



WASHINGTON COUNTY, ARKANSAS  
County Courthouse

**MEETING OF THE**  
**WASHINGTON COUNTY QUORUM COURT**  
**FINANCE AND BUDGET COMMITTEE**

Tuesday, August 6, 2019  
6:00 PM  
Washington County Quorum Court Room

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Quorum Court Finance & Budget Committee As A Whole  
Ann Harbison – Chair      Patrick Deakins – Vice-Chair

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**A G E N D A**

1. **CALL TO ORDER AND WELCOME**

2. **PRAYER AND PLEDGE**

3. **ADOPTION OF AGENDA**

At the beginning of each meeting, the agenda shall be approved. Any JP may request an item be added or removed from the agenda subject to approval of the Committee.

**REPORTS**

4. **TREASURER'S REPORT – BOBBY HILL (4.1 – 4.5)**

5. **EMPLOYEES' INSURANCE REPORT – NELSON DRIVER (5.1)**

6. **COMPTROLLER'S REPORT – SHANNON WORTHEN (6.1 – 6.2)**

**UNFINISHED BUSINESS**

7. **AN ORDINANCE APPROPRIATING \$24,518.50 IN THE QUORUM COURT BUDGET FOR 2019** *Item 19-1-073 (7.1 – 7.3)*

**NEW BUSINESS**

8. **OZARK REGIONAL TRANSIT – JEFF HATLEY**

9. **AN ORDINANCE CHANGING THE TITLE OF MAINTENANCE TECHNICIAN II TO MAINTENANCE TECHNICIAN/LEAD TRAINER IN THE BUILDINGS & GROUNDS BUDGET FOR 2019; AND, APPROPRIATING \$1,171 TO THE BUILDINGS & GROUNDS BUDGET FOR 2019** *Item 19-I-081 (9.1 – 9.5)*
10. **AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT IN THE JUVENILE DETENTION CENTER BUDGET FOR 2019**  
*Item 19-I-082 (10.1 – 10.4)*
11. **AN ORDINANCE APPROPRIATING \$21,800 FROM UNAPPROPRIATED RESERVES TO VARIOUS LINE ITEMS IN THE CIRCUIT COURT II BUDGET FOR 2019** *Item 19-I-077 (11.1)*
12. **AN ORDINANCE ANTICIPATING REVENUES TOTALING \$358,731 IN HIGH INTENSITY DRUG TRAFFICKING AREAS (HIDTA) GRANT FUND; AND, APPROPRIATING \$358,731 FROM HIDTA GRANT FUND TO THE HIDTA 2019 G19GC0004A BUDGET FOR 2019** *Item 19-I-078 (12.1)*
13. **AN ORDINANCE RECOGNIZING REVENUES TOTALING \$732.39 IN THE GENERAL FUND; AND, APPROPRIATING \$732.39 FROM THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE GRANTS ADMINISTRATOR BUDGET FOR 2019** *Item 19-I-079 (13.1)*
14. **AN ORDINANCE RECOGNIZING ADDITIONAL REVENUES OF \$31,167 IN THE JDC GRANT FUND; AND, APPROPRIATING \$31,167 FROM THE JDC GRANT FUND TO THE JUVENILE DETENTION CENTER GRANT-IN-AID 2019/2020 BUDGET FOR 2019** *Item 19-I-080 (14.1)*
15. **QUORUM COURT AUDIO UPGRADE DISCUSSION**
16. **BUDGET DISCUSSION**
17. **PUBLIC COMMENT**  
Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.
18. **ADJOURNMENT**

# TREASURER'S FINANCIAL SUMMARY

7/1/2019 TO 7/31/2019

ACCOUNT	BEGIN BALANCE	REVENUES	EXPENDITURES	END BALANCE
1000 GENERAL	\$12,020,517.11	\$1,589,960.14	\$2,955,351.65	\$10,655,125.60
1002 EMPLOYEE INSURANCE	\$3,005,333.53	\$516,611.29	\$414,220.63	\$3,107,724.19
1800 FLEX SPENDING	\$1,673.71	\$28,393.89	\$20,639.42	\$9,428.18
1906 ANIMAL SHELTER FUND	\$922.11	\$0.00	\$0.00	\$922.11
2000 ROAD	\$1,336,709.19	\$942,460.83	\$1,084,805.79	\$1,194,364.23
3000 TREASURER'S AUTOMATION	\$207,856.45	\$290.20	\$1,713.48	\$206,433.17
3001 COLLECTOR'S AUTOMATION	\$665,702.52	\$958.40	\$16,042.18	\$650,618.74
3002 CIRCUIT COURT AUTOMATION	\$170,699.05	\$2,594.84	\$5,159.43	\$168,134.46
3004 ASSESSOR'S AMENDMENT 79 FUN	\$164,758.51	\$251.20	\$5,234.67	\$159,775.04
3005 COUNTY CLERK'S COST	\$593,865.35	\$10,619.26	\$13,959.11	\$590,525.50
3006 RECORDER'S COST	\$1,000,000.00	\$134,864.52	\$135,231.23	\$999,633.29
3008 COUNTY LIBRARY	\$1,294,933.74	\$75,640.20	\$189,998.73	\$1,180,575.21
3010 COUNTY CLERK OPERATING	\$40,063.64	\$437.78	\$41.73	\$40,459.69
3012 CHILD SUPPORT COST	\$10,084.85	\$612.93	\$12.26	\$10,685.52
3014 COMMUNICATION FACILITY/EQUIP	\$216,955.42	\$26,390.09	\$4,018.12	\$239,327.39
3017 JAIL OPERATION & MAINTENANCE	\$690,980.90	\$1,356,363.18	\$1,586,119.10	\$461,224.98
3019 BOATING SAFETY	\$14,969.16	\$3,877.34	\$77.54	\$18,768.96
3020 EMERGENCY 9-1-1	\$858,934.77	\$30,776.61	\$44,531.28	\$845,180.10
3028 ADULT DRUG COURT	\$18,293.45	\$3,029.59	\$60.59	\$21,262.45
3031 CIRCUIT COURT JUVENILE DIVISIO	\$12,312.53	\$59.92	\$678.91	\$11,693.54
3032 JUVENILE COURT REPRESENTATI	\$2,732.18	\$43.76	\$0.88	\$2,775.06
3039 CIRCUIT CLERK COMMISSIONER F	\$19,504.20	\$100.71	\$270.17	\$19,334.74
3042 ASSESSOR'S LATE ASSESSMENT	\$20,358.96	\$765.60	\$0.00	\$21,124.56
3075 CSU FUND	\$2,406.83	\$3.48	(\$146.49)	\$2,556.80
3400 FEMA	\$804,809.53	\$0.00	\$0.00	\$804,809.53
3401 HIV CLINIC	\$87,976.42	\$97,755.29	\$12,569.67	\$173,162.04
3402 LAW LIBRARY	\$358,503.42	\$10,550.77	\$8,175.01	\$360,879.18
3404 DRUG ENFORCEMENT - STATE	\$30,069.77	\$41.66	\$580.71	\$29,530.72
3405 DRUG ENFORCEMENT - FEDERAL	\$38,020.70	\$53.79	\$1,002.39	\$37,072.10
3406 DRUG COURT PROGRAM FUND	\$189,245.54	\$1,962.21	\$39.24	\$191,168.51
3501 HIDTA	\$0.00	\$85,180.50	\$49,068.08	\$36,112.42
3503 RURAL COMMUNITY GRANT	\$188,993.36	\$0.00	\$129.45	\$188,863.91
3510 JDC GRANT FUND	\$7,992.45	\$31,167.00	\$7,217.92	\$31,941.53
3511 DEM GRANT FUND	\$89,661.78	\$5,610.00	\$59,469.72	\$35,802.06
3512 ENVIRONMENTAL AFFAIRS GRANT	(\$619.05)	\$937.06	\$363.99	(\$45.98)
3513 DRUG COURT GRANT FUND	(\$6,623.89)	\$16,950.58	\$10,656.84	(\$330.15)
3514 LAW ENFORCEMENT GRANT FUN	\$81,580.69	\$0.00	\$79,687.24	\$1,893.45
3515 ANIMAL SHELTER GRANT FUND	\$10,000.00	\$0.00	\$0.00	\$10,000.00
3516 ANIMAL SHELTER PROJECTS FUN	\$48,724.82	\$20.00	\$0.00	\$48,744.82
3517 JUVENILE COURT GRANT FUND	\$645.53	\$0.00	\$1,385.86	(\$740.33)
3518 AR HERITAGE PRESERVATION FU	\$0.00	\$0.00	\$2,805.00	\$2,805.00
3550 CRISIS STABILIZATION UNIT GRAN	\$0.00	\$0.00	\$0.00	\$0.00
3999 COURT SECURITY GRANT	\$0.00	\$0.00	\$0.00	\$0.00
5800 COURT COSTS AND FINES	\$861,493.06	\$30,292.15	\$30,442.22	\$861,342.99
<b>Sub-Total</b>	<b>\$25,161,042.29</b>	<b>\$5,005,626.77</b>	<b>\$6,741,613.75</b>	<b>\$23,425,055.31</b>
6000 TREASURER'S COMMISSION	\$861,673.39	\$100,761.07	\$0.00	\$962,434.46
6002 COLLECTOR'S UNAPPORTIONED	\$8,044,811.88	\$5,479,794.74	\$4,920,465.03	\$8,604,141.59
6003 PROPERTY TAX RELIEF	\$551,468.87	\$722,437.70	\$692,824.99	\$581,081.58
6004 DELINQUENT PERSONAL TAX	\$0.00	\$185,151.81	\$185,151.81	\$0.00
6005 DELINQUENT REAL TAXES	\$0.00	\$86,631.45	\$86,631.45	\$0.00
6006 TIMBER TAX	\$0.00	\$1,545.86	\$1,545.86	\$0.00
6007 STATE LAND SALES	\$0.00	\$150,520.10	\$150,520.10	\$0.00

ACCOUNT	BEGIN BALANCE	REVENUES	EXPENDITURES	END BALANCE
6010 ADMIN JUSTICE	\$0.00	\$79,884.18	\$79,884.18	\$0.00
6011 INTEREST	\$0.00	\$48,756.52	\$48,756.52	\$0.00
6013 COMMON SCHOOL	\$33,905.48	\$4,231.30	\$33,905.48	\$4,231.30
6016 COUNTY FIRE PROTECTION PREM	\$0.00	\$0.00	\$0.00	\$0.00
6017 COUNTY SHERIFF'S OFFICE FUND	\$0.00	\$0.00	\$0.00	\$0.00
6406 BOSTON MOUNTAIN SOLID WAST	\$792.22	\$1.11	\$0.02	\$793.31
6425 HAZMAT	\$0.00	\$0.00	\$0.00	\$0.00
6475 ESCHEATED ESTATES	\$25,601.09	\$0.00	\$0.00	\$25,601.09
6498 PAYROLL	\$0.00	\$2,161,555.30	\$2,161,555.30	\$0.00
6499 PAYROLL CLEARING	\$0.00	\$1,301,444.02	\$1,301,444.02	\$0.00
6550 MORROW FIRE DUES	\$0.00	\$202.63	\$202.63	\$0.00
6551 WHEELER FIRE DUES	\$0.00	\$432.22	\$432.22	\$0.00
6552 ROUND MOUNTAIN FIRE DUES	\$0.00	\$1,350.54	\$1,350.54	\$0.00
6553 NOB HILL FIRE DUES	\$0.00	\$1,211.26	\$1,211.26	\$0.00
6554 GOSHEN FIRE DUES	\$0.00	\$2,750.40	\$2,750.40	\$0.00
6555 PGROVE/FARM FIRE DUES	\$0.00	\$1,890.67	\$1,890.67	\$0.00
6556 LINCOLN FIRE DUES	\$0.00	\$1,548.93	\$1,548.93	\$0.00
6557 WEDINGTON FIRE DUES	\$0.00	\$936.37	\$936.37	\$0.00
6558 STRICKLER FIRE DUES	\$0.00	\$270.21	\$270.21	\$0.00
6559 WHITEHOUSE FIRE DUES	\$0.00	\$202.58	\$202.58	\$0.00
6560 WEST FORK FIRE DUES	\$0.00	\$1,710.68	\$1,710.68	\$0.00
6601 CITY OF FAYETTEVILLE	\$0.00	\$144,039.18	\$144,039.18	\$0.00
6602 CITY OF SPRINGDALE	\$0.00	\$178,311.93	\$178,311.93	\$0.00
6603 CITY OF PRAIRIE GROVE	\$0.00	\$11,967.23	\$11,967.23	\$0.00
6604 CITY OF WEST FORK	\$0.00	\$5,333.15	\$5,333.15	\$0.00
6605 CITY OF LINCOLN	\$0.00	\$2,818.36	\$2,818.36	\$0.00
6606 CITY OF WINSLOW	\$0.00	\$366.89	\$366.89	\$0.00
6607 CITY OF TONTITOWN	\$0.00	\$38,820.70	\$38,820.70	\$0.00
6608 CITY OF FARMINGTON	\$0.00	\$16,021.06	\$16,021.06	\$0.00
6609 CITY OF GREENLAND	\$0.00	\$1,899.52	\$1,899.52	\$0.00
6610 CITY OF ELKINS	\$0.00	\$5,797.37	\$5,797.37	\$0.00
6611 CITY OF ELM SPRINGS	\$0.00	\$3,800.15	\$3,800.15	\$0.00
6612 CITY OF JOHNSON	\$0.00	\$13,800.22	\$13,800.22	\$0.00
6613 CITY OF GOSHEN	\$0.00	\$5,221.82	\$5,221.82	\$0.00
6614 FAYETTEVILLE LIBRARY	\$0.00	\$136,353.45	\$136,353.45	\$0.00
6701 FAYETTEVILLE SCHOOL DISTRICT	\$0.00	\$2,021,241.64	\$2,021,241.64	\$0.00
6706 FARMINGTON SCHOOL DISTRICT	\$0.00	\$208,507.09	\$208,507.09	\$0.00
6710 ELKINS SCHOOL DISTRICT	\$0.00	\$149,679.01	\$149,679.01	\$0.00
6714 WEST FORK SCHOOL DISTRICT	\$0.00	\$128,989.42	\$128,989.42	\$0.00
6721 SILOAM SPRINGS SCHOOL DISTRI	\$0.00	\$23,874.85	\$23,874.85	\$0.00
6723 PRAIRIE GROVE SCHOOL DISTRIC	\$0.00	\$214,994.07	\$214,994.07	\$0.00
6748 LINCOLN SCHOOL DISTRICT	\$0.00	\$101,995.49	\$101,995.49	\$0.00
6750 SPRINGDALE SCHOOL DISTRICT	\$0.00	\$1,799,609.66	\$1,799,609.66	\$0.00
6795 GREENLAND SCHOOL DISTRICT	\$0.00	\$148,783.74	\$148,783.74	\$0.00
6801 RUPPLE MPROVEMENT DISTRICT	\$0.00	\$1,447.65	\$1,447.65	\$0.00
6803 HOMESTEAD IMP DISTRICT	\$0.00	\$0.39	\$0.00	\$0.39
6805 BEL CLAIRE IMP DISTRICT	\$0.00	\$405.34	\$405.34	\$0.00
6840 FAYETTEVILLE TIF DISTRICT	\$0.00	\$8,191.97	\$8,191.97	\$0.00
<b>Sub-Total</b>	<b>\$9,518,252.93</b>	<b>\$15,707,493.00</b>	<b>\$15,047,462.21</b>	<b>\$10,178,283.72</b>
<b>Grand Total</b>	<b>\$34,679,295.22</b>	<b>\$20,713,119.77</b>	<b>\$21,789,075.96</b>	<b>\$33,603,339.03</b>

**Washington County  
Share  
1% Sales Tax**

MONTH	2014	2015	2016	2017	2018	2019	Current Month Over/Under Last Year	Current Month % Over/Under Last Year
JANUARY	\$ 483,415.03	\$ 522,990.02	\$ 550,868.35	\$ 591,049.87	\$ 594,311.53	\$ 639,560.50	\$ 45,248.97	7.61%
FEBRUARY	\$ 546,070.55	\$ 590,906.69	\$ 634,522.78	\$ 657,693.76	\$ 699,585.37	\$ 707,337.68	\$ 7,752.31	1.11%
MARCH	\$ 448,997.27	\$ 507,524.87	\$ 497,355.57	\$ 563,796.75	\$ 571,126.42	\$ 598,031.36	\$ 26,904.94	4.71%
APRIL	\$ 506,372.56	\$ 488,570.54	\$ 575,480.83	\$ 560,307.27	\$ 573,905.69	\$ 575,776.77	\$ 1,871.08	0.33%
MAY	\$ 523,935.85	\$ 553,523.85	\$ 560,163.04	\$ 620,561.37	\$ 668,308.40	\$ 663,490.58	\$ (4,817.82)	-0.72%
JUNE	\$ 497,417.41	\$ 538,818.16	\$ 542,093.69	\$ 582,114.57	\$ 634,192.23	\$ 660,364.09	\$ 26,171.86	4.13%
JULY	\$ 543,193.15	\$ 562,205.97	\$ 594,061.54	\$ 645,929.51	\$ 671,785.93	\$ 676,470.05	\$ 4,684.12	0.70%
AUGUST	\$ 541,398.70	\$ 561,562.16	\$ 573,182.38	\$ 628,097.95	\$ 674,315.22		\$ -	
SEPTEMBER	\$ 522,577.89	\$ 559,846.18	\$ 610,951.54	\$ 618,556.85	\$ 650,522.82		\$ -	
OCTOBER	\$ 556,523.36	\$ 564,542.83	\$ 600,200.52	\$ 628,727.96	\$ 666,705.32		\$ -	
NOVEMBER	\$ 528,601.71	\$ 555,283.17	\$ 581,096.92	\$ 622,960.44	\$ 651,848.88		\$ -	
DECEMBER	\$ 530,080.45	\$ 589,880.03	\$ 590,796.20	\$ 605,076.44	\$ 641,516.71		\$ -	
<b>TOTAL</b>	<b>\$ 6,228,583.93</b>	<b>\$ 6,595,654.47</b>	<b>\$ 6,910,773.36</b>	<b>\$ 7,324,872.74</b>	<b>\$ 7,698,124.52</b>	<b>\$ 4,521,031.03</b>	<b>\$ 107,815.46</b>	<b>2.44%</b>
<b>Projection</b>	<b>\$ 6,182,573.00</b>	<b>\$6,306,000.00</b>	<b>\$6,607,000.00</b>	<b>\$6,982,590.00</b>	<b>\$7,500,000.00</b>	<b>\$7,777,500.00</b>		
% Increase (Decrease) Over Prior Year	2.59%	5.89%	4.78%	5.99%	5.10%			

Bobby Hill, Washington County Treasurer

**Washington County  
1/4 Cent Sales Tax  
Jail**

MONTH	2014	2015	2016	2017	2018	2019	Current Month Over/Under Last Year	Current Month % Over/Under Last Year
JANUARY	\$ 643,839.31	\$ 706,319.00	\$ 748,742.18	\$ 803,357.04	\$ 807,790.30	\$ 869,292.85	\$ 61,502.55	7.61%
FEBRUARY	\$ 727,140.60	\$ 803,498.30	\$ 862,445.56	\$ 893,939.65	\$ 950,878.87	\$ 961,415.84	\$ 10,536.97	1.11%
MARCH	\$ 597,968.39	\$ 690,190.91	\$ 676,007.43	\$ 766,314.50	\$ 776,277.01	\$ 812,846.30	\$ 36,569.29	4.71%
APRIL	\$ 674,308.75	\$ 664,344.88	\$ 782,195.55	\$ 761,571.59	\$ 780,054.62	\$ 782,597.79	\$ 2,543.17	0.33%
MAY	\$ 697,725.30	\$ 752,661.75	\$ 761,375.56	\$ 843,469.17	\$ 908,367.10	\$ 901,818.71	\$ (6,548.39)	-0.72%
JUNE	\$ 671,019.05	\$ 732,645.30	\$ 736,815.63	\$ 791,212.15	\$ 861,996.28	\$ 897,569.16	\$ 35,572.88	4.13%
JULY	\$ 732,745.73	\$ 764,623.29	\$ 807,450.51	\$ 877,949.63	\$ 913,093.78	\$ 919,460.45	\$ 6,366.67	0.70%
AUGUST	\$ 730,416.24	\$ 763,552.30	\$ 779,071.48	\$ 853,712.92	\$ 916,531.60	\$ -	\$ -	
SEPTEMBER	\$ 705,020.78	\$ 760,783.96	\$ 830,407.46	\$ 840,744.62	\$ 884,192.89	\$ -	\$ -	
OCTOBER	\$ 750,739.83	\$ 767,328.58	\$ 815,794.64	\$ 854,569.22	\$ 906,188.19	\$ -	\$ -	
NOVEMBER	\$ 714,016.92	\$ 754,742.82	\$ 789,828.96	\$ 846,730.01	\$ 885,995.26	\$ -	\$ -	
DECEMBER	\$ 716,050.35	\$ 801,766.99	\$ 803,012.25	\$ 822,422.00	\$ 871,951.74	\$ -	\$ -	
TOTAL	\$ 8,360,991.25	\$ 8,962,458.08	\$ 9,393,147.21	\$ 9,955,992.50	\$ 10,463,317.64	\$ 6,145,001.10	\$ 146,543.14	2.44%
Projection	\$ 8,233,781.00	\$ 8,480,800.00	\$ 8,870,000.00	\$ 9,515,000.00	\$ 10,100,000.00	\$ 10,475,000.00		
% Increase (Decrease) Over Prior Year	3.40%	7.19%	4.81%	5.99%	5.10%			

Bobby Hill, Washington County Treasurer

## Road 1/2 cent State Sales Tax

MONTH	2013	2014	2015	2016	2017	2018	2019	Current Month Over/Under Last Year	Current Month % Over/Under Last Year
JANUARY	\$ -	\$ 109,951.41	\$ 111,135.47	\$ 112,485.66	\$ 127,662.71	\$ 142,638.93	\$ 146,170.98	\$ 3,532.05	2.48%
FEBRUARY	\$ -	\$ 106,116.96	\$ 117,456.45	\$ 120,265.33	\$ 129,891.45	\$ 134,231.52	\$ 141,207.60	\$ 6,976.08	5.20%
MARCH	\$ -	\$ 97,698.38	\$ 103,813.19	\$ 109,104.83	\$ 116,372.71	\$ 124,818.42	\$ 130,525.29	\$ 5,706.87	4.57%
APRIL	\$ -	\$ 108,965.54	\$ 110,775.02	\$ 119,761.46	\$ 126,957.07	\$ 132,348.65	\$ 140,763.67	\$ 8,415.02	6.36%
MAY	\$ -	\$ 106,526.95	\$ 113,383.64	\$ 115,795.59	\$ 125,526.35	\$ 137,039.28	\$ 140,049.92	\$ 3,010.64	2.20%
JUNE	\$ -	\$ 106,480.61	\$ 112,322.69	\$ 112,127.03	\$ 126,077.85	\$ 132,487.65	\$ 147,664.96	\$ 15,177.31	11.46%
JULY	\$ -	\$ 109,633.84	\$ 109,939.12	\$ 119,908.88	\$ 132,195.23	\$ 140,320.10	\$ 145,675.38	\$ 5,355.28	3.82%
AUGUST	\$ 49,211.09	\$ 108,742.49	\$ 116,652.45	\$ 122,694.55	\$ 125,513.27	\$ 137,912.38			
SEPTEMBER	\$ 102,519.63	\$ 111,407.85	\$ 119,891.88	\$ 126,633.11	\$ 130,620.12	\$ 141,449.96			
OCTOBER	\$ 106,851.61	\$ 110,226.93	\$ 121,372.23	\$ 124,904.14	\$ 131,557.47	\$ 140,556.69			
NOVEMBER	\$ 99,982.80	\$ 110,422.35	\$ 116,521.71	\$ 123,750.85	\$ 125,454.20	\$ 134,449.34			
DECEMBER	\$ 101,745.30	\$ 107,082.96	\$ 112,832.67	\$ 117,672.65	\$ 122,782.89	\$ 138,605.24			
<b>TOTAL</b>	<b>\$ 460,310.43</b>	<b>\$ 1,293,256.27</b>	<b>\$ 1,366,096.52</b>	<b>\$ 1,425,104.08</b>	<b>\$ 1,520,611.32</b>	<b>\$ 1,636,858.16</b>	<b>\$ 992,057.80</b>	<b>\$ 48,173.25</b>	<b>5.10%</b>
Projection		\$ 1,192,800.00	\$ 1,294,000.00	\$ 1,300,000.00	\$ 1,420,000.00	\$ 1,480,000.00	\$ 1,650,000.00		
% Increase/Decrease Over Prior Year			5.63%	4.32%	6.70%	7.64%			

Bobby Hill, Washington County Treasurer

## County General Fund - Property Taxes Received

	2017	2018	2019
April	213,042.43	257,528.98	237,357.58
May	1,689,435.98	4,387,432.01	4,988,406.17
June	2,729,888.39	305,860.38	496,908.43
July	320,352.94	372,554.55	397,472.91
August	265,030.14	235,060.60	
September	472,501.17	448,758.91	
October	1,238,530.23	1,114,490.63	
November	4,128,876.97	4,298,177.47	
December	994,391.61	995,214.26	
	<u>12,052,049.86</u>	<u>12,415,077.79</u>	<u>6,120,145.09</u> YTD
Projection	11,825,000.00	12,000,000.00	14,200,000.00
Paid %	94.94%	95.12%	
Thru July	4,952,719.74	5,323,375.92	6,120,145.09
Millage Rate	3.9	3.9	4.4

**1002 Employee Insurance  
July-19**

Beginning Balance: \$3,005,333.53						
	Income			Expense		
	Current	Previous Month	YTD	Current	Previous Month	YTD
AR Blue Cross	\$ 59,987.47	\$ -	\$ 119,551.27	\$ -	\$ -	\$ -
Employee Reimbursement	\$ -	\$ -	\$ 288.34	\$ -	\$ 540.50	\$ 540.50
Excess Commission Distribution - Treasurer	\$ -	\$ -	\$ 3,307.17	\$ -	\$ -	\$ -
Insurance - Retiree Payments	\$ 10,515.02	\$ 11,238.19	\$ 83,967.35	\$ -	\$ -	\$ 1,486.66
Insurance Premiums from Employees	\$ 134,948.01	\$ 92,423.40	\$ 648,747.54	\$ -	\$ -	\$ -
Insurance Contribution from County	\$ 300,104.00	\$ 300,104.00	\$ 2,398,036.00	\$ -	\$ -	\$ -
Life Insurance Premiums from Employees*	\$ 28,374.83	\$ 18,885.37	\$ 133,925.70	\$ 28,374.83	\$ 18,885.37	\$ 133,925.70
Life Insurance Contribution from County	\$ 7,040.00	\$ 7,040.00	\$ 56,287.00	\$ -	\$ -	\$ -
Interest	\$ 4,016.79	\$ 3,344.38	\$ 27,421.93	\$ -	\$ -	\$ -
Benefitfocus	\$ -	\$ -	\$ -	\$ -	\$ 2,317.50	\$ 3,738.56
ACA-Centers for Medicare/Medicaid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Blue Administrative Expenses	\$ -	\$ -	\$ -	\$ 17,600.00	\$ 16,908.75	\$ 124,369.20
Conexis	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
First Care North Mana Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Group Service Underwriters	\$ -	\$ -	\$ -	\$ 39,005.23	\$ 39,340.24	\$ 323,523.69
IMWELL Health	\$ -	\$ -	\$ -	\$ 13,323.77	\$ 14,164.96	\$ 111,075.21
Mutual Of Omaha Policy Holder Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCMAT Background Screening LLC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ozark Guidance Center	\$ -	\$ -	\$ -	\$ 2,058.75	\$ -	\$ 6,176.25
Reliastar Life Insurance Company	\$ -	\$ -	\$ -	\$ 2,206.30	\$ 4,368.43	\$ 17,826.12
TC	\$ -	\$ -	\$ -	\$ 1,280.09	\$ 66.89	\$ 3,877.02
Transfer by Court Order	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UAMS Family Medical Center	\$ -	\$ -	\$ -	\$ 1,879.32	\$ 4,856.88	\$ 11,288.47
United States Treasury	\$ -	\$ -	\$ -	\$ -	\$ 2,702.35	\$ 2,702.35
Usable Mutual Insurance	\$ -	\$ -	\$ -	\$ 336,471.17	\$ 279,722.00	\$ 2,460,082.75
Wageworks Inc.	\$ -	\$ -	\$ -	\$ 396.00	\$ 372.24	\$ 2,724.48
Wash Co FOP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 544,986.12</b>	<b>\$ 433,035.34</b>	<b>\$ 3,471,532.30</b>	<b>\$ 442,595.46</b>	<b>\$ 384,246.11</b>	<b>\$ 3,203,336.96</b>
Ending Balance: \$3,107,724.19						

\*goes into 1800 Flex Spending

Item 19-I-073

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE APPROPRIATING \$24,518.50 IN THE QUORUM COURT BUDGET FOR 2019.

WHEREAS, Washington County utilized the services of bond counsel to assist with the financing of the guaranteed energy cost savings contract with Johnson Controls; and,

WHEREAS, the legal fees for the bond counsel total \$24,518.50.

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

ARTICLE 1. There is hereby appropriated the total amount of \$24,518.50 from the General Fund to the Other Professional Services Line Item in the Quorum Court Budget (10000107-3009) for 2019.

ARTICLE 2. The Quorum Court hereby authorizes the payment of said legal fees.

\_\_\_\_\_  
JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

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

WRIGHT, LINDSEY & JENNINGS LLP  
 200 West Capitol Avenue  
 Suite 2300  
 Little Rock, AR 72201  
 501-371-0808

Washington County, Arkansas  
 Brian R. Lester  
 Washington County Attorney  
 280 N. College Avenue, Suite 501  
 Fayetteville, AR 72701

Invoice Number 419665  
 Invoice Date 06/30/19  
 Client Number 023670  
 Matter Number 0076828

Re: Energy Lease

**For Expenses Incurred Through 06/30/19:**

<b>Date</b>		<b>Value</b>
05/17/19	UCC Lien Search- VENDOR: Quest Research, Inc.; INVOICE#: 242100031X; DATE: 5/17/2019 - UCC search at AR SOS - Washington County; Quest Research, Inc.	18.50
<hr/>		
	<b>Current Expenses</b>	<b>\$18.50</b>
	<b>Total Current Charges</b>	<b>\$17,018.50</b>



2405 Grand Boulevard, Suite 1100  
Kansas City, Missouri 64108-2521

(816) 221-1000 / (816) 221-1018 FAX / gilmorebell.com

**Matter No. 602773.20178**

**Invoice No. 8038542**

**\$8,030,029**

**EQUIPMENT LEASE PURCHASE AGREEMENT  
DATED AS OF JUNE 28, 2019, BETWEEN  
STERLING NATIONAL BANK, AS LESSOR, AND  
WASHINGTON COUNTY, ARKANSAS, AS LESSEE**

**INVOICE**

June 28, 2019

For legal services rendered as counsel to Sterling National Bank in connection  
with the above-referenced matter.....\$7,500.00

**WIRE or ACH INSTRUCTIONS:**

Commerce Bank of Kansas City  
Kansas City, Missouri  
ABA #101000019  
For the Account of Gilmore & Bell, P.C.  
Account #280511860  
Reference: Invoice #8038542

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**ORDINANCE NO. 2019-**

**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  
MAINTENANCE TECHNICIAN II TO  
MAINTENANCE TECHNICIAN/LEAD  
TRAINER IN THE BUILDINGS & GROUNDS  
BUDGET FOR 2019; AND, APPROPRIATING  
\$1,171 TO THE BUILDINGS & GROUNDS  
BUDGET FOR 2019.**

**WHEREAS,** the Washington County Buildings & Grounds  
Department desires to change the title of one full time position for 2019.

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

**ARTICLE 1.** The title of the personnel position of  
Maintenance Technician II (0108003), Grade 15, in the Buildings & Grounds Budget  
(10000108) is hereby changed to Maintenance Technician/Lead Trainer (0108003),  
Grand 19, for 2019.

**ARTICLE 2.** There is hereby appropriated the total amount  
of \$1,171 from unappropriated reserves in the General Fund (1000) to the following line  
items in the Buildings & Grounds Budget (10000108) for 2019:

Salaries, Full-Time	(10000108-1001)	\$ 952
Social Security Matching	(10000108-1006)	73
Noncontributory Retirement	(10000108-1008)	146

**TOTAL APPROPRIATION** **\$ 1,171**

\_\_\_\_\_  
JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

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

Introduced by: **JP Butch Pond**

**Joseph K. Wood**  
COUNTY JUDGE



**WASHINGTON COUNTY, ARKANSAS**  
**COUNTY JUDGE**

August 5, 2019

JESAP and Personnel Committees,

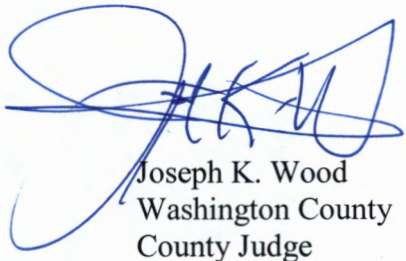
I am requesting that the Maintenance Technician II position be retitled as the Maintenance Technician/Lead Trainer due to Building & Grounds requiring continuous service of the County's aging infrastructure.

Our current Maintenance Technician II has done a commendable job as an all-round asset in servicing not only the HVAC equipment but in various other duties as well: general repair, plumbing, electrical work and other duties. Mr. Howard has held various roles within Building & Grounds and his wide experience has served him and colleagues well in his role as a mentor.

Mr. Howard has proven that he has the technical competence to perform at a high standard during his 20+ years with the County. Filling this position requires an additional \$1171 to the Building & Grounds personnel budget.

Thank you for your consideration.

Respectfully,



Joseph K. Wood  
Washington County  
County Judge

## Washington County Maintenance Technician/Lead Trainer Job Description

<b>Job Code:</b>	19
<b>Exempt:</b>	Yes
<b>Department:</b>	Building & Grounds
<b>Reports To:</b>	Night Maintenance Manager
<b>Location:</b>	Washington County Buildings and Grounds
<b>Date Prepared:</b>	July 25, 2019
<b>Date Revised:</b>	

### GENERAL DESCRIPTION OF POSITION

The Maintenance Technician/Lead Trainer is responsible for installation and repairs on sophisticated electronic systems, HVAC equipment, plumbing, electrical work, maintenance, boilers, commercial kitchen equipment, refrigeration, locksmithing, commercial laundry equipment and custodial tasks for all county buildings and grounds. The incumbent must prioritize when and how to complete repairs with various office/department staff. The person in this position may provide recommendations to the Building & Maintenance Director as to the best method of maintaining and repairing elements to County facilities. Provide training to staff on proper use and function of County HVAC, lighting, electrical, plumbing, and general maintenance items.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain and troubleshoot all County systems.
2. Perform general and detailed carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of County buildings and equipment. Installation of complicated heating and air-conditioning systems, plumbing fixtures and electrical circuitry.
3. Schedule and perform routine and preventative maintenance of air-conditioning and heating systems, boilers, kitchen equipment, refrigerators, laundry equipment and door locks.
4. Determine with assistance of the Building & Maintenance Director whether to perform maintenance projects internally or to obtain outside professional services.
5. Provide maintenance lead instruction for other maintenance staff. Training for HVAC systems and controls, plumbing, and minor electrical systems.
6. Oversee, train, and directly supervise all new building maintenance technicians.
7. Coordinate all repairs with various County supervisors.
8. Participate in safety and training programs, as necessary.
9. Perform all maintenance duties in an efficient, safe, timely manner, and in accordance to all County safety policies.
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**

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 8 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. 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**

EPA Certification

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Advanced: Other

Basic: Alphanumeric Data Entry, Contact Management, Database, Spreadsheet, Word Processing.

## **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.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

## **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 not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **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.

· Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

### **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.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

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

## **WORKING CONDITIONS**

Disagreeable working conditions. Continuously exposed to several 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 work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, outdoor weather conditions, risk of electrical shock. The noise level in the work environment is usually loud.

## **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, talk or hear; and occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. 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; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

### **EDUCATION and/or EXPERIENCE:**

High School diploma and or equivalent to two years of college; trade school training and minimum of eight (8) years of experience in plumbing and electrical. The incumbent must possess EPA certification to perform air-conditioning/heating repairs and hold additional training certificates in plumbing and/or electrical installation and repair. Ability to understand and work with complex electronic and computerized systems. Familiar with and ability to maintain very complex machine hardware/electronics and control systems.

**OTHER SKILLS and ABILITIES:**

The incumbent must have ability to read blue prints and have knowledge associated with understanding operation of complex mechanical equipment and construction details. The incumbent must be able to analyze problems and determine best method for repairs. The incumbent will be working in close proximity to the public and elected officials. Must be alert to conditions and keep happenings confidential. Should possess excellent communication and interpersonal skills, as the incumbent must work with others when completing maintenance duties. Computer and electronic skills are required.

## DBCompensation Job Valuing Summary

SCENARIO **Washington County**  
**July 2019**  
 POSITION **Maintenance Technician/Lead Trainer**  
 JOB CODE: **19**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	11	134	
2	Experience-Minimum time to become familiar with management requirements of the job.	3	99	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5	36
		4B 4		
		4C 2		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	4	49	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	1	10	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	8	90
		10B 2		
		10C 2		
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80	
12	Contacts with Employees: Responsibility for effective handling of others.	4	38	
13	Machine-Computer Operations	6	120	
14	Working Conditions	4	26	
15	Physical Demand	5	24	
<b>TOTAL VALUE</b>			<b>913</b>	

SIGNED: \_\_\_\_\_

**WASHINGTON COUNTY**  
Job Evaluation

**JOB TITLE: Maintenance Technician/Lead Trainer**

Same

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	<b>8</b>	<b>11</b>	<b>134</b>
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	3	3	99
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	<u>Initiative &amp; Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	5	36
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	4	4	49
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	5	5	70
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	<b>0</b>	<b>1</b>	<b>10</b>
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	5	5	48
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	4	4	44
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	8	8	90
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	<b>4</b>	<b>5</b>	<b>80</b>
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	4	4	38
13	<u>Machine Operations</u> :	6	6	120
14	<u>Working Conditions</u> :	4	4	26
15	<u>Physical Demand</u> :	5	5	24
		<b>835</b>		<b>913</b>
	<u>Washington County Salary Grade Level</u>	<b>18</b>		<b>19</b>

Signed: \_\_\_\_\_

Date: July 25, 2019

Item 19-I-082

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**ORDINANCE NO. 2019-**

**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 ADMINISTRATIVE ASSISTANT IN THE  
JUVENILE DETENTION CENTER BUDGET  
FOR 2019.**

**WHEREAS,** the Washington County Juvenile Detention  
Center desires to create a new full time position for 2019.

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

**ARTICLE 1.** There is hereby created the personnel position  
of Administrative Assistant (0444008) in the Juvenile Detention Center Budget  
(10000444) for 2019.

\_\_\_\_\_  
JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

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

Introduced by: **JP Butch Pond**  
Date of Passage:  
Members Voting For:  
Members Voting Against:  
Members Abstaining:  
Members Absent:

JOSEPH K. WOOD  
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS  
COUNTY JUDGE

August 5, 2019

Members of the JESAP and Personnel Committees,

The JDC has been contemplating for some time to have their current part-time office assistant position become a full-time slot. Currently the part-time person works 32 hours assisting the Executive Assistant with payroll and bill paying. The Director oversees all admin duties and takes over the process in the event the Executive Assistant is on vacation or sick leave. Chronic staffing shortages has made this unviable on a long-term basis.

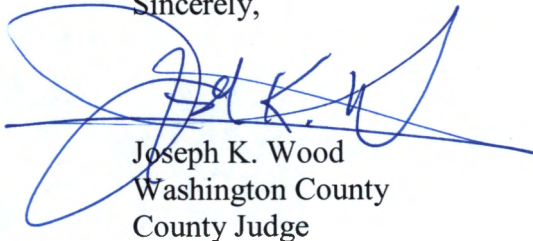
The JDC is keen to re-structure our department by adding more duties to the part-time administrator position. This is due to the increasingly detailed statistical reporting that is required by multiple agencies. This responsibility is currently split between the Executive Assistant and Director. Having an additional full-time position would allow the department to have an improved inventory program as well as maintain a more streamlined process when ordering materials and supplies.

This new position would also free up the Director to dedicate time to creating a more effective staff training program so that professional development can be delivered in a timely fashion.

We currently have the funds to cover the associated costs to the end of the year. We would ask this be a permanent position going forward.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "J.K. Wood", is written over a horizontal line. The signature is stylized and somewhat cursive.

Joseph K. Wood  
Washington County  
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701

Telephone: (479) 444-1700 • Fax: (479) 444-1889

Joseph.wood@co.washington.ar.us

Washington County is an Equal Employment Opportunity Employer M/F/D/V

# Washington County

## Administrative Assistant - Juvenile Detention Center

### Job Description

**Exempt:** No  
**Department:** Juvenile Detention Center  
**Reports To:** Executive Administrative Assistant  
**Location:** 885 W Clydesdale Drive Juvenile Detention  
**Date Prepared:** July 22, 2019  
**Date Revised:**

#### GENERAL DESCRIPTION OF POSITION

Works under the supervision of the Executive Administrative Assistant performing many of the same duties in addition to other duties as assigned.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administrative Assistant to the Executive Assistant.
2. Retrieve, deliver, process daily mail and daily interoffice mail/documents.
3. Routine trips in County vehicle to courthouse, mailing/shipping facilities and vendor service meetings.
4. Report equipment failures or repairs to Executive Admin. Assist. And/or Director.
5. Attend with Exec. Admin. Assist. Vendor food shows to stay current and informed for pricing and nutrition or new items to stay in compliance.
6. Enter nutrition data for any new food items into Nutrokids database.
7. Data entry support for the Executive Admin.
8. Request purchase orders and process invoices.
9. Order materials or supplies as directed.
10. Maintain Center's resident, inventory and supplies (hygiene, clothing, bedding/linens, etc.).
11. Answer and direct incoming calls to appropriate staff or departments.
12. Verify, process and log invoices and forward to Comptroller for payment in timely manner.
13. Maintain appropriate files as needed by Executive Assist. In a neat and organized manner.
14. Make copies as needed for Center's daily paperwork forms.
15. 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 12 to 18 months 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 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: 10-Key, Accounting, Alphanumeric Data Entry, Human Resources Systems, Payroll Systems, Word Processing/Typing

Basic: Contact Management, Database, Presentation/PowerPoint, Spreadsheet

## **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**

Responsibility for work of others: 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 scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

**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**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

**PUBLIC CONTACT**

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

**EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

## **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**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

## **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, toxic or caustic chemicals, outdoor weather conditions, wet or humid conditions, extreme cold. 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 continuously required to use hands to finger, handle, or feel; regularly required to reach with hands and arms, talk or hear; and frequently required to stand, walk, sit; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and distance vision.

## **ADDITIONAL INFORMATION**

Not indicated.

## DBCompensation Job Valuing Summary

SCENARIO **Washington County**  
**July 2019**

POSITION **Administrative Assistant - Juvenile Detention Ctr.**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	3	34	
2	Experience-Minimum time to become familiar with management requirements of the job.	1	33	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 3	4	29
		4B 3		
		4C 3		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	3	28	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	46	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0		
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	4	32	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	2	19	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 4	5	43
		10B 0		
		10C 2		
11	Contacts with Public: Responsibility for effective handling of contacts.	3	41	
12	Contacts with Employees: Responsibility for effective handling of others.	2	17	
13	Machine-Computer Operations	4	38	
14	Working Conditions	2	12	
15	Physical Demand	3	13	
<b>TOTAL VALUE</b>			<b>417</b>	

SIGNED: \_\_\_\_\_

Item 19-I-077

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE APPROPRIATING \$21,800 FROM UNAPPROPRIATED RESERVES TO VARIOUS LINE ITEMS IN THE CIRCUIT COURT II BUDGET FOR 2019.

WHEREAS, the Circuit Court II budget needs additional funding for Jury Fees and Food due to an unforeseen increase in Jury Trials in 2019; and

WHEREAS, the Quorum Court desires to appropriate additional funds in the total amount of \$21,800 as requested in the Circuit Court II Budget for 2019.

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

ARTICLE 1. There is hereby appropriated the total amount of \$21,800 from unappropriated reserves in the General Fund (1000) to the following line items in the Circuit Court II Budget (10000402) for 2019:

Jury Fees	(10000402-3092)	\$ 18,000
Food	(10000402-2005)	3,500

**TOTAL APPROPRIATION \$ 21,800**

\_\_\_\_\_  
JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

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

Introduced by: **JP Ann Harbison**

Item 19-I-078

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE ANTICIPATING REVENUES TOTALING \$358,731 IN HIGH INTENSITY DRUG TRAFFICKING AREAS (HIDTA) GRANT FUND; AND, APPROPRIATING \$358,731 FROM THE HIDTA GRANT FUND TO THE HIDTA 2019 G19GC0004A BUDGET FOR 2019.

WHEREAS, Washington County has been notified that it will receive a \$358,731 federal grant to fund participation by various law enforcement agencies in the High Intensity Drug Trafficking Areas program to reduce drug trafficking and production in the United States.

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

ARTICLE 1. There are hereby anticipated additional revenues totaling \$358,731 in the Other Federal Grants Revenue Line Item of the HIDTA Grant Fund (3501-0438) for 2019; and

ARTICLE 2. There is hereby appropriated the total amount of \$358,731 from the HIDTA Grant Fund to the Special Projects line items in the HIDTA Grant G19GC0004A Budget (3501-0438) for 2019.

\_\_\_\_\_  
JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

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

Introduced by: JP Ann Harbison

Item 19-I-079

ORDINANCE NO. 2019-

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 TOTALING \$732.39 IN THE GENERAL FUND; AND, APPROPRIATING \$732.39 FROM THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE GRANTS ADMINISTRATOR BUDGET FOR 2019.

WHEREAS, Washington County received a reimbursement of \$732.39 for participation by the Grants Department in the High Intensity Drug Trafficking Areas (HIDTA) Conference in January 2019.

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

ARTICLE 1. There are hereby recognized additional revenues totaling \$732.39 in the General Fund (1000) for 2019 as reimbursement for expenses incurred by the Grants Department; and

ARTICLE 2. There is hereby appropriated the total amount of \$732.39 from the General Fund to the following line items in the Grants Administrator Budget (1000-0120) for 2019:

General Supplies	(10000120-2001)	\$ 202.10
Travel	(10000120-3030)	44.75
Meals and Lodging	(10000120-3094)	485.54

TOTAL APPROPRIATION \$ 732.39

\_\_\_\_\_  
JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

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

Introduced by: JP Ann Harbison

Item 19-I-080

**ORDINANCE NO. 2019-**

**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  
ADDITIONAL REVENUES OF \$31,167 IN  
THE JDC GRANT FUND; AND,  
APPROPRIATING \$31,167 FROM THE JDC  
GRANT FUND TO THE JUVENILE  
DETENTION CENTER GRANT-IN-AID  
2019/2020 BUDGET FOR 2019.**

**WHEREAS,** Washington County Juvenile Detention Center (JDC) has received grant-in-aid revenues in the amount of \$31,167 from the State of Arkansas.

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

**ARTICLE 1.** There is hereby recognized additional revenue of \$31,167 in the State Grants Revenue Line Item of the JDC Grant Fund (3510-7010) for 2019.

**ARTICLE 2.** There is hereby appropriated the amount of \$31,167 from the JDC Grant Fund to the following line items in the JDC-GIA 2019/2020 Budget for 2019:

General Supplies	(35100454-2001)	\$ 3,254
Small Equipment	(35100454-2002)	10,000
Medicine & Drugs	(35100454-2004)	400
Food	(35100454-2005)	3,700
Clothing/Uniforms	(35100454-2006)	3,500
Detainee Supplies	(35100454-2011)	3,873
Other Professional Services	(35100454-3009)	4,000
Rental Equipment	(35100454-3071)	100
Dues & Memberships	(35100454-3090)	1,040
Training & Education	(35100454-3101)	300

**TOTAL APPROPRIATION \$ 31,167**

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JOSEPH K. WOOD, County Judge

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DATE

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BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**  
Date of Passage:  
Members Voting For:  
Members Voting Against:  
Members Abstaining:  
Members Absent: