June 16, 2016
Votes For: 13 Votes Against: 0
Abstention: 0 Absent: 2

ARKANSAS RISK MANAGEMENT
Enterprise Risk Management Consulting
 21734 Christman Road
 Fayetteville, Arkansas 72703

Washington County Quorum Court

2017 Health Program Proposal

- | | |
|---|---------------------|
| 1. Deductible increase from current \$345 (calendar year) to (a)\$1,000 (\$348,000) | |
| | (b) 750 (\$244,000) |
| | (c) 500 (\$180,000) |
| 2. Change Rx copays from 10/30/50 to 15/35/60 | (\$100,000) |
| 3. Raise in-network Out of Pocket from \$1,000 to \$6,000 | (\$180,000) |
| 4. Remove 3 month carry-over | (\$20,000) |
| 5. Raise PCP copay from current \$25 to \$30 | (\$32,000) |

Total Estimated Plan savings range – (a) \$680,000
(b) \$576,000
(c) \$260,000

This does not include a wellness program.

Also, this will require an adjustment to the premiums paid by the County and/or the employees in order to achieve the goal of an overall increase into the Health Fund of \$820,000.

I will have the proposed premium increase per classification to you by Monday of next week, so that you will be able to discuss this proposal and hopefully pass it in order to give proper notification to all affected employees in a timely manner as we approach open enrollment.

Respectfully submitted,


 Nelson G. Driver

Risk Management Consultant

WASHINGTON COUNTY
Proposed Rate Summary 2017

Category	Number on Plan	\$1,000 DEDUCTIBLE PLAN (\$680,000 Plan Savings)			% INCREASE
		Current Costs(monthly)	Current Plan Contribution	2017 Proposed Costs(monthly)	
Employee Only	256	\$ 74.56	\$ 19,087.36	\$ 74.56	0%
Employee & Spouse	120	\$ 257.17	\$ 30,860.40	\$ 295.75	15%
Employee & Children	80	\$ 197.17	\$ 15,773.60	\$ 226.75	15%
Family Coverage	77	\$ 480.16	\$ 36,972.32	\$ 552.18	15%
Retiree Only	12	\$ 485.50	\$ 5,826.00	\$ 485.50	0%
Retiree & Spouse	11	\$ 668.17	\$ 7,349.87	\$ 706.75	6%
COUNTY CONTRIBUTION	610	\$ 411.00	\$ 250,710.00	\$ 411.00	0%
MONTHLY PLAN CONTRIBUTION					
		\$	\$ 366,579.55	\$	\$ 379,545.47
ANNUALIZED PLAN CONTRIBUTION					
		\$	\$ 4,398,954.60	\$	\$ 4,554,545.64
		\$140,000 goal			\$155,591.04
\$750 DEDUCTIBLE PLAN (\$576,000 Plan Savings)					
Employee Only		\$		\$ 74.56	0%
Employee & Spouse		\$		\$ 308.60	20%
Employee & Children		\$		\$ 236.60	20%
Family Coverage		\$		\$ 624.20	30%
Retiree Only		\$		\$ 485.50	0%
Retiree & Spouse		\$		\$ 719.60	20%
County Contribution		\$		\$ 411.00	
MONTHLY PLAN CONTRIBUTION					
		\$	\$	\$	\$ 387,565.66
ANNUALIZED PLAN CONTRIBUTION					
		\$	\$	\$	\$ 4,650,787.92
		\$244,000 Goal		\$	\$ 251,833.32

\$500 DEDUCTIBLE PLAN (\$260,000 Plan Savings)

Employee Only	\$	74.56	\$	19,087.36	0%
Employee & Spouse	\$	334.32	\$	40,118.40	30%
Employee & Children	\$	256.32	\$	20,505.60	30%
Family Coverage	\$	648.22	\$	49,912.94	35%
Retiree Only	\$	485.50	\$	5,826.00	0%
Retiree & Spouse	\$	745.32	\$	8,198.52	28%
County Contribution	\$	411.00	\$	250,710.00	
			\$	394,358.82	
			\$	4,732,305.84	
\$560,000 Goal			\$	333,351.24	(\$226,648.76 Shortfall)
					(\$371.56 per budgeted position)

ORDINANCE NO. 2016-_____

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

AN ORDINANCE TO RAISE THE SALARIES AND WAGES OF NON-ELECTED COUNTY EMPLOYEES BY FOUR PERCENT (4%) OVER 2016 BASE PAY FOR BUDGET YEAR 2017.

WHEREAS, non-elected County employees have not had a raise to their basic compensation in two (2) years; and,

WHEREAS, County employees are the most important component in good service to the People of Washington County; and,

WHEREAS, the Quorum Court recognizes the need to recruit and retain quality people in County employment; and,

WHEREAS, fair, adequate compensation is a key factor in attracting and keeping a good workforce; and,

WHEREAS, certain employees may receive raises, either because of implementation of new U.S. Department Labor rules and regulations concerning overtime and exemptions from overtime or because of salary range adjustments; and,

WHEREAS, full-time elected officials' maximum salaries are automatically raised annually by operation of State law.

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

ARTICLE 1: For Budget Year 2017, all non-elected Washington County employees shall have their base compensation raised by four percent (4%) over 2016 base pay.

ARTICLE 2: An employee whose base compensation is raised by four percent (4%) over 2016 base pay due to the implementation of U.S. Department Labor rules and regulations concerning overtime and exemptions from overtime or because of salary range adjustments shall be entitled to no further raise in compensation.

MARILYN EDWARDS, County Judge

DATE

BECKY LEWALLEN, County Clerk

Sponsor: _____ Robert Dennis & Daniel Balls

Co-Sponsors: _____

Date of Passage: _____

Votes For: _____ Votes Against: _____

Abstention: _____ Absent: _____