

**2017 PROPOSED BUDGET
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2017 Budget Information Form

Office/Department: 0100 - County Judge

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The County Judge Budget supports the administrative office of the County Judge. The budget supports planning and administration of projects implemented and coordinated by the office. Funded with 100% General Funds to provide office supplies and services relating to maintaining the office and facilitating professional memberships, educational resources and training opportunities.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

1. Continue Financial Planning for reserves. Update the Facilities Master Plan to address current and future uses of the several County-owned facilities. Evaluate and implement Energy audit recommendations for County buildings.
2. Continue to facilitate the Criminal Justice Coordinating Committee to promote effective jail use, alternative sentencing and community service options. Evaluate diversion programs for alcoholics, drug addicts, mentally ill and low status misdemeanor defendants. Evaluate community partnerships with Harbor House, Gateway House, Western Arkansas Guidance and Counseling and the Community Rescue Mission.
3. Continue to evaluate, administer and improve the salary administration program.
4. Continue cooperation with the Fort Chaffee Redevelopment Authority for economic development.
5. Continue support of the Enterprise Application Software project.
6. Continue development of a County-wide facilities infrastructure replacement plan. Establish policies and funding mechanisms to support this project, including a sinking fund for key equipment. Refer to Energy audit in this planning.
7. Implement updates to various County policies and procedures, specifically the Pay Policy and Computer/Internet Use Policy.
8. Facilitate the development of effective training and safety plans.
9. Improve the general public's accessibility to County facilities, particularly in regard to parking around the courthouses.
10. Continue the improvements to the Parker Annex to make it a secure and comfortable office & storage environment.
11. With the Park Board and Park Staff, continue to evaluate golf course fee structure, play policies, marketing strategies, and overall operations within revenues.
12. Complete Park Master Plan and work with ARM and the City of Fort Smith to maintain and improve operations at Parrot Island Waterpark. Work with the Quorum Court and Park Board in capital financial planning and operations.
13. Continue implementation of the acreage acquired in 2002 at Ben Geren Park and foster a good relationship with the neighboring Nature Center development by the Arkansas Game and Fish Commission.
14. With the Road Department, continue the partnership with WAPDD in operating an effective GIS mapping system. Continue the asphalt overlay program started in 2002, as well as the chip & seal program and bridge replacement programs as required.
15. With the Ambulance Department, continue to evaluate ambulance operations policies, billing and revenues. Evaluate revenues to support expansion. Maximize use of the Ambulance fees collected on Personal Property Statements. The 2016 election has increased this fee from \$18.00 to \$43 in 2017 and then \$68 in 2018.
16. Continue improvements to the Greenwood Courthouse using Grant funds.
17. Continue working to support consolidating 911 Dispatch operations at the Sebastian County Emergency Management and Public Safety Building on Zero and Massard.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0100 - County Judge					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	206,740.16	212,673.00	219,054.00	6,381.00
1006	Social Security Matching	15,094.35	16,776.00	16,785.00	9.00
1007	Retirement	29,925.55	31,798.00	32,364.00	566.00
1009	Health Insurance Matching	32,364.00	39,936.00	39,936.00	.00
1010	Workmen's Compensation	564.90	552.00	585.00	33.00
1016	Life Insurance	364.68	392.00	389.00	(3.00)
1017	Col/Merit	.00	6,380.00	.00	(6,380.00)
1021	Longevity	300.00	240.00	360.00	120.00
1023	Dental Insurance-Matching	2,010.88	2,597.00	3,041.00	444.00
1040	Affordable Care Act	495.85	508.00	507.00	(1.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$287,860.37	\$311,852.00	\$313,021.00	\$1,169.00
<i>Supplies</i>					
2001	General Supplies	5,052.61	5,500.00	5,500.00	.00
2002	Small Equipment	438.97	750.00	750.00	.00
2005	Food/Supplies	976.39	1,000.00	1,000.00	.00
2009	Computer Accessories	165.69	200.00	200.00	.00
2033	Machinery & Equipment-R/M	214.02	900.00	900.00	.00
<i>Supplies Totals</i>		\$6,847.68	\$8,350.00	\$8,350.00	\$0.00
<i>Other Services and Charges:</i>					
3005	Special Legal	1,778.64	10,000.00	10,000.00	.00
3009	Oth Professional Services	.00	1,000.00	1,000.00	.00
3020	Telephone & Fax Landline	3,710.09	2,028.00	1,900.00	(128.00)
3021	Postage	2,017.89	2,300.00	2,300.00	.00
3030	Travel	1,547.27	2,000.00	2,000.00	.00
3031	Common Carrier	703.70	3,000.00	3,000.00	.00
3040	Advertising & Publication	.00	3,000.00	3,000.00	.00
3071	Rent-Machinery & Equip	377.28	1,700.00	1,700.00	.00
3090	Dues & Memberships	1,528.09	5,870.00	5,870.00	.00
3094	Meals & Lodging	6,113.89	4,360.00	4,360.00	.00
3101	Training & Education	1,364.63	3,000.00	3,000.00	.00
3102	Software,Supt/Maint Agmnt	6.99	300.00	300.00	.00
<i>Other Services and Charges Totals</i>		\$19,148.47	\$38,558.00	\$38,430.00	(\$128.00)
<i>Capital Outlay</i>					
4016	Computer Equip Purchase	.00	.00	550.00	550.00
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$550.00	\$550.00
Department 0100 - County Judge Totals		\$313,856.52	\$358,760.00	\$360,351.00	\$1,591.00

2017 PERSONNEL SCHEDULE

1000 General Fund

0100 County Judge

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
010013201 - County Judge	DEO - DEO	(1) 140 - Elected Official			91,307
010012601 - County Administrator/Chief of Staff	17 - 17	(2) 104 - Reg. Full-Time Exempt	36,621	54,932	57,390
010022601 - Executive Assistant	10 - 10	104 - Reg. Full-Time Exempt	28,318	41,441	35,570
010002001 - Administrative Secretary/Recpt	07 - 07	100 - Work Full Time	24,693	34,860	34,787
Total Positions:	<u>4</u>				
				Full Time Annual Salaries Subtotal:	<u>219,054</u>
				Total Salaries:	<u>219,054</u>

(1) Annual Salary \$91,308

(2) 2016 Salary Adjustment



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0100 - County Judge		
Account 4016 - Computer Equip Purchase		
1000-0100 4016	Computer Replacement Plan (1) Printer	550.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$550.00</u>
	Department 0100 - County Judge Totals	<u>\$550.00</u>

2017 Budget Information Form

Office/Department: 0101 – County Clerk

Fund: 1000 General Fund

- 1. Please describe the main functions supported by this budget/department in 300 words or less.**

The County Clerk/Recorder maintains, operates and conducts daily operations from two offices in Fort Smith and Greenwood supported by monies from County's General Fund. The County Clerk is the secretariat for the Quorum Court and Board of Equalization and maintains the permanent records of meeting minutes, ordinances, resolutions and County Court Orders. The County Clerk issues and keeps a record of marriage licenses. The County Clerk is the official voter registrar for the County and works with the Election Commission and County Judge's Office in the process of handling the Elections. The responsibility for the Early and Absentee Voting and any related expenses falls under the duties of the County Clerk. In addition to the aforementioned duties, the County Clerk is also the County Recorder (which is funded from a different budget).

- 2. Please list specific goals, projects or priorities for this department in the 2016 budget year.**

Specific goals of the County Clerk's office are many and varied. Our goal for the upcoming election cycle is to ensure that the voters are fully served and are afforded every opportunity to cast their vote in a professional manner and atmosphere. Updating of the County Clerk's website to make it more user friendly and informative is in progress and should be completed in the near future. The continuation of scanning all permanent documents so that they can be digitized and ultimately accessible online is ongoing. Continuing education and professional development, as well as cross training of all staff are goals that are set forth. One hundred percent customer satisfaction and performance of duties with cost savings for the tax payers is our greatest goal as we move forward.

- 3. Does your office/department receive any grants or other operating subsidies? No**
- 4. Is your office/department received requesting any capital items for this budget year? No**
- 5. Does your office/department have any signed leases, contract or agreements pertaining to this budget cycle? No**
- 6. Does your office/department have a capital replacement sinking fund? No**



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0101 - County Clerk					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	145,246.49	145,701.00	150,069.00	4,368.00
1002	Salaries,Part Time	9,028.50	9,048.00	9,048.00	.00
1003	Extra Help	3,525.50	7,739.00	7,740.00	1.00
1006	Social Security Matching	11,980.29	12,782.00	12,797.00	15.00
1007	Retirement	22,596.18	23,107.00	23,532.00	425.00
1009	Health Insurance Matching	15,782.00	20,328.00	20,328.00	.00
1010	Workmen's Compensation	350.29	301.00	300.00	(1.00)
1011	Unemployment Compensation	.00	.00	395.00	395.00
1016	Life Insurance	340.20	343.00	341.00	(2.00)
1017	Col/Merit	.00	4,371.00	.00	(4,371.00)
1021	Longevity	180.00	240.00	420.00	180.00
1023	Dental Insurance-Matching	159.64	1,998.00	2,694.00	696.00
1040	Affordable Care Act	63.36	445.00	444.00	(1.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$209,252.45	\$226,403.00	\$228,108.00	\$1,705.00
<i>Supplies</i>					
2001	General Supplies	15,524.50	19,000.00	19,000.00	.00
2002	Small Equipment	585.34	3,000.00	3,000.00	.00
2032	Bldg & Improvement-R/M	722.00	126.00	126.00	.00
2033	Machinery & Equipment-R/M	.00	600.00	600.00	.00
<i>Supplies Totals</i>		\$16,831.84	\$22,726.00	\$22,726.00	\$0.00
<i>Other Services and Charges</i>					
3020	Telephone & Fax Landline	4,370.14	2,952.00	6,700.00	3,748.00
3021	Postage	7,050.75	10,000.00	10,000.00	.00
3022	Cell Phone & Pagers	249.26	600.00	600.00	.00
3023	Internet Connection	1,679.40	1,710.00	1,740.00	30.00
3030	Travel	87.84	500.00	500.00	.00
3031	Common Carrier	486.70	1,000.00	1,000.00	.00
3040	Advertising & Publication	617.00	.00	.00	.00
3053	Fleet Liability	43.00	441.00	.00	(441.00)
3075	Postage Mach/PO Box Rent	.00	894.00	894.00	.00
3090	Dues & Memberships	500.00	1,000.00	1,000.00	.00
3094	Meals & Lodging	1,380.18	1,000.00	1,000.00	.00
3101	Training & Education	.00	750.00	750.00	.00
<i>Other Services and Charges Totals</i>		\$16,464.27	\$20,847.00	\$24,184.00	\$3,337.00
<i>Capital Outlay</i>					
4005	Vehicles	24,458.00	.00	.00	.00
4016	Computer Equip Purchase	.00	.00	3,300.00	3,300.00
<i>Capital Outlay Totals</i>		\$24,458.00	\$0.00	\$3,300.00	\$3,300.00
Department 0101 - County Clerk Totals		\$267,006.56	\$269,976.00	\$278,318.00	\$8,342.00

2017 PERSONNEL SCHEDULE

1000 General Fund

0101 County Clerk

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
010112801 - County Clerk	DEO - DEO	(1) 140 - Elected Official Exempt			42,575
010108801 - Chief Deputy County Clerk	15 - 15	(2) 104 - Reg. Full-Time Exempt	33,946	50,918	23,417
010133601 - Office Manager County Clerk	11 - 11	(3) 100 - Work Full Time	28,592	42,888	19,725
010118601 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	31,740
010118602 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	32,612
Total Positions:	<u>5</u>			Full Time Annual Salaries Subtotal:	<u>150,069</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
012211401 - Clerical	RPT - RPT	(4) 200 - Regular Part-Time 29	1	12.00	9,048
Total Positions:	<u>1</u>			Total Regular Part Time:	<u>9,048</u>

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
010115401 - Deputy County Clerk	EHP - EHP	401 - Extra Help 27 Annual hrs.	1	100.00	2,700
010115402 - Deputy County Clerk	EHP - EHP	402 - Extra Help 280 Annual hrs.	1	9.00	2,520
010115403 - Deputy County Clerk	EHP - EHP	402 - Extra Help 280 Annual hrs.	1	9.00	2,520
Total Positions:	<u>3</u>			Total Part Time Extra Help:	<u>7,740</u>
				Total Salaries:	<u>166,857</u>

- (1) Annual Salary \$85,150 Prorated - Position counted in Dept. 0101 County Clerk
 50% (\$42,575) Dept. 0101 County Clerk
 50% (\$42,575) Dept. 0122 County Recorder
- (2) Annual Salary \$46,836 Prorated - Position counted in Dept. 0101 County Clerk
 50% (\$23,418) Dept. 0101 County Clerk
 50% (\$23,418) Dept. 0122 County Recorder
- (3) Annual Salary \$39,450 Prorated - Position counted in Dept. 0101 County Clerk
 50% (\$19,725) Dept. 0101 County Clerk
 50% (\$19,725) Dept. 0122 County Recorder
- (4) Annual Salary \$18,096 Prorated - Position counted in Dept. 0122 County Recorder
 50% (\$ 9,048) Dept. 0101 CountyClerk
 50% (\$ 9,048) Dept. 0122 County Recorder



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0101 - County Clerk		
Account 3023 - Internet Connection		
1000-0101 3023	Internet Services (faster Internet speed FS & GW)	1,740.00
	Account 3023 - Internet Connection Totals	<u>\$1,740.00</u>
Account 4016 - Computer Equip Purchase		
1000-0101 4016	Computer Replacement Plan (6) Printer	3,300.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$3,300.00</u>
	Department 0101 - County Clerk Totals	<u>\$5,040.00</u>

2017 Part-time/Seasonal Recap

Office/Department: 0101 - County Clerk

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/Decrease 2016/2017
012211401 Clerical	01/01/2017	12/31/2017	14.5	52	\$12.00	\$12.00	\$9,048	\$9,048	\$0
010115401 Deputy County Clerk	01/01/2017	12/31/2017	0.5192	52	\$100.00	\$100.00	\$2,700	\$2,700	(\$0)
010115402 Deputy County Clerk	01/01/2017	12/31/2017	5.385	52	\$9.00	\$9.00	\$2,520	\$2,520	\$0
010115403 Deputy County Clerk	01/01/2017	12/31/2017	5.385	52	\$9.00	\$9.00	\$2,520	\$2,520	\$0
Total:							\$16,788	\$16,788	\$0

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

2017 Budget Information Form

Office/Department: 0102 - Circuit Clerk

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The office of the Circuit Clerk is necessary to support the six Circuit Judges for the operation of the Circuit Courts in Fort Smith and Greenwood, and to provide accurate records to the public of court proceedings. In general, the Circuit Clerk maintains records of, and is the focal point for the orderly flow of paperwork through the various divisions of circuit court. Primary duties revolve around filing, docketing, attending court, issuing of notices, records management, and reporting of various statistical information to the Administrative Office of the Courts. It is the responsibility of the Circuit Clerk to prepare a list of prospective jurors, docket cases of the respective courts, issue summonses, subpoenas, writs and warrants related to each case, attend court and swear witnesses. Further, the Circuit Clerks office prepares transcripts of proceedings on appeal. Fiscal responsibilities include collection and recodation of various fees in performance of my duties as an agent or trustee to the county treasurer and as the administrator and custodian of the trust accounts pursuant to Court Orders . These tasks require access to the internet, computers, scanners, timers, copiers, fax machines and large amounts of office supplies to support 20 employees for the function of the various duties, as described above.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Our goal is to continue the positive office attitude of staff to one another, to the courts, to litigants, and to the general public as a knowledgeable team providing the best services to all of the citizens of the county, for whom we work.

Projects/Priorities:

- 1) Update certain job descriptions and responsibilities that have occurred but have not been rerated with increase in hourly rates for two part time deputies.
- 2) The need for the clerks records to be digitized is critical, both in the Fort Smith location and the Greenwood location. This will not be an easy nor inexpensive project and may need to be accomplished in increments over a term of years. Loss of court records, prior to 2009 and dating back to the 1800's, would be devastating and could not be recreated should a catastrophe, such as tornado, fire, and/or flooding, occur. This is not a new request - in reviewing prior clerks records it appears efforts were made in 2004, 2007, 2008, 2009, 2014, 2015 and last year. Digitizing of records will allow hard copy files to be destroyed. I seek your guidance and assistance in getting this project accomplished and to prevent further deterioration and/or loss of records.
3. Monitor department expenses vs appropriations in order to stay within the guidelines of my approved budget and use of funds from the circuit clerks commissioner fee fund to offset any needs that may arise but were not known or approved in the 2017 budget cycle.

3. Does your office/department receive any grants or other operating subsidies? Yes
Does the County have to continue the funding level if the source is discontinued? No

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
CIRCUIT CLERK COMMISSIONERS FEE ACCOUNT	3,000.00	0	SUPPLIES/REPLACEMENT OF MACHINERY/EQUIPMENT/REMODELING OF OFFICE SPACE	01/01/17-12/31/17
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0102 - Circuit Clerk					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	628,312.98	628,451.00	647,296.00	18,845.00
1002	Salaries,Part Time	23,374.00	23,374.00	23,374.00	.00
1006	Social Security Matching	47,984.70	51,513.00	51,513.00	.00
1007	Retirement	95,724.56	97,639.00	99,322.00	1,683.00
1009	Health Insurance Matching	112,959.00	125,976.00	115,656.00	(10,320.00)
1010	Workmen's Compensation	1,159.99	1,207.00	1,205.00	(2.00)
1011	Unemployment Compensation	451.00	.00	.00	.00
1016	Life Insurance	1,585.47	1,666.00	1,653.00	(13.00)
1017	Col/Merit	.00	18,853.00	.00	(18,853.00)
1021	Longevity	2,640.00	2,700.00	2,700.00	.00
1023	Dental Insurance-Matching	5,831.36	9,732.00	10,304.00	572.00
1029	Retirement Matching EO	2,066.74	2,067.00	2,129.00	62.00
1040	Affordable Care Act	1,751.30	2,159.00	2,153.00	(6.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$923,841.10	\$965,337.00	\$957,305.00	(\$8,032.00)
<i>Supplies</i>					
2001	General Supplies	33,214.42	37,798.00	37,798.00	.00
2002	Small Equipment	745.12	1,000.00	1,000.00	.00
2007	Fuel, Oils & Lubricants	692.00	800.00	800.00	.00
2008	Tires and Tubes	429.00	500.00	500.00	.00
2009	Computer Accessories	450.24	700.00	700.00	.00
2023	Parts & Repairs	16.44	300.00	300.00	.00
2024	Maint & Service Contracts	7,136.98	26,524.00	11,167.00	(15,357.00)
2033	Machinery & Equipment-R/M	2,797.16	3,500.00	3,500.00	.00
2038	Lic & Fees For Vehicles	11.00	.00	.00	.00
<i>Supplies Totals</i>		\$45,492.36	\$71,122.00	\$55,765.00	(\$15,357.00)
<i>Other Services and Charges</i>					
3009	Oth Professional Services	774.88	2,500.00	2,500.00	.00
3020	Telephone & Fax Landline	7,232.74	3,384.00	6,150.00	2,766.00
3021	Postage	5,064.60	6,383.00	6,383.00	.00
3025	Data/Video Circuit	2,527.09	1,960.00	1,980.00	20.00
3027	Telephone Purchase/Maint	.00	455.00	455.00	.00
3030	Travel	48.50	200.00	200.00	.00
3031	Common Carrier	515.20	1,000.00	1,000.00	.00
3040	Advertising & Publication	914.50	937.00	1,000.00	63.00
3053	Fleet Liability	831.00	775.00	1,024.00	249.00
3071	Rent-Machinery & Equip	131.04	200.00	200.00	.00
3075	Postage Mach/PO Box Rent	1,890.92	2,500.00	2,500.00	.00
3090	Dues & Memberships	1,196.60	800.00	800.00	.00
3094	Meals & Lodging	861.34	500.00	500.00	.00
3101	Training & Education	720.00	200.00	750.00	550.00
3102	Software,Supt/Maint Agmnt	.00	15,000.00	15,000.00	.00
3117	Sales Tax	1,093.77	.00	.00	.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0102 - Circuit Clerk					
<i>Other Services and Charges Totals</i>		\$23,802.18	\$36,794.00	\$40,442.00	\$3,648.00
<i>Capital Outlay</i>					
4005	Vehicles	24,458.00	.00	.00	.00
4013	Small Machinery & Equip	.00	.00	2,625.00	2,625.00
4016	Computer Equip Purchase	756.12	.00	2,650.00	2,650.00
<i>Capital Outlay Totals</i>		\$25,214.12	\$0.00	\$5,275.00	\$5,275.00
Department 0102 - Circuit Clerk Totals		\$1,018,349.76	\$1,073,253.00	\$1,058,787.00	(\$14,466.00)

2017 PERSONNEL SCHEDULE

1000 General Fund

0102 Circuit Clerk

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
010210001 - Circuit Clerk	DEO - DEO	142 - Elected Official-New 7/01/11			85,150
010208401 - Chief Deputy Circuit Clerk	15 - 15	104 - Reg. Full-Time Exempt	33,946	50,918	46,835
010234201 - Office Mgr. Circuit Clerk	12 - 12	100 - Work Full Time	29,931	44,896	49,666
010247801 - Sr. Deputy Clerk/Criminal	08 - 08	100 - Work Full Time	26,114	36,867	33,193
010248001 - Sr. Deputy Clerk/Juvenile	08 - 08	100 - Work Full Time	26,114	36,867	35,125
010216401 - Deputy Clerk	07 - 07	100 - Work Full Time	24,693	34,860	39,248
010216402 - Deputy Clerk	07 - 07	100 - Work Full Time	24,693	34,860	30,236
010216403 - Deputy Clerk	07 - 07	100 - Work Full Time	24,693	34,860	37,423
010216404 - Deputy Clerk	07 - 07	100 - Work Full Time	24,693	34,860	35,563
010216801 - Deputy Clerk/Chancery	07 - 07	100 - Work Full Time	24,693	34,860	42,653
010217001 - Deputy Clerk/Circuit	07 - 07	100 - Work Full Time	24,693	34,860	36,720
010217002 - Deputy Clerk/Circuit	07 - 07	100 - Work Full Time	24,693	34,860	28,891
010217201 - Deputy Clerk/Civil	07 - 07	100 - Work Full Time	24,693	34,860	28,636
010217401 - Deputy Clerk/Criminal	07 - 07	100 - Work Full Time	24,693	34,860	26,991
010217402 - Deputy Clerk/Criminal	07 - 07	100 - Work Full Time	24,693	34,860	30,423
010217601 - Deputy Clerk/Juvenile	07 - 07	100 - Work Full Time	24,693	34,860	29,667
010217801 - Deputy Clerk/Records Mgmt	07 - 07	100 - Work Full Time	24,693	34,860	30,876
Total Positions:	<u>17</u>			Full Time Annual Salaries Subtotal:	<u>647,296</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
010219001 - Deputy Circuit Clerk	RPT - RPT	200 - Regular Part-Time 29	1	10.50	15,834
010241201 - Scanning Clerk	RPT - RPT	(1) 200 - Regular Part-Time 29	1	10.00	7,540
Total Positions:	<u>2</u>			Total Regular Part Time:	<u>23,374</u>
				Total Salaries:	<u>670,670</u>

(1) Annual Salary \$15,080 Prorated - Position counted in Dept. 0102 Circuit Clerk
 50% (\$7,540) Dept. 0102 Circuit Clerk
 50% (\$7,540) Dept. 0124 Court Automation Circuit



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0102 - Circuit Clerk		
Account 2024 - Maint & Service Contracts		
1000-0102 2024	F&E Check Protector CCO 2016-26	215.00
1000-0102 2024	Leaf Capital Funding CCO 2013-149	5,064.00
1000-0102 2024	Milam Business Systems CCO2014-107	1,548.00
1000-0102 2024	Wight Office Machines CCO 2013-149	3,800.00
1000-0102 2024	Wight Office Machines CCO 2015-72	540.00
		Account 2024 - Maint & Service Contracts Totals
		\$11,167.00
Account 3040 - Advertising & Publication		
1000-0102 3040	Increase in number of probate cases for publication as mandated.	1,000.00
		Account 3040 - Advertising & Publication Totals
		\$1,000.00
Account 3053 - Fleet Liability		
1000-0102 3053	Increase in premiums for Prius/Durango	1,024.00
		Account 3053 - Fleet Liability Totals
		\$1,024.00
Account 3101 - Training & Education		
1000-0102 3101	Registration Fees for Conferences/CLE/Training Material	750.00
		Account 3101 - Training & Education Totals
		\$750.00
Account 4013 - Small Machinery & Equip		
1000-0102 4013	3-LT Time/Date Stamps	2,625.00
		Account 4013 - Small Machinery & Equip Totals
		\$2,625.00
Account 4016 - Computer Equip Purchase		
1000-0102 4016	Computer Replacement Plan (1) CPU, (3) Printer	2,650.00
		Account 4016 - Computer Equip Purchase Totals
		\$2,650.00
		Department 0102 - Circuit Clerk Totals
		\$19,216.00

2017 Part-time/Seasonal Recap

Office/Department: 0102 - Circuit Clerk

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
010219001 Deputy Circuit Clerk	01/01/2017	12/31/2017	29	52	\$10.50	\$12.00	\$15,834	\$18,096	\$2,262
0241201 Scanning Clerk	01/01/2017	12/31/2017	29	26	\$10.00	\$12.00	\$7,540	\$9,048	\$1,508
Total:							\$23,374	\$27,144	\$3,770

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position: Both positions have taken on additional duties impacting responsibilities. Requests to update job descriptions and rerate positions are pending with HR for the 2017 budget process.

Capital Justification Form

Office/Department:0102 - Circuit Clerk

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 3
Unit Cost: \$797.00
Purchase Price: \$2,391.00
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Taxes: \$234.00
Total:\$2,625.00

Description of Item Requested:

3 Latham Time/Date Stamps

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Second year of five year plan to replace 15 Latham Date/time stamps @ three per year. Current stamps are over 10 years old and require constant maintenance and repair.

2017 Budget Information Form

Office/Department: 0107 - Quorum Court

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This department budget supports the salaries and expenses of the 13 elected Justices of the Peace positions that make up the Sebastian County Quorum Court. Other than salaries, expenses typically charged to this budget involve printing services for budget materials and travel/lodging expenses associated with the annual AAC conference.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

- x.
- x.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1000 - General Fund				
Department	0107 - Quorum Court				
	<i>1000-Personal Services - Salaries & Benefits</i>				
1002	Salaries,Part Time	87,514.68	88,569.00	88,569.00	.00
1006	Social Security Matching	6,195.24	6,775.00	6,775.00	.00
1009	Health Insurance Matching	61,494.00	75,504.00	75,504.00	.00
1010	Workmen's Compensation	163.51	164.00	160.00	(4.00)
1011	Unemployment Compensation	104.28	.00	.00	.00
1023	Dental Insurance-Matching	1,805.16	4,407.00	5,161.00	754.00
1040	Affordable Care Act	791.25	889.00	1,646.00	757.00
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	<u>\$158,068.12</u>	<u>\$176,308.00</u>	<u>\$177,815.00</u>	<u>(\$1,507.00)</u>
	<i>Supplies</i>				
2001	General Supplies	983.98	1,500.00	1,500.00	.00
2005	Food/Supplies	.00	600.00	600.00	.00
	<i>Supplies Totals</i>	<u>\$983.98</u>	<u>\$2,100.00</u>	<u>\$2,100.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3030	Travel	353.06	705.00	705.00	.00
3090	Dues & Memberships	195.00	195.00	195.00	.00
3094	Meals & Lodging	432.26	650.00	650.00	.00
3101	Training & Education	.00	480.00	480.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$980.32</u>	<u>\$2,030.00</u>	<u>\$2,030.00</u>	<u>\$0.00</u>
	Department 0107 - Quorum Court Totals	<u>\$160,032.42</u>	<u>\$180,438.00</u>	<u>\$181,945.00</u>	<u>(\$1,507.00)</u>

2017 PERSONNEL SCHEDULE

1000 General Fund

0107 Quorum Court

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
010726401 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
010726402 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
010726403 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
010726404 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
010726405 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
010726406 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
010726407 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
010726408 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
010726409 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
010726410 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
010726411 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
010726412 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
010726413 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	262.02	6.813
Total Positions:	<u>13</u>		Total Regular Part Time:		<u>88,569</u>
			Total Salaries:		<u>88,569</u>

2017 Budget Information Form

Office/Department: 0108 - Courthouse
Maintenance
Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The Facilities Maintenance Department provides services to all County facilities and each department in order that it may perform its mission of public service. The General Fund operating costs (utilities, maintenance and custodial) for the two Courthouses, the Parker Annex, and a few other facilities are supported by this budget. This department is funded 100% by County general funds. The Maintenance staff serves as technicians on building systems, construction crews for various projects, troubleshooters for building problems, and movers of equipment & furniture as requested by all departments. Routine tasks such as grounds keeping and filter changes are part of the workload, but the staff also takes on special projects requiring knowledge of various trades, such as carpentry, construction, finishing, plumbing, electrical, welding, and mechanical skills. The department's budget typically includes funds for hiring specialized technicians such as plumbers, electricians, or HVAC mechanics as problems arise that are beyond the staff's expertise. The department strives for efficiency and cost-effectiveness of building operations in order to counter the increasing costs of maintaining aging facilities and equipment. Yearly objectives include improving the accessibility and appearance of existing facilities and the replacement of aging equipment as funds permit.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

An ongoing goal of our Facilities Maintenance includes assessing the energy efficiency of our HVAC systems, doors and windows; and developing a sinking fund program for replacement of our mechanical systems including the Adult and Juvenile Detention Facilities. Other specific goals for the 2017 budget include interior improvements on the second and third floor. Work will continue in the Greenwood Courthouse for interior upgrades and remodeling. There will be continued focus to work on the Parker Annex and the records management and property storage. Reorganization of each floor at Fourth & Parker has been an ongoing project since 1999, and will continue as we improve the work environment of offices located in that facility as well as the records and storage functionality supporting all County offices. Records and storage placed on all floors will continue to be evaluated regarding new lighting and climate controls that have been installed, as well as continuing to improve the accessibility and the organization of stored records and properties for 2017. The department will increase the value of our workforce with a continued effort to educate the department's personnel in such areas as welding, electrical work, HVAC/mechanical work, and other trades. Such a trade education program will allow the County to perform more tasks with its own personnel allowing the better use of the Counties resources. Vo-tech classes are available in this area that would be beneficial to department employees in performing their jobs. A final goal of the department is to continue to provide small-scale remodeling projects in various County facilities as needed. In the last few years, crews have been used in demolition, painting, flooring, cabinetry, furniture repair, construction, and other types of small projects to assist County offices in upgrading their work spaces within limited budgets.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0108 - Courthouse Maintenance					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	205,495.42	207,891.00	212,822.00	4,931.00
1005	OT & Other Premium Comp	2,259.67	7,000.00	7,000.00	.00
1006	Social Security Matching	15,129.62	16,989.00	16,899.00	(90.00)
1007	Retirement	30,531.14	32,202.00	32,583.00	381.00
1009	Health Insurance Matching	50,361.00	53,448.00	53,448.00	.00
1010	Workmen's Compensation	5,645.13	6,290.00	6,169.00	(121.00)
1016	Life Insurance	680.40	686.00	681.00	(5.00)
1017	Col/Merit	.00	6,237.00	.00	(6,237.00)
1021	Longevity	960.00	960.00	1,080.00	120.00
1023	Dental Insurance-Matching	3,084.00	4,761.00	4,396.00	(365.00)
1040	Affordable Care Act	759.60	889.00	887.00	(2.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$314,905.98	\$337,353.00	\$335,965.00	(\$1,388.00)
<i>Supplies</i>					
2001	General Supplies	1,886.94	5,000.00	5,000.00	.00
2002	Small Equipment	647.80	3,513.00	3,513.00	.00
2003	Janitorial Supplies	14,128.28	15,000.00	15,000.00	.00
2005	Food/Supplies	67.20	500.00	500.00	.00
2006	Clothing & Uniforms	1,369.04	2,100.00	2,100.00	.00
2007	Fuel, Oils & Lubricants	2,615.15	9,500.00	9,500.00	.00
2008	Tires and Tubes	950.41	1,000.00	1,000.00	.00
2009	Computer Accessories	85.00	216.00	216.00	.00
2015	Oxygen	.00	500.00	500.00	.00
2020	Bldg Materials & Supplies	18,630.34	20,000.00	20,000.00	.00
2021	Paints & Metals	4,598.75	4,000.00	4,000.00	.00
2022	Plumbing & Electrical	5,381.79	11,000.00	11,000.00	.00
2023	Parts & Repairs	1,511.85	1,000.00	1,000.00	.00
2024	Maint & Service Contracts	57,539.50	52,104.00	56,857.00	4,753.00
2029	Small Tools	2,309.44	3,560.00	3,560.00	.00
2032	Bldg & Improvement-R/M	43,592.98	30,954.00	30,954.00	.00
2033	Machinery & Equipment-R/M	1,531.39	18,140.00	18,140.00	.00
2040	Botanical & Agricultural	327.06	600.00	600.00	.00
2046	Building Permit Fees	.00	500.00	500.00	.00
<i>Supplies Totals</i>		\$157,172.92	\$179,187.00	\$183,940.00	\$4,753.00
<i>Other Services and Charges</i>					
3004	Engineering/Architecture	.00	1,000.00	1,000.00	.00
3009	Oth Professional Services	12,199.94	10,000.00	13,000.00	3,000.00
3020	Telephone & Fax Landline	8,723.95	2,016.00	1,600.00	(416.00)
3021	Postage	11.76	.00	.00	.00
3022	Cell Phone & Pagers	2,367.95	3,600.00	3,600.00	.00
3027	Telephone Purchase/Maint	.00	800.00	800.00	.00
3029	Telephone & PC Cabling	.00	1,000.00	1,000.00	.00
3040	Advertising & Publication	.00	100.00	100.00	.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0108 - Courthouse Maintenance					
3051	Boilers & Machinery Ins	.00	6,240.00	6,240.00	.00
3052	Fire & Extended Coverage	51,839.75	60,045.00	60,045.00	.00
3053	Fleet Liability	1,877.36	1,900.00	1,900.00	.00
3060	Utilities-Electricity	101,278.97	115,000.00	115,000.00	.00
3061	Utilities-Gas	48,387.07	60,000.00	60,000.00	.00
3062	Utilities-Water	21,596.70	18,246.00	18,246.00	.00
3063	Utilities-Waste Disposal	3,175.33	3,000.00	3,000.00	.00
3071	Rent-Machinery & Equip	64.50	4,774.00	4,774.00	.00
3090	Dues & Memberships	32.00	1,590.00	1,590.00	.00
3101	Training & Education	.00	2,000.00	2,000.00	.00
3102	Software,Supt/Maint Agmnt	4,000.00	789.00	789.00	.00
3117	Sales Tax	9,929.88	.00	.00	.00
3158	Special Project	5,585.00	10,000.00	10,000.00	.00
<i>Other Services and Charges Totals</i>		\$271,070.16	\$302,100.00	\$304,684.00	\$2,584.00
<i>Capital Outlay</i>					
4002	Bldgs(Purchase & Improv)	79,047.31	.00	98,228.00	98,228.00
4003	Improv Oth Than Buildings	1,745.55	.00	.00	.00
4011	Capital Sales Tax	900.00	.00	.00	.00
4013	Small Machinery & Equip	2,893.09	.00	.00	.00
4016	Computer Equip Purchase	.00	.00	2,550.00	2,550.00
<i>Capital Outlay Totals</i>		\$84,585.95	\$0.00	\$100,778.00	\$100,778.00
Department 0108 - Courthouse Maintenance Totals		\$827,735.01	\$818,640.00	\$925,367.00	\$106,727.00

2017 PERSONNEL SCHEDULE

1000 General Fund

0108 Courthouse Maintenance

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
010807401 - Building Engineer/Supervisor	11 - 11	104 - Reg. Full-Time Exempt	28,592	42,888	38,477
010807601 - Building Maint. Tech - Lead	06 - 06	100 - Work Full Time	23,270	32,852	29,473
010805801 - Bldg Maint Tech Finish Carpnter	05 - 05	100 - Work Full Time	21,848	30,844	35,047
010822801 - General Maintenance/Laborer	05 - 05	100 - Work Full Time	21,848	30,844	25,704
010822802 - General Maintenance/Laborer	05 - 05	100 - Work Full Time	21,848	30,844	36,201
010828401 - Lead Custodian	04 - 04	100 - Work Full Time	20,426	28,837	25,752
010814201 - Custodian	02 - 02	100 - Work Full Time	17,584	24,824	22,168

Total Positions: 7 **Full Time Annual Salaries Subtotal:** 212,822

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
010841601 - Seasonal Maintenance	SPT - SPT	(1) 305 - Seasonal Part Time 1500 hrs.	1	12.00	-
010841602 - Seasonal Maintenance	SPT - SPT	(1) 305 - Seasonal Part Time 1500 hrs.	1	12.00	-

Total Positions: 2 **Total Part Time Seasonal** -

Total Salaries: 212,822

(1) Positions will not be filled for Budget Year 2016.



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0108 - Courthouse Maintenance		
Account 2024 - Maint & Service Contracts		
1000-0108 2024	Chem-Aqua CCO 2016-37	4,840.00
1000-0108 2024	Cintas CCO 2016-105	1,890.00
1000-0108 2024	Corley Electric CCO 2016-147	1,100.00
1000-0108 2024	Fout AC Services CCO 2016-33	5,275.00
1000-0108 2024	Guard Tronic CCO 2001-25/2005-20	600.00
1000-0108 2024	JE Systems CCO 2016-8	1,452.00
1000-0108 2024	Otis Elevator Co. CCO 2012-19	38,200.00
1000-0108 2024	Terminix CCO 2015-159	3,500.00
		Account 2024 - Maint & Service Contracts Totals
		\$56,857.00
Account 3009 - Oth Professional Services		
1000-0108 3009	Budgeted last year	10,000.00
1000-0108 3009	Increase for a County wide shred 2x in 2017	3,000.00
		Account 3009 - Oth Professional Services Totals
		\$13,000.00
Account 4002 - Bldgs(Purchase & Improv)		
1000-0108 4002	Exterior Clean for Greenwood Courthouse	30,000.00
1000-0108 4002	Generator for Greenwood Courthouse	49,528.00
1000-0108 4002	Replace roof at 311 W. Utah Ranch Road (Big Creek Fire Deptment	18,700.00
		Account 4002 - Bldgs(Purchase & Improv) Totals
		\$98,228.00
Account 4016 - Computer Equip Purchase		
1000-0108 4016	Computer Replacement Plan (2) CPU, (1) Printer	2,550.00
		Account 4016 - Computer Equip Purchase Totals
		\$2,550.00
		Department 0108 - Courthouse Maintenance Totals
		\$170,635.00

2017 Overtime Justification

Office/Department: 0108 - Courthouse
Maintenance

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
7,000	7,000	0.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

We use comp time whenever applicable, however, our overtime is normally outside the scope of our normal routine. This keeps us from accumulating comp time so that the department may stay functional with our day to day activities.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?
(Example: federal funding for special project) Yes No

Capital Justification Form

Office/Department: 0108 - Courthouse
Maintenance
Fund: 1000 General Fund

Cost Information:

Line Item: 4002 - Buildings(Purchase & Improvements)
Number of Units: 1
Unit Cost: \$18700.00
Purchase Price: \$18,700.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total: \$18,700.00

Description of Item Requested:

New Roof for Big Creek Fire Department.

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

This fire department's roof is in bad disrepair.

Capital Justification Form

**Office/Department:0108 - Courthouse
Maintenance**
Fund: 1000 General Fund

Cost Information:

Line Item: 4002 - Buildings(Purchase &
Improvements)
Number of Units: 1
Unit Cost: \$30000.00
Purchase Price: \$30,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$30,000.00

Description of Item Requested:

Greenwood Courthouse Exterior Clean

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The face of the Greenwood Courthouse is showing mold and needs to be cleaned and sealed.

Capital Justification Form

Office/Department: 0108 - Courthouse
Maintenance
Fund: 1000 General Fund

Cost Information:

Line Item: 4002 - Buildings(Purchase & Improvements)
Number of Units: 1
Unit Cost: \$49528.00
Purchase Price: \$49,528.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total: \$49,528.00

Description of Item Requested:

Generator for Greenwood Courthouse.

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? Yes
New personnel? No

Needs Analysis Justification:

Currently the Greenwood Courthouse does not have a generator. This generator is large enough to operate the entire courthouse.

2017 Budget Information Form

Office/Department: 0109 - Election

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The Sebastian County Elections Department conducts all elections in Sebastian County and supports the Election Commission.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

We will continue to meet the needs of the county concerning elections. We anticipate (but not confirmed) a minimum of three elections in 2017.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0109 - Election					
<i>1000-Personal Services - Salaries & Benefits</i>					
1002	Salaries,Part Time	31,681.97	30,000.00	30,000.00	.00
1003	Extra Help	21,553.30	57,670.00	48,133.00	(9,537.00)
1006	Social Security Matching	4,072.53	6,708.00	5,977.00	(731.00)
1007	Retirement	4,388.80	4,350.00	4,425.00	75.00
1010	Workmen's Compensation	211.31	213.00	208.00	(5.00)
1011	Unemployment Compensation	86.99	28.00	5,506.00	5,478.00
1019	Election Poll Workers	25,839.00	123,260.00	64,900.00	(58,360.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$87,833.90	\$222,229.00	\$159,149.00	(\$63,080.00)
<i>Supplies</i>					
2001	General Supplies	1,823.97	1,700.00	1,700.00	.00
2002	Small Equipment	562.55	4,600.00	4,600.00	.00
2005	Food/Supplies	221.94	495.00	495.00	.00
2009	Computer Accessories	225.72	.00	.00	.00
2020	Bldg Materials & Supplies	13.17	.00	.00	.00
2024	Maint & Service Contracts	.00	.00	12,298.00	12,298.00
<i>Supplies Totals</i>		\$2,847.35	\$6,795.00	\$19,093.00	\$12,298.00
<i>Other Services and Charges</i>					
3009	Oth Professional Services	4,741.24	.00	.00	.00
3020	Telephone & Fax Landline	3,283.79	432.00	700.00	268.00
3021	Postage	7.48	100.00	100.00	.00
3022	Cell Phone & Pagers	769.34	500.00	7,000.00	6,500.00
3030	Travel	1,623.81	500.00	500.00	.00
3040	Advertising & Publication	591.50	.00	.00	.00
3052	Fire & Extended Coverage	2,681.75	2,950.00	4,800.00	1,850.00
3053	Fleet Liability	75.00	75.00	75.00	.00
3090	Dues & Memberships	200.00	200.00	200.00	.00
3094	Meals & Lodging	2,830.73	1,470.00	1,470.00	.00
3105	Elections	.00	47,700.00	20,000.00	(27,700.00)
3106	Elections-Primary	.00	52,500.00	.00	(52,500.00)
3107	Elections-School	5,594.73	7,500.00	7,500.00	.00
3108	Elections-Fort Smith	5,529.35	15,000.00	15,000.00	.00
3109	Elections-Special	1,284.40	5,000.00	5,000.00	.00
<i>Other Services and Charges Totals</i>		\$29,213.12	\$133,927.00	\$62,345.00	(\$71,582.00)
<i>Capital Outlay</i>					
4015	Office Equipment-Purchase	.00	.00	1,861.00	1,861.00
4016	Computer Equip Purchase	374.41	.00	2,550.00	2,550.00
<i>Capital Outlay Totals</i>		\$374.41	\$0.00	\$4,411.00	\$4,411.00
Department 0109 - Election Totals		\$120,268.78	\$362,951.00	\$244,998.00	(\$117,953.00)

2017 PERSONNEL SCHEDULE

1000 General Fund

0109 Election

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
010922001 - Election Coordinator	RPT - RPT	(1) 205 - RPT Exempt 20 hours	1	28.8461	30,000
Total Positions:	<u>1</u>		Total Regular Part Time:		<u>30,000</u>
010901201 - Administrative Assistant	EHP - EHP	408 - Extra Help 1300 Annual hrs.	1	12.36	8,653
010938401 - Programmer	EHP - EHP	403 - Extra Help 624 Annual hrs.	1	15.00	9,360
010949001 - Technical Operations Director	EHP - EHP	404 - Extra Help 520 Annual hrs.	1	15.00	7,800
010949277 - Trouble Shooter	EHP - EHP	406 - Extra Help 260 Annual hrs.	5	10.00	2,600
010949477 - Warehouse Worker	EHP - EHP	410 - Extra Help 780 Annual hrs.	3	10.00	7,800
010949677 - Poll Worker Callers	EHP - EHP	404 - Extra Help 520 Annual hrs.	2	8.50	2,040
010949877 - Delivery/Pickup	EHP - EHP	405 - Extra Help 988 Annual hrs.	8	10.00	9,880
Total Positions:	<u>21</u>		Total Part Time Extra Help:		<u>48,133</u>
			Total Salaries:		<u>78,133</u>

(1) This position is Exempt.



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0109 - Election		
Account 2024 - Maint & Service Contracts		
1000-0109 2024	Voting Equipment Maintenance Fees	12,297.49
	Account 2024 - Maint & Service Contracts Totals	<u>\$12,297.49</u>
Account 3020 - Telephone & Fax Landline		
1000-0109 3020	YTD x 2	2,510.00
	Account 3020 - Telephone & Fax Landline Totals	<u>\$2,510.00</u>
Account 3022 - Cell Phone & Pagers		
1000-0109 3022	The election mifis must to be turned on for 6 months of the year	7,000.00
	Account 3022 - Cell Phone & Pagers Totals	<u>\$7,000.00</u>
Account 4015 - Office Equipment-Purchase		
1000-0109 4015	Purchase of a new or replacement copier	1,861.00
	Account 4015 - Office Equipment-Purchase Totals	<u>\$1,861.00</u>
Account 4016 - Computer Equip Purchase		
1000-0109 4016	Computer Replacement Plan (2) CPU, (1) Printer	2,550.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$2,550.00</u>
	Department 0109 - Election Totals	<u>\$26,218.49</u>

2017 Part-time/Seasonal Recap

Office/Department: 0109 - Election

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/Decrease 2016/2017
010901201 Administrative Assistant	01/01/2017	12/31/2017	13.462	52	\$12.36	\$12.36	\$16,068	\$8,652	(\$7,416)
010938401 Programmer	01/01/2017	12/31/2017	12	52	\$15.00	\$15.00	\$9,360	\$9,360	\$0
010949001 Technical Operations	01/01/2017	12/31/2017	10	52	\$15.00	\$15.00	\$7,800	\$7,800	\$0
010949277 Trouble Shooter	01/01/2017	12/31/2017	5	52	\$10.00	\$10.00	\$2,600	\$2,600	\$0
010949477 Warehouse Worker	01/01/2017	12/31/2017	15	52	\$10.00	\$10.00	\$7,800	\$7,800	\$0
010949677 Poll Worker Callers	01/01/2017	12/31/2017	4.615	52	\$8.00	\$8.50	\$4,160	\$2,040	(\$2,120)
010949877 Delivery/Pickup	01/01/2017	12/31/2017	19	52	\$10.00	\$10.00	\$9,880	\$9,880	\$0
Total:							\$57,668	\$48,132	(\$9,536)

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position: Administrative Assistant position's salary was raised in 2016 to accomdate the 2016 Election Year. Salary should be reduced for the 2017 year. Poll Worker caller's salary will increase to \$8.50 in 2017 due to the increase in minimum wage.

Capital Justification Form

Office/Department: 0109 - Election

Fund: 1000 General Fund

Cost Information:

Line Item: 4015 - Office
Equipment-Purchase
Number of Units: 1
Unit Cost: \$1695.00
Purchase Price: \$1,695.00
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Taxes: \$165.26
Total: \$1,860.26

Description of Item Requested:

Purchase of a new or replacement copier

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

I talked to Kevin Smith in IT about issues with our current printer. He advised that we needed something more than a multifunction printer. I consulted with Wight Office and they thought that this was our best option for our copying and printing needs.

2017 Budget Information Form

Office/Department: 0113 - Financial Management

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The Finance Office is a remote office of the County Judge with a staff of five (5) full time employees. The staff supports all offices and departments with Payroll, Accounts Payable and Budgeting.

Accounts payable is processed weekly with an average of 275 invoices being reviewed and entered each week.

The payroll is processed bi-weekly for 375 full-time employees and an average of 52 part-time employees being paid each pay period. The revenue projection is done by the Comptroller in coordination with Elected Officials and Department Heads with a comparison of previous years actual revenue received. A financial report is compiled and provided to the Quorum Court monthly reporting revenues, expenses and unobligated fund balances.

The expenses for this office are cost allocated to each fund based on the percentage of number of employees and the percentage of budget to total appropriation.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Monitor the revenue projections for the budget year.

Continue to update the five year budget forecast. Continue to design and implement the use of a data base for budget process. Prepare and submit the County Budget to the Quorum Court for approval. Provide support to all departments for processing budget. This office implemented a new financial software system in March of 2014. With the implementation, the Finance Office provided accounts payable and budget entry training. The success of this implementation project depends of the acceptance of the users. This office continues to offer additional training and support to those departments that request it. In addition, the staff is always looking for ways to enhance the system to help make the processes more efficient and user friendly.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0113 - Financial Management					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	184,884.14	189,666.00	195,355.00	5,689.00
1006	Social Security Matching	13,278.52	14,982.00	14,991.00	9.00
1007	Retirement	27,103.85	28,397.00	28,903.00	506.00
1009	Health Insurance Matching	46,108.00	56,280.00	57,936.00	1,656.00
1010	Workmen's Compensation	341.33	337.00	351.00	14.00
1016	Life Insurance	445.50	490.00	486.00	(4.00)
1017	Col/Merit	.00	5,690.00	.00	(5,690.00)
1021	Longevity	360.00	480.00	600.00	120.00
1023	Dental Insurance-Matching	3,103.28	4,391.00	5,550.00	1,159.00
1028	Cafeteria Fees	1,556.15	3,000.00	3,000.00	.00
1039	Miscellaneous	612.60	.00	.00	.00
1040	Affordable Care Act	506.40	635.00	634.00	(1.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		<u>\$278,299.77</u>	<u>\$304,348.00</u>	<u>\$307,806.00</u>	<u>\$3,458.00</u>
<i>Supplies</i>					
2001	General Supplies	6,235.68	6,300.00	6,300.00	.00
2002	Small Equipment	739.59	150.00	150.00	.00
2007	Fuel, Oils & Lubricants	18.66	.00	.00	.00
2009	Computer Accessories	.00	250.00	250.00	.00
2024	Maint & Service Contracts	329.25	400.00	400.00	.00
<i>Supplies Totals</i>		<u>\$7,323.18</u>	<u>\$7,100.00</u>	<u>\$7,100.00</u>	<u>\$0.00</u>
<i>Other Services and Charges</i>					
3001	Accounting & Auditing	.00	500.00	500.00	.00
3020	Telephone & Fax Landline	1,671.40	960.00	1,100.00	140.00
3021	Postage	446.54	900.00	900.00	.00
3022	Cell Phone & Pagers	929.03	800.00	800.00	.00
3030	Travel	151.39	1,000.00	1,000.00	.00
3031	Common Carrier	.00	2,000.00	2,000.00	.00
3040	Advertising & Publication	1,352.50	500.00	500.00	.00
3090	Dues & Memberships	169.00	1,000.00	1,000.00	.00
3094	Meals & Lodging	195.71	1,900.00	1,900.00	.00
3101	Training & Education	3,210.00	3,180.00	3,180.00	.00
<i>Other Services and Charges Totals</i>		<u>\$8,125.57</u>	<u>\$12,740.00</u>	<u>\$12,880.00</u>	<u>\$140.00</u>
<i>Capital Outlay</i>					
4016	Computer Equip Purchase	171.64	.00	.00	.00
<i>Capital Outlay Totals</i>		<u>\$171.64</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 0113 - Financial Management Totals		<u>\$293,920.16</u>	<u>\$324,188.00</u>	<u>\$327,786.00</u>	<u>\$3,598.00</u>

2017 PERSONNEL SCHEDULE

1000 General Fund

0113 Financial Management

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
011312401 - Comptroller	16 - 16	(1) 104 - Reg. Full-Time Exempt	35,284	52,926	55,290
011303601 - Assistant Comptroller	14 - 14	(1) 104 - Reg. Full-Time Exempt	32,607	48,910	42,743
011337401 - Payroll Administrator	09 - 09	100 - Work Full Time	27,535	38,873	34,034
011300601 - Accts Payable Administrator	09 - 09	100 - Work Full Time	27,535	38,873	33,367
011300801 - Accts Payable/Payroll Assist	05 - 05	100 - Work Full Time	21,848	30,844	29,921
Total Positions:	<u>5</u>				Full Time Annual Salaries Subtotal: 195,355
(1) 2016 Salary Adjustment					Total Salaries: 195,355



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0113 - Financial Management		
Account 2024 - Maint & Service Contracts		
1000-0113 2024	Wight Office Machines Copier Contract CCO2016-30	400.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$400.00</u>
	Department 0113 - Financial Management Totals	<u>\$400.00</u>

2017 Budget Information Form

Office/Department: 0114 - Child Support

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The Records Division/Child Support of the Circuit Clerk's Office is located at 4th and Parker and is established to maintain closed court files, help the public with researching/copying of closed court files, filing, FBI/NICS searches, criminal searches for other government entities, courier service between Parker Annex and main office (bank, post office, bringing/returning files from main office to Parker Annex). This department is the Registry of the Circuit Court which processes child support paid by private pay that is ordered paid through the Court's Registry in both the Fort Smith and Greenwood Districts. Payments are promptly processed daily by registering them into the Court's Registry in the AS400 and forwarding the payments to the custodial parents who are designated as payees.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

A priority is the need for the clerks records to be digitized - this is critical both for my Fort Smith and Greenwood Offices. This will not be an easy nor inexpensive project and may need to be accomplished in increments over a term of years. Loss of court records, prior to 2009 and dating back to the 1800's, would be devastating and could not be recreated should a catastrophe, such as tornado, fire, and/or flooding occur. Digitizing records will allow hard copy files to be destroyed. I seek your guidance and assistance in getting this project accomplished and to prevent further deterioration and/or loss of records. As always, this department will continue to process child support payments daily in an accurate and efficient manner to ensure that payments are received and forwarded with same day service and to ensure accurate records are available when needed by the courts.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0114 - Child Support					
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	67,082.70	67,084.00	69,096.00	2,012.00
1006	Social Security Matching	5,012.67	5,327.00	5,327.00	.00
1007	Retirement	9,883.82	10,097.00	10,271.00	174.00
1009	Health Insurance Matching	10,208.00	11,616.00	11,616.00	.00
1010	Workmen's Compensation	119.26	124.00	125.00	1.00
1016	Life Insurance	194.40	196.00	195.00	(1.00)
1017	Col/Merit	.00	2,013.00	.00	(2,013.00)
1021	Longevity	480.00	540.00	540.00	.00
1023	Dental Insurance-Matching	589.44	679.00	794.00	115.00
1040	Affordable Care Act	253.20	254.00	254.00	.00
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	<u>\$93,823.49</u>	<u>\$97,930.00</u>	<u>\$98,218.00</u>	<u>\$288.00</u>
	<i>Supplies</i>				
2001	General Supplies	215.66	233.00	233.00	.00
	<i>Supplies Totals</i>	<u>\$215.66</u>	<u>\$233.00</u>	<u>\$233.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3021	Postage	.00	600.00	600.00	.00
3025	Data/Video Circuit	2,527.09	1,960.00	1,980.00	20.00
3027	Telephone Purchase/Maint	.00	500.00	500.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$2,527.09</u>	<u>\$3,060.00</u>	<u>\$3,080.00</u>	<u>\$20.00</u>
	Department 0114 - Child Support Totals	<u>\$96,566.24</u>	<u>\$101,223.00</u>	<u>\$101,531.00</u>	<u>\$308.00</u>

2017 PERSONNEL SCHEDULE

1000 General Fund

0114 Child Support

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
011416201 - Deputy Child Sppt/UCC/Liens	08 - 08	100 - Work Full Time	26.114	36.867	38.447
011416901 - Deputy Clerk/Child Support	07 - 07	100 - Work Full Time	24.693	34.860	30.649
Total Positions:	<u>2</u>			Full Time Annual Salaries Subtotal:	<u>69,096</u>
				Total Salaries:	<u>69,096</u>

2017 Budget Information Form

Office/Department: 0115 - Computer/IS

Department

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The Technology Services department is responsible for planning, monitoring, and directing appropriate technology initiatives that have countywide impact. Staff consists of a Director, Business Analyst, Network Administrator, Applications Administrator, Infrastructure Administrator and Technology Support Specialist.

Functions of the Technology Department include:

- coordinating the acquisition, installation, and support of all technology related equipment
- coordinating the acquisition, installation, and support of all telephony systems (land and mobile)
- ensuring appropriate backup and recovery of County software and hardware
- security of the County's equipment and information
- software support
- designing and maintaining the County website
- enforcing the County's computer use policies
- conducting user training
- election support
- video arraignment support

In addition to County offices, the Technology Department supports outside agencies that are connected to or access the County system including:

- Arkansas Department of Community Corrections
- Arkansas State Police
- Fort Smith City Attorney
- Fort Smith City Clerk
- Fort Smith District Court
- Fort Smith Police Department
- Greenwood Police
- Barling Police
- Central City Police
- Hartford Police
- Lavaca Police
- UA Fort Smith Police Department
- US Attorneys Office
- US Federal Probation Office

The IS department also maintains systems interfaced with the State of Arkansas or that are installed in County facilities including:

- Victim Witness program (Prosecuting Attorney)
- Child Support (Circuit Clerk)
- CMS case management (Circuit Clerk)
- Fidlar (County Clerk/Recorder)
- GlobalTel jail reporting (Adult Detention)
- JailNet linking detention centers statewide (Adult Detention)
- Fusion software for ambulance reporting and billing and Medicare/Medicaid reimbursement (Ambulance Dept)
- Victim Information and Notification Everyday (VINE) - allows crime victims to obtain timely and reliable information about criminal cases and the custody status of offenders, 24 hours a day (Adult Detention)
- CyberLink - ACIC application (Adult Detention)
- ACT DataScout - online real estate search (Assessor)
- CAMA - personal and real estate systems (Assessor)

The technology budget is cost allocated to various County funds based on percentage of employees, staff time, disk/application usage and total budget.

Staff is on call 24 hours a day 7 days a week in order to provide continuity of services to users.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

- Continued support of the Enterprise Application software systems: Aegis, Justware, and Logos. This will include developing documents and reports as required or requested by departments, user training, and systems management.
- Continue to improve customer service throughout the County by:

1. Having regular meetings with Elected Officials and Department Heads.
2. Having regular staff meetings where we identify our weaknesses and opportunities to help use technology to allow all County departments to operate as efficiently as possible.

3. Does your office/department receive any grants or other operating subsidies? Yes
Does the County have to continue the funding level if the source is discontinued? Yes

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
Fort Smith District Court	20,000.00	0	IT Support	01/01/2017 - 12/31/2017
Cost Allocation	793,449.00	0	General Operation	01/01/2017 - 12/31/2017
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0115 - Computer/IS Department					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	330,274.51	316,151.00	323,985.00	7,834.00
1006	Social Security Matching	23,933.13	24,958.00	24,835.00	(123.00)
1007	Retirement	46,441.95	47,305.00	47,885.00	580.00
1009	Health Insurance Matching	51,962.00	59,808.00	59,808.00	.00
1010	Workmen's Compensation	576.31	586.00	582.00	(4.00)
1016	Life Insurance	575.10	588.00	584.00	(4.00)
1017	Col/Merit	.00	9,485.00	.00	(9,485.00)
1021	Longevity	960.00	600.00	660.00	60.00
1023	Dental Insurance-Matching	3,940.12	5,019.00	5,462.00	443.00
1040	Affordable Care Act	759.60	762.00	760.00	(2.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$459,422.72	\$465,262.00	\$464,561.00	(\$701.00)
<i>Supplies</i>					
2001	General Supplies	1,422.35	4,780.00	4,780.00	.00
2002	Small Equipment	1,367.69	1,000.00	1,000.00	.00
2007	Fuel, Oils & Lubricants	63.98	.00	.00	.00
2009	Computer Accessories	4,111.21	6,000.00	6,000.00	.00
2022	Plumbing & Electrical	.00	500.00	500.00	.00
2024	Maint & Service Contracts	64,590.75	75,441.00	33,955.00	(41,486.00)
2033	Machinery & Equipment-R/M	.00	1,000.00	1,000.00	.00
<i>Supplies Totals</i>		\$71,555.98	\$88,721.00	\$47,235.00	(\$41,486.00)
<i>Other Services and Charges</i>					
3003	Computer Services	30,364.41	64,126.00	52,658.00	(11,468.00)
3009	Oth Professional Services	5,227.00	5,000.00	5,000.00	.00
3020	Telephone & Fax Landline	7,363.57	2,904.00	4,000.00	1,096.00
3021	Postage	20.61	100.00	100.00	.00
3022	Cell Phone & Pagers	3,756.15	3,600.00	3,600.00	.00
3023	Internet Connection	33,947.86	47,252.00	47,252.00	.00
3025	Data/Video Circuit	61,995.92	74,053.00	75,000.00	947.00
3027	Telephone Purchase/Maint	1,953.10	.00	.00	.00
3030	Travel	1,894.27	3,000.00	3,000.00	.00
3031	Common Carrier	1,172.40	1,500.00	1,500.00	.00
3050	Official & Deputy Bond	.00	500.00	500.00	.00
3090	Dues & Memberships	15.00	450.00	450.00	.00
3094	Meals & Lodging	1,337.76	5,500.00	5,500.00	.00
3101	Training & Education	3,910.00	8,000.00	8,000.00	.00
3102	Software,Supt/Maint Agmnt	38,870.22	49,035.00	48,764.00	(271.00)
3117	Sales Tax	7,808.38	.00	.00	.00
<i>Other Services and Charges Totals</i>		\$199,636.65	\$265,020.00	\$255,324.00	(\$9,696.00)
<i>Capital Outlay</i>					
4016	Computer Equip Purchase	39,152.19	.00	46,000.00	46,000.00
<i>Capital Outlay Totals</i>		\$39,152.19	\$0.00	\$46,000.00	\$46,000.00
Department 0115 - Computer/IS Department Totals		\$769,767.54	\$819,003.00	\$813,120.00	(\$5,883.00)

2017 PERSONNEL SCHEDULE

1000 General Fund

0115 Computer/IS Department

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
011507801 - Business/Analyst	MB - MB	(1) 104 - Reg. Full-Time Exempt			55,000
011525601 - Assist. Dir./Infrastructure Admin.	MB - MB	(2) 104 - Reg. Full-Time Exempt			64,297
011520401 - Director of Technology Service	16 - 16	(3) 104 - Reg. Full-Time Exempt	35,284	52,926	66,950
011502601 - Applications Administrator	12 - 12	104 - Reg. Full-Time Exempt	29,931	44,896	48,237
011532801 - Network Administrator	10 - 10	104 - Reg. Full-Time Exempt	28,318	41,441	53,219
011549401 - Technology Support Specialist	10 - 10	104 - Reg. Full-Time Exempt	28,318	41,441	36,282
Total Positions:	<u>6</u>				
			Full Time Annual Salaries Subtotal:		<u>323,985</u>
				Total Salaries:	<u>323,985</u>

- (1) Market Base \$55,000 approved for the 2012 Budget.
- (2) Market Base \$60,000 approved for the 2012 Budget.
- (3) 2016 Salary Adjustment



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0115 - Computer/IS Department		
Account 2024 - Maint & Service Contracts		
1000-0115 2024	IBM Hardware Maintenance - CCO 2015-165	33,605.00
1000-0115 2024	Wight Office Supply - Copier Maintenance - CCO 2015-024	350.00
		Account 2024 - Maint & Service Contracts Totals \$33,955.00
Account 3023 - Internet Connection		
1000-0115 3023	AT&T Web Securly - Content Filtering SService CO-2015-108	3,486.00
		Account 3023 - Internet Connection Totals \$3,486.00
Account 3102 - Software,Supt/Maint Agmnt		
1000-0115 3102	IBM Content Manager	13,000.00
1000-0115 3102	IBM Tivoli, Domino - 10% Price Increase - CO2015-164	30,750.00
1000-0115 3102	Kaspersky Anti-Virus	3,515.00
1000-0115 3102	Logmein Remote Support - CO2015-11	1,499.00
		Account 3102 - Software,Supt/Maint Agmnt Totals \$48,764.00
Account 4016 - Computer Equip Purchase		
1000-0115 4016	Capital Replacement - Network Switches, Storage & Serves	35,000.00
1000-0115 4016	Computer Replacement (1) CPU	1,000.00
1000-0115 4016	Emergency and Contingency	10,000.00
		Account 4016 - Computer Equip Purchase Totals \$46,000.00
		Department 0115 - Computer/IS Department Totals \$132,205.00

PC Related Capital Justification Form

Office/Department: 0115 - Computer/IS
Fund: Department
1000 General Fund

Request Information:

Request type: Server
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 1
Unit Cost: \$35000.00
Purchase Price: \$35,000.00
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes:
Total: \$35,000.00

Justification

Please state the justification for this equipment purchase:

Technology Services has been operating under a 5 year capital replacement plan. There is a need to replace older Servers running Windows Server 2003, which is unsupported. Additionally, there is a need to replace the Uninterruptible Power Supplies (UPS) protecting servers and switches throughout the county.

Replacement:

Replacement of existing equipment?

No Yes

Device ID: SEBCOJF1
Model: 797971U
Serial #: KQBMFBY
Invoice Date: 07/02/2008
Device ID: SEBCOJF2
Model: 797971U
Serial #: KQBMDWD
Invoice Date: 07/02/2008

PC Related Capital Justification Form

Office/Department: 0115 - Computer/IS
Fund: Department
1000 General Fund

Request Information:

Request type: Emergency & Contingency
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 1
Unit Cost: \$10000.00
Purchase Price: \$10,000.00
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes:
Total:\$10,000.00

Justification

Please state the justification for this equipment purchase: Emergency and contingency funds for unexpected critical infrastructure hardware.

Replacement: Replacement of existing equipment? No Yes

2017 Budget Information Form

Office/Department: 0116 - Grants-In-Aid General

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The County supports several non profit organizations with a contribution each year. The county policy is to appropriate no more than 1% of the estimated revenue for non profit organizations.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

N/A

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
Department 0116	Grants-In-Aid-General				
	<i>Other Services and Charges</i>				
3117	Sales Tax	431.37	.00	.00	.00
3121	Comprehensive Juvenile Sv	34,750.00	34,055.00	34,750.00	695.00
3122	Crawford-Seb Comm.Dev.	7,500.00	7,350.00	10,000.00	2,650.00
3123	Seb. Co. Fair Association	30,000.00	29,400.00	45,000.00	15,600.00
3124	Seb. Co. 4-H	2,000.00	1,960.00	2,000.00	40.00
3125	Seb.Co.Soil Conservation	25,000.00	24,500.00	25,000.00	500.00
3126	Crisis Ctr/Battered Women	2,000.00	1,960.00	7,500.00	5,540.00
3127	Westark Plan P Dev. Dist.	15,500.00	15,190.00	15,500.00	310.00
3128	Buckner Park	3,500.00	3,430.00	5,000.00	1,570.00
3130	Fountain of Youth	2,400.00	2,352.00	2,400.00	48.00
3149	Area Agency On Aging	24,000.00	.00	.00	.00
3150	Seb Co Historical Society	.00	.00	10,000.00	10,000.00
3151	First Tee	7,500.00	7,350.00	8,000.00	650.00
3159	Harbor House	16,000.00	15,680.00	16,000.00	320.00
3168	Hackett Historical Society Museum	5,566.00	.00	.00	.00
3170	Roo Doo's Wildlife Park	.00	.00	17,000.00	17,000.00
	<i>Other Services and Charges Totals</i>	<u>\$176,147.37</u>	<u>\$143,227.00</u>	<u>\$198,150.00</u>	<u>\$54,923.00</u>
	Department 0116 - Grants-In-Aid-General Totals	<u>\$176,147.37</u>	<u>\$143,227.00</u>	<u>\$198,150.00</u>	<u>\$54,923.00</u>

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization Comprehensive Juvenile Services, Inc.
Address: 1606 South J Street, Fort Smith, Ar.
Contact Person: John L. Furness, Executive Director
Telephone Number: (479) 785-4031
Organization's Email Address: Cjsdirector@sbcglobal.net

Provide a brief summary for each section below.

I. Amount requested: \$34,750.00

II. Organization's purpose:

To provide community based social services to local delinquent and at-risk youth who are entering or at risk of entering the juvenile court system due to acts of juvenile delinquency and or family and school related problems. The services are also provided to the parents or legal guardian.

The Mission of Comprehensive Juvenile Services, Inc., is:

To Promote Family Reunification.

To Reduce Family Conflict.

To Prevent Juvenile Delinquency.

To Prevent a Youth's Entry or Further Advancement into the Juvenile Court System.

III. Need and intended use of funds requested:

The County appropriations will be used to supplement State contracts and Federal grants in order to provide the services to the youth and their parents or legal guardians. Also, the funding will be used to match Federal grant funds.

IV. Do you intend to use these funds to match federal grant dollars?

Yes, the County funds will be used to match Federal grant dollars

V. Provide a summary of services provided, number and type of county residents served and related.

Throughout the 2015 calendar year, the following services were provided to Sebastian County youth and their parents or legal guardian: Casework, Intensive Supervision for delinquent youth, Mentoring, Emergency Shelter, Community Service Supervision, Electronic Monitoring, Mental Health Counseling, and Parenting Classes.

The 2015 data indicates that 560 youth and parents were served by the direct services staff of Comprehensive Juvenile Services, Inc. The youth were classified as adjudicated delinquent, adjudicated Family in Need of Services (FINS) or youth who were at risk of entering the juvenile court system or at risk of further movement into the juvenile court system.

The breakdown is:

Casework: 53 youth and parents

Intensive supervision for delinquent youth: 59

Mentoring for at risk youth: 39 youth

Emergency Shelter: 38 youth

Residential Treatment: 7 youth

Community Service Supervision: 161 youth

Electronic Monitoring: 110 youth

Mental Health Counseling: 35 youth

Parenting Classes: 58 parents

COMPREHENSIVE JUVENILE SERVICES, INC.
Budget Revenue & Expense Statement
FY 2016-17

REVENUES:

State Funds –	
Judicial District 12th	\$703,726.00
Judicial District 18th	\$178,584.00
Judicial District 21st	\$362,019.00
Federal Funds –	
Runaway Grant	\$124,485.00
Special Nutrition	\$14,000.00
County Funds –	
Sebastian, Crawford, Scott, Logan	\$55,975.00
Contracted Services -	
Community Services, Inc.	\$198,544.00
Donations/Anticipated Revenues	<u>\$13,500.00</u>
	<u>\$1,650,833.00</u>

EXPENSES:

Direct Services	\$774,092.00
Subcontract Services	\$112,468.00
Admin/Regional Services	\$390,319.00
WAYS Shelter Services	<u>\$400,043.00</u>
	<u>\$1,676,922.00</u>

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization Crawford-Sebastian Community Development Council, Inc.
Address: PO Box 180070
Contact Person: Darlene Hill
Telephone Number: (479) 785-2303
Organization's Email Address: dhill@cscdcca.org
Provide a brief summary for each section below.

I. Amount requested: \$10,000.00

II. Organization's purpose:

Crawford-Sebastian Community Development Council, Inc. (C-SCDC) is a local community action agency engaged in fighting poverty in Sebastian County and surrounding areas. We help low-income families by weatherizing and/or repairing their homes and making available utility assistance, money management and housing counseling, emergency assistance, home purchase assistance, reimbursing day care homes and centers for nutritious meals served to children, and dental care.

III. Need and intended use of funds requested:

The requested funds will be used to supplement the administration of various programs providing food, housing counseling and utility assistance to low-income residents of Sebastian County and surrounding areas.

IV. Do you intend to use these funds to match federal grant dollars?

C-SCDC will use these local funds to defray operating costs and they may be used as in-kind matching funds for other grants that require local match funds.

V. Provide a summary of services provided, number and type of county residents served and related.

C-SCDC provides a wide variety of services to low/moderate income families in Sebastian County and neighboring areas. At the present time, statistics are not kept separately by county. The following is a summary of services provided and the number of persons served for the fiscal year ending September 30, 2015:

Persons opening an Individual Development Account - 39	Persons capitalizing a small business - 7
Person purchasing a home - 7	
Persons pursuing post-secondary education - 7	
Safe and affordable housing preserved or improved - 137	
Obtained safe and affordable housing - 42	
Persons provided access to safe and affordable dental care	
Persons provided emergency dental care - 2	
Obtained health care services - 472	

See Attached.

Created Date 08/29/2016 03:08:30 PM

Modified Date

08/29/2016 03:08:30 PM

FINANCIAL STATEMENT - FISCAL YEAR 2016
October 1, 2015 - September 30, 2016
(Actual as of 7/31/16)

GRANT	ASSETS	LIABILITIES	FUND BALANCE
Child Care Food Program	631,300	442,862	188,438
Community Dental Clinic	70,208	57,165	13,043
Community Services Block Grant	261,480	240,610	20,870
Home Energy Assistance Program	1,038,834	639,987	398,847
Miscellaneous Non-Grant Funds	558,222	510,132	48,090
Emergency Solutions Grant	137,000	126,589	10,411
Housing Preservation Grant	18,813	18,624	189
ADFA - Rehab/Reconstruction	1,178,619	432,849	745,770
City of Fort Smith	17,900	17,900	0
Department of Energy	1,194,002	746,237	447,765
USDA Partnership Program	22,022	26,040	(4,018)
Bank of the Ozarks IDA Program	174,500	74,045	100,455
Self Help Housing	312,500	67,009	245,491
SHOP	289,837	158,914	130,923
River Valley Regional Food Bank	1,290,182	668,437	621,745
DWS - IDA	43,225	39,565	3,660
City of Fort Smith - Homebuyers/Rehab/Construction	1,724,991	1,727,327	(2,336)
Misc. Homeownership Programs	695,607	516,748	178,858
TOTALS	<u>\$9,659,241</u>	<u>\$6,511,039</u>	<u>\$3,148,202</u>

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization Sebastian County Fair Association
Address: PO Box 12, Greenwood AR 72936
Contact Person: Len Williams
Telephone Number: (479) 462-2322
Organization's Email Address: admin@sebastiancountyfair.com
Provide a brief summary for each section below.

I. Amount requested: \$45,000.00

II. Organization's purpose:

The Sebastian County Fair Association exists exclusively for the purpose of instructing and educating the residents of Sebastian County in the areas of home economics and agriculture by conducting, but not limited to, public fairs and exhibits. The Sebastian County Fair is one of the events sponsored by the Association for this purpose and is recognized by the State of Arkansas as the official county fair for Sebastian County. This accomplishment cannot be made without the involvement of volunteers and the dedication of Association members whose mission is to influence the youth of Sebastian County in the areas of home economics and agriculture, therefore creating community development. The Sebastian County Fair Association pledges its support in providing premium money, prizes and scholarships to the youth for this purpose. These funds shall be raised through state and county contributions, public donations, and facility generated profits. It is the aim and the goal of the Association to return all funds to the mission of the Sebastian County Fair Association.

III. Need and intended use of funds requested:

The Sebastian County Fair Association will use these funds to maintain and upgrade existing facilities, add new facilities due to growth of exhibits, continue to upgrade existing infrastructure for security purposes and supplement premium monies paid out to exhibitors.

IV. Do you intend to use these funds to match federal grant dollars?

No

V. Provide a summary of services provided, number and type of county residents served and related.

To educate the residents of Sebastian County in the areas of home economics and agriculture therefore creating community development. We also provide an avenue to allow the residents to showcase their talents in these areas. In addition, we strive to provide an economical family-friendly entertainment for the County.

Created Date 08/31/2016 07:39:18 AM

Modified Date

08/31/2016 07:39:18 AM

Sebastian County Fair Budget
2017

Income

County Funds	\$29,400.00
Building Rental	\$2,500.00
Gate	\$27,414.00
Carnival	\$11,500.00
Vending	\$1,500.00
Total income	\$72,314.00

Expenses

Insurance – Building	\$2,250.00
Insurance –Bond	\$283.00
Insurance-Liability	\$180.00
Lawn Care	\$3,800.00
Electric	\$7,400.00
Water	\$1,625.00
Trash	\$1,000.00
AOG	\$872.00
Chamber Membership	\$125.00
Fair Managers	\$240.00
Fair Managers Meetings	\$2,000.00
IFMA	\$100.00
Software	\$1050.00
Website	\$300.00
Taxes on Gate	\$1234.00
Security	\$300.00
Property Upgrade	\$20,000.00
Advertising	\$2,500.00
Light Towers	\$500.00
Awards	\$1171.00
Fair Entertainment	\$300.00
Premium Points	\$1,000.00
Bull Ride	\$5,000.00
Picnic Tables	\$500.00
Floor Maintenance	\$1,500.00
Fair Supplies	\$1,000.00
Maintenance Labor	\$650.00
Equipment Rental	\$1,000.00
Total Expenses	\$57880.00
Net Income/Loss	\$14,434.00

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization Sebastian County 4H
Address: 6700 Mahogany Ave. Barling, AR 72923
Contact Person: Jayson McGaugh
Telephone Number: (479) 484-7737
Organization's Email Address: jmcgaugh@uaex.edu
Provide a brief summary for each section below.

I. Amount requested: \$2,000.00

II. Organization's purpose:

Purpose: The 4-H program is that part of the Cooperative Extension Service of Sebastian County that offers youth between the ages of 5 and 19 educational opportunities for personal growth and development through project exploration. The program provides experience in developing life, leadership, and civic skills through project work and community service. A 14-member county foundation comprised of local citizens handles the financial management of the county 4-H program and assists as volunteers when needed.

III. Need and intended use of funds requested:

Need and use of funds: The funds will be used to support 4-H project work, competitive activities, youth educational workshops, tours, leadership training, camps, and other events as needed. Recognition of 4-H members' achievements in the year is made through presentation of ribbons, plaques, certificates, etc. at events and an annual achievement banquet. The funds provided by the Quorum Court are a vital link in continuing our work with the youth of Sebastian County.

IV. Do you intend to use these funds to match federal grant dollars?

No

V. Provide a summary of services provided, number and type of county residents served and related.

Summary of Services: Sebastian County 4-H continues to grow. There are currently over 160 active youth enrolled as traditional club members (up from 133 at the first of the 2016) in our 7 clubs, with one of those clubs created this year. We have 45 registered, active, adult volunteer leaders to help with these clubs. Additionally, 724 youth in schools in all parts of the county were served. Members participate at local, regional and state events. Sebastian County 4-H were proudly represented by multiple winners at the district and state levels of many events this past year, including O-Rama, State Horse Show, Poultry Bar-B-Que, and Range Events, to name a few. We also encourage our youth to compete on any level they feel comfortable with, and have had successes in many competitions outside of 4H because of the training and teaching they received through 4H. Sebastian County 4-Hers also put their hands to larger service for others as they led a community service project for the Reynolds Cancer Support House as well as the Next Step Day Room. Sebastian County hosted 7 camps in 2016 and worked with UAFS, The Janet Huckabee Center, and The Cancer Support House to help with these camps. It provided for new locations and great partnerships for sharing knowledge as well as for bringing in other professionals to help work with these camps.

County funds are used to support educational youth development for all 4-H members. This includes purchase of materials and supplies for programs, awards, and assist with payment of fees associated with participation in district, state, regional, and national events.

Sebastian County 4-H Foundation
20116 Budget Proposals

Category	2014 Budget	2014 Expenses January 1 -Dec 31, 2014	2015 Budget	2015 Expenses January 1 -Dec 31, 2015	2016 Budget
Activity Insurance	\$300	\$212.00	\$300.00	\$209.00	\$300.00
Awards and Recognition	\$4,100	\$6,223.46	\$3500.00	\$2,800	\$3500.00
County Educational Programs	\$ 1,500	\$2,262.96	\$3000.00	\$2,100	\$3000.00
County Leadership Development	\$ 100	\$206.79	\$200.00	\$100	\$200.00
District Educational Programs	\$200	\$133.00	\$200.00	\$150	\$200.00
Educational Materials and Supplies	\$1,000	\$242.64	\$1000.00	\$600	\$1000.00
Promotion and Expansion	\$1,000	\$211.05	\$1000.00	\$150	\$1000.00
Regional/National Programs	\$1,000	\$1887.50	\$1500.00	\$700	\$1500.00
Scholarships	\$5,000	\$4,000.00	\$5000.00	\$6,000	\$6000.00
State Educational Programs	\$3,000	\$1,074.00	\$3000.00	\$1,000	\$3000.00
Total	\$20,000	\$16,453.34	\$18,700	\$14,169	\$18,700

Approved 2016 Budget.

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization: Sebastian County Conservation District
Organization Address: 3913 Brooken Hill Drive
Contact Person: Jessica Cox or Bobby McCartney
Telephone Number: 479-646-8300 Ext 101
Organization's Email Address: Jessica.m.cox@ar.nacdnet.net or
bobby.mccartney@ar.nacdnet.net

Provide a brief summary for each section below

I. **Amount requested:** \$25,000.00

II. **Organization's purpose:**

The Sebastian County Conservation District (SCCD) is a local unit of government, serving both urban and rural communities. The SCCD strives to protect and improve our natural resources while utilizing them sustainably. Some of the SCCD's main areas of focus are on preserving water quality, promoting rural development, assisting in nutrient management, and promoting soil conservation. We provide assistance and education to all residents of Sebastian County in order to reach our goals, with a focus on farmers and other landowners who can implement conservation practices.

III. **Need and intended use of funds requested:**

Quorum Court funds support SCCD assistance to the Natural Resources Conservation Service (NRCS) to bring in thousands of federal dollars annually to Sebastian County to implement conservation practices that benefit the county. These programs assist farmers in the county to increase economic value of animal and crop production while conserving natural resources. The SCCD has hired a full-time Conservation Technical Assistant to assist with NRCS activities, and is partially but not fully reimbursed by the NRCS, and so provides funds to support this position out of the SCCD budget. SCCD has filled a part time Conservation Technician Assistant position with a person possessing electronic media skills that will enable SCCD to provide more community contact through internet tools. Other SCCD programs include providing Nutrient Management Plans for producers in the county, with an emphasis on farms located in the designated nutrient surplus area. The SCCD will also continue education and outreach efforts to promote conservation within the region, including both rural and urban conservation practices. SCCD has built a website, and is on face book to improve the organization's internet and social media presence, in order to reach out to the public throughout the county. SCCD will continue to help in poultry production support, row crop and grassland nutrient assessments, a prescribed burn workshop to be held with the aid of the forest service and a tree-planting education to correspond to our annual tree and shrub sale. Urban areas are an important part of Sebastian County with great potential for conservation, and Quorum Court funds will help to support programs that benefit the towns and cities of the county. The tree-planting program of the SCCD is an important example of a program with county-wide impact, because of the many ways trees improve quality-of-life in any location. Water conservation and storm-water mitigation are other examples of conservation practices that the SCCD plans to promote county-wide in the coming year thru a Rain Barrel Construction workshop we are organizing in Fort Smith. SCCD is using

Non Profit Organization Request for Funds - 2

rain barrels as the "give away" at the Lawn & Garden Show, and both County Fairs using this as a source of gathering email sign-ups for educational information for use in the future. SCCD has added the Lawn and Garden Show exhibit this past year and will continue to present conservation and educational information there in the future. SCCD is planning on assisting the area gardening program to let the young students understand the importance of growing garden vegetables for their own consumption and aid in the battle of undernourished children in the county.

- IV. **Do you intend to use these funds to match federal grant dollars? No.**
- V. **Provide a summary of services provided, number and type of county residents served and related.**

At least 65 Nutrient Management Plans per year are provided to area farmers by SCCD staff.

The SCCD assists in the management and implementation of NRCS contracts in Sebastian County, (and more in Crawford and Scott Counties) that provide federal cost-share dollars for farmers applying conservation practices. This past fiscal there were 14 EQIP contracts that enabled county residents to receive about \$185,000 that will enable local farmers to build stacking sheds, build ponds, and help in pasture planning and other practices. These dollars will be spent with local businesses in the county helping the local economy. The next fiscal year looks to be about the same amount as the last fiscal year with possibly an increase in the funding of EQIP contracts which means more money will be spent in the county boosting the county's economy.

The SCCD facilitates annual Poultry Operation Registration, registering and maintaining records for over 60 poultry operations, and this year will offer an educational event to poultry producers during the registration period.

The SCCD owns and maintains a no-till drill available for rent to Sebastian County farmers in order to improve ground cover to conserve soil and improve water quality and forage.

The SCCD provides a point of contact for the public to access conservation resources from a variety of sources.

The SCCD provides educational programs to children and adults on request on a variety of conservation topics. SCCD is partnering with the Janet Huckabee Nature Center to provide education on watersheds and water quality issues thru an enviroscape demonstration to fifth graders. This will initially serve around 100 fifth grade students as a trial for developing a county-wide program for fifth graders from area schools both public and private.

The SCCD holds annual "Plant the Future" tree-planting education program and tree sale.

Rural efforts this past year included a feral hog management education day with more than 50 attending. This workshop was recognized in Little Rock and resulted in a \$1,000 grant for a "Soil Health" workshop that will cover both farmer needs and urban agriculture needs, which will be relevant for Fort Smith and Greenwood individuals and groups seeking to develop in-city gardens and other projects. This workshop also enabled the District to obtain a state-of-art feral hog trap from Arkansas Game and Fish. It is being set up in South Sebastian County in the Mansfield-Hartford area.

SCCD has received a small grant from the Arkansas Natural Resources Commission enabling SCCD to hire its first part-time but experienced conservation technician to work specifically with urban food production and conservation for the new fiscal year.

Sebastian County Conservation District
Operating Budget
June 30, 2017

Revenue

Federal and State Aid	77,549
Sebastian County Quorum Court	25,000
Other Income Sources	<u>3,250</u>
Total Income	105,799

Operating Expenses

Employee Expense	64,942
Office Expense	15,846
Equipment Expense	2,675
Info Education Expense	9,200
Urban Technician Expense	6,125
Other Expense	<u>2,570</u>
Total Expense	<u>101,358</u>

Net Surplus (Deficit)	<u>4,441</u>
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Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization Crisis Intervention Center
Address: 5603 S. 14th Street
Contact Person: Allison Davis
Telephone Number: (479) 782-1821
Organization's Email Address: allison@fscic.org
Provide a brief summary for each section below.

I. Amount requested: \$7,500.00

II. Organization's purpose:

The mission of the Crisis Intervention Center is to end domestic violence and sexual assault through services, education and prevention programs which empower men, women and their children to live free of fear and harm within their own families and the community.

We accomplish this mission through several key components:

1. Crisis Hotline Support - 24 hours a day/365 days a year. We assess the danger level of the caller and guide them in developing a safety plan for themselves and their children.
2. Safe Shelter - which can house up to 32 clients; serving 3 hot meals a day.
3. Licensed daycare for children of clients
4. Sexual Assault Exams - provide forensic exams for male/female sexual assault victims.
5. Client-driven advocacy to establish and implement an individual case management plan for each client.
6. Prevention Department - that teaches local Junior High/High School students on such subjects, such as: Healthy Relationships, Teen Dating Violence, Cyber Bullying

III. Need and intended use of funds requested:

The Crisis Intervention Center operates a 22,451 square foot facility that houses 32 clients and children each night. Our census has been at capacity recently and many times we have a waiting list. Naturally when the shelter is at capacity, the agency's utility costs continue to rise. The annual expenditure for utilities to run our facility is in excess of over \$40,000 per year. We are the ONLY safe shelter for domestic violence/sexual assault victims in an 8 county area.

IV. Do you intend to use these funds to match federal grant dollars?

No - these funds will not be used for matching federal funds. We have many other expenses that we use for required matching.

V. Provide a summary of services provided, number and type of county residents served and related.

In 2015, the Crisis Intervention Center:

1. Sheltered 263 clients and children for 6,815 nights. (An increase of 1,953 nights from the previous year)
2. Served 20,370 meals. (An increase of 4,023 meals from the previous year)
3. The vast majority, over 85%, of our clients were from Sebastian County.
4. All of the clients served in our shelter are HOMELESS.

As a result of our increased service delivery, our utilities continue to rise but conversely funding - federal, state and local donations are declining because of the economic pressures and an increased demand for human services in Sebastian County.

Crisis Intervention Center, Inc
Balance Sheet
 As of August 31, 2016

	Aug 31, 16
ASSETS	
Current Assets	
Checking/Savings	
11000 · Checking - First National Bank	51,516.05
Total Checking/Savings	51,516.05
Accounts Receivable	
13000 · Accounts Receivable	59,468.19
Total Accounts Receivable	59,468.19
Other Current Assets	
11150 · Trust Account - Fair Market RA	246,052.52
11167 · Trust Account 2510002567 RF RA	477,865.53
11176 · Trust Account 2510002576 PO RA	393,570.44
Total Other Current Assets	1,117,488.49
Total Current Assets	1,228,472.73
Fixed Assets	
15000 · Land	307,584.63
15100 · Building	3,055,981.37
15200 · Building Improvements	146,204.27
15300 · Equipment	233,113.74
15400 · Furniture & Fixtures	250,775.59
15500 · Vehicles	36,426.20
17000 · Accumulated Depreciation	-1,409,514.32
Total Fixed Assets	2,620,571.48
TOTAL ASSETS	3,849,044.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
22000 · P/R Liabilities	-1,999.44
Total Other Current Liabilities	-1,999.44
Total Current Liabilities	-1,999.44
Total Liabilities	-1,999.44
Equity	
30000 · Opening Bal Equity	5,538.78
39000 · Retained Earnings	4,015,204.86
Net Income	-169,699.99
Total Equity	3,851,043.65
TOTAL LIABILITIES & EQUITY	3,849,044.21

Crisis Intervention Center, Inc
Profit & Loss Budget Overview
 October 2015 through September 2016

	<u>Oct '15 - Sep 16</u>
Ordinary Income/Expense	
Income	
44000 · 1Fundraiser/Special Events	83,000.00
45000 · Contributions	45,150.00
46100 · Grants - Federal	210,968.39
46200 · Grants- State	172,001.77
46300 · Grants - City/County	18,000.00
46400 · Grants-Other	38,500.00
46500 · Grants-United Way	75,000.00
47100 · DHS Childcare Program	7,900.00
47200 · SANE Program-SA Exams	56,760.00
48000 · Misc Income	75.00
Total Income	<u>707,355.16</u>
Gross Profit	707,355.16
Expense	
61100 · Client Services Program Exp	19,250.00
61200 · SANE Program Exp	27,400.00
61300 · Daycare Program Exp	1,300.00
62000 · Fundraising Expense	31,000.00
63000 · Occupancy	87,779.00
64000 · General Expenses	33,200.00
66000 · Salaries & Benefits	524,115.21
Total Expense	<u>724,044.21</u>
Net Ordinary Income	-16,689.05
Other Income/Expense	
Other Expense	
63180 · Depreciation Expense	130,000.00
Total Other Expense	<u>130,000.00</u>
Net Other Income	-130,000.00
Net Income	<u><u>-146,689.05</u></u>

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization Western Arkansas Planning & Development District, Inc.
Address: P.O. Box 2067
Contact Person: Amanda Moses
Telephone Number: (479) 785-2651
Organization's Email Address: amoses@wapdd.org
Provide a brief summary for each section below.

I. Amount requested: \$15,500.00

II. Organization's purpose:

Western Arkansas Planning & Development District, Inc. is dedicated to meeting the needs of its six-member counties and forty-two municipalities. The District promotes area-wide progress through the provision of regional planning and development assistance in such areas as community and economic development.

III. Need and intended use of funds requested:

Funds will be utilized to provide regional planning for community and economic development, grant and loan application packaging and administration, transportation planning, E-911 mapping and addressing, GIS maintenance, and workforce development.

IV. Do you intend to use these funds to match federal grant dollars?

Yes, a portion will be used to match State as well as Federal Funds.

V. Provide a summary of services provided, number and type of county residents served and related.

The District serves six Western Arkansas Counties including: Sebastian, Crawford, Franklin, Scott, Logan, and Polk. Our departments work in the areas of census information, community and economic development, 911 mapping and addressing, GIS, workforce development and transportation planning.

Created Date 08/16/2016 02:26:52 PM

Modified Date

08/16/2016 02:26:52 PM

COMPOSITE BUDGET -FISCAL YEAR 2017- WAPDD/FRONTIER MPO
CONTINUED:

PROJECTS	REVENUE CATEGORIES					
	Federal Grants-Direct	Federal Grants-Indirect	State Un-restricted Funds	Local Match WAPDD & FRONTIER	Community, Contractor, and Other Sources	Total Budgeted Project Revenue
Workforce Innovation & Opp. Act-"Passthrough"	\$0	\$3,549,791	\$0	\$0	\$0	\$3,549,791
Workforce Innovation & Opp. Act -WAPDD Staff	0	216,800	0	0	0	216,800
Economic Development-EDA Planning Grant	60,000	0	45,000	15,000	0	120,000
Grants Admin. Services-ACEDP	0	85,000	0	0	0	85,000
Grants Admin. Services-Other Projects	0	0	0	0	91,300	91,300
Frontier Transportation-Arkansas Project	0	254,000	30,000	33,500	0	317,500
Frontier Transit-City of Fort Smith	0	0	0	12,500	50,000	62,500
Western Arkansas Intermodal Authority	0	0	0	0	138,575	138,575
Frontier Transportation-Oklahoma Project	0	36,000	0	9,000	0	45,000
Arkansas General Improvement-"Passthrough"	0	0	835,000	0	0	835,000
"9-1-1" Projects-Crawford/Sebastian/Scott	0	0	0	0	163,000	163,000
Outsourced IT Services	0	0	0	0	21,215	21,215
Various GPS/GIS Projects	0	0	0	0	12,840	12,840
Reimbursing Agreements & Local Items	0	0	0	0	10,000	10,000
COMBINED REVENUE TOTALS	\$60,000	\$4,141,591	\$910,000	\$70,000	\$486,930	\$5,668,521

WAPDD/FRONTIER
07/01/2016
Schedule #2

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization Concerned Citizens for Witcherville, Inc/Bucker Park
Address: 18 Buckner Way, Huntington, AR
Contact Person: Theresa Whiley
Telephone Number: (479) 462-5335
Organization's Email Address:

Provide a brief summary for each section below.

I. Amount requested: \$5000.00

II. Organization's purpose:

Maintain Buckner Park, which includes a playground, basketball court, pavilion, outdoor grills, picnic tables, practice baseball field, community building, rock WPA building and a walking trail. CCFW was formed for the purpose of purchasing and maintaining the park and the community building. Provide a community building to be used for family events, community organizations, and special community events for adults and youth.

III. Need and intended use of funds requested:

Purchase of new chairs and new tables for the community building, mow grass, pay monthly utilities, which include electric, gas, water, and monthly dumpster fee. Repairs in the building which include repairs to men's restroom. Additional funds are needed to replace community building roof. (depreciation of \$2500 not covered by insurance). Build a horseshoe playing pit for public use.

IV. Do you intend to use these funds to match federal grant dollars?

No

V. Provide a summary of services provided, number and type of county residents served and related.

Maintain park which include a Community Building for families and other area organizations such as Scouts and school and area church groups. Maintain 12 acre park grounds, basketball court, playground, practice baseball field and walking trail. Residents throughout South Sebastian Co. use the park for family gatherings, park picnics, use playground and special public events such as Fall Fest. Approx. 15,000 people use the park yearly.

Created Date 09/15/2016 02:41:10 PM

Modified Date

09/15/2016 02:41:10 PM

 Submit Form	 Print Document	 Update Values
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Non Profit Organization Request for Funds 2017 Sebastian County Budget

Note: Please be sure you print your request for your records before you hit the Submit Form button. You will receive confirmation that we have received your budget request.

Name of Organization	Concerned Citizens for Witcherville Inc./Buckner Park
Address:	18 Buckner Way, Huntington, AR
Contact Person:	Theresa Whiley
Telephone Number:	479-462-5335
Organization's Email Address:	

-72-

Provide a brief summary for each section below.

I. Amount requested: \$5000.00

II. Organization's purpose:

Maintain Buckner Park, which includes a playground, basketball court, pavilion, outdoor grills, picnic tables, practice baseball field, community building, rock WPA building and a walking trail. CCFW was formed for the purpose of purchasing and maintaining the park and the community building. Provide a community building to be used for family events, community organizations, and special community events for adults and youth.

III. Need and intended use of funds requested:

Purchase of new chairs and new tables for the community building, mow grass, pay monthly utilities, which include electric, gas, water, and monthly dumpster fee. Repairs in the building which include repairs to men's restroom. Additional funds are needed to replace community building roof. (depreciation of \$2500 not covered by insurance). Build a horseshoe playing pit for public use.

-73-

IV. Do you intend to use these funds to match federal grant dollars?

No

V. Provide a summary of services provided, number and type of county residents served and related.

Maintain park which include a Community Building for families and other area organizations such as Scouts and school and area church groups. Maintain 12 acre park grounds, basketball court, playground, practice baseball field and walking trail. Residents throughout South Sebastian Co. use the park for family gatherings, park picnics, use playground and special public events such as Fall Fest. Aprox. 15,000 people use the park yearly.

-74-

Attach a complete financial statement listing total revenue sources supporting the organization. This should be a one-page summary showing total assets, liabilities, other revenue sources and 2016 budget. Also specify 2016 anticipated revenue and budget. All material supplied should be suitable for copying.

Browse... Buckner Park budget 2016 for 2017.docx

Concerned Citizens for Witcherville Inc.
Financial Report
September 4, 2016

Income
Membership and contributions 325.00
Rent 1350.00

Concerned Citizens for Witcherville Inc.

Financial Report

September 4, 2016

Income

Membership and contributions 325.00

Rent 1350.00

Sebastian County 3430.00

Gas Dividend 60.42

Sebastian Co Treasury for cleanup after voting 180.00

Total 5345.42

Expense

Water 324.91

Electric 791.56

Gas 520.62

Dumpster 608.58

Mowing 1300.00

Plumbing repairs 280.00

Cleaning supplies, paper 141.12

Insurance 1392.81

Total 5339.12

Insurance payment for roof hail damage 5000.00 Estimate for roof 7300.00. Holding separately for roof.

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization Fountain of Youth Adult Day Center
Address: 2801 McKinley Avenue Fort Smith AR 72908
Contact Person: Trish Jennings
Telephone Number: (479) 484-7782
Organization's Email Address: executivedirector@foyadc.org

Provide a brief summary for each section below.

I. Amount requested: \$2,400.00

II. Organization's purpose:

The Fountain of Youth helps families stay together longer by enabling adults, who are cognitively or physically impaired, to remain at home longer or with their family that also serves as a caregiver, preventing the loved one from being placed in a long term care facility.

We provide excellent care, fun and stimulating activities, nutritious meals, and a family feel environment that is a safe place for the precious seniors.

III. Need and intended use of funds requested:

The requested funds will be used to provide extra days of respite care for Sebastian County caregivers and their dependent loved ones. \$2,400.00 will provide a minimum of 300 hours care and more when combined with other FOY funding and scholarship money.

IV. Do you intend to use these funds to match federal grant dollars?

No

V. Provide a summary of services provided, number and type of county residents served and related.

Transportation
Meals - accommodating special needs
Snacks
In house beauty shop
Pet Therapy
Family Support Group
Assistance with on time and proper medication dosing
Music and singing
Outdoor walks and activities
Gardening
Arts and Crafts
Scrapbooking
Holiday Celebrations
Monthly Birthday Celebrations
Exercise Classes
Group games

We service clients in Arkansas and Oklahoma, six counties, the largest being Sebastian, serving 37 clients to date. The clients we serve from Sebastian County are mainly over 60 years of age with dementia; three are under 40 years of age with autism.

Fountain of Youth, Inc.
Profit & Loss Budget vs. Actual
 January through December 2016

	<u>Budget</u>
Ordinary Income/Expense	
Income	
3000 · Program Fees	172,004.75
3008 · Transportation	1,560.00
3010 · Contributions Income	5,550.00
3010.10 · In Kind Contributions	300.00
3017 · Board Contributions	2,400.00
3020 · Grant Income	36,996.00
3040 · Special events	6,600.00
3800 · Miscellaneous Income	0.00
3801 · Construction Loan	0.00
Total Income	225,410.75
Gross Profit	225,410.75
Expense	
6150 · Mileage Reimbursement	480.00
6151 · Fuel - Transportation	1,200.00
6152 · Maintenance - Transportation	600.00
6153 · Transportation-Insurance	3,726.17
6250 · Bank charges	360.00
6320 · Contract labor	840.00
6550 · Dues and subscriptions	775.00
6600 · Employee incentives	0.00
6650 · Food	12,000.00
6740 · Housekeeping supplies	480.00
6750 · Fund raising	2,300.00
6800 · Insurance	6,050.00
6850 · Interest	2,055.00
6851 · Property Taxes	200.00
6875 · Kitchen supplies	600.00
6880 · Kitchen Equipment	0.00
6950 · Legal and accounting	3,500.00
7010 · Marketing expense	2,113.00
7040 · Medical supplies	300.00
7050 · Miscellaneous	0.00
7100 · Office	1,200.00
7200 · Postage	1,175.00
7230 · Program supplies	600.00
7240 · Recruitment	180.00
7250 · Rent	36,720.00
7300 · Repairs and maintenance	900.00
7400 · Salaries and wages	116,000.00
7500 · Taxes, payroll	12,000.00
7600 · Telephone	0.00
7625 · Training	0.00
7750 · Utilities	0.00
7754 · Utilities - McKinley	15,600.00
7800 · Volunteer expense	400.00
Total Expense	222,354.17
Net Ordinary Income	3,056.58
Other Income/Expense	
Other Expense	
8500 · Other expenses	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	3,056.58

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization The South Sebastian County Historical Society
Address: PO Box 523 Greenwood AR.
Contact Person: Meryl Ware
Telephone Number: (479) 414-5324
Organization's Email Address: merylware@yahoo.com

Provide a brief summary for each section below.

I. Amount requested: \$10,000.00

II. Organization's purpose:

To preserve the history of South Sebastian County. To serve the next generation in remembering their past.

III. Need and intended use of funds requested:

The funds would go towards reroofing the Old Jail Museum and repairs on the inside. The walls need to be repainted air conditioners repaired.

IV. Do you intend to use these funds to match federal grant dollars?

No

V. Provide a summary of services provided, number and type of county residents served and related.

We open the Old Jail Museum and other buildings from May to Oct. to the public. The schools make appointments to bring classes to help teach Arkansas History. These services are provided to everyone including visitors from other states.

Created Date 09/21/2016 08:24:44 PM

Modified Date

09/21/2016 08:24:44 PM

South Sebastian County Historical Society Profit & Loss

January 1 through September 19, 2016

Jan 1 - Sep 19, 16

Office/Travel/Expense		
Income		
Entertainment		5,400.00
Grants & Donations		
Art's Expense	1,200.00	
Arkansas Quilt	1,100.00	
Museum Donations	2,275.00	
Quilt Show Donations	1,000.00	
Grants & Donations - Other	1,000.00	
Total Grants & Donations		6,475.00
Life Memberships		2,000.00
Member Dues		2,500.00
Sales		
Book Sales	1,000.00	
Key Magazine Sales	3,450.00	
Sales - Other	775.00	
Total Sales		5,225.00
Special Events		
QUILT SHOW		
Quilt Show Raffle	1,100.00	
Quilt Show - Other	6,000.00	
Total QUILT SHOW		7,100.00
Total Special Events		7,100.00
Total Income		15,100.00
Expense		
Administration		
Dues and Subscriptions		1,000.00
Arkansas Neighbors Alliance		
Chamber of Commerce	1,200.00	
Friends of the Library	1,200.00	
Lock Box Rental	25.00	
Post Office Box	250.00	
Termine Contract	25.00	
Total Dues and Subscriptions		1,500.00
Insurance		475.00
Key Magazine Expense		1,200.00
2015 Key Magazine		
2016 Key Magazine Postage	360.00	
Total 2015 Key Magazine		360.00
Key Magazine Expense - Other		840.00
Total Key Magazine Expense		1,200.00
Miscellaneous		
Art's Expense		
Membership Meeting	1,000.00	
Quilt Show Expense	60.00	
Teacher's Payroll	7,100.00	
Website	500.00	
Total Miscellaneous		8,660.00
Museum		5,155.00
Equipment & Supplies		
Museum Expense		
Printing and Reproduction	1,700.00	
Museum - Other 2	3,455.00	

South Sebastian County Historical Society
Profit & Loss

January 1 through September 19, 2016

AM
 10/17/16
 Cash Basis

	Jan 1	Sep 19, 16
Total Museum		976.74
Repair & Improvements		
Miscellaneous		200.00
Newell Cemetery		45.00
Total Repair & Improvements		245.00
Utilities		
Electric		805.25
Total Utilities		805.25
Total Expense		1050.25
Net Ordinary Income		176.97
Other Income/Expense		
Other Income		27.24
Interest Income		
Total Other Income		27.24
Net Other Income		27.24
Net Income		204.21

1:34 AM

09/19/16

Cash Basis

South Sebastian County Historical Society Balance Sheet

As of September 19, 2016

74013.00

ASSETS

Current Assets

Checking/Savings

Dollar Endowment CO #44477

2,345.34

Great Minds CO

21,157.72

Dollar Endowment CO

300.00

Farmers Bank Checking

Amie Endowment

12,170.00

Norfolk Cemetery Fund

48,743.00

Sand Ridge Cemetery Fund

103,102.00

Farmers Bank Checking - Other

1,227.90

Total Farmers Bank Checking

165,385.00

Farmers Bank MM Investment

14,262.40

First National Checking

10,100.00

Key Magazine CO #27177

2,250.00

Total Checking/Savings

192,000.40

Total Current Assets

192,000.40

TOTAL ASSETS

192,000.40

LIABILITIES & EQUITY

Equity

Beginning Yr Bal Equity

160,250.00

Net Income

31,750.40

Total Equity

192,000.40

TOTAL LIABILITIES & EQUITY

192,000.40

John

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization The First Tee of Fort Smith
Address: 6100 Golf Course Loop
Contact Person: Kris Scott
Telephone Number: (479) 648-9833
Organization's Email Address: kris.firsttee@att.net

Provide a brief summary for each section below.

I. Amount requested: \$8,000.00

II. Organization's purpose:

Mission Statement: It is the mission of The First Tee of Fort Smith to inspire our youth to seek higher education, be of good character and display outstanding citizenship.

The First Tee of Fort Smith is a model for establishing public and private partnerships that contribute to the well-being of the community. The First Tee is committed to being a force for good in this society and our programs are proven to have a positive impact on young people. Since opening, The First Tee of Fort Smith has expanded its reach in the community by working directly with other youth organizations such as The Children's Emergency Shelter, Special Olympics, Girls, Inc., The Lincoln Center and more. The Fort Smith chapter has also helped facilitate the launch of The First Tee National School Program at 20 elementary schools throughout the community, where students are now engaging in a structured golf curriculum that promotes personal character development within their P.E. classes.

III. Need and intended use of funds requested:

With the economic decline that directly affects corporate and individual donations coupled with our continued growth, outside sources such as this become more and more essential to general operations and with the increase of participation through our National School Program, the need for additional membership scholarships will be necessary for the 2016-2017 school year. Ultimately, in order for The First Tee of Fort Smith to achieve its goals for operations, it must raise a total of \$300,000 per year to maintain its 9-hole state of the art golf learning facility dedicated to young people in our geographic area. In addition to the nine hole practice course, we also provide a driving range, putting green, chipping green and an indoor teaching area for our young participants to learn and thrive in a comfortable, non-intimidating setting as well as a library and computer area for the children to learn life skills and study habits. The facility is open year round. Through the facility and the continuing growth of our National School program, we are anticipating to service over 18,000 children of Fort Smith and surrounding areas. With the need to expand we intend to continue using all funds to maintain our facility and prepare to expand our coaching staff to allow programming beyond our immediate facility in order to conveniently provide The First Tee experience to more children.

IV. Do you intend to use these funds to match federal grant dollars?

We are currently not aware of any federal matching funds that we are eligible for. However, we will continue to request support from local corporations and having help from our county is always a great way to encourage their involvement.

V. Provide a summary of services provided, number and type of county residents served and related.

Since 1999, The First Tee of Fort Smith has impacted thousands of young people through its life skills education and character training. Each of these individuals has been introduced to the lifelong sport of golf while learning skills such as goal-setting, managing emotions and resolving conflicts. The program emphasizes Nine Core Values™ (Honesty, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy and Judgment) at every level of instruction. In 2013, over

10,000 children were impacted by our program in FORT SMITH ALONE. In 2015 we are expanding our curriculum and outreach to Greenwood and other Sebastian County residents.

How does The First Tee of Fort Smith impact the community?

- The First Tee Life Skills, Nine Core Values and Golf Skills are now being taught on a consistent basis through the PE teachers in 20 Fort Smith elementary schools
- Provide working opportunities for the elderly using Westark RSVP and AARP Foundation
- Offer reduced fees for youth memberships, course and driving range to assist low income families as well as providing scholarships for those unable to pay.
- Provide a "Champions" clinic for the disabled and challenged participants in the program with no age limit requirements.
- Work with the Special Olympics and furnish The First Tee as a host site for the Special Olympics "Golf" allowing the area's special needs participants an opportunity to learn the fundamentals of golf and life skills.
- Work with the community agencies to provide the young people a safe environment to learn life-enhancing skills and build confidence and responsibility.
- Volunteer programs for our youth that encourages community outreach such as food drives and fundraisers for other youth agencies.
- There is no other facility in Fort Smith capable of providing these comprehensive services to the youth, the local schools, the special needs participants and the elderly which are offered by The First Tee.
- Clubs are available for use by any age participant at no additional cost.

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The First Tee of Fort Smith
Balance Sheet
 As of September 1, 2016

Sep 1, 16

ASSETS

Current Assets

Checking/Savings

- 106 · Bancorp South
- 110 · First National Bank
- 111 · FSM Endowment fund
- 112 · Stephens, Inc
- 113 · Arvest Scholarship Fund

10,735.25
 1,507.90
 128,173.00
 213.50
 140,709.65

Total Checking/Savings

Other Current Assets

Total Current Assets

140,709.65

Fixed Assets

- 151 · Facility Improvements
- 152 · Golf Course and Facilities
 - 152.1 · Construction
 - 152.2 · Course Accessories
 - 152.3 · Design/Land
 - 152.4 · Furniture
 - 152.5 · Golf Equip
 - 152.6 · Learning Center Construction
 - 152.7 · Maintenance Equipment
 - 152.8 · Signage
 - 152.9 · Van
 - 152 · Golf Course and Facilities - Other

1,900.00
 1,132,587.95
 9,510.16
 72,052.30
 4,668.95
 16,168.85
 291,517.96
 165,066.53
 1,355.90
 19,618.52
 -36.01

Total 152 · Golf Course and Facilities

1,712,511.11

153 · Office equipment

- 153.2 · Color Printer
- 153.4 · Computer equipment
- 153.5 · Equipment, other
- 153 · Office equipment - Other

299.95
 6,876.93
 11,514.89
 245.81

Total 153 · Office equipment

18,937.58

154 · Teaching Assets

- 154.1 · Clubs and Balls
- 154.2 · Distance Finder
- 154.3 · Sound System
- 154.4 · Video Camera

2,775.00
 300.00
 812.79
 175.00

Total 154 · Teaching Assets

4,062.79

154.5 · Furniture and Equipment

6,598.00

15500 · Facility Construction

- 157 · Deck Construction 2008

40,361.17

Total 15500 · Facility Construction

40,361.17

174 · Land

750,000.00

175 · Accumulated depreciation

-629,281.08

Total Fixed Assets

1,905,089.57

Other Assets

- 195 · Organizational Costs

500.00

Total Other Assets

500.00

TOTAL ASSETS

2,046,299.22

LIABILITIES & EQUITY

Liabilities

Current Liabilities

- Accounts Payable
- 20000 · Accounts Payable

-10,506.84

Total Accounts Payable

-10,506.84

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Cash Basis

The First Tee of Fort Smith
Balance Sheet
As of September 1, 2016

	<u>Sep 1, 16</u>
Other Current Liabilities	
Bancorp South Short Term Loan	
Line of Credit Pay	
204 · Federal and FICA payable	2,938.57
209 · Unemployment taxes payable	1,083.30
2100 · Payroll Liabilities	1,041.36
212 · Arkansas state withholding	-634.94
213 · Vehicle Registration	-123.00
214 · Sales tax payable	-202.47
216 · ABCBS Insurance	12,845.96
217 · Garnishments payable	
221 · Employee Share Savings	
25500 · *Sales Tax Payable	-17.24
Total Other Current Liabilities	<u>16,948.78</u>
Total Current Liabilities	6,441.94
Long Term Liabilities	
Total Long Term Liabilities	
Total Liabilities	6,441.94
Equity	
295 · Retained Earnings	1,931,573.28
3000 · Opening Bal Equity	-30,124.00
Net Income	-21,706.41
Total Equity	<u>1,879,742.87</u>
TOTAL LIABILITIES & EQUITY	<u>1,886,184.81</u>

2016 Chapter Budget

Chapter Name: <i>The First Tee of</i>	Fort Smith
Region:	River

REVENUE

Operating

Golf Course	\$	8,000.00
Driving Range/Practice Area	\$	12,500.00
Golf Shop/Clubhouse	\$	5,000.00
Instruction (Non-TFT)	\$	2,000.00
Total Operating Revenue	\$	27,500.00

Program

Participant Fees	\$	22,000.00
Group Fees	\$	1,800.00
Total Program Revenue	\$	23,800.00

Fundraising

Designated Capital Campaign		
The First Tee Grants		
Government Grants	\$	7,500.00
Foundation and Association Grants	\$	20,000.00
Corporate Contributions	\$	110,000.00
Individual Contributions	\$	35,000.00
Golf Outings and Events	\$	40,000.00
Non-Golf Events	\$	5,000.00
LPGA/PGA Event Proceeds	\$	2,500.00
Investments		
In-Kind	\$	5,000.00
Total Fundraising Revenue	\$	225,000.00

Total Revenue	\$	276,300.00
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ZONE

2016 Chapter Budget

EXPENSES

Operating

Operating Salary and Wages	\$	64,350.00
Rent/Office Space/Golf Course		
Driving Range/Practice Area		
Golf Shop/Clubhouse	\$	3,500.00
Utilities	\$	12,000.00
Clubhouse/Pro-shop Maintenance	\$	1,500.00
Golf Course Maintenance	\$	2,500.00
In-Kind (Operations)	\$	1,000.00
Total Operating Expense	\$	84,850.00

Program

Program Salary and Wages	\$	30,500.00
Camps/Clinics/Life Skills Education	\$	5,000.00
Teaching Aids and Supplies	\$	1,000.00
Communications and Marketing	\$	4,000.00
Technology	\$	4,950.00
Transportation	\$	100.00
Education Travel and Entertainment	\$	500.00
In-Kind (Program)	\$	1,500.00
Total Program Expense	\$	47,550.00

Fundraising

Fundraising Salary & Wages	\$	30,800.00
Golf Outings and Events	\$	15,000.00
Non-Golf Events	\$	5,000.00
In-Kind Fundraising	\$	2,000.00
Other Fundraising	\$	1,000.00
Total Fundraising Expense	\$	53,800.00

Administration

Administrative Salary and Wages	\$	32,600.00
Professional Fees	\$	2,000.00
Supplies	\$	1,500.00
Administrative Travel and Entertainment	\$	1,000.00
Dues and Subscriptions	\$	1,500.00
Investment Fees and Interest		
Insurance	\$	47,000.00
In-Kind Administration	\$	1,000.00
Total Administrative	\$	86,600.00

Total Expense	\$	272,800.00
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ZONE

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization: Harbor House, Inc.
Address: 615 No. 19th St.
Contact Person: Jimmie Wooding, LCSW
Telephone Number: (479) 785-4083
Organization's Email Address: jwooding@recoveryhhi.org

Provide a brief summary for each section below.

I. Amount requested: \$16,000.00

II. Organization's purpose:

To provide the highest quality alcohol and other drug treatment to the men and women, and their families, in our area. Harbor Recovery Center has been providing treatment services to men since 1966. Gateway Recovery Center has been providing services to women since 1974. The two organizations merged in July 2011, as one private non-profit. We continue to provide treatment for more than 1400 clients per year, and countless others who benefit from our prevention services.

III. Need and intended use of funds requested:

Just this year, we have opened the Harbor Recovery Institute on Kelley Hwy. This facility treats not only the client but their families as well. We once again have the state contract and our Outpatient Program is growing steadily every day. The money will be used to update this facility and make usable for families of clients, and also the new outpatient clients. We also have Recovery Coaches now. These coaches help the client navigate through treatment. Recovery Coaches is a new idea to the State of Arkansas, and we are proud to be the first organization to implement this program in the state.

IV. Do you intend to use these funds to match federal grant dollars?

No; however, we gratefully acknowledge the Sebastian County Quorum Court's support for Harbor House, Inc. on any contracts, grants, or foundations we approach.

V. Provide a summary of services provided, number and type of county residents served and related.

Services include alcohol and other drug treatment and prevention in the following settings:

Residential, Intensive Outpatient, Partial Day, Outpatient, Transitional Living, Care Coordination, and we also offer treatment to women with children.

Harbor House, Inc. serves a six county area: Sebastian, Franklin, Crawford, Scott, Polk, and Logan.

Clients from counties include:

Sebastian County: 63%

Crawford County: 18%

Franklin County: 1%

Logan County: 1%

Polk County: 1%

Scott County: 1%

Other counties: 15%

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Harbor House, Inc. Budget	
7/1/2016 - 6/30/2017	
Income	
RPP Funds	178,500
SNAP	58,416
State Contract	1,160,000
Quapaw House	25,000
Oklahoma Dept of Corrections	42,000
Ark Drug Courts	10,000
Washington/Madison Co DC	85,000
Cherokee Nation	650,000
Parole & Probation	12,000
Room and Board (Rent)	86,000
Insurance	550,000
Self Pay	50,000
Driver Control Certificates	750
Food Stamps	53,000
Quorum Court	15,680
Pioneer Rent	1,200
Contributions	15,000
UnitedWay	86,000
Interest Income	500
Cokes and Juices	7,700
Race for Recovery	8,000
Miscellaneous income	3,000
Total Income	3,097,746
Expenses	
Health Insurance	240,000
Salaries & Wages	1,315,000
Taxes - payroll	158,000
Vacation Accrual	25,000
Employee Medical	5,000

Accounting - Audit	14,000
Advertising	7,500
Auto expense	6,300
Bank charges	4,500
Payout to other Providers	300,000
Bad debt expense	60,000
Contract Labor	19,000
Cokes & Juices	6,000
Depreciation	120,000
Dues and subscriptions	6,000
Educational Materials	2,500
Food	118,000
Kitchen supplies	5,500
Building insurance	24,107
Vehicle insurance	10,351
Directors insurance	4,412
Workmans comp	17,000
Gen Liab/Crime/Umb	14,762
Consultation	11,000
Licenses and fees	6,000
Meals and entertainment	17,000
Client Medical expenses	10,000
Miscellaneous	125
Office supplies	47,500
Copier	3,700
Postage	6,000
Printing	2,500
Rent	600
Repairs	40,000
Security	8,500
Software Fees	50,000
Cleaning supplies	800
Supplies	65,000
Taxes	250
Electric	45,000
Water	50,000

Gas	16,000
Cable	10,000
Telephone	24,000
Travel	20,000
Workshops	18,000
Total Expenses	2,934,907
Profit	162,839

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization Roo Doo's Wildlife Park
Address: 2236 Hendrix Rd Greenwood, AR 72036
Contact Person: J.R. Wheeler
Telephone Number: (479) 461-9062
Organization's Email Address: roodoospark@yahoo.com
Provide a brief summary for each section below.

I. Amount requested: \$17,000.00

II. Organization's purpose:

Roo Doo's Wildlife Park is a female, minority owned and family operated 501(c)(3) nonprofit educational corporation that is located on approximately 150 acres on Highway 71 South outside of Greenwood, Arkansas. We are dedicated to serving and enriching the lives of our community by providing a safe place for families to come to learn, play, and experience wildlife all the while protecting and preserving nature.

We strive to have a wildlife park (zoo) that will bring opportunities and experiences to our area that have never before been available. We want to combine the joy of family togetherness with the value of educational opportunities for everyone.

Provide an affordable family oriented atmosphere of fun and knowledge

Partner with Arkansas Children's Hospital and Make A Wish foundation to provide families a cost free opportunity to escape the challenges of fighting sicknesses and life threatening ailments while creating memories that the family can enjoy forever

Utilize our 5,000 square foot educational center to provide educational opportunities for local youth through free math, literacy, and science tutoring programs, wildlife workshops, summer camps, and wildlife internships

Partner with local school districts to provide an affordable, safe, and educational destination for academic field trips and learning opportunities

Partner with local youth rescue facilities to provide therapeutic animal sessions for its occupants

Partner with local cities and businesses in community driven projects that help diverse and economically challenged communities

Promote fitness and wellness by offering over one and half miles of scenic walking trails, and an ample amount of nature oriented playground equipment for children to enjoy

House over 300 species of animals in natural habitats that stimulates growth, health, reproduction, and natural behavior

III. Need and intended use of funds requested:

One of the initial steps in the creation of this facility is the required eight foot perimeter fence that borders the park/zoo. The funds requested will be used to purchase 18,000 feet of 2 3/8 inch pipe that will be used for the fencing.

The funds requested last year for the lake/outdoor classroom was recently received by the park from an anonymous donor. We are also utilizing other donated material to help offset additional cost of fence so that funds requested are of a more obtainable amount.

IV. Do you intend to use these funds to match federal grant dollars?

No, but they do help match private donations.

V. Provide a summary of services provided, number and type of county residents served and related.

Provide an affordable family oriented atmosphere of fun and knowledge

Partner with Arkansas Children's Hospital and Make A Wish foundation to provide families a cost free

opportunity to escape the challenges of fighting sicknesses and life threatening ailments while creating memories that the family can enjoy forever

Utilize our 5,000 square foot educational center to provide educational opportunities for local youth through free math, literacy, and science tutoring programs, wildlife workshops, summer camps, and wildlife internships

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Promote fitness and wellness by offering over one and half miles of scenic walking trails, and an ample amount of nature oriented playground equipment for children to enjoy

House over 300 species of animals in natural habitats that stimulates growth, health, reproduction, and natural behavior

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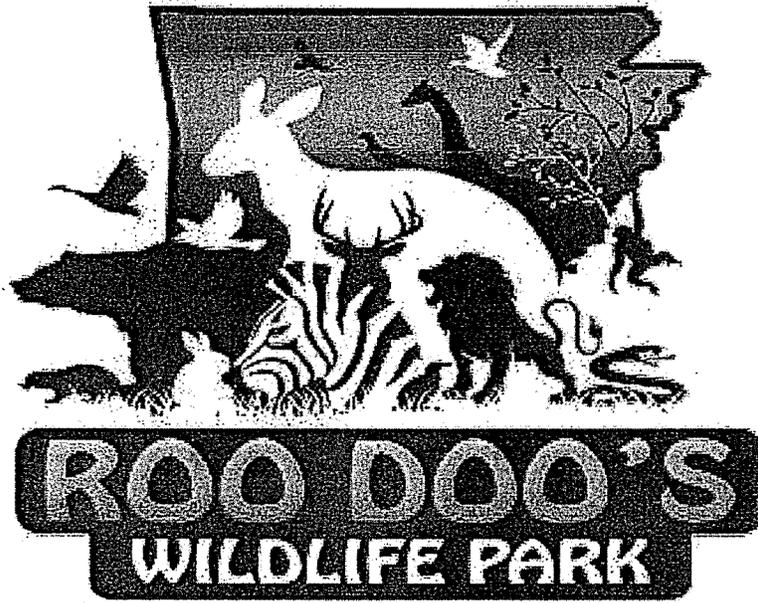
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RooDoo's Wildlife Park Financial Statement

January 2016 - current

Transaction	Debit	Credit	Total
Donation	\$15,000		\$15,000
D7 Dozer		\$14,500	\$500
Donation	\$6,000		\$6,500
Fuel		\$6,000	\$500
Donation	\$4,750		\$5,250
5 Ton Off Road Dump Truck		\$4,750	\$500
Donation	\$5,000		\$5,500
			Total \$5,500

Anticipate an additional \$100,000 donation that has been pledged to park for construction of Lake and additional equipment.



Roo Doo's Wildlife Park

2236 Hendrix Road

Greenwood, AR 72936

479-461-9062

<https://www.facebook.com/roodooswildlifepark>

Director- J.R. Wheeler

Educational Director- Kristen Wheeler

Executive Summary

Roo Doo's Wildlife Park is a female, minority owned and family operated 501(c)(3) nonprofit educational corporation that is located on approximately 150 acres on Highway 71 South outside of Greenwood, Arkansas. We are dedicated to serving and enriching the lives of our community by providing a safe place for families to come to learn, play, and experience wildlife all the while protecting and preserving nature.

We strive to have a wildlife park (zoo) that will bring opportunities and experiences to our area that have never before been available. We want to combine the joy of family togetherness with the value of educational opportunities for everyone.

The need for wholesome family activities in the River Valley area is critical. This area of Arkansas is starved for an attraction that the entire family can participate in. Nowhere else can a family go and all members of the family participate without feeling uncomfortable to some degree. If they go bowling there will always be alcohol in the vicinity which means the potential for drunken individuals to disturb the family. The water park is a great attraction to the area, but it is only open during warm months, it is expensive to attend, and it is still difficult for grandparents to take grandchildren to the park and get to enjoy everything together. With all age groups around it can also get uncomfortable for families with the type of swimwear some people wear. The only other real option for entertainment is a theater, and families don't tend to interact in a dark room where one is forced to be quiet out of respect for those around. Roo Doo's will give families' wholesome and affordable year around entertainment and excitement all in an educational atmosphere. Whether it be viewing one of over 300 different species of animals, hand feeding one of the animals, participating in one of the free tutoring programs, or just enjoying over one and a half miles of beautiful natural walking trails that take them throughout the facility.

Keys to Roo Doo's success

Provide an affordable family oriented atmosphere of fun and knowledge

Partner with Arkansas Children's Hospital and Make A Wish foundation to provide families a cost free opportunity to escape the challenges of fighting sicknesses and life threatening ailments while creating memories that the family can enjoy forever

Utilize our 5,000 square foot educational center to provide educational opportunities for local youth through free math, literacy, and science tutoring programs, wildlife workshops, summer camps, and wildlife internships

Partner with local school districts to provide an affordable, safe, and educational destination for academic field trips and learning opportunities

Partner with local youth rescue facilities to provide therapeutic animal sessions for its occupants

Partner with local cities and businesses in community driven projects that help diverse and economically challenged communities

Promote fitness and wellness by offering over one and half miles of scenic walking trails, and an ample amount of nature oriented playground equipment for children to enjoy

House over 300 species of animals in natural habitats that stimulates growth, health, reproduction, and natural behavior

Strengths:

One of a kind attraction that is like none other within a two and a half hour drive of our facility

Affordability with entrance into the park being \$8 per person with children under three years of age being free

Attendance will cover the operating costs of the park

Majority of operating costs for zoological facilities is administration salary, with our family operated park, that cost will have a minimal impact on operating costs

Even in a fluctuating economy people still visit zoos and wildlife parks

Once inside the park, guests may pay minimal fees to have the opportunity to have special interactions with wildlife which will supplement the income of the park

Once park has opened, donors will help sponsor existing and future enclosures

Our family has combined experience of over 100 years of the economics of a zoo, zoo design, and exotic animal husbandry

Our family has a large number of connections with Association of Zoos and Aquariums (AZA) and Zoological Association of America (ZAA) facilities all over the United States that allow us an ample supply of animals for any exhibit possible

Educational Director has over 10 years of educational, teaching, and tutoring experience with a Master's of Science in Curriculum and Instruction

Our family has over 30 years combined experience with construction equipment and techniques

The structure of our business plan is so that there is limitless possibilities on how Roo Doo's Wildlife Park can grow and combat the problem where zoo exhibits becoming mundane to visitors

Park has an excellent location sitting on 150 acres on 71 Highway just south of Fort Smith

Massive amounts of public support, interest, and excitement from the people who have heard about the plans for the wildlife park

Our family's passion for helping underprivileged children and children with sickness or health issues cannot be overestimated. Our passion is so great that most view it as being fake or unrealistic; however, that is the furthest thing from the truth. We want nothing more than for the parents of a child to come to us and say that the happiest memory with their child is from when they attended our park, or for a parent to tell us that the child's passion for learning has sparked now that he or she has had the opportunity for tutoring in an exciting atmosphere.

Opportunities:

No zoo type facility in the area

No other truly family oriented activity in area

Very affordable activity for individuals below poverty line of income

Great potential for economic growth for the community

Only facility to offer free academic tutoring in an exciting natural environment

Facility Overview:

Roo Doo's Wildlife Park's facility will sit on approximately 150 acres. Our location will have a state of the art 5,000 square foot educational building as well as a seven acre wetland/aquatic outdoor classroom. We will have over one and a half miles of walking trails throughout the park. The over 300 species of animals will be housed in enclosures that most replicate their natural environment to help stimulate the animals growth, health, reproduction, and natural behavior. We will allow kids to freely interact with farm animals at our two acre petting zoo attraction. The park will also be home to over 1000 species of plant life that will spread out in our many botanical gardens.

Products and Services:

Our facility will offer an abundant array of zoo activities

We will partner with organizations (i.e. Arkansas Children's Hospital, Make A Wish) to allow for children and their immediate families to enter the park free of charge and spend the entire day being the parks official helper and get to have an once in a lifetime experience.

We will partner with local youth rescue facilities to provide therapeutic animal sessions

One will be able to view over 300 species of animals in a replicated natural environment

Several species will be endangered that are not viewable anywhere else in Arkansas

While visiting the park, visitors will have the option of feeding and interacting directly with River Otter, Giraffe, Penguins, various aquatic species, birds, and various barnyard animals

One will be allowed to hand feed an otter a small minnow

One will have the chance to hand feed treats to Giraffe

One can feed small Herring to a variety of species of Penguins

Several feeding stations will be spread around the aquatic classroom to allow for feeding fish

Families will be able to enter aviaries and feed a variety of bird species

Children can experience the "Family Farm" by gathering eggs, milking a cow, or feeding the barnyard animals

Our park will be heavily involved with wildlife conservation, by partnering with organizations that support breeding endangered species to repopulate the native population

We will provide wildlife rehabilitation for local animals that people encounter on a day to day basis

Over 1000 species of plants will allow people to experience botanical gardens and learn different techniques from our on staff horticulturalist

Roo Doo's will have seasonal community activities such as Halloween, 4th of July, and Christmas events

A community room will be made available for special events such as parties, weddings, and meetings

We will support health and wellness by having over one and half miles of walking trails for people to exercise while enjoying the various other attractions

Different areas will have playground equipment for children to participate in health and wellness activities while having fun

We will offer a volunteer program for individuals to volunteer time to help care for and maintain the facility and its different species

Our gift shop will offer zoo souvenirs such as shirts, caps, stuffed animals, and wildlife related educational materials

The park will also have concessions available that will offer a wide variety of concession food, and have various small refreshment stations throughout the facility

Educational Products and Services:

Roo Doo's will focus heavily on the educational aspect of our goals with the help of our on staff and volunteer certified public school teachers

Each enclosure will display a fact plaque that relays all information about the species that is being housed

We will partner with local school districts to locate underprivileged students who cannot afford additional tutoring sessions and offer those students free tutoring throughout the school year

Local school districts will be given special discounts for field trips so that students can have the opportunity to experience an exciting and safe academic wildlife encounter

We will also offer paid tutoring and intervention services for all individuals

Educational workshops will provide students with wildlife conservation knowledge

Teacher workshops will provide area educators material to connect wildlife with day to day classroom curriculum

Summer camps will be available to anyone wanting to learn how to be a zoo keeper for a week

Internships will be offered to high school and college students wanting to add hands on experience to their resume

A "Zoo to You" educational program will allow park employees to take animal ambassadors to local schools and events to educate students and give a unique experience

Local educators will be able to rent out wildlife themed classroom kits for their classes

Park website will offer a multitude of classroom lesson plans and extension activities for educators to utilize during their unique park experience

Community service projects will be welcomed by any and all who inquire

Scholarships will be offered on a competitive basis to those students entering the fields of science, education, and agriculture with special attention being given to those students who qualify as underprivileged

We will partner with school districts to provide real world learning experiences to special needs students

Market Overview:

One of the largest attractions for families in the United States is wildlife parks and zoos, and studies show that attendance to these facilities continues to increase year after year. Zoological attendance is higher than that of the NFL, NBA, MLB, NHL, and NASCAR combined. The River Valley and surrounding area has no such facility. The closest such facilities are all over 2 to 2 and a half hours away. Statistics show that people will travel two to three hours to attend a facility of our size. That allows us to pull people from Missouri, Oklahoma, and Arkansas. The statistics from the AZA (Association of Zoos and Aquariums) show that a facility of our size and location should average around 250,000 visitors per year.

Pricing:

Roo Doo's Wildlife Park strives to keep our educational experience affordable. We want to keep the admission price comparable to that of surrounding entertainment. That is why our cost will be \$8 per person and free for children under the age of three years. Park goers will also have the opportunity to pay to experience a diverse array of animal interactions which will all be priced at industry average. Children who qualify will be allowed to do these activities free of charge.

Promotion:

Roo Doo's Wildlife Park's Education Director is currently providing a school enrichment program that takes various species of wildlife to area schools and special events. This program creates a very large word of mouth marketing strategy that creates excitement and anticipation for the upcoming park. We will also advertise on the internet, social media, television, newspapers, and billboards.

2017 Budget Information Form

Office/Department: 0117 - Purchasing/HR

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The Purchasing Department processes purchase orders, claims, administers the bid process, organizes auction of surplus items, handles the fleet and property insurance, and monitors or manages ongoing projects through to completion. Some of the more significant expenses in this department include office supplies/copy paper, publication of ordinances and bids in the newspaper and payment of the Counties membership in the Association of Arkansas Counties. The Human Resources Department provides consistency in the personnel program, coordinates the personnel functions, providing budgetary and other information on matters pertaining to personnel issues to officials and employees of Sebastian County. The department also helps to establish and implement the HR efforts to support the overall strategic goals and vision of the County, including the development of a progressive and proactive compensation and benefits program within the County's budget.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

This department will continue to improve customer service by developing a reputation of responsiveness and fairness, while providing assistance to all county offices to ensure uniformity, accountability, and efficiency in the management of material and financial resources necessary for agencies to perform their missions. It will continue to integrate technology in the department to increase efficiencies and continue to improve County purchasing procedures focus on fixed assets for accountability and implementation in to New World System. Human Resources will continue to review county insurance practices with a goal of acquiring insurance coverage that is competitively priced. Purchasing will provide assistance to the Road Department in execution of road and capital improvement projects. Also, continuing to support Rural Fire departments by assisting them in the planning and development and acquisition of necessary assets to increase fire protection within the rural areas. Purchasing will also maintain annual Fixed Asset Inventory and continue to monitor and issue PO's for all capital purchases ensuring compliance with state law and grant guidelines. HR will continue to evaluate, administer and improve the salary administration program as well as continuing to evaluate and update the health/wellness programs and benefit plans..

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0117 - Purchasing/HR					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	191,655.14	205,756.00	210,957.00	5,201.00
1006	Social Security Matching	14,104.95	16,241.00	16,166.00	(75.00)
1007	Retirement	27,546.02	30,782.00	31,169.00	387.00
1009	Health Insurance Matching	30,533.00	36,264.00	36,264.00	.00
1010	Workmen's Compensation	1,341.01	1,292.00	1,441.00	149.00
1011	Unemployment Compensation	.00	3,695.00	.00	(3,695.00)
1016	Life Insurance	429.30	490.00	486.00	(4.00)
1017	Col/Merit	.00	6,173.00	.00	(6,173.00)
1021	Longevity	120.00	360.00	360.00	.00
1023	Dental Insurance-Matching	2,066.36	3,019.00	2,876.00	(143.00)
1040	Affordable Care Act	422.00	635.00	633.00	(2.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$268,217.78	\$304,707.00	\$300,352.00	(\$4,355.00)
<i>Supplies</i>					
2001	General Supplies	11,115.48	15,000.00	15,000.00	.00
2002	Small Equipment	3,177.37	3,200.00	3,200.00	.00
2004	Medicine & Drugs	53.16	.00	.00	.00
2005	Food/Supplies	2,649.07	5,700.00	5,700.00	.00
2007	Fuel, Oils & Lubricants	299.14	150.00	150.00	.00
2009	Computer Accessories	224.29	300.00	300.00	.00
2024	Maint & Service Contracts	2,185.01	1,666.00	4,500.00	2,834.00
<i>Supplies Totals</i>		\$19,703.52	\$26,016.00	\$28,850.00	\$2,834.00
<i>Other Services and Charges</i>					
3005	Special Legal	.00	1,000.00	1,000.00	.00
3009	Oth Professional Services	30,046.12	23,350.00	23,350.00	.00
3020	Telephone & Fax Landline	996.31	984.00	1,400.00	416.00
3021	Postage	130.64	150.00	150.00	.00
3022	Cell Phone & Pagers	1,373.13	2,400.00	2,400.00	.00
3030	Travel	193.68	2,000.00	2,000.00	.00
3031	Common Carrier	301.00	2,500.00	2,500.00	.00
3035	Travel-Rental Car	237.35	.00	.00	.00
3040	Advertising & Publication	13,506.90	14,500.00	14,500.00	.00
3052	Fire & Extended Coverage	51.24	.00	.00	.00
3071	Rent-Machinery & Equip	7,004.34	7,000.00	7,000.00	.00
3090	Dues & Memberships	5,209.72	8,500.00	8,500.00	.00
3094	Meals & Lodging	1,429.46	4,000.00	4,000.00	.00
3098	Judgements & Damages	.00	350.00	350.00	.00
3101	Training & Education	8,730.00	3,500.00	3,500.00	.00
3102	Software,Supt/Maint Agmnt	9,900.00	2,000.00	2,000.00	.00
<i>Other Services and Charges Totals</i>		\$79,109.89	\$72,234.00	\$72,650.00	\$416.00
<i>Capital Outlay</i>					
4016	Computer Equip Purchase	171.64	.00	2,300.00	2,300.00
<i>Capital Outlay Totals</i>		\$171.64	\$0.00	\$2,300.00	\$2,300.00
Department 0117 - Purchasing/HR Totals		\$367,202.83	\$402,957.00	\$404,152.00	\$1,195.00

2017 PERSONNEL SCHEDULE

1000 General Fund
0117 Purchasing/HR

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
011704601 - Purchasing/Facilities Admin.	16 - 16	104 - Reg. Full-Time Exempt	35,284	52,926	45,428
011725401 - Human Resource Director	15 - 15	(1) 104 - Reg. Full-Time Exempt	33,946	50,918	54,395
011725201 - Human Resource Coordinator	10 - 10	104 - Reg. Full-Time Exempt	28,318	41,441	38,259
011704001 - Assistant Purchasing Agent	09 - 09	100 - Work Full Time	27,535	38,873	32,395
011725001 - Human Resource Assistant	09 - 09	100 - Work Full Time	27,535	38,873	40,480
Total Positions:	<u>5</u>			Full Time Annual Salaries Subtotal:	<u>210,957</u>
				Total Salaries:	<u>210,957</u>

(1) 2016 Salary Adjustment



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0117 - Purchasing/HR		
1000-0117 2024	Account 2024 - Maint & Service Contracts Wight Office CCO 2014-70	4,500.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$4,500.00</u>
1000-0117 3071	Account 3071 - Rent-Machinery & Equip Leaf Capital Funding CCO 2014-70	7,000.00
	Account 3071 - Rent-Machinery & Equip Totals	<u>\$7,000.00</u>
1000-0117 3102	Account 3102 - Software,Supt/Maint Agmnt DB Squared CCO 2015-44	2,000.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	<u>\$2,000.00</u>
1000-0117 4016	Account 4016 - Computer Equip Purchase Computer Replacement Plan (2) Printer, (1) Laptop	2,300.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$2,300.00</u>
	Department 0117 - Purchasing/HR Totals	<u>\$15,800.00</u>

2017 Budget Information Form

Office/Department: 0119 - Other Co Expenses

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This budget serves as a small contingency in the general fund. For instance, if a lightning strike disables radio gear owned by the Ambulance Department, a purchase order can be cut against these funds, and the proper transfer of funds from the appropriate budget can be made to restore this contingency at a later time without impeding progress repairs in an emergency.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To maintain an available source of funds for the County Judge to make immediate purchases or repairs that are needed between Appropriation Ordinances. Funds will be balanced by a follow on Appropriation to maintain this line item.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0119 - Other Co Expenses					
<i>Supplies</i>					
2039	Emergency & Contingency	5,605.00	30,000.00	30,000.00	.00
	<i>Supplies Totals</i>	\$5,605.00	\$30,000.00	\$30,000.00	\$0.00
<i>Other Services and Charges</i>					
3117	Sales Tax	490.43	.00	.00	.00
	<i>Other Services and Charges Totals</i>	\$490.43	\$0.00	\$0.00	\$0.00
	Department 0119 - Other Co Expenses Totals	\$6,095.43	\$30,000.00	\$30,000.00	\$0.00

2017 Budget Information Form

Office/Department: 0121 - Enterprise Software

Project

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The enterprise software project was implemented based upon the agreement of all elected officials to support the system in a report dated October 12, 2011. The project implements three systems; finance, law enforcement and courts. Each of these three systems should be implemented in 2014. The finance system was modified in 2013 to continue the use of a Microsoft Access database program in the Treasurer's office with New World Systems agreeing to interface to that system at no cost.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The goal is to fully implement the finance, law enforcement and courts New World and New Dawn programs next year and to interface the New World financial system to the Treasurer's Microsoft Access database program.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0121 - Enterprise Software Proje					
	<i>Other Services and Charges</i>				
3102	Software,Supt/Maint Agmnt	200,109.00	200,120.00	235,336.00	35,216.00
3158	Special Project	50,348.72	.00	.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$250,457.72</u>	<u>\$200,120.00</u>	<u>\$235,336.00</u>	<u>\$35,216.00</u>
Department 0121 - Enterprise Software Proje	Totals	\$250,457.72	\$200,120.00	\$235,336.00	\$35,216.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0121 - Enterprise Software Proje		
Account 3102 - Software,Supt/ Maint Agmnt		
1000-0121 3102	Added Guardian Interface for ADC to Support	2,400.00
1000-0121 3102	Additional License and Support for Justware	32,816.00
1000-0121 3102	Aegis Maintenance	71,230.00
1000-0121 3102	Justware Maintenance	48,530.00
1000-0121 3102	Logos Maintenance	80,240.00
1000-0121 3102	NorthPointe Maintenance	120.00
Account 3102 - Software,Supt/ Maint Agmnt Totals		<u>\$235,336.00</u>
Department 0121 - Enterprise Software Proje Totals		<u>\$235,336.00</u>

2017 Budget Information Form

Office/Department: 0129 - Fort Chaffee
Redevelopment
Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Ordinance # 2004-17 adopted in July 2004 set forth the agreement with Fort Chaffee Redevelopment Authority for Graphics Packaging. Commencing in the year 2006 the sum of \$31,000 per year was committed for a total of thirteen(13) years conditioned on the annual appropriation of that sum with reference to the Graphics Packaging International, Inc. project. This date was revised in November 2005 based on expected tax revenues not on the tax books until 2006 with the resulting taxes due in calendar year 2007.(Ordinance 2004-17)

The first payment of the thirteen (13) years was paid in 2007 last payment will be 2019.

Projects to be included in 2010 were not completed and will roll over to 2011.

Mars has been completed and will pay taxes in 2011. Budget for 2011 will be \$8,000 for Real Property (Resolution 2007-12 and \$25,004 for Personal Property (Resolution 2011-17) Payment is until the county and city has paid \$500,000 each. The first payment of the (30) years was paid in 2012.

The following will go on in 2012 Umarex \$7,000 for Real Property (Resolution 2008-6) and \$14,219 for Personal Property (Resolution 2011-18). Payment will be for 30 years. The first payment of the (30) years was paid in 2012.

The following will go on in 2014 Umarex \$7,000 for Real Property (Resolution 2008-6) and \$26,121 for Personal Property (Resolution 2011-18). Payment will be for 30 years. Mars has been completed and will pay taxes in 2014. Budget for 2014 will be \$8,345 for Real Property (Resolution 2007-12 and \$29,026 for Personal Property (Resolution 2011-17).

The following will go on in 2015 Umarex \$7,000 for Real Property (Resolution 2008-6) and \$26,121 for Personal Property (Resolution 2011-18). Payment will be for 30 years. Mars has been completed and began paying taxes in 2014. Budget for 2015 will be \$8,345 for Real Property (Resolution 2007-12 and \$29,026 for Personal Property (Resolution 2011-17).

The following will go on 2016 Umarex \$12,824 for Real Property (Resolution 2008-6) and \$18,348 for Personal Property (Resolution 2011-18). Payment will be for 30 years. Mars has been completed and began paying taxes in 2014. Budget for 2015 will be \$8,345 for Real Property (Resolution 2007-12 and \$29,026 for Personal Property (Resolution 2011-17).

The following will go on 2017 Umarex \$12,824 for Real Property (Resolution 2008-6) and \$18,348 for Personal Property (Resolution 2011-18). Payment will be for 30 years. Mars has been completed and began paying taxes in 2014. Budget for 2015 will be \$8,345 for Real Property (Resolution 2007-12 and \$29,026 for Personal Property (Resolution 2011-17).

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

N/A

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0129 - Fort Chaffee Redevelopmen					
<i>Other Services and Charges</i>					
3015	Renew Contracts/Agrmnts	88,382.74	106,492.00	106,492.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$88,382.74</u>	<u>\$106,492.00</u>	<u>\$106,492.00</u>	<u>\$0.00</u>
	Department 0129 - Fort Chaffee Redevelopmen Totals	<u>\$88,382.74</u>	<u>\$106,492.00</u>	<u>\$106,492.00</u>	<u>\$0.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0129 - Fort Chaffee Redevelopmen		
Account 3015 - Renew Contracts/Agrmnts		
1000-0129 3015	Graphics Packaging	31,000.00
1000-0129 3015	Mars, \$8,345 Real, \$29,026 Personal	37,371.00
1000-0129 3015	Umarex, \$12,000 Real, \$26,121 Personal	38,121.00
Account 3015 - Renew Contracts/Agrmnts Totals		<u>\$106,492.00</u>
Department 0129 - Fort Chaffee Redevelopmen Totals		<u>\$106,492.00</u>

2017 Budget Information Form

Office/Department: 0130 - Western Arkansas

Intermodal

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The Western Arkansas Intermodal Authority was created as an intergovernmental organization in July 2009 by Sebastian County, the City of Fort Smith, Crawford County and the City of Van Buren (County Ordinance 2009-18). The purpose of this organization is to speak with one voice on a regional basis to our state government and federal government representatives for state and federal funding to support our intermodal infrastructure and facilities including roads, streets and interstates, truck system, rail system and river barge. The Authority is working on short and long term projects to support local business enterprises and to help recruit new business enterprises. The cost of goods and the shipping costs are considerations in Intermodal Authority goals and objectives to improve our system.

Initial "operating funds" to pay administrative staff to coordinate the Intermodal Transportation Authority was obtained through the State of Arkansas General Improvement Fund. These funds are projected to run out in June of 2011.

The annual operating budget for the Authority is estimated at \$160,000 a year. For 2011, the four governmental entities that set up the Regional Intermodal Transportation Authority are requested to fund \$25,000 each for the balance of 2011. This appropriation is the first year of a five year plan for local government support of the Intermodal Authority. Years two, three, four and five are projected to be supported in the amount of \$37,025 per entity.

The five year plan to support the Intermodal Authority is similar to the five year support local government provided to the Fort Chaffee Redevelopment Authority, by Sebastian County and the City of Fort Smith.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The five year goal for the Western Arkansas Regional Intermodal Authority is to secure state and federal assistance for capital improvements and operating assistance for programs. The Regional Intermodal Authority has published short and long term goals and objectives and will continue to update, modify and focus on these on an ongoing basis.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
	Department 0130 - Western Arkansas Intermod				
	<i>Other Services and Charges</i>				
3100	Other Miscellaneous	37,025.00	40,000.00	40,000.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$37,025.00</u>	<u>\$40,000.00</u>	<u>\$40,000.00</u>	<u>\$0.00</u>
	Department 0130 - Western Arkansas Intermod Totals	<u>\$37,025.00</u>	<u>\$40,000.00</u>	<u>\$40,000.00</u>	<u>\$0.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0130 - Western Arkansas Intermod		
Account 3100 - Other Miscellaneous		
1000-0130 3100	Intergovernmental Organization (Co. Ord. 2009-18)	40,000.00
	Account 3100 - Other Miscellaneous Totals	<u>\$40,000.00</u>
	Department 0130 - Western Arkansas Intermod Totals	<u>\$40,000.00</u>

2017 Budget Information Form

Office/Department: 0300 - City County Health

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The County and the City of Fort Smith have an operating agreement for the Health Department sharing the costs of basic operations on a 50%/50% basis with the City paying the expenses and County reimbursing the City. The salaries at the Health Department and certain other operating costs are paid for by the State of Arkansas.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

N/A

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
	Department 0300 - City County Health				
	<i>Other Services and Charges</i>				
3103	Grants In Aid	64,939.05	58,500.00	80,380.00	21,880.00
	<i>Other Services and Charges Totals</i>	<u>\$64,939.05</u>	<u>\$58,500.00</u>	<u>\$80,380.00</u>	<u>\$21,880.00</u>
	Department 0300 - City County Health Totals	<u>\$64,939.05</u>	<u>\$58,500.00</u>	<u>\$80,380.00</u>	<u>\$21,880.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0300 - City County Health		
Account 3103 - Grants In Aid		
1000-0300 3103	50% of the Health Services Projected Budget \$160,760	80,380.00
		<hr/>
	Account 3103 - Grants In Aid Totals	\$80,380.00
	Department 0300 - City County Health Totals	<hr/>
		\$80,380.00

2017 Budget Information Form

Office/Department: 0301 - Ambulance Service

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This budget supports the Sebastian County EMS & Rescue operations as well as the rural fire medical responder services through the County General Fund. Sebastian County EMS is a professional emergency medical service that operates in all parts of the County. The First Responder Program has been expanded to provide Basic Life Support transportation units in many parts of the County and utilizes volunteers to respond to medical emergencies and provide initial aid and services while awaiting paramedic assistance and transport. Training and equipment expenses of both operations are funded through this budget.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Our primary goals are to create and maintain our organizations to be receptive to change and always seek to improve the services we provide to the community within authorized resources. The value of Sebastian County EMS emphasizes service to the community. A priority for Sebastian County EMS is to become more visible in the community by expanding current public education, public information, and public relations efforts. Our goal is to engage the community we serve by creating opportunities for direct interaction and feedback to ensure we are meeting their needs and expectations. The highest priority for Sebastian County in 2017 is to provide a strategic plan for building a new headquarters for ambulance response. The new headquarters will help the County maintain and deliver life safety and emergency medical services to the community we serve..

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0301 - Ambulance Service					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	578,226.33	596,536.00	600,925.00	4,389.00
1003	Extra Help	38,744.60	34,944.00	34,944.00	.00
1005	OT & Other Premium Comp	173,866.01	187,040.00	187,040.00	.00
1006	Social Security Matching	58,115.11	64,132.00	63,109.00	(1,023.00)
1007	Retirement	110,458.78	121,558.00	116,526.00	(5,032.00)
1009	Health Insurance Matching	140,174.00	158,136.00	148,440.00	(9,696.00)
1010	Workmen's Compensation	28,636.05	34,475.00	34,124.00	(351.00)
1011	Unemployment Compensation	(44.97)	.00	.00	.00
1016	Life Insurance	1,522.80	1,568.00	1,556.00	(12.00)
1017	Col/Merit	.00	17,896.00	.00	(17,896.00)
1021	Longevity	2,040.00	1,920.00	2,040.00	120.00
1023	Dental Insurance-Matching	10,145.20	13,185.00	14,076.00	891.00
1040	Affordable Care Act	1,730.20	2,032.00	2,026.00	(6.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	<u>\$1,143,614.11</u>	<u>\$1,233,422.00</u>	<u>\$1,204,806.00</u>	<u>(\$28,616.00)</u>
<i>Supplies</i>					
2001	General Supplies	6,911.81	4,200.00	4,200.00	.00
2002	Small Equipment	944.92	2,500.00	2,500.00	.00
2003	Janitorial Supplies	3,416.26	3,000.00	3,000.00	.00
2004	Medicine & Drugs	50,095.38	42,500.00	42,500.00	.00
2005	Food/Supplies	90.60	.00	.00	.00
2006	Clothing & Uniforms	5,753.28	4,500.00	4,500.00	.00
2007	Fuel, Oils & Lubricants	16,611.22	24,400.00	24,400.00	.00
2008	Tires and Tubes	5,138.76	4,000.00	4,000.00	.00
2009	Computer Accessories	.00	1,000.00	1,000.00	.00
2015	Oxygen	8,638.45	8,000.00	8,000.00	.00
2020	Bldg Materials & Supplies	397.78	1,000.00	1,000.00	.00
2021	Paints & Metals	31.34	.00	.00	.00
2023	Parts & Repairs	2,388.86	3,000.00	3,000.00	.00
2024	Maint & Service Contracts	17,438.02	21,679.00	26,258.00	4,579.00
2029	Small Tools	100.20	800.00	800.00	.00
2032	Bldg & Improvement-R/M	1,672.92	2,500.00	2,500.00	.00
2033	Machinery & Equipment-R/M	36,331.55	17,500.00	17,500.00	.00
2035	Radio Batteries/Accessory	2,495.07	1,000.00	1,000.00	.00
2038	Lic & Fees For Vehicles	1,680.00	3,000.00	3,000.00	.00
	<i>Supplies Totals</i>	<u>\$160,136.42</u>	<u>\$144,579.00</u>	<u>\$149,158.00</u>	<u>\$4,579.00</u>
<i>Other Services and Charges</i>					
3009	Oth Professional Services	8,327.40	8,000.00	8,000.00	.00
3020	Telephone & Fax Landline	4,263.36	696.00	2,400.00	1,704.00
3021	Postage	1,136.14	1,500.00	1,500.00	.00
3022	Cell Phone & Pagers	.00	550.00	550.00	.00
3023	Internet Connection	2,030.03	750.00	750.00	.00
3025	Data/Video Circuit	5,666.64	5,486.00	5,990.00	504.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0301 - Ambulance Service					
3027	Telephone Purchase/Maint	.00	350.00	350.00	.00
3030	Travel	.00	750.00	750.00	.00
3040	Advertising & Publication	.00	1,500.00	1,500.00	.00
3052	Fire & Extended Coverage	7,283.05	8,040.00	11,956.00	3,916.00
3053	Fleet Liability	9,611.00	11,956.00	11,956.00	.00
3060	Utilities-Electricity	9,328.58	10,000.00	10,000.00	.00
3061	Utilities-Gas	1,956.39	2,000.00	2,000.00	.00
3063	Utilities-Waste Disposal	12,983.91	4,200.00	4,200.00	.00
3071	Rent-Machinery & Equip	837.43	4,500.00	4,500.00	.00
3075	Postage Mach/PO Box Rent	98.00	125.00	125.00	.00
3090	Dues & Memberships	1,598.32	700.00	700.00	.00
3094	Meals & Lodging	2,342.77	3,000.00	3,000.00	.00
3101	Training & Education	5,052.90	5,400.00	5,400.00	.00
3102	Software,Supt/Maint Agmnt	1,568.62	350.00	7,232.00	6,882.00
3114	Ambulance-Relmbursement	5,979.09	2,000.00	2,000.00	.00
3117	Sales Tax	1,140.77	.00	.00	.00
3158	Special Project	.00	500.00	500.00	.00
<i>Other Services and Charges Totals</i>		\$81,204.40	\$72,353.00	\$85,359.00	\$13,006.00
<i>Capital Outlay</i>					
4005	Vehicles	.00	.00	373,535.00	373,535.00
4016	Computer Equip Purchase	3,665.20	.00	9,550.00	9,550.00
<i>Capital Outlay Totals</i>		\$3,665.20	\$0.00	\$383,085.00	\$383,085.00
Department 0301 - Ambulance Service Totals		\$1,388,620.13	\$1,450,354.00	\$1,822,408.00	\$372,054.00

2017 PERSONNEL SCHEDULE

1000 General Fund

0301 Ambulance Service

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
030128801 - Lead Paramedic	11 - 11	102 - Reg. Full-Time Paid OT	28,592	42,888	42,433
030128802 - Lead Paramedic	11 - 11	102 - Reg. Full-Time Paid OT	28,592	42,888	44,992
030128803 - Lead Paramedic	11 - 11	102 - Reg. Full-Time Paid OT	28,592	42,888	49,432
030134801 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	37,008
030134802 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	35,568
030134803 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	37,007
030134804 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	36,634
030134805 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	39,683
030134806 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	36,471
030134807 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	37,016
030134808 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	38,117
030134809 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	36,632
030134810 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	36,632
030134811 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	36,632
030105601 - Billing Coordinator EMS	06 - 06	100 - Work Full Time	23,270	32,852	30,964
030105401 - Purchasing/Billing Clerk	05 - 05	100 - Work Full Time	21,848	30,844	25,704
Total Positions:	<u>16</u>		Full Time Annual Salaries Subtotal:		<u>600,925</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
030122477 - Emergency Medical Technician	EHP - EHP	400 - Extra Help - Ambulance	21	12.00	34,944
Total Positions:	<u>21</u>		Total Part Time Extra Help:		<u>34,944</u>
					Total Salaries: <u>635,869</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0301 - Ambulance Service		
Account 2024 - Maint & Service Contracts		
1000-0301 2024	Corley Electric CCO 2016-147	965.00
1000-0301 2024	Fout Air CCO 2016-33	817.00
1000-0301 2024	Motorola CCO 2016-88	2,500.00
1000-0301 2024	Physio Control CCO 2016-29	8,040.00
1000-0301 2024	Stericycle CCO 2015-122	2,280.00
1000-0301 2024	Terminix CCO 2015-159	526.00
1000-0301 2024	Tri Tech CCO 2016-99	10,800.00
1000-0301 2024	Wight Office CCO 2016-23	330.00
		Account 2024 - Maint & Service Contracts Totals
		\$26,258.00
Account 3071 - Rent-Machinery & Equip		
1000-0301 3071	Oxygen Tank Rental No CCO Required	4,500.00
		Account 3071 - Rent-Machinery & Equip Totals
		\$4,500.00
Account 3102 - Software,Supt/Maint Agmnt		
1000-0301 3102	Annual Cost for ESO Billing System	7,232.00
		Account 3102 - Software,Supt/Maint Agmnt Totals
		\$7,232.00
Account 4005 - Vehicles		
1000-0301 4005	2016 Ambulance	251,935.00
1000-0301 4005	Chasis Remount of Unit 903	121,600.00
		Account 4005 - Vehicles Totals
		\$373,535.00
Account 4016 - Computer Equip Purchase		
1000-0301 4016	Computer Replacement Plan (1) CPU, (1) Printer, (4) Toughbook	9,550.00
		Account 4016 - Computer Equip Purchase Totals
		\$9,550.00
		Department 0301 - Ambulance Service Totals
		\$421,075.00

2017 Part-time/Seasonal Recap

Office/Department: 0301 - Ambulance
Service

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
030122477 Emergency Medical Technician	01/01/2017	12/31/2017	56	52	\$12.00	\$12.00	\$34,944	\$34,944	\$0
Total:							\$34,944	\$34,944	\$0

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

2017 Overtime Justification

Office/Department: 0301 - Ambulance
Service

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
187,040	187,040	0.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

Overtime is needed in the event a crew works over 40 hours in a week. The schedule is set up for a 40 hour work week with a mandatory 8 hours of overtime per week unless late runs cause overtime, which is unavoidable.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?
(Example: federal funding for special project) Yes No

Capital Justification Form

Office/Department:0301 - Ambulance Service

Fund: 1000 General Fund

Cost Information:

Line Item: 4005 - Vehicles
Number of 1
Units:
Unit Cost: \$121600.00
Purchase Price: \$121,600.00
Installation
Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$121,600.00

Description of Item Requested:

Chasis Remount of unit 903

Needs Analysis:

Replacement per capital replacement plan? Yes
Attach copy of your capital replacement plan:
Replacement of unit in 2016 and remount in 2017
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Due to incurring multiple maintenance costs replacement is needed

2017 Budget Information Form

Office/Department: 0400 - Sheriff

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Although the Sheriff is the Chief Enforcement Officer of the courts, the conservator of peace in the County, and is primarily responsible for dispatching County emergency personnel, and has custody of the County Jail, this particular department budget supports exclusively the law enforcement operations of the Sheriff's Office. Administration of law enforcement records & policies, coordination of patrol services in unincorporated areas, coordination of criminal investigations, civil service, officer training, and subpoena service are supported through this budget by County General Funds. The Sheriff supplements this budget from time to time by receiving grants (for personnel) or donations (for special programs such as Junior Deputies or other kid's programs). Equipment to support such functions is purchased through this budget, both personal equipment for officer safety and patrol cars and other law enforcement vehicles to support operations. The function of law enforcement produces several fees which provide some revenue to the General Fund. Officers are often paid for overtime spent working with the Drug Enforcement Administration and Drug Task Force, which is all reimbursed by those agencies.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The Sheriff's law enforcement divisions plan to continue researching new and innovative ideas for law enforcement, seeking funding to implement new ideas, and operating within the approved budget.

3. Does your office/department receive any grants or other operating subsidies? Yes

Does the County have to continue the funding level if the source is discontinued? No

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
eCite Grant	19,973.18	0	Arkansas State Police	5/01/2015 - 5/01/16
Edward Byrne Memorial JAG	38,241.70	0	Department of Justice	10/1/14 - 9/30/2018
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0400 - Sheriff					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	1,478,971.63	1,511,915.00	1,490,757.00	(21,158.00)
1002	Salaries,Part Time	11,856.00	11,856.00	11,856.00	.00
1003	Extra Help	11,856.00	11,856.00	11,856.00	.00
1005	OT & Other Premium Comp	45,855.25	42,000.00	42,000.00	.00
1006	Social Security Matching	114,576.18	126,213.00	121,050.00	(5,163.00)
1007	Retirement	226,468.83	237,510.00	231,648.00	(5,862.00)
1009	Health Insurance Matching	353,128.50	373,692.00	353,268.00	(20,424.00)
1010	Workmen's Compensation	36,327.56	34,936.00	38,575.00	3,639.00
1011	Unemployment Compensation	.00	.00	6,257.00	6,257.00
1012	Other Fringe Benefits	2,896.00	3,300.00	3,300.00	.00
1016	Life Insurance	3,710.52	3,871.00	3,743.00	(128.00)
1017	Col/Merit	.00	45,326.00	.00	(45,326.00)
1020	Reserve Overtime	8,900.10	20,000.00	20,000.00	.00
1021	Longevity	6,145.00	6,900.00	5,880.00	(1,020.00)
1022	Retirement-Delinquent	1,918.69	.00	.00	.00
1023	Dental Insurance-Matching	23,341.84	32,790.00	32,544.00	(246.00)
1026	OT Special Assignment	14,868.29	.00	.00	.00
1040	Affordable Care Act	4,325.56	5,017.00	4,875.00	(142.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$2,345,145.95	\$2,467,182.00	\$2,377,609.00	(\$89,573.00)
<i>Supplies</i>					
2001	General Supplies	24,666.94	20,700.00	20,700.00	.00
2002	Small Equipment	3,185.17	4,700.00	5,472.00	772.00
2003	Janitorial Supplies	1,257.27	2,000.00	2,000.00	.00
2004	Medicine & Drugs	1,200.00	1,200.00	1,200.00	.00
2005	Food/Supplies	137.22	750.00	750.00	.00
2006	Clothing & Uniforms	29,161.37	25,800.00	25,800.00	.00
2007	Fuel, Oils & Lubricants	118,083.74	175,000.00	175,000.00	.00
2008	Tires and Tubes	16,609.72	16,000.00	24,000.00	8,000.00
2009	Computer Accessories	339.94	500.00	500.00	.00
2020	Bldg Materials & Supplies	252.40	.00	500.00	500.00
2023	Parts & Repairs	1,838.10	4,000.00	4,000.00	.00
2024	Maint & Service Contracts	19,244.81	24,173.00	25,143.00	970.00
2029	Small Tools	.00	1,000.00	1,000.00	.00
2032	Bldg & Improvement-R/M	.00	1,000.00	1,000.00	.00
2033	Machinery & Equipment-R/M	25,228.46	27,300.00	27,300.00	.00
2038	Lic & Fees For Vehicles	92.00	200.00	200.00	.00
<i>Supplies Totals</i>		\$241,297.14	\$304,323.00	\$314,565.00	\$10,242.00
<i>Other Services and Charges</i>					
3001	Accounting & Auditing	242.80	1,500.00	1,500.00	.00
3005	Special Legal	500.00	500.00	500.00	.00
3009	Oth Professional Services	18,541.40	23,400.00	23,400.00	.00
3020	Telephone & Fax Landline	17,297.31	5,832.00	7,600.00	1,768.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0400 - Sheriff					
3021	Postage	5,852.58	6,700.00	6,700.00	.00
3023	Internet Connection	2,871.33	1,000.00	1,000.00	.00
3025	Data/Video Circuit	3,725.50	2,730.00	3,360.00	630.00
3027	Telephone Purchase/Maint	.00	2,800.00	2,800.00	.00
3030	Travel	10.00	2,000.00	2,000.00	.00
3031	Common Carrier	432.20	.00	.00	.00
3052	Fire & Extended Coverage	28,775.36	28,776.00	29,216.00	440.00
3053	Fleet Liability	27,233.00	27,270.00	29,964.00	2,694.00
3060	Utilities-Electricity	15,681.97	15,500.00	15,500.00	.00
3061	Utilities-Gas	1,339.63	1,350.00	1,350.00	.00
3062	Utilities-Water	3,095.41	5,390.00	5,390.00	.00
3063	Utilities-Waste Disposal	13.92	.00	.00	.00
3071	Rent-Machinery & Equip	6,759.46	3,252.00	3,252.00	.00
3075	Postage Mach/PO Box Rent	3,031.28	3,000.00	3,000.00	.00
3090	Dues & Memberships	782.99	1,000.00	1,000.00	.00
3093	Misc Law Enforcement	12,541.21	22,800.00	22,800.00	.00
3094	Meals & Lodging	11,283.91	8,261.00	8,261.00	.00
3101	Training & Education	2,820.00	3,000.00	3,000.00	.00
3117	Sales Tax	260.51	.00	.00	.00
3119	Extradition	17,979.68	25,000.00	25,000.00	.00
3158	Special Project	1,728.77	.00	24,103.00	24,103.00
<i>Other Services and Charges Totals</i>		\$182,800.22	\$191,061.00	\$220,696.00	\$29,635.00
<i>Capital Outlay</i>					
4002	Bldgs(Purchase & Improv)	.00	.00	3,168.00	3,168.00
4005	Vehicles	217,977.03	.00	194,639.00	194,639.00
4013	Small Machinery & Equip	14,557.81	.00	23,701.00	23,701.00
4015	Office Equipment-Purchase	.00	.00	.00	.00
4016	Computer Equip Purchase	7,538.92	.00	14,410.00	14,410.00
<i>Capital Outlay Totals</i>		\$240,073.76	\$0.00	\$235,918.00	\$235,918.00
Department 0400 - Sheriff Totals		\$3,009,317.07	\$2,962,566.00	\$3,148,788.00	\$186,222.00

2017 PERSONNEL SCHEDULE

1000 General Fund

0400 Sheriff

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
040046201 - Sheriff	DEO - DEO	(1) 140 - Elected Official			45,654
040009201 - Chief Deputy Sheriff	17 - 17	(2) 104 - Reg. Full-Time Exempt	36,621	54,932	55,418
040031601 - Major of Operations	16 - 16	122 - Sheriff Full-Time Exempt	35,284	52,926	55,726
040011201 - Division Commander	13 - 13	122 - Sheriff Full-Time Exempt	27,535	38,873	57,067
040014001 - Division Commander	13 - 13	122 - Sheriff Full-Time Exempt	31,269	46,904	51,139
040021001 - Division Commander	13 - 13	(2) 120 - Law Enforcement FT No Holiday	28,592	42,888	50,547
040037201 - Division Commander	13 - 13	122 - Sheriff Full-Time Exempt	29,931	44,896	52,078
040031001 - Lt Lead Investigator-CID	11 - 11	120 - Law Enforcement FT No Holiday	28,592	42,888	40,786
040001001 - Admin Assistant Secretary	10 - 10	100 - Work Full Time	28,318	41,441	37,007
040026201 - Investigator Sgt.	10 - 10	120 - Law Enforcement FT No Holiday	28,318	41,441	38,120
040026202 - Investigator Sgt.	10 - 10	120 - Law Enforcement FT No Holiday	28,318	41,441	38,117
040026203 - Investigator Sgt.	10 - 10	120 - Law Enforcement FT No Holiday	28,318	41,441	41,369
040037001 - Patrol Deputy Supervisor	10 - 10	(2) 120 - Law Enforcement FT No Holiday	28,318	41,441	42,046
040037002 - Patrol Deputy Supervisor	10 - 10	120 - Law Enforcement FT No Holiday	28,318	41,441	47,503
040037003 - Patrol Deputy Supervisor	10 - 10	(2) 120 - Law Enforcement FT No Holiday	28,318	41,441	42,046
040037004 - Patrol Deputy Supervisor	10 - 10	120 - Law Enforcement FT No Holiday	28,318	41,441	40,772
040010801 - Civil Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	33,911
040010802 - Civil Deputy	08 - 08	(2) 120 - Law Enforcement FT No Holiday	26,114	36,867	33,528
040010803 - Civil Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	31,644
040036601 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	31,644
040036602 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	31,644
040036603 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	32,923
040036604 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	33,911
040036605 - Patrol Deputy	08 - 08	(2) 120 - Law Enforcement FT No Holiday	26,114	36,867	31,925
040036606 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	30,723
040036607 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	32,923
040036608 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	35,626
040036609 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	34,591
040036610 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	34,592
040036611 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	33,911
040036612 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	30,723
040036613 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	32,923
040000401 - Accounting Clerk	06 - 06	100 - Work Full Time	23,270	32,852	37,457
040039001 - Records/Validation Deputy	05 - 05	(2) 100 - Work Full Time	21,848	30,844	25,401
040039002 - Records/Validation Deputy	05 - 05	100 - Work Full Time	21,848	30,844	26,319
040039003 - Records/Validation Deputy	05 - 05	(2) 100 - Work Full Time	21,848	30,844	26,484
040039004 - Records/Validation Deputy	05 - 05	100 - Work Full Time	21,848	30,844	34,927
040039005 - Records/Validation Deputy	05 - 05	(2) 100 - Work Full Time	21,848	30,844	24,662
040043801 - Secretary Deputy	05 - 05	100 - Work Full Time	21,848	30,844	28,939
040011001 - Civil Division Secretary	04 - 04	100 - Work Full Time	20,426	28,837	24,031

Total Positions:

40

Full Time Annual Salaries Subtotal:

1,490,757

2017 PERSONNEL SCHEDULE

1000 General Fund

0400 Sheriff

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
040044201 - Secretary GW	RPT - RPT	206 - Regular Part-Time 19	1	12.00	11,856
Total Positions:	<u>1</u>			Total Regular Part Time:	<u>11,856</u>
040049601 - Transcriptionist	EHP - EHP	405 - Extra Help 988 Annual hrs.	1	12.00	11,856
Total Positions:	<u>1</u>			Total Part Time Extra Help:	<u>11,856</u>
				Total Salaries:	<u>1,514,469</u>

- (1) Annual Salary \$91,308 Prorated - Position counted in Dept. 0400
 50% (\$45,654) Dept. 0400 Sheriff's Dept.
 50% (\$45,654) Dept. 0418 Adult Detention Center
- (2) 2016 Salary Adjustment



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0400 - Sheriff		
Account 2002 - Small Equipment		
1000-0400 2002	Scanner for Patrol Room	327.00
1000-0400 2002	Scanner for Special Service Div	445.00
		Account 2002 - Small Equipment Totals \$772.00
Account 2008 - Tires and Tubes		
1000-0400 2008	State bid on tires has increased	24,000.00
		Account 2008 - Tires and Tubes Totals \$24,000.00
Account 2020 - Bldg Materials & Supplies		
1000-0400 2020	Throughout the year, we tend to require keys/landscape needs	500.00
		Account 2020 - Bldg Materials & Supplies Totals \$500.00
Account 2024 - Maint & Service Contracts		
1000-0400 2024	Cintas-Services to maintain rugs CCO-2016-105	400.00
1000-0400 2024	Corley Electric - Generator Maint CCO-2016-147	970.00
1000-0400 2024	L3 Communications/Mobile Vision In-car camers CCO-2013-187	3,500.00
1000-0400 2024	Leads Online Service Package CCO2013-170	3,500.00
1000-0400 2024	Leaf, Inc Kyocera 5500i CCO 2012-114	1,100.00
1000-0400 2024	Praetorian Group Police One CCO2013-167	2,395.00
1000-0400 2024	Terminix pest control CCO-2015-159	293.00
1000-0400 2024	Thomson Reuters West Publishing CCO2015-136	6,720.00
1000-0400 2024	Watch System Offender Notification CCO-2013-173	5,864.00
1000-0400 2024	Wight Office Machines, Inc KM2530 CCO-2015-141	401.00
		Account 2024 - Maint & Service Contracts Totals \$25,143.00
Account 3071 - Rent-Machinery & Equip		
1000-0400 3071	Leaf Capt. Fund/Wight's Maint. for Kyocera 5500i CCO2012-114	3,252.00
		Account 3071 - Rent-Machinery & Equip Totals \$3,252.00
Account 3158 - Special Project		
1000-0400 3158	Funds to pay for special events, community outreach, Citizens Ac	4,467.00
1000-0400 3158	Furniture - training room, patrol room, Patrol Captain's Office	13,095.00
1000-0400 3158	Furniture for Fort Smith & Greenwood Special Service Office	6,541.00
		Account 3158 - Special Project Totals \$24,103.00
Account 4002 - Bldgs(Purchase & Improv)		
1000-0400 4002	Carpet/labor/adhesive/take up/prep/move furn in Patrol area	3,168.00
		Account 4002 - Bldgs(Purchase & Improv) Totals \$3,168.00
Account 4005 - Vehicles		
1000-0400 4005	Replacement vehicles, installation, paint & taxes	194,639.00
		Account 4005 - Vehicles Totals \$194,639.00
Account 4013 - Small Machinery & Equip		
1000-0400 4013	Class III tasers, batteries and holsters	2,570.00
1000-0400 4013	Stalker radars w antennas, mounts, warranty,cable etc	3,825.00
1000-0400 4013	training and duty ammo, M4 Patrol & SWAT rifles, MP5 and glocks	17,306.00
		Account 4013 - Small Machinery & Equip Totals \$23,701.00
Account 4016 - Computer Equip Purchase		
1000-0400 4016	Computer Replacement Plan - (10) CPU, (4) Printer, (1) Laptop	13,400.00
1000-0400 4016	Lenova desktop PC for CID to replace CID tablet	1,010.00
		Account 4016 - Computer Equip Purchase Totals \$14,410.00
		Department 0400 - Sheriff Totals \$313,688.00

2017 Part-time/Seasonal Recap

Office/Department: 0400 - Sheriff

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
040044201 Secretary GW	01/01/2017	12/31/2017	19	52	\$12.00	\$12.00	\$11,856	\$11,856	\$0
040049601 Transcriptionist	01/01/2017	12/31/2017	19	52	\$12.00	\$12.00	\$11,856	\$11,856	\$0
Total:							\$23,712	\$23,712	\$0

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

2017 Overtime Justification

Office/Department: 0400 - Sheriff

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
42,000	42,000	0.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

With current staffing and work loads, it is not always efficient to use comp time instead of overtime pay. By compensating with overtime pay, we do not get into the pattern of accumulating comp time while covering for someone who is taking accumulated comp time off. Law enforcement overtime is paid once every 28 days. Each non exempt certified officer works 40hrs/week or 160hrs in a 28day period or those on 12 hr shifts work 168 hrs in a 28 day period. Each officer is paid straight time up to 171 hrs in a 28day period per FSLA & only receives overtime pay at half after work hours exceed 171hrs. Instead of accumulating as comp hours they are paid each 28 day cycle.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?

(Example: federal funding for special project) Yes No

2017 Overtime Justification

Office/Department: 0400 - Sheriff
Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
20,000	20,000	0.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

At times, circumstances and events, such as search and rescue operations, will require reserve deputies to work outside of their regular work hours that will exceed their straight time pay. When this happens, overtime pay will be necessary to compensate the deputies for time worked.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?

(Example: federal funding for special project) Yes No

Capital Justification Form

Office/Department:0400 - Sheriff

Fund: 1000 General Fund

Cost Information:

Line Item: 4005 - Vehicles
Number of Units: 1
Unit Cost: \$173387.88
Purchase Price: \$173,387.88
Installation Cost: \$19,673.64
Warranty/Maintenance Cost:
Taxes: \$1,576.92
Total:\$194,638.44

Description of Item Requested:

To purchase new SO patrol and CID units. Since no state prices are available at the time of this request, vehicle prices have been estimated by adding 2.5% to the previous year's prices.

Needs Analysis:

Replacement per capital replacement plan? No
 Attach copy of your capital replacement plan:
 Present equipment worn out? Yes
 Expanded service? No
 New service? No
 New personnel? No

Needs Analysis Justification:

Replacing the following vehicles that are over 90,000 miles or over 5 years old:
 2012 Tahoe Vin 0295
 2012 Tahoe Vin 8895
 2002 Dge truck Vin 0033
 2009 Ford Truck Vin 9717
 2010 Crown V Vin 5176

Capital Justification Form

Office/Department:0400 - Sheriff

Fund: 1000 General Fund

Cost Information:

Line Item: 4002 - Buildings(Purchase & Improvements)
Number of Units: 1
Unit Cost: \$3167.34
Purchase Price: \$3,167.34
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$3,167.34

Description of Item Requested:

New carpet, labor, adhesive, take up old flooring/prep, codebase & R&R and move furniture for the training room, patrol room and patrol Captain's office.

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The area is several years worn out and is visually unpleasant.

Capital Justification Form

Office/Department:0400 - Sheriff

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$3790.00
Purchase Price: \$3,790.00
Installation Cost: \$35.00
Warranty/Maintenance Cost:
Taxes:
Total:\$3,825.00

Description of Item Requested:

(2) Stalker radars w antennas, mounts, warranty,cable etc

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The two radar units from Stalker are needed to replace one worn out radar and one to complete patrol division having a radar in their units. These are used for traffic control and safety on our county roads.

Capital Justification Form

Office/Department:0400 - Sheriff

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of 1
Units:
Unit Cost: \$2311.58
Purchase Price: \$2,311.58
Installation \$32.36
Cost:
Warranty/Maint
enance Cost:
Taxes: \$225.38
Total:\$2,569.32

Description of Item Requested:

(2) Class III tasers, (6) batteries and (2) holsters

Needs Analysis:

Replacement per capital replacement No
plan?
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The two tasers are needed to replace are inoperatable and are out of warranty.

Capital Justification Form

Office/Department:0400 - Sheriff

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$17306.00
Purchase Price: \$17,306.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$17,306.00

Description of Item Requested:

Training and duty ammo, M4 Patrol & SWAT rifles, MP5 and glocks

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Our ammo stock is severaly low and we need to replenish the stock in order for the deputies to qualify with their departmental issued weapon. It is for the enire SO department to include SWAT.

PC Related Capital Justification Form

Office/Department: 0400 - Sheriff
Fund: 1000 General Fund

Request Information:

Request type: Printer
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 1
Unit Cost: \$943.43
Purchase Price: \$943.43
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes: \$66.53
Total: \$1,009.96

Justification

Please state the justification for this equipment purchase: Currently a very out dated laptop is being used by several investigators to perform a number of tasks, such as, background investigations, hiring, interviews, reports, CID investigations, presentations, jail investigations, mapping, search warrants, drug investigations, and any and all other investigations in Sebastian County. The laptop is old and runs extremely slow. The current laptop is not on the computer replacement rotation. Once it dies, CID will be handicapped because it will require the investigators to share with another investigator, which will hinder efficiency.

Replacement: Replacement of existing equipment? No Yes
Device ID: SCSDX201
Model: 7664R7U
Serial #: L3H4409
Invoice Date: 06/30/2008

2017 Budget Information Form

Office/Department: 0401 - Circuit Court Div I

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This Court is responsible for the administration of justice as mandated by Arkansas statutes and the Arkansas Supreme Court. This Division is currently assigned 1/3 of the cases filed in Civil, Criminal, District Court Appeals, and Petitions to Revoke. Also, Division I and Division V both handle the Drug Court Docket. The County General Fund supports the operating expenses of the office which includes equipment, postage and supplies needed to send scheduling notices for hearing or trial and for general correspondence. It also provides funds for supplies and equipment needed for the Court Reporter to record and transcribe proceedings. In addition, funds maintain a law library to keep an up to date legal research source. The budget also provides the Judge and staff funds for education, training and association dues. Some funds may be used to support the Office of the Court Administrator and Drug Court Office. The salaries of the Judge and the Judge's staff are paid by the State.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

- Reduce pending civil cases to 300 or less
- Reduce civil cases over 2 yrs old to 3 percent
- Reduce continuances on criminal cases
- Reduce criminal cases (active) to 900 or less
- Expedite criminal cases with defendants in jail

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0401 - Circuit Court-Div I					
<i>Supplies</i>					
2001	General Supplies	3,080.38	3,408.00	3,408.00	.00
2002	Small Equipment	.00	215.00	215.00	.00
2009	Computer Accessories	72.39	125.00	125.00	.00
2024	Maint & Service Contracts	437.91	439.00	1,380.00	941.00
<i>Supplies Totals</i>		\$3,590.68	\$4,187.00	\$5,128.00	\$941.00
<i>Other Services and Charges</i>					
3020	Telephone & Fax Landline	1,759.64	672.00	800.00	128.00
3021	Postage	.00	700.00	700.00	.00
3027	Telephone Purchase/Maint	.00	96.00	96.00	.00
3030	Travel	769.70	208.00	208.00	.00
3031	Common Carrier	.00	565.00	565.00	.00
3090	Dues & Memberships	1,540.12	2,962.00	2,962.00	.00
3094	Meals & Lodging	603.42	500.00	500.00	.00
3101	Training & Education	370.00	1,000.00	1,000.00	.00
<i>Other Services and Charges Totals</i>		\$5,042.88	\$6,703.00	\$6,831.00	\$128.00
<i>Capital Outlay</i>					
4013	Small Machinery & Equip	677.99	.00	.00	.00
4015	Office Equipment-Purchase	.00	.00	4,550.00	4,550.00
<i>Capital Outlay Totals</i>		\$677.99	\$0.00	\$4,550.00	\$4,550.00
Department 0401 - Circuit Court-Div I Totals		\$9,311.55	\$10,890.00	\$16,509.00	\$5,619.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0401 - Circuit Court-Div I		
Account 2024 - Maint & Service Contracts		
1000-0401 2024	Advantage Software, Ct. Rptr Maint Cont. Software Prog. 2016-84	634.00
1000-0401 2024	Stenograph LLC, Maint. Cont. Ct. Rptr Stenograph 2016-55	418.00
1000-0401 2024	Wight Office Copier Maintenance 2016-50	328.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$1,380.00</u>
Account 4015 - Office Equipment-Purchase		
1000-0401 4015	Wight Office-New Copier Bid+2 alternate Bids	4,550.00
	Account 4015 - Office Equipment-Purchase Totals	<u>\$4,550.00</u>
	Department 0401 - Circuit Court-Div I Totals	<u>\$5,930.00</u>

Capital Justification Form

Office/Department:0401 - Circuit Court Div I

Fund: 1000 General Fund

Cost Information:

Line Item: 4015 - Office
Equipment-Purchase
Number of Units: 1
Unit Cost: \$4550.00
Purchase Price: \$4,550.00
Installation
Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$4,550.00

Description of Item Requested:

New Copier to replace 8 years old copier

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Our current copier is 8 years old and has become unreliable with papers jamming and having to watch over the document feeder to make sure it only takes one page at a time. The touch screen has been replaced also when it became inoperable. The new copier has a Bates stamp included among other updated operations which will help the court reporter extremely in preparing her appeal transcripts. This copier also has technology on it which can be used from courtroom during court proceedings. Our current maintenance will roll over with this copier

2017 Budget Information Form

Office/Department: 0402 - Circuit Court Div II

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Continue the operation of Circuit Court, Division II as usual. This Court is responsible for the administration of justice as mandated by Arkansas statutes and the Arkansas Supreme Court. The County General Fund supports the operating expenses of the office, which include equipment/postage/supplies needed to send notices necessary to schedule these matters for hearing or trial and for general correspondence. It also provides funds for supplies and equipment needed for the Court Reporter to record and transcribe proceedings. Funds maintain a law library keeping it an up to date legal research source. The budget also provides the Judge and staff funds for education, training and association dues. Some funds are currently used to support the office of Court Administrator and Assistant. The salaries of the Judge and the Judge's staff are paid through the State.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Schedule and decide cases in a timely manner.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0402 - Circuit Court-Div II					
	<i>Supplies</i>				
2001	General Supplies	2,546.52	2,588.00	2,588.00	.00
2033	Machinery & Equipment-R/M	.00	150.00	150.00	.00
	<i>Supplies Totals</i>	<u>\$2,546.52</u>	<u>\$2,738.00</u>	<u>\$2,738.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3020	Telephone & Fax Landline	1,694.94	672.00	1,000.00	328.00
3021	Postage	882.00	900.00	900.00	.00
3030	Travel	368.00	300.00	300.00	.00
3071	Rent-Machinery & Equip	171.21	180.00	180.00	.00
3090	Dues & Memberships	875.00	1,320.00	1,320.00	.00
3094	Meals & Lodging	618.32	750.00	750.00	.00
3101	Training & Education	300.00	490.00	490.00	.00
3102	Software,Supt/Maint Agmnt	825.00	1,500.00	1,500.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$5,734.47</u>	<u>\$6,112.00</u>	<u>\$6,440.00</u>	<u>\$328.00</u>
	<i>Capital Outlay</i>				
4011	Capital Sales Tax	519.58	.00	.00	.00
4015	Office Equipment-Purchase	5,329.00	.00	.00	.00
4016	Computer Equip Purchase	.00	.00	1,000.00	1,000.00
	<i>Capital Outlay Totals</i>	<u>\$5,848.58</u>	<u>\$0.00</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
	Department 0402 - Circuit Court-Div II Totals	\$14,129.57	\$8,850.00	\$10,178.00	\$1,328.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0402 - Circuit Court-Div II		
Account 4016 - Computer Equip Purchase		
1000-0402 4016	Computer Replacement Plan (1) CPU	1,000.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$1,000.00</u>
	Department 0402 - Circuit Court-Div II Totals	<u>\$1,000.00</u>

2017 Budget Information Form

Office/Department: 0403 - Circuit Court Div III

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The Sebastian County office of the Cooperative Extension Service provides research-based education to the residents of our county in the areas of Agriculture and Natural Resources, Horticulture, Community and Economic Development, Family Issues and 4-H Youth Development. This is accomplished through:

- Office visits by clientele, home and farm visits by agents
- Telephone, mail, internet
- Newsletters, exhibits, printed material, and video
- Workshops and seminars
- Demonstrations at farms, businesses, homes and other venues

Volunteer outreach

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To bring to conclusion as many Circuit Court cases as possible.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
Department 0403	Circuit Court-Div III				
	<i>Supplies</i>				
2001	General Supplies	1,430.05	4,540.00	4,540.00	.00
2002	Small Equipment	.00	500.00	500.00	.00
2009	Computer Accessories	97.68	300.00	300.00	.00
2024	Maint & Service Contracts	329.25	400.00	400.00	.00
2033	Machinery & Equipment-R/M	.00	185.00	185.00	.00
	<i>Supplies Totals</i>	<u>\$1,856.98</u>	<u>\$5,925.00</u>	<u>\$5,925.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	.00	150.00	150.00	.00
3020	Telephone & Fax Landline	2,044.51	552.00	800.00	248.00
3021	Postage	980.00	1,700.00	1,700.00	.00
3030	Travel	.00	500.00	500.00	.00
3090	Dues & Memberships	1,113.53	1,750.00	1,750.00	.00
3094	Meals & Lodging	.00	700.00	700.00	.00
3101	Training & Education	.00	500.00	500.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$4,138.04</u>	<u>\$5,852.00</u>	<u>\$6,100.00</u>	<u>\$248.00</u>
	Department 0403 - Circuit Court-Div III Totals	<u>\$5,995.02</u>	<u>\$11,777.00</u>	<u>\$12,025.00</u>	<u>\$248.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0403 - Circuit Court-Div III		
Account 2024 - Maint & Service Contracts		
1000-0403 2024	Wight Office CCO 2016-72	400.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$400.00</u>
	Department 0403 - Circuit Court-Div III Totals	<u>\$400.00</u>

2017 Budget Information Form

Office/Department: 0404 - Circuit court Div V

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

To maintain current office status. Judge Fitzhugh needs a new courtroom laptop that will have the capability of having the Justware Program installed. His laptop at present is very old and does not enable him access to all of our programs that he needs from the bench.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To maintain our current level of production in this office.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1000 - General Fund				
Department	0404 - Circuit Court-Div V				
	<i>Supplies</i>				
2001	General Supplies	1,123.64	2,000.00	2,000.00	.00
2002	Small Equipment	493.86	1,500.00	1,500.00	.00
2024	Maint & Service Contracts	329.25	330.00	330.00	.00
2033	Machinery & Equipment-R/M	.00	210.00	210.00	.00
	<i>Supplies Totals</i>	<u>\$1,946.75</u>	<u>\$4,040.00</u>	<u>\$4,040.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3020	Telephone & Fax Landline	1,614.87	552.00	800.00	248.00
3021	Postage	.00	500.00	500.00	.00
3030	Travel	.00	1,200.00	1,200.00	.00
3090	Dues & Memberships	1,105.41	1,250.00	1,250.00	.00
3094	Meals & Lodging	.00	850.00	850.00	.00
3101	Training & Education	.00	850.00	850.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$2,720.28</u>	<u>\$5,202.00</u>	<u>\$5,450.00</u>	<u>\$248.00</u>
	<i>Capital Outlay</i>				
4016	Computer Equip Purchase	.00	.00	1,000.00	1,000.00
	<i>Capital Outlay Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
	Department 0404 - Circuit Court-Div V Totals	<u>\$4,667.03</u>	<u>\$9,242.00</u>	<u>\$10,490.00</u>	<u>\$1,248.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0404 - Circuit Court-Div V		
Account 2024 - Maint & Service Contracts		
1000-0404 2024	Wight Office CCO 2016-49	330.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$330.00</u>
Account 4016 - Computer Equip Purchase		
1000-0404 4016	Computer Replacement Plan - (1) CPU	1,000.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$1,000.00</u>
	Department 0404 - Circuit Court-Div V Totals	<u>\$1,330.00</u>

2017 Budget Information Form

Office/Department: 0405 - Circuit Court Div VI

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Adminstrating justice as set out in the Arkansas Statutes. The fund supports expenses for postage, general office supplies and equipment. Court Reporters supplies. Education for Judge and Office Staff. As well as dues and training.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Reduce the courts case count.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
	Department 0405 - Circuit Court-Div VI				
	<i>Supplies</i>				
2001	General Supplies	2,620.28	3,000.00	3,000.00	.00
2002	Small Equipment	80.39	2,935.00	2,935.00	.00
2009	Computer Accessories	49.66	.00	.00	.00
2024	Maint & Service Contracts	329.25	370.00	370.00	.00
	<i>Supplies Totals</i>	<u>\$3,079.58</u>	<u>\$6,305.00</u>	<u>\$6,305.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3020	Telephone & Fax Landline	2,228.43	672.00	700.00	28.00
3021	Postage	.00	601.00	601.00	.00
3022	Cell Phone & Pagers	781.80	664.00	.00	(664.00)
3030	Travel	.00	800.00	800.00	.00
3090	Dues & Memberships	1,403.90	2,616.00	2,616.00	.00
3094	Meals & Lodging	.00	1,260.00	1,724.00	464.00
3101	Training & Education	.00	100.00	300.00	200.00
	<i>Other Services and Charges Totals</i>	<u>\$4,414.13</u>	<u>\$6,713.00</u>	<u>\$6,741.00</u>	<u>\$28.00</u>
	<i>Capital Outlay</i>				
4016	Computer Equip Purchase	.00	.00	2,000.00	2,000.00
	<i>Capital Outlay Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>
	Department 0405 - Circuit Court-Div VI Totals	<u>\$7,493.71</u>	<u>\$13,018.00</u>	<u>\$15,046.00</u>	<u>\$2,028.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0405 - Circuit Court-Div VI		
Account 2024 - Maint & Service Contracts		
1000-0405 2024	Wight Office CCO 2015-139	370.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$370.00</u>
Account 3094 - Meals & Lodging		
1000-0405 3094	Out of State CLE - moving money from other line items	1,724.00
	Account 3094 - Meals & Lodging Totals	<u>\$1,724.00</u>
Account 3101 - Training & Education		
1000-0405 3101	Out of State CLE - moving funds from other line items	300.00
	Account 3101 - Training & Education Totals	<u>\$300.00</u>
Account 4016 - Computer Equip Purchase		
1000-0405 4016	Computer Replacement Plan - (2) CPU	2,000.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$2,000.00</u>
	Department 0405 - Circuit Court-Div VI Totals	<u>\$4,394.00</u>

2017 Budget Information Form

Office/Department: 0407 - Circuit Court Div IV

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Juvenile Court docket

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Maintain an ever increasing caseload

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0407 - Circuit Court-Div IV					
<i>Supplies</i>					
2001	General Supplies	3,833.84	3,455.00	3,455.00	.00
2002	Small Equipment	261.21	500.00	500.00	.00
2009	Computer Accessories	.00	150.00	150.00	.00
2033	Machinery & Equipment-R/M	504.85	250.00	250.00	.00
<i>Supplies Totals</i>		<u>\$4,599.90</u>	<u>\$4,355.00</u>	<u>\$4,355.00</u>	<u>\$0.00</u>
<i>Other Services and Charges</i>					
3005	Special Legal	10,038.15	22,526.00	22,526.00	.00
3009	Oth Professional Services	80.00	500.00	500.00	.00
3020	Telephone & Fax Landline	1,305.51	552.00	900.00	348.00
3022	Cell Phone & Pagers	649.82	600.00	600.00	.00
3030	Travel	.00	700.00	700.00	.00
3031	Common Carrier	50.00	1,030.00	1,030.00	.00
3090	Dues & Memberships	1,141.27	1,750.00	1,750.00	.00
3094	Meals & Lodging	128.79	1,300.00	1,300.00	.00
3101	Training & Education	.00	1,500.00	1,500.00	.00
<i>Other Services and Charges Totals</i>		<u>\$13,393.54</u>	<u>\$30,458.00</u>	<u>\$30,806.00</u>	<u>\$348.00</u>
<i>Capital Outlay</i>					
4016	Computer Equip Purchase	.00	.00	1,200.00	1,200.00
<i>Capital Outlay Totals</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,200.00</u>	<u>\$1,200.00</u>
Department 0407 - Circuit Court-Div IV Totals		<u>\$17,993.44</u>	<u>\$34,813.00</u>	<u>\$36,361.00</u>	<u>\$1,548.00</u>



EXPENSE Budget
Transaction Report
Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0407 - Circuit Court-Div IV		
Account 4016 - Computer Equip Purchase		
1000-0407 4016	Computer Replacement Plan (1) Laptop	1,200.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$1,200.00</u>
	Department 0407 - Circuit Court-Div IV Totals	<u>\$1,200.00</u>

2017 Budget Information Form

Office/Department: 0410 - Fort Smith District
Court

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Sebastian County supports 30% of the operational budget for District Court Fort Smith Division. Ordinance No. 79-18 authorized this agreement and ordinance no. 85-22 amended agreement by setting forth certain guidelines. District Court Fort Smith Division is designated as the Office who shall be primarily responsible for the collection of fines assessed upon defendants in the Fort Smith District Courts of Sebastian County designated by Ordinance No. 2004-1 in accordance with ACA 16-13-709. A full time employee is paid by District Court Fort Smith Division with Sebastian County budgeting and reimbursing the City of Fort Smith for actual expenses quarterly.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

N/A.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1000 - General Fund				
	Department 0410 - Ft Smith District Court				
	<i>Other Services and Charges</i>				
3015	Renew Contracts/Agrmnts	49,135.18	49,925.00	46,130.00	(3,795.00)
3129	Fort Smith Reimb-District	437,908.25	455,235.00	457,596.00	2,361.00
	<i>Other Services and Charges Totals</i>	<u>\$487,043.43</u>	<u>\$505,160.00</u>	<u>\$503,726.00</u>	<u>(\$1,434.00)</u>
	Department 0410 - Ft Smith District Court Totals	<u>\$487,043.43</u>	<u>\$505,160.00</u>	<u>\$503,726.00</u>	<u>(\$1,434.00)</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0410 - Ft Smith District Court		
Account 3015 - Renew Contracts/Agrmnts		
1000-0410 3015	FS District Agreement - Deputy Clerk Position	46,130.00
	Account 3015 - Renew Contracts/Agrmnts Totals	<u>\$46,130.00</u>
Account 3129 - Fort Smith Reimb-District		
1000-0410 3129	County's share of FS District Court - 30% of \$1,525,320	457,596.00
	Account 3129 - Fort Smith Reimb-District Totals	<u>\$457,596.00</u>
	Department 0410 - Ft Smith District Court Totals	<u>\$503,726.00</u>

2017 Budget Information Form

Office/Department: 0414 - Juvenile Probation

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The Juvenile Department processes all juvenile arrests, which includes preparing and filing the cases in court for the prosecuting attorney and furnishing the information on these cases to the public defender or private attorney according to law. Also, we petition the court for court-ordered services to assist families, schools and various private and public agencies with the needs of the children in the County. Due to probation with repeat offenders, out-of-home placements, etc. all juvenile files remain open until the child attains the age of eighteen (18) years of age. This Department has five probation officers with case loads in the hundreds, two secretaries and one intake officer trying our best to process cases for court held four days of each week and furnish assistance to those in need. Also, collecting restitution and fees is another part of our Department's function.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To continue to serve the juveniles of Sebastian County and their families. Continue to work closely with law enforcement, prosecutors, public defenders, attorneys at law, public schools, drug and alcohol treatment facilities, counselors, psychiatric hospitals, and to provide the most effective help for juveniles and families.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0414 - Juvenile Probation					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	304,085.93	300,498.00	309,512.00	9,014.00
1006	Social Security Matching	21,904.13	23,788.00	23,792.00	4.00
1007	Retirement	43,391.63	45,088.00	45,874.00	786.00
1009	Health Insurance Matching	68,793.00	78,648.00	73,704.00	(4,944.00)
1010	Workmen's Compensation	6,381.45	5,756.00	6,475.00	719.00
1011	Unemployment Compensation	.00	10,824.00	451.00	(10,373.00)
1016	Life Insurance	712.80	784.00	778.00	(6.00)
1017	Col/Merit	.00	9,015.00	.00	(9,015.00)
1021	Longevity	1,440.00	1,440.00	1,500.00	60.00
1023	Dental Insurance-Matching	4,622.84	5,698.00	6,334.00	636.00
1040	Affordable Care Act	833.45	1,016.00	1,013.00	(3.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$452,165.23	\$482,555.00	\$469,433.00	(\$13,122.00)
<i>Supplies</i>					
2001	General Supplies	4,914.80	6,500.00	6,500.00	.00
2002	Small Equipment	189.09	1,650.00	1,650.00	.00
2006	Clothing & Uniforms	.00	500.00	500.00	.00
2009	Computer Accessories	136.79	209.00	209.00	.00
2033	Machinery & Equipment-R/M	.00	50.00	50.00	.00
<i>Supplies Totals</i>		\$5,240.68	\$8,909.00	\$8,909.00	\$0.00
<i>Other Services and Charges</i>					
3007	Drug Testing	4,116.34	5,000.00	5,000.00	.00
3020	Telephone & Fax Landline	4,444.32	1,440.00	3,150.00	1,710.00
3021	Postage	1,031.05	1,500.00	1,500.00	.00
3030	Travel	777.02	1,215.00	1,215.00	.00
3071	Rent-Machinery & Equip	5,595.02	6,000.00	6,000.00	.00
3075	Postage Mach/PO Box Rent	1,840.95	884.00	884.00	.00
3090	Dues & Memberships	95.00	175.00	175.00	.00
3094	Meals & Lodging	1,365.32	1,240.00	1,240.00	.00
3101	Training & Education	140.00	1,000.00	1,000.00	.00
<i>Other Services and Charges Totals</i>		\$19,405.02	\$18,454.00	\$20,164.00	\$1,710.00
<i>Capital Outlay</i>					
4016	Computer Equip Purchase	.00	.00	1,000.00	1,000.00
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$1,000.00	\$1,000.00
Department 0414 - Juvenile Probation Totals		\$476,810.93	\$509,918.00	\$499,506.00	(\$10,412.00)

1000 General Fund
0414 Juvenile Probation

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
041420601 - Director Juvenile Services	13 - 13	104 - Reg. Full-Time Exempt	31,269	46,904	45,623
041404401 - Assoc.Dir.Juv.Services/Intake	11 - 11	100 - Work Full Time	28,592	42,888	51,474
041409601 - Chief Juv Probation Officer	10 - 10	100 - Work Full Time	28,318	41,441	54,552
041427601 - Juvenile Probation Officer	08 - 08	100 - Work Full Time	26,114	36,867	37,447
041427602 - Juvenile Probation Officer	08 - 08	100 - Work Full Time	26,114	36,867	31,644
041427603 - Juvenile Probation Officer	08 - 08	100 - Work Full Time	26,114	36,867	32,824
041440401 - Restitution/Fees Bookkeeper	06 - 06	100 - Work Full Time	23,270	32,852	29,473
041425801 - Intake Coordinator/Legal Sec	05 - 05	100 - Work Full Time	21,848	30,844	26,475
Total Positions:	<u>8</u>		Full Time Annual Salaries Subtotal:		<u>309,512</u>
			Total Salaries:		<u>309,512</u>



Expense Budget
Transaction Report
Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0414 - Juvenile Probation		
Account 3071 - Rent-Machinery & Equip		
1000-0414 3071	contract lease/maintenance 5755APT (WC5755A PRINT/4TRAY)COPY	6,000.00
	Account 3071 - Rent-Machinery & Equip Totals	<u>\$6,000.00</u>
Account 3075 - Postage Mach/PO Box Rent		
1000-0414 3075	Lease/Maintenance Pitney Bowes P700 Mail process system	884.00
	Account 3075 - Postage Mach/PO Box Rent Totals	<u>\$884.00</u>
Account 4016 - Computer Equip Purchase		
1000-0414 4016	Computer Replacement Plan (1) CPU	1,000.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$1,000.00</u>
	Department 0414 - Juvenile Probation Totals	<u>\$7,884.00</u>

2017 Budget Information Form

Office/Department: 0415 - Juvenile Detention Center

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The Sebastian County Juvenile Detention Center serves the community by housing inmates arrested and adjudicated for criminal offenses. Not only do they act as a detention center, we have an outstanding educational program consisting of two teachers and a teachers aide. Last year 62 inmates received their G.E.D.'s which is a total of 547 in the last eight years. We increased our bed space to provide a bed for all juveniles entering into our facility. Our goal is to keep the juvenile inmates safe and provide for their needs while they are incarcerated.

The Sebastian County Juvenile Detention Center serves the community by housing inmates arrested and adjudicated for criminal offenses. Not only do they act as a detention center, we have an outstanding educational program consisting of two teachers and a teachers aide. Last year 62 inmates received their G.E.D.'s which is a total of 547 in the last eight years. We increased our bed space to provide a bed for all juveniles entering into our facility. Our goal is to keep the juvenile inmates safe and provide for their needs while they are incarcerated.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Our goals for the upcoming year is to continue presenting programs that will assist our youth in the betterment of their future. Our goals for the upcoming year is to continue presenting programs that will assist our youth in the betterment of their future.

3. Does your office/department receive any grants or other operating subsidies? Yes

Does the County have to continue the funding level if the source is discontinued? Yes

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
SNP National School Lunch Program	37,579.89	0	Breakfast and lunch for juvenile inmates	07/01/15 through 06/30/16
Out of county housing	9,561.00	0	general funds and operating expences	01/01/15 through 12/31/15
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0415 - Juvenile Detention Center					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	442,492.88	458,818.00	451,642.00	(7,176.00)
1002	Salaries,Part Time	30,970.15	57,096.00	57,096.00	.00
1005	OT & Other Premium Comp	15,534.32	15,600.00	15,600.00	.00
1006	Social Security Matching	36,137.41	41,806.00	40,181.00	(1,625.00)
1007	Retirement	70,331.05	79,240.00	77,473.00	(1,767.00)
1009	Health Insurance Matching	90,709.00	107,328.00	101,568.00	(5,760.00)
1010	Workmen's Compensation	12,016.65	11,809.00	12,789.00	980.00
1011	Unemployment Compensation	.00	.00	2,167.00	2,167.00
1016	Life Insurance	1,245.00	1,470.00	1,458.00	(12.00)
1017	Col/Merit	.00	13,765.00	.00	(13,765.00)
1021	Longevity	1,237.50	1,200.00	900.00	(300.00)
1023	Dental Insurance-Matching	5,041.16	8,199.00	10,085.00	1,886.00
1040	Affordable Care Act	1,329.30	1,905.00	1,899.00	(6.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$707,044.42	\$798,236.00	\$772,858.00	(\$25,378.00)
<i>Supplies</i>					
2001	General Supplies	21,503.97	19,000.00	19,000.00	.00
2002	Small Equipment	777.32	1,000.00	1,000.00	.00
2003	Janitorial Supplies	782.40	1,000.00	1,000.00	.00
2004	Medicine & Drugs	63.24	1,500.00	1,500.00	.00
2005	Food/Supplies	155.78	430.00	430.00	.00
2006	Clothing & Uniforms	3,248.99	2,785.00	2,785.00	.00
2007	Fuel, Oils & Lubricants	1,695.14	2,800.00	2,800.00	.00
2008	Tires and Tubes	.00	800.00	800.00	.00
2009	Computer Accessories	43.89	.00	.00	.00
2020	Bldg Materials & Supplies	75.36	100.00	100.00	.00
2022	Plumbing & Electrical	.00	500.00	500.00	.00
2023	Parts & Repairs	159.48	200.00	200.00	.00
2024	Maint & Service Contracts	329.25	1,065.00	1,065.00	.00
2033	Machinery & Equipment-R/M	991.23	4,000.00	4,000.00	.00
<i>Supplies Totals</i>		\$29,826.05	\$35,180.00	\$35,180.00	\$0.00
<i>Other Services and Charges</i>					
3006	Med, Dental, and Hospital	400.00	2,000.00	2,000.00	.00
3015	Renew Contracts/Agmnts	49,650.64	56,400.00	56,400.00	.00
3020	Telephone & Fax Landline	4,341.53	1,836.00	1,600.00	(236.00)
3021	Postage	.00	800.00	800.00	.00
3022	Cell Phone & Pagers	2,493.58	2,550.00	2,550.00	.00
3023	Internet Connection	2,291.71	.00	.00	.00
3025	Data/Video Circuit	3,725.50	2,730.00	3,360.00	630.00
3027	Telephone Purchase/Maint	.00	2,025.00	2,025.00	.00
3030	Travel	28.00	1,000.00	1,000.00	.00
3031	Common Carrier	25.00	.00	.00	.00
3040	Advertising & Publication	.00	150.00	150.00	.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
	Department 0415 - Juvenile Detention Center				
3053	Fleet Liability	992.00	992.00	1,055.00	63.00
3060	Utilities-Electricity	8,927.25	13,005.00	13,005.00	.00
3061	Utilities-Gas	8,903.18	10,000.00	10,000.00	.00
3062	Utilities-Water	12,434.11	16,500.00	16,500.00	.00
3075	Postage Mach/PO Box Rent	326.04	450.00	450.00	.00
3090	Dues & Memberships	150.00	300.00	300.00	.00
3093	Misc Law Enforcement	.00	300.00	300.00	.00
3094	Meals & Lodging	65.51	1,500.00	1,500.00	.00
3101	Training & Education	.00	1,500.00	1,500.00	.00
3117	Sales Tax	1,929.36	.00	.00	.00
	<i>Other Services and Charges Totals</i>	\$96,683.41	\$114,038.00	\$114,495.00	\$457.00
	<i>Capital Outlay</i>				
4013	Small Machinery & Equip	1,399.32	.00	7,569.00	7,569.00
4016	Computer Equip Purchase	1,451.70	.00	.00	.00
	<i>Capital Outlay Totals</i>	\$2,851.02	\$0.00	\$7,569.00	\$7,569.00
	Department 0415 - Juvenile Detention Center Totals	\$836,404.90	\$947,454.00	\$930,102.00	(\$17,352.00)

1000 General Fund
0415 Juvenile Detention Center

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
041527001 - Juvenile Detention Admin/Capt	12 - 12	112 - Jail Full-Time Exempt	29,931	44,896	42,810
041526601 - Juv Det Assist Administrator	09 - 09	112 - Jail Full-Time Exempt	27,535	38,873	33,860
041546001 - Sgt/Juv Det Deputy Supervisor	08 - 08	110 - Jail/Sheriff/JDC FT No holiday	26,114	36,867	40,272
041546002 - Sgt/Juv Det Deputy Supervisor	08 - 08	(1) 110 - Jail/Sheriff/JDC FT No holiday	26,114	36,867	31,867
041546003 - Sgt/Juv Det Deputy Supervisor	08 - 08	110 - Jail/Sheriff/JDC FT No holiday	26,114	36,867	34,163
041546004 - Sgt/Juv Det Deputy Supervisor	08 - 08	110 - Jail/Sheriff/JDC FT No holiday	26,114	36,867	32,982
041527201 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	25,970
041527202 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	25,970
041527203 - Juvenile Detention Officer	07 - 07	(1) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	25,970
041527204 - Juvenile Detention Officer	07 - 07	(1) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	25,970
041527205 - Juvenile Detention Officer	07 - 07	(1) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	25,970
041527206 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,461
041527207 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	25,970
041527208 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,437
041527209 - Juvenile Detention Officer	07 - 07	(1) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	25,970
Total Positions:	<u>15</u>			Full Time Annual Salaries Subtotal:	<u>451,642</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
041526801 - Juvenile Chaplain	RPT - RPT	206 - Regular Part-Time 19	1	12	11,856
041519801 - Detention Deputy	RPT - RPT	204 - Regular Part-Time 20	1	12	12,480
041519802 - Detention Deputy	RPT - RPT	204 - Regular Part-Time 20	1	12	12,480
041529801 - Licensed Practical Nurse	RPT - RPT	201 - Regular PT No Holiday 26	1	15	20,280
Total Positions:	<u>4</u>		Total Regular Part Time:		<u>57,096</u>
			Total Salaries:		<u>508,738</u>

(1) 2016 Salary Adjustment



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0415 - Juvenile Detention Center		
Account 2024 - Maint & Service Contracts		
1000-0415 2024	Wight Office - Kyocera Mita/KM2560 Copier CCO 2014-76	1,065.00
		Account 2024 - Maint & Service Contracts Totals \$1,065.00
Account 3015 - Renew Contracts/Agrmnts		
1000-0415 3015	Aramark - Food Service CCO 2016-127	56,400.00
		Account 3015 - Renew Contracts/Agrmnts Totals \$56,400.00
Account 4013 - Small Machinery & Equip		
1000-0415 4013	(6) handheld motorola radios with handmics and add'l batteries	7,569.00
		Account 4013 - Small Machinery & Equip Totals \$7,569.00
		Department 0415 - Juvenile Detention Center Totals \$65,034.00

2017 Part-time/Seasonal Recap

Office/Department: 0415 - Juvenile

Detention Center

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
041526801 Juvenile Chaplain	01/01/2017	12/31/2017	19	52	\$12.00	\$12.00	\$11,856	\$11,856	\$0
041519801 Detention Deputy	01/01/2017	12/31/2017	20	52	\$12.00	\$12.00	\$12,480	\$12,480	\$0
0415198025 Detention Deputy	01/01/2017	12/31/2017	20	52	\$12.00	\$12.00	\$12,480	\$12,480	\$0
041529801 Licensed Practical Nurse	01/01/2017	12/31/2017	26	52	\$15.00	\$15.00	\$20,280	\$20,280	\$0
Total:							\$57,096	\$57,096	\$0

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

2017 Overtime Justification

Office/Department: 0415 - Juvenile
Detention Center

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
15,600	15,600	0.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

Due to the number of staff, when someone misses a day due to being sick, it is necessary to have someone come in on their day off to fill that position. Federal law requires us to maintain a minimal amount of personnel at all times.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?
(Example: federal funding for special project) Yes No

Capital Justification Form

Office/Department: 0415 - Juvenile Detention
Center
Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$7568.70
Purchase Price: \$7,568.70
Installation
Cost:
Warranty/Maintenance Cost:
Taxes:
Total: \$7,568.70

Description of Item Requested:

6 handheld motorola radio's with hand mic's and additional batteries

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The radio's that are currently in use are having to be repaired or replaced due to years of usage. Some of the radio's are not able to be repaired and required new ones to replace them. The older radio's are only analog radio's. The radio's we are requesting are analog and digital. In a few years, all law enforcement radio's may be digital only.

2017 Budget Information Form

Office/Department: 0416 - Prosecuting Attorney

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This is the main budget supporting operations of the Prosecuting Attorney's office, although a few other budgets administer specific grants or programs. Although the state pays the salaries for the attorneys, the County General Fund supports personnel costs of the support staff as well as operational costs.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Continue to prosecute criminals. Continue to operate in as efficient manner as possible for the citizens of the community. Strive to handle additional duties imposed by legislative acts with minimal increase in operating end staff budgets.

3. Does your office/department receive any grants or other operating subsidies? Yes
Does the County have to continue the funding level if the source is discontinued? No

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
JAG and State DF Grant (combined)	113,424.66	25	DTF Coordinator, DTF Investigator for SO and DTF Investigator for FSPD	7/01/2016 to 6/30/2017
VOCA	33,570.96	20	Victim Witness Assistant	10/01/16 to 9/30/2017
VAWA	26,506.06	25	Victim Witness Domestic Violence	10/01/16 to 9/30/17
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0416 - Prosecuting Attorney					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	480,256.28	510,323.00	522,774.00	12,451.00
1006	Social Security Matching	34,442.54	40,330.00	40,139.00	(191.00)
1007	Retirement	70,226.07	76,442.00	77,392.00	950.00
1009	Health Insurance Matching	117,340.00	144,312.00	143,472.00	(840.00)
1010	Workmen's Compensation	866.24	930.00	939.00	9.00
1011	Unemployment Compensation	6,975.00	.00	.00	.00
1016	Life Insurance	1,433.70	1,567.00	1,556.00	(11.00)
1017	Col/Merit	.00	15,310.00	.00	(15,310.00)
1021	Longevity	1,260.00	1,560.00	1,920.00	360.00
1023	Dental Insurance-Matching	7,344.16	11,482.00	12,921.00	1,439.00
1040	Affordable Care Act	1,297.65	2,032.00	2,026.00	(6.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$721,441.64	\$804,288.00	\$803,139.00	(\$1,149.00)
<i>Supplies</i>					
2001	General Supplies	24,833.76	24,150.00	24,150.00	.00
2002	Small Equipment	1,129.14	1,000.00	1,000.00	.00
2009	Computer Accessories	488.40	4,800.00	4,800.00	.00
2024	Maint & Service Contracts	1,281.06	.00	7,788.00	7,788.00
2033	Machinery & Equipment-R/M	477.41	500.00	500.00	.00
<i>Supplies Totals</i>		\$28,209.77	\$30,450.00	\$38,238.00	\$7,788.00
<i>Other Services and Charges</i>					
3009	Oth Professional Services	126.21	.00	.00	.00
3020	Telephone & Fax Landline	10,047.05	7,596.00	10,900.00	3,304.00
3021	Postage	9,565.78	9,900.00	9,900.00	.00
3030	Travel	164.45	5,244.00	5,244.00	.00
3071	Rent-Machinery & Equip	4,744.24	7,788.00	.00	(7,788.00)
3090	Dues & Memberships	8,133.07	6,360.00	6,360.00	.00
3092	Jurors & Witnesses	392.71	1,878.00	1,878.00	.00
3094	Meals & Lodging	4,019.51	.00	.00	.00
3101	Training & Education	3,268.00	5,944.00	5,944.00	.00
3102	Software,Supt/Maint Agmnt	.00	1,055.00	1,055.00	.00
<i>Other Services and Charges Totals</i>		\$40,461.02	\$45,765.00	\$41,281.00	(\$4,484.00)
<i>Capital Outlay</i>					
4016	Computer Equip Purchase	2,708.21	.00	28,650.00	28,650.00
<i>Capital Outlay Totals</i>		\$2,708.21	\$0.00	\$28,650.00	\$28,650.00
Department 0416 - Prosecuting Attorney Totals		\$792,820.64	\$880,503.00	\$911,308.00	\$30,805.00

1000 General Fund
0416 Prosecuting Attorney

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
041633001 - Office Administrator	13 - 13	104 - Reg. Full-Time Exempt	31,269	46,904	50,548
041639801 - Restitution Administrator	11 - 11	104 - Reg. Full-Time Exempt	28,592	42,888	39,130
041610401 - Circuit Court Coordinator	09 - 09	100 - Work Full Time	27,535	38,873	35,213
041611801 - Commit & Civil Forf/Exec Sec	09 - 09	100 - Work Full Time	27,535	38,873	35,226
041616001 - Juvenile Court Coordinator/Detainee/Po:	09 - 09	(1) 100 - Work Full Time	27,535	38,873	27,535
041620801 - District Court Coordinator	08 - 08	100 - Work Full Time	26,114	36,867	32,923
041640001 - Restitution Bookkeeper	08 - 08	100 - Work Full Time	26,114	36,867	32,278
041650801 - Victims/Witness Coordinator	08 - 08	100 - Work Full Time	26,114	36,867	33,905
041603201 - Asset Forfeiture/Records Admin	07 - 07	100 - Work Full Time	24,693	34,860	32,064
041634401 - Overdraft Administrator	07 - 07	100 - Work Full Time	24,693	34,860	42,462
041640201 - Restitution Secretary	07 - 07	100 - Work Full Time	24,693	34,860	32,706
041634001 - Office Manager-GW/Forfeited Pr	05 - 05	100 - Work Full Time	21,848	30,844	28,939
041639601 - Research & Record Coordinator	05 - 05	100 - Work Full Time	21,848	30,844	25,704
041610601 - Circuit Court Fine Clerk	04 - 04	100 - Work Full Time	20,426	28,837	25,133
041629001 - Legal Secretary	03 - 03	(2) 100 - Work Full Time	19,004	26,830	24,142
041629202 - Legal Secretary PA	03 - 03	(2) 100 - Work Full Time	19,004	26,830	24,866

Total Positions: 16

Full Time Annual Salaries Subtotal: 522,774

- (1) New Position in 2016
- (2) 2016 Salary Adjustment

Total Salaries: 522,774



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0416 - Prosecuting Attorney		
Account 2024 - Maint & Service Contracts		
1000-0416 2024	Kyocera KM-5050 #PPK8612128/ #CCO-2015-137	1,298.00
1000-0416 2024	Kyocera Taskalfa 420i #QWG0102184/ #CCO-2015-137	1,298.00
1000-0416 2024	Wight Kyocera Taskalfa 5500i #NWM2100415/ #CCO-2015-137	1,298.00
1000-0416 2024	Wight Kyocera Taskalfa CS-3500i #NHL 1800428/ #CCO-2015-137	1,298.00
1000-0416 2024	Wight Kyocera Taskalfa CS-4500i #NWP2300317/ #CCO-2015-137	1,298.00
1000-0416 2024	Wight Kyocera Taskalfa CS-4500i #NWP2300333/ #CCO-2015-137	1,298.00
		Account 2024 - Maint & Service Contracts Totals
		\$7,788.00
Account 4016 - Computer Equip Purchase		
1000-0416 4016	Computer Replacement Plan - (27) CPU, (3) Printer	28,650.00
		Account 4016 - Computer Equip Purchase Totals
		\$28,650.00
		Department 0416 - Prosecuting Attorney Totals
		\$36,438.00

2017 Budget Information Form

Office/Department: 0417 - Public Defender

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The primary function of the Public Defender's Office is to represent indigent persons charged with a criminal offense which carries a potential sentence of incarceration. The attorneys represent individuals in Fort Smith and Greenwood Circuit Court, District Court which includes Fort Smith State and City Division, Greenwood, Barling and Central City District Court as well as Juvenile court in Fort Smith and Greenwood. The attorneys also represent persons involved in Adult Protective Service cases filed by Arkansas DHS. Attorneys and staff meet with and take calls from clients, relatives and the media; work with prosecutors, judges and law enforcement; research the facts and applicable law of the cases; prepare motions, letters and briefs; investigate; and appear in court with the client. In each case a decision is made to either plead guilty with the goal of ensuring fair treatment or to prepare for trial. The office will be appointed by the circuit and district judges to 6,000+ cases this year. Most of these cases impact family members as well as our clients. Relatives often depend on this office for information. The Public Defender is extensively involved with Drug Court and is present at every weekly session. The budget provides for phone, postage, computer, supplies, forms, subscription, additional legal services and myriad of incidentals that are necessary to support the office. The budget provides for an Investigator whose services are invaluable. The budget allows the office to serve the public and to ensure the constitutional guarantees of fundamental fairness and due process of law.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The main goal is to provide quality legal representation and to protect the constitutional rights of our clients. A specific goal is to identify those persons whose time in jail can be reduced so that it benefits them and their families while relieving the overcrowded jail. Another goal is to help relieve congestion of court dockets. A goal that remains is to maintain an extensive presence in Drug Court.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0417 - Public Defender					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	43,430.40	43,431.00	44,735.00	1,304.00
1006	Social Security Matching	3,241.49	3,422.00	3,431.00	9.00
1007	Retirement	6,353.88	6,486.00	6,616.00	130.00
1009	Health Insurance Matching	5,104.00	5,808.00	5,808.00	.00
1010	Workmen's Compensation	674.13	674.00	665.00	(9.00)
1011	Unemployment Compensation	506.00	6,992.00	.00	(6,992.00)
1016	Life Insurance	97.20	98.00	98.00	.00
1017	Col/Merit	.00	1,303.00	.00	(1,303.00)
1021	Longevity	.00	.00	120.00	120.00
1023	Dental Insurance-Matching	294.72	340.00	397.00	57.00
1040	Affordable Care Act	126.60	127.00	127.00	.00
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$59,828.42	\$68,681.00	\$61,997.00	(\$6,684.00)
<i>Supplies</i>					
2001	General Supplies	8,962.25	9,000.00	10,350.00	1,350.00
2002	Small Equipment	406.05	500.00	500.00	.00
2006	Clothing & Uniforms	.00	50.00	50.00	.00
2024	Maint & Service Contracts	565.21	566.00	566.00	.00
2033	Machinery & Equipment-R/M	195.59	500.00	500.00	.00
<i>Supplies Totals</i>		\$10,129.10	\$10,616.00	\$11,966.00	\$1,350.00
<i>Other Services and Charges</i>					
3005	Special Legal	.00	750.00	750.00	.00
3009	Oth Professional Services	382.40	1,000.00	1,000.00	.00
3020	Telephone & Fax Landline	8,114.19	2,280.00	3,300.00	1,020.00
3021	Postage	1,925.75	2,800.00	2,800.00	.00
3023	Internet Connection	.00	750.00	750.00	.00
3025	Data/Video Circuit	2,527.07	1,960.00	1,980.00	20.00
3027	Telephone Purchase/Maint	.00	453.00	453.00	.00
3030	Travel	3,466.30	2,500.00	2,500.00	.00
3031	Common Carrier	1,028.90	1,002.00	1,002.00	.00
3071	Rent-Machinery & Equip	198.34	.00	150.00	150.00
3075	Postage Mach/PO Box Rent	472.81	619.00	619.00	.00
3090	Dues & Memberships	10,378.05	9,064.00	10,500.00	1,436.00
3094	Meals & Lodging	927.92	1,500.00	1,500.00	.00
3101	Training & Education	2,967.00	3,600.00	4,500.00	900.00
3102	Software,Supt/Maint Agmnt	.00	2,190.00	2,190.00	.00
<i>Other Services and Charges Totals</i>		\$32,388.73	\$30,468.00	\$33,994.00	\$3,526.00
<i>Capital Outlay</i>					
4016	Computer Equip Purchase	.00	.00	1,000.00	1,000.00
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$1,000.00	\$1,000.00
Department 0417 - Public Defender Totals		\$102,346.25	\$109,765.00	\$108,957.00	(\$808.00)

1000 General Fund
0417 Public Defender

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
041726001 - Investigator	07 - 07	100 - Work Full Time	24.693	34.860	30.520
041743601 - Secretary	STSU - STSU (1)	100 - Work Full Time			14.215
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>44.735</u>
				Total Salaries:	<u>44,735</u>

(1) State Graded Position. Salary \$27,602.
 State will provide health, dental and optometric insurance.
 County will pay 1/2 of salary and the usual taxes and retirement.



expense budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0417 - Public Defender		
Account 2001 - General Supplies		
1000-0417 2001	Inc in price of office equip - to accomodate increased case load	10,350.00
	Account 2001 - General Supplies Totals	<u>\$10,350.00</u>
Account 2024 - Maint & Service Contracts		
1000-0417 2024	Wight Office - Kyocera TaskAlfa 520i CCO 2016-71	566.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$566.00</u>
Account 3020 - Telephone & Fax Landline		
1000-0417 3020	Increase due to Increase in cost of phone/fax charges	3,000.00
	Account 3020 - Telephone & Fax Landline Totals	<u>\$3,000.00</u>
Account 3071 - Rent-Machinery & Equip		
1000-0417 3071	Rental Fee on Water Cooler for Office	150.00
	Account 3071 - Rent-Machinery & Equip Totals	<u>\$150.00</u>
Account 3090 - Dues & Memberships		
1000-0417 3090	15% Increase due to Increase cost law books & periodicals	10,500.00
	Account 3090 - Dues & Memberships Totals	<u>\$10,500.00</u>
Account 3101 - Training & Education		
1000-0417 3101	25% Increase for cost of CLE required by attorneys	4,500.00
	Account 3101 - Training & Education Totals	<u>\$4,500.00</u>
Account 4016 - Computer Equip Purchase		
1000-0417 4016	Computer Replacement Plan (1) CPU	1,000.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$1,000.00</u>
	Department 0417 - Public Defender Totals	<u>\$30,066.00</u>

2017 Budget Information Form

Office/Department: 0418 - Adult Detention Center

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Department 418 is a jail facility with the capacity of 356 beds and 9 hospital/holding beds. The jail houses inmates upon arrest and/or disposition of charges thru the court system. The safety and security of the inmates, as well as the public, is maintained with 68 full time deputies, 3 Administrative positions, 1 Sr. Sgt position, 10 civilian full time positions and 1 civilian part time position.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The following goal oriented projects are in process :

- (1) Promote deputies salary to compete in the recruiting marketplace with other agencies, such as FSPD, for top quality personnel.
- (2) Increase staffing levels to not only gain compliance with the Dept of Justice, but to better perform essential tasks and enhance security. Eleven (11) new positions were added in 2014.
- (3) Strive to provide exceptional mental health care to inmates through WACGC.
- (4) Continue to improve supervision of inmates with the help of the new Jail Mgmt System in place now.
- (5) Upgrade medical charting through newly purchased Electronic Health Record System.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0418 - Adult Detention Center					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	2,241,769.91	2,374,144.00	2,439,322.00	65,178.00
1002	Salaries,Part Time	11,856.00	11,856.00	11,856.00	.00
1005	OT & Other Premium Comp	70,180.97	71,100.00	71,100.00	.00
1006	Social Security Matching	171,269.24	193,731.00	193,312.00	(419.00)
1007	Retirement	338,095.93	367,201.00	372,726.00	5,525.00
1009	Health Insurance Matching	538,651.50	580,932.00	627,972.00	47,040.00
1010	Workmen's Compensation	56,018.89	54,038.00	61,616.00	7,578.00
1011	Unemployment Compensation	2,975.53	1,729.00	.00	(1,729.00)
1016	Life Insurance	7,039.26	8,085.00	7,922.00	(163.00)
1017	Col/Merit	.00	71,225.00	.00	(71,225.00)
1021	Longevity	3,740.00	4,080.00	4,680.00	600.00
1023	Dental Insurance-Matching	24,031.68	56,916.00	47,715.00	(9,201.00)
1040	Affordable Care Act	6,846.89	10,478.00	10,445.00	(33.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$3,472,475.80	\$3,805,515.00	\$3,848,666.00	\$43,151.00
<i>Supplies</i>					
2001	General Supplies	27,929.52	30,600.00	30,600.00	.00
2002	Small Equipment	5,497.67	4,400.00	4,400.00	.00
2003	Janitorial Supplies	44,774.03	50,000.00	70,000.00	20,000.00
2005	Food/Supplies	28,681.51	14,474.00	22,000.00	7,526.00
2006	Clothing & Uniforms	5,758.95	17,000.00	34,710.00	17,710.00
2007	Fuel, Oils & Lubricants	30,595.69	42,000.00	42,000.00	.00
2008	Tires and Tubes	2,127.07	2,000.00	2,000.00	.00
2009	Computer Accessories	.00	250.00	250.00	.00
2011	Inmate Supplies	88,983.46	70,000.00	85,000.00	15,000.00
2020	Bldg Materials & Supplies	2,620.35	2,000.00	2,000.00	.00
2021	Paints & Metals	172.08	.00	.00	.00
2022	Plumbing & Electrical	6.31	.00	.00	.00
2023	Parts & Repairs	655.73	1,000.00	1,000.00	.00
2024	Maint & Service Contracts	4,004.82	9,672.00	9,672.00	.00
2029	Small Tools	498.70	.00	.00	.00
2033	Machinery & Equipment-R/M	11,687.97	12,000.00	12,000.00	.00
2035	Radio Batteries/Accessory	889.55	1,500.00	4,573.00	3,073.00
<i>Supplies Totals</i>		\$254,883.41	\$256,896.00	\$320,205.00	\$63,309.00
<i>Other Services and Charges</i>					
3005	Special Legal	4,000.00	2,000.00	2,000.00	.00
3009	Oth Professional Services	8,739.52	7,500.00	7,500.00	.00
3015	Renew Contracts/Agrmnts	553,253.24	649,465.00	651,380.00	1,915.00
3020	Telephone & Fax Landline	21,262.53	3,024.00	4,300.00	1,276.00
3021	Postage	15,401.23	6,000.00	15,000.00	9,000.00
3022	Cell Phone & Pagers	7,135.51	3,600.00	3,600.00	.00
3023	Internet Connection	2,291.72	.00	.00	.00
3025	Data/Video Circuit	3,725.52	2,730.00	3,360.00	630.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0418 - Adult Detention Center					
3027	Telephone Purchase/Maint	.00	2,000.00	2,000.00	.00
3030	Travel	49.29	500.00	500.00	.00
3040	Advertising & Publication	.00	500.00	500.00	.00
3050	Official & Deputy Bond	.00	180.00	180.00	.00
3052	Fire & Extended Coverage	56,322.77	62,285.00	62,285.00	.00
3053	Fleet Liability	3,788.00	3,901.00	3,901.00	.00
3060	Utilities-Electricity	90,264.48	90,000.00	90,000.00	.00
3061	Utilities-Gas	55,591.70	55,000.00	55,000.00	.00
3062	Utilities-Water	125,722.41	200,000.00	200,000.00	.00
3073	Lease-Machinery and Equip	6,826.99	5,700.00	5,700.00	.00
3090	Dues & Memberships	1,529.56	1,700.00	1,730.00	30.00
3093	Misc Law Enforcement	1,583.90	2,000.00	4,700.00	2,700.00
3094	Meals & Lodging	1,973.97	2,500.00	4,000.00	1,500.00
3101	Training & Education	7,933.24	18,000.00	18,000.00	.00
3117	Sales Tax	19,802.35	.00	.00	.00
3164	Electronic Monitoring	9,607.70	10,000.00	10,000.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$996,805.63</u>	<u>\$1,128,585.00</u>	<u>\$1,145,636.00</u>	<u>\$17,051.00</u>
	<i>Capital Outlay</i>				
4005	Vehicles	.00	.00	35,441.00	35,441.00
4013	Small Machinery & Equip	.00	.00	31,025.00	31,025.00
4016	Computer Equip Purchase	3,684.55	.00	12,100.00	12,100.00
4017	Other Equipment Purchase	.00	.00	12,583.00	12,583.00
	<i>Capital Outlay Totals</i>	<u>\$3,684.55</u>	<u>\$0.00</u>	<u>\$91,149.00</u>	<u>\$91,149.00</u>
	Department 0418 - Adult Detention Center Totals	<u>\$4,727,849.39</u>	<u>\$5,190,996.00</u>	<u>\$5,405,656.00</u>	<u>\$214,660.00</u>

1000 General Fund
0418 Adult Detention Center

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
040046201 - Sheriff	DEO - DEO	(1) 140 - Elected Official			45,654
041802201 - Adult Detention Administrator	17 - 17	112 - Jail Full-Time Exempt	36,621	54,932	49,130
041820201 - Director of Inmate Management	15 - 15	112 - Jail Full-Time Exempt	33,946	50,918	43,704
041805001 - ADC Assistant Administrator	13 - 13	112 - Jail Full-Time Exempt	31,269	46,904	49,838
041820001 - Detention Supervisor Sr Sgt	10 - 10	110 - Jail/Sheriff/JDC FT No holiday	28,318	41,441	42,273
041804801 - ADC Admin Assistant Secretary	09 - 09	104 - Reg. Full-Time Exempt	27,535	38,873	46,722
041819201 - Deputy Shift Supervisor Sgt	09 - 09	110 - Jail/Sheriff/JDC FT No holiday	27,535	38,873	35,756
041819202 - Deputy Shift Supervisor Sgt	09 - 09	(2) 110 - Jail/Sheriff/JDC FT No holiday	27,535	38,873	35,652
041819203 - Deputy Shift Supervisor Sgt	09 - 09	(2) 110 - Jail/Sheriff/JDC FT No holiday	27,535	38,873	35,652
041819204 - Deputy Shift Supervisor Sgt	09 - 09	(2) 110 - Jail/Sheriff/JDC FT No holiday	27,535	38,873	35,652
041819801 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	28,325
041819802 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819803 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,898
041819804 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,898
041819805 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819806 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819807 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,436
041819808 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	28,217
041819809 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,898
041819810 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819811 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819812 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819813 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819814 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,436
041819815 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	28,217
041819816 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,436
041819817 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,898
041819818 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819819 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,663
041819820 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	34,820
041819821 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819822 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819823 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	28,891
041819824 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,436
041819825 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819826 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,436
041819827 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,898
041819828 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819829 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819830 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819831 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	28,891
041819832 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819833 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819834 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	35,242
041819835 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,437
041819836 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819837 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819838 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819839 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,898
041819840 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
041819841 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819842 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819843 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	29,934
041819844 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819845 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819846 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819847 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819848 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,436
041819849 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819850 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	28,325
041819851 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819852 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819853 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819854 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819855 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,898
041819856 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819857 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819858 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,898
041819859 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,898
041819860 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819861 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,898
041819862 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041819863 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,898
041819864 - Detention Deputy	07 - 07	(2) 110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,840
041806201 - Booking Clerk ADC	04 - 04	100 - Work Full Time	20,426	28,837	34,223
041806202 - Booking Clerk ADC	04 - 04	(2) 100 - Work Full Time	20,426	28,837	26,433
041806203 - Booking Clerk ADC	04 - 04	100 - Work Full Time	20,426	28,837	32,890
041806204 - Booking Clerk ADC	04 - 04	100 - Work Full Time	20,426	28,837	32,335
041806205 - Booking Clerk ADC	04 - 04	(2) 100 - Work Full Time	20,426	28,837	26,433
041806206 - Booking Clerk ADC	04 - 04	100 - Work Full Time	20,426	28,837	33,006
041844001 - Secretary Fugitive Warrants AD	04 - 04	100 - Work Full Time	20,426	28,837	28,633
041838601 - Receptionist ADC	03 - 03	100 - Work Full Time	19,004	26,830	26,178
041838801 - Records Clerk ADC	03 - 03	100 - Work Full Time	19,004	26,830	26,462

Total Positions: 82 **Full Time Annual Salaries Subtotal:** 2,439,322

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
041808001 - Chaplain	RPT - RPT	206 - Regular Part-Time 19	1	12.00	11,856

Total Positions: 1 **Total Regular Part Time:** 11,856

Total Salaries: 2,451,178

- (1) Annual Salary \$91,308 Prorated - Position counted in Dept. 0400
50% (\$45,654) Dept. 0400 Sheriff's Dept.
50% (\$45,654) Dept. 0418 Adult Detention Center
- (2) 2016 Salary Adjustment



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0418 - Adult Detention Center		
Account 2003 - Janitorial Supplies		
1000-0418 2003	Overcrowding = 2016 Expense to Run \$70,000 +	70,000.00
	Account 2003 - Janitorial Supplies Totals	\$70,000.00
Account 2005 - Food/Supplies		
1000-0418 2005	2015 Exp \$28,682Trays, 2016 Budget- Zero by July Sporks,Sacksetc	22,000.00
	Account 2005 - Food/Supplies Totals	\$22,000.00
Account 2006 - Clothing & Uniforms		
1000-0418 2006	15 Duty Belts, Belt Keepers, & Trouser Belts	1.00
1000-0418 2006	25 LED Streamlights, 25 Flashlight Carriers	4,708.00
1000-0418 2006	30 Cuff Cases, 15 Defense Spray Cases	1.00
1000-0418 2006	Replace 2 SS 2 LS Shirts/ 2Pants 72 Deputies + New Hires	30,000.00
	Account 2006 - Clothing & Uniforms Totals	\$34,710.00
Account 2024 - Maint & Service Contracts		
1000-0418 2024	Dynamic Imaging Ann'l License Agreement CCO 2014-127	6,000.00
1000-0418 2024	Lease/purchase - Shredder at \$106 / MO CCO 2015-112	1,272.00
1000-0418 2024	New World/Guardian Inmate Wrist Bands CCO 2014-144	2,400.00
	Account 2024 - Maint & Service Contracts Totals	\$9,672.00
Account 2035 - Radio Batteries/Accessory		
1000-0418 2035	25 XPR3300, 3500, 7550 2150mAH Impress Batteries	3,073.00
1000-0418 2035	Radio Speaker Mic, Belt Clips, etc replaced as broken annually	1,500.00
	Account 2035 - Radio Batteries/Accessory Totals	\$4,573.00
Account 3015 - Renew Contracts/Agrmnts		
1000-0418 3015	Dynamic Imaging Ann'l License Agreement CCO 2014-127	690.00
1000-0418 3015	Inmate Meals 3xDay / 365 Days CCO 2013-185	650,690.00
	Account 3015 - Renew Contracts/Agrmnts Totals	\$651,380.00
Account 3020 - Telephone & Fax Landline		
1000-0418 3020	Per Kevin Smith (IT Dept) New Phone System Exp	7,500.00
	Account 3020 - Telephone & Fax Landline Totals	\$7,500.00
Account 3021 - Postage		
1000-0418 3021	Indigent Inmates I - 2015 Actual \$15,401	15,000.00
	Account 3021 - Postage Totals	\$15,000.00
Account 3073 - Lease-Machinery and Equip		
1000-0418 3073	Chemical Sys Dishwasher Lease \$273.13 CCO 2011-178	3,278.00
1000-0418 3073	Wight Office - Copier KM4030i \$201.83 CCO-2013-92	2,422.00
	Account 3073 - Lease-Machinery and Equip Totals	\$5,700.00
Account 3090 - Dues & Memberships		
1000-0418 3090	10 Newspapers Dailey	1,200.00
1000-0418 3090	Am Jail Assn Membership	300.00
1000-0418 3090	Dept of Health - License - Kitchen	50.00
1000-0418 3090	Jail Administrators Assn Annual Dues	30.00
1000-0418 3090	NTOA - SWAT Membership	150.00
	Account 3090 - Dues & Memberships Totals	\$1,730.00
Account 3093 - Misc Law Enforcement		
1000-0418 3093	2017 Addl Exp of Waistchains/Handcuffs/Leg Irons(70)	2,700.00
1000-0418 3093	Pepper Spray, Cartridges, etc.	2,000.00
	Account 3093 - Misc Law Enforcement Totals	\$4,700.00
Account 3094 - Meals & Lodging		
1000-0418 3094	Minimum of (3) Annual Conferences x (2) in Attendance	4,000.00
	Account 3094 - Meals & Lodging Totals	\$4,000.00
Account 4005 - Vehicles		



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

1000-0418 4005	15 Passenger Inmate Transport Van & Equip Installation		35,441.00
		Account 4005 - Vehicles Totals	<u>\$35,441.00</u>
	Account 4013 - Small Machinery & Equip		
1000-0418 4013	Overhead Projector - New Hire/Jailor School Training		878.00
1000-0418 4013	Radios, Speaker Mics and Batteries (15)		20,798.00
1000-0418 4013	Tasers, Model X26P CEW, Class III Laser (8)		9,349.00
		Account 4013 - Small Machinery & Equip Totals	<u>\$31,025.00</u>
	Account 4016 - Computer Equip Purchase		
1000-0418 4016	Computer Replacement Plan (5) CPU, (2) Printer		6,100.00
1000-0418 4016	New Hire and Jailor School Training Laptop		2,000.00
1000-0418 4016	New Lap Top - Runs Display Messages on TV for Emp		2,000.00
1000-0418 4016	New PC to Replace Old FSPD PC - Scanning/Reports		1,000.00
1000-0418 4016	New PC to Replace Old FSPD used by Cpl Ed Smith		1,000.00
		Account 4016 - Computer Equip Purchase Totals	<u>\$12,100.00</u>
	Account 4017 - Other Equipment Purchase		
1000-0418 4017	Badge Pass Wall Mount Readers, w/Keypad (8)		12,583.00
		Account 4017 - Other Equipment Purchase Totals	<u>\$12,583.00</u>
	Account 2011 - Inmate Supplies		
1000-0418 2011	2015 Actual Exp \$88,983 2016 \$70,000 in Aug		85,000.00
		Account 2011 - Inmate Supplies Totals	<u>\$85,000.00</u>
		Department 0418 - Adult Detention Center Totals	<u>\$1,007,114.00</u>

2017 Part-time/Seasonal Recap

Office/Department: 0418 - Adult
 Detention Center

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
041808001 Chaplain	01/01/2017	12/31/2017	19	52	\$12.00	\$12.00	\$11,856	\$11,856	\$0
Total:							\$11,856	\$11,856	\$0

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

2017 Overtime Justification

Office/Department: 0418 - Adult Detention
Center

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
71,100	84,700	13,600.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

DEPUTIES

1. Weekly transport of inmates to prison and / or pickup of inmates from prison for court
2. Hospitalized Inmates must be guarded, pulling deputy out of the jail.
3. Daily / Weekly transport of inmates to doctor, dentist, greenwood court, state hospital, etc.
4. Two Deputies pulled from jail when US Marshal inmates are transported or in hospital
5. Sick and Vacation time off require deputies to work overtime to fill these positions within the jail
6. Law requires a deputy to attend a (2) week jailer school within 9 months of his hire date (2 schools per year)
7. The rate of turn over within the jail continues. The jail is never at full staff and constantly training new hire

deputies who can not work alone. Therefore, deputies must be called in to fill open positions on Troops.

Overtime required to fill these positions within the jail during jailer school.

NOTE: This Law change from 12 months to 9 months to attend a Jailer 2 week School will results in (2) Jailer

Schools in one year (every other year), adding overtime hours that are beyond control; the Law must be followed.

CIVILIANS

1. No booking clerks working weekends or holidays. Therefore, a Sgt or Cpl is pulled from duties to book
Due to extreme turn over in deputies, Sgts and Cpls are only personnel who holds knowledge for booking
2. New World / AEGIS Corrections booking software is more familiar to a booking clerk; who could help avoid
many court date errors. Even Sgts and Cpls do not feel comfortable in AEGIS booking.
3. Sick and Vacation time off is very stressful on the (1) booking clerk left to work alone with the inmates and
answering the phones.

A booking clerk is more willing to work on days off or holidays, knowing he/she will be compensated with overtime pay

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?

(Example: federal funding for special project) Yes No

Capital Justification Form

Office/Department:0418 - Adult Detention Center

Fund: 1000 General Fund

Cost Information:

Line Item: 4005 - Vehicles
Number of 1
Units:
Unit Cost: \$28700.00
Purchase Price: \$28,700.00
Installation \$6,741.00
Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$35,441.00

Description of Item Requested:

2017 Chevrolet Express 3500 - 15 Passenger Inmate Transport Van

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The 2017 Chev 15 Passenger Van will replace a 2014 Chevrolet 15 Passenger Transport Van, which has in excess of 200,000 miles. The jail transports ADC sentenced inmates to various prisons, once a bed becomes available. Sebastian County courts issue pickup "orders", requiring the jail to pickup inmates from various prisons for court hearing/trial. In addition, the jail transports inmates to the State Hospital, upon Judge orders.

Capital Justification Form

Office/Department: 0418 - Adult Detention Center

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 8
Unit Cost: \$1052.28
Purchase Price: \$8,418.24
Installation Cost: \$109.44
Warranty/Maintenance Cost:
Taxes: \$820.78
Total: \$9,348.46

Description of Item Requested:

Taser Model X26P CEW, Class III Laser

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? Yes
New service? No
New personnel? No

Needs Analysis Justification:

(4) of the (5) Tasers on hand are broken beyond repair.
The request for (8) Tasers will allow for (1) to be assigned to each of the (4) Sargeants and (4) Corporals who supervise the (4) Troops within the jail.
Although each Inmate POD is supervised by (1) deputy, should that deputy "call" for assistance, a Sgt or Cpl will have a Taser on hand, should that that method be needed to control the situation.

Capital Justification Form

Office/Department:0418 - Adult Detention Center

Fund: 1000 General Fund

Cost Information:

Line Item: 4017 - Other Equipment
Purchase
Number of 1
Units:
Unit Cost: \$12582.95
Purchase Price: \$12,582.95
Installation \$0.00
Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$12,582.95

Description of Item Requested:

Badge Pass Wall Mount Reader (4)
Badge Pass Wall Mount Reader w/Keypad (4)
Thru Alert Alarm Systems, Inc.

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? Yes
New personnel? No

Needs Analysis Justification:

The Medical Department not only maintains Scheduled Narcotics prescribed to Inmates but a number of other prescription medications. Access to medications would only be allowed to medical staff who are issued a "badge pass", using a wall mounted reader. Electronic records would be stored showing the date, time and identity of each access.
The Inmate Property Room has proven to be an area that requires a record of controlled access for security as well. Access to the property room would be allowed, using a wall mounted reader with keypad. Electronic records would be stored showing the date, time and identity of each access.

Capital Justification Form

Office/Department:0418 - Adult Detention Center

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 15
Unit Cost: \$1263.33
Purchase Price: \$18,949.95
Installation Cost:
Warranty/Maintenance Cost:
Taxes: \$1,847.62
Total:\$20,797.57

Description of Item Requested:

15 XPR 7580 Radios with Speaker Mic and Battery

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? Yes
New service? No
New personnel? No

Needs Analysis Justification:

It is imperative that each Deputy has a dependable working radio within the jail. Currently, we do not have a sufficient number of dependable radios for each deputy on duty. There are (17) deputies scheduled on the day shift, plus (3) deputies scheduled for the Medical Department. The 15 new radios will ensure that each deputy dealing directly with inmates will have a dependable radio for not only communication, but for assist calls when the need arises. The safety and security of our deputies must be first and foremost.

Capital Justification Form

Office/Department:0418 - Adult Detention Center

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$800.00
Purchase Price: \$800.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes: \$78.00
Total:\$878.00

Description of Item Requested:

Projector - Powerlite W29 WXGA 3LCD
and Wireless LAN Module
Note: 15% added for 2017 Pricing

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? Yes
New personnel? No

Needs Analysis Justification:

Projector to be used with new laptop requested in 2017 budget, for training of new hire deputies, jailer schools, etc. Projector will have wireless capabilities.

PC Related Capital Justification Form

Office/Department: 0418 - Adult Detention Center
Fund: 1000 General Fund

Request Information:

Request type: Laptop
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 1
Unit Cost: \$2000.00
Purchase Price: \$2,000.00
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes:
Total:\$2,000.00

Justification

Please state the justification for this equipment purchase: Training Laptop for New Hire Deputies and to be used in Mandatory Jailer Schools.

Replacement: Replacement of existing equipment? No Yes

PC Related Capital Justification Form

Office/Department: 0418 - Adult Detention Center

Fund: 1000 General Fund

Request Information:

Request type: Laptop
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 1
Unit Cost: \$2000.00
Purchase Price: \$2,000.00
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes:
Total:\$2,000.00

Justification

Please state the justification for this equipment purchase: Currently, an old laptop is being used that is not a County asset. The laptop works intermittently. The laptop delivers messages, events and deadlines on a wall mounted TV that is viewed by personnel thru out the day.
Note: Approx \$150 plus tax was added to price quoted in 2016.

Replacement: Replacement of existing equipment? No Yes

PC Related Capital Justification Form

Office/Department: 0418 - Adult Detention Center
Fund: 1000 General Fund

Request Information:

Request type: CPU and Monitor
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 1
Unit Cost: \$1000.00
Purchase Price: \$1,000.00
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes:
Total:\$1,000.00

Justification

Please state the justification for this equipment purchase: Currently using an old FSPD PC that is not a County asset. This PC is used to enter reports and for scanning/attaching multiple medical documents to computer files.

Replacement: Replacement of existing equipment? No Yes

PC Related Capital Justification Form

Office/Department: 0418 - Adult Detention Center
Fund: 1000 General Fund

Request Information:

Request type:	CPU and Monitor
Line Item:	4016 - Computer Equipment Purchase
Number of Units:	1
Unit Cost:	\$1000.00
Purchase Price:	\$1,000.00
Installation Cost:	
Warranty/Maintenance Cost:	
Shipping Cost:	
Taxes:	
Total:\$1,000.00	

Justification

Please state the justification for this equipment purchase: Currently using an old Dell PC which is not a County asset. The Dell Unit works intermittently. The PC is used through out the day updating and making corrections in AEGIS. Also used to monitor cameras through out the jail and to make recordings, as requested by attorneys.

Replacement: Replacement of existing equipment? No Yes

2017 Budget Information Form

Office/Department: 0419 - Coroner

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This office has the responsibility to respond to deaths that occur within the county as mandated. This is inclusive of deaths by accident, suicide and homicide. Additionally, deaths that occur in a residence, hospital emergency room must have a response. All deaths that occur in a nursing home, or hospice deaths, must be reported to this office.

The duties of this office is death investigation to determine the cause and manner of death and certify same. When the cause and manner is uncertain, we forward the case to the Medical Examiner for autopsy. Some cases are mandated by law that we must send them to the Medical Examiner.

We work very closely with all of the Law Enforcement Agencies.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To continue to undertake the duties and responsibilities of this office in a professional manner.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0419 - Coroner					
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	37,323.00	37,323.00	38,443.00	1,120.00
1003	Extra Help	12,000.00	11,999.00	12,000.00	1.00
1006	Social Security Matching	3,684.64	3,859.00	3,859.00	.00
1007	Retirement	5,460.39	5,574.00	5,670.00	96.00
1009	Health Insurance Matching	4,410.00	5,808.00	11,376.00	5,568.00
1010	Workmen's Compensation	157.12	157.00	156.00	(1.00)
1016	Life Insurance	75.84	98.00	98.00	.00
1017	Col/Merit	.00	1,120.00	.00	(1,120.00)
1023	Dental Insurance-Matching	.00	469.00	804.00	335.00
1029	Retirement Matching EO	.00	.00	962.00	962.00
1040	Affordable Care Act	.00	127.00	127.00	.00
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$63,110.99	\$66,534.00	\$73,495.00	\$6,961.00
	<i>Supplies</i>				
2001	General Supplies	2,322.17	1,910.00	1,910.00	.00
2002	Small Equipment	415.95	.00	.00	.00
2006	Clothing & Uniforms	77.00	.00	.00	.00
2007	Fuel, Oils & Lubricants	1,219.17	1,725.00	1,725.00	.00
2008	Tires and Tubes	133.80	.00	.00	.00
2024	Maint & Service Contracts	241.46	245.00	245.00	.00
2033	Machinery & Equipment-R/M	627.33	1,000.00	1,000.00	.00
	<i>Supplies Totals</i>	\$5,036.88	\$4,880.00	\$4,880.00	\$0.00
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	29.98	.00	.00	.00
3020	Telephone & Fax Landline	2,650.58	144.00	200.00	56.00
3021	Postage	194.60	400.00	400.00	.00
3022	Cell Phone & Pagers	2,732.67	3,000.00	3,000.00	.00
3030	Travel	.00	800.00	800.00	.00
3032	Transport	2,701.00	5,000.00	5,000.00	.00
3053	Fleet Liability	493.00	506.00	506.00	.00
3060	Utilities-Electricity	.00	1,000.00	1,000.00	.00
3061	Utilities-Gas	.00	200.00	200.00	.00
3062	Utilities-Water	.00	100.00	100.00	.00
3075	Postage Mach/PO Box Rent	.00	100.00	100.00	.00
3090	Dues & Memberships	.00	500.00	500.00	.00
3094	Meals & Lodging	.00	1,000.00	1,000.00	.00
3101	Training & Education	.00	700.00	700.00	.00
	<i>Other Services and Charges Totals</i>	\$8,801.83	\$13,450.00	\$13,506.00	\$56.00
	<i>Capital Outlay</i>				
4016	Computer Equip Purchase	.00	.00	1,000.00	1,000.00
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Department 0419 - Coroner Totals		\$76,949.70	\$84,864.00	\$92,881.00	\$8,017.00

1000 General Fund

0419 Coroner

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
041913001 - County Coroner	DEO - DEO	(1) 144 - Elected Official-Coroner			38,443
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>38,443</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
041913277 - Deputy Coroner	EHP - EHP	(2) 411 - Extra Help 240 Annual hrs.	10	50.00	12,000
Total Positions:	<u>10</u>			Total Part Time Extra Help:	<u>12,000</u>
				Total Salaries:	<u>50,443</u>

(1) Annual Salary \$38,443

(2) Authorized 240 Deputy calls at \$50.00 each.



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0419 - Coroner		
Account 2024 - Maint & Service Contracts		
1000-0419 2024	Motorola - Support for AWIN Radios CCO 2016-88	245.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$245.00</u>
Account 4016 - Computer Equip Purchase		
1000-0419 4016	Computer Replacement Plan (1) CPU	1,000.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$1,000.00</u>
	Department 0419 - Coroner Totals	<u>\$1,245.00</u>

2017 Part-time/Seasonal Recap

Office/Department: 0419 - Coroner

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
041913277 Deputy Coroner	01/01/2017	12/31/2017	4.6152	52	\$50.00	\$50.00	\$12,000	\$12,000	(\$0)
Total:							\$12,000	\$12,000	(\$0)

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

2017 Budget Information Form

Office/Department: 0420 - Constables

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This budget pays the Workers Compensation for the elected constables.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

N/A

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
	Department 0420				
	1000-Personal Services - Salaries & Benefits				
1010	Workmen's Compensation	29.09	160.00	38.00	(122.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	<u>\$29.09</u>	<u>\$160.00</u>	<u>\$38.00</u>	<u>(\$122.00)</u>
	Department 0420 - Constables Totals	\$29.09	\$160.00	\$38.00	(\$122.00)

2017 Budget Information Form

Office/Department: 0422 - Courthouse Security

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This budget provides security for the Fort Smith Courthouse, new Courts Building, and the Greenwood Courthouse . This budget includes cost allocation staffing support from the County Treasurer, County Collector and County Assessor's functions along with the General funded offices that will function in the Courthouse.

This budget provides security for the Fort Smith Courthouse, new Courts Building, and the Greenwood Courthouse . This budget includes cost allocation staffing support from the County Treasurer, County Collector and County Assessor's functions along with the General funded offices that will function in the Courthouse.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Establish and implement an operations plan that encompasses the Fort Smith Courthouse, the New Courts Facility, and the Greenwood Courthouse that meets the safety and security needs of the occupants.

Establish and implement an operations plan that encompasses the Fort Smith Courthouse, the New Courts Facility, and the Greenwood Courthouse that meets the safety and security needs of the occupants.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0422 - Courthouse Security					
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	77,307.94	92,556.00	88,628.00	(3,928.00)
1002	Salaries,Part Time	283,743.04	333,887.00	333,887.00	.00
1006	Social Security Matching	27,530.32	32,854.00	32,332.00	(522.00)
1007	Retirement	52,630.97	62,272.00	62,339.00	67.00
1009	Health Insurance Matching	8,610.00	17,424.00	17,424.00	.00
1010	Workmen's Compensation	9,694.93	9,252.00	10,621.00	1,369.00
1016	Life Insurance	175.53	294.00	292.00	(2.00)
1017	Col/Merit	.00	2,777.00	.00	(2,777.00)
1021	Longevity	.00	240.00	120.00	(120.00)
1023	Dental Insurance-Matching	36.84	2,341.00	2,047.00	(294.00)
1040	Affordable Care Act	105.50	381.00	380.00	(1.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$459,835.07	\$554,278.00	\$548,070.00	(\$6,208.00)
	<i>Supplies</i>				
2001	General Supplies	32.91	.00	3,000.00	3,000.00
2002	Small Equipment	.00	600.00	.00	(600.00)
2006	Clothing & Uniforms	840.04	1,200.00	1,500.00	300.00
	<i>Supplies Totals</i>	\$872.95	\$1,800.00	\$4,500.00	\$2,700.00
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	1,670.00	424.00	424.00	.00
3020	Telephone & Fax Landline	.00	576.00	900.00	324.00
3040	Advertising & Publication	237.20	.00	.00	.00
	<i>Other Services and Charges Totals</i>	\$1,907.20	\$1,000.00	\$1,324.00	\$324.00
	<i>Capital Outlay</i>				
4013	Small Machinery & Equip	.00	.00	2,256.00	2,256.00
4016	Computer Equip Purchase	886.87	.00	.00	.00
	<i>Capital Outlay Totals</i>	\$886.87	\$0.00	\$2,256.00	\$2,256.00
	Department 0422 - Courthouse Security Totals	\$463,502.09	\$557,078.00	\$556,150.00	(\$928.00)

1000 General Fund
0422 Courthouse Security

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
042204201 - Assistant Supervisor	09 - 09	120 - Law Enforcement FT No Holiday	27,535	38,873	34,412
042213601 - Courts Sec Officer/Bailiff	06 - 06	120 - Law Enforcement FT No Holiday	23,270	32,852	27,376
042213602 - Courts Sec Officer/Bailiff	06 - 06	120 - Law Enforcement FT No Holiday	23,270	32,852	26,840
Total Positions:	<u>3</u>			Full Time Annual Salaries Subtotal:	<u>88,628</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
042205299 - Bailiff RPT	RPT - RPT	123 - Bailiff Part Time	12	13.00	164,887
042213899 - Courts Security Officer RPT	RPT - RPT	124 - Courts Security Officer RPT	10	13.00	169,000
Total Positions:	<u>22</u>			Total Regular Part Time:	<u>333,887</u>
				Total Salaries:	<u>422,515</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0422 - Courthouse Security		
Account 2001 - General Supplies		
1000-0422 2001	JustWare has increased 3x the amount of paper printed .	3,000.00
	Account 2001 - General Supplies Totals	<u>\$3,000.00</u>
Account 2006 - Clothing & Uniforms		
1000-0422 2006	We have recently had a huge turnover in this div. Need uniforms	1,500.00
	Account 2006 - Clothing & Uniforms Totals	<u>\$1,500.00</u>
Account 4013 - Small Machinery & Equip		
1000-0422 4013	XTS-2500 batteries, 2700mAH, IP67 High CAP	2,256.00
	Account 4013 - Small Machinery & Equip Totals	<u>\$2,256.00</u>
	Department 0422 - Courthouse Security Totals	<u>\$6,756.00</u>

2017 Part-time/Seasonal Recap

Office/Department: 0422 - Courthouse
Security

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
042205299 Baliff RPT	01/01/2017	12/31/2017	121.95 7	52	\$13.00	\$13.00	\$164,887	\$82,443	(\$82,444)
042213899 Courts Security Officer RPT	01/01/2017	12/31/2017	250	52	\$13.00	\$13.00	\$169,000	\$169,000	\$0
Total:							\$333,887	\$251,443	(\$82,444)

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position: The plan is to convert six part time positions into three full time positions if approved.

Capital Justification Form

Office/Department:0422 - Courthouse Security

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$2055.00
Purchase Price: \$2,055.00
Installation Cost: \$0.00
Warranty/Maintenance Cost:
Taxes: \$200.36
Total:\$2,255.36

Description of Item Requested:

To purchase XTS-2500 Batteries, 2700mAH, IP67 High CAP

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Current batteries are recharging less than capacity and must be replaced.

2017 Budget Information Form

Office/Department: 0424 - Sheriff Traffic Division

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

To provide adequate traffic control for county roadways and thoroughfares and to decrease the number and severity of speed related traffic collisions.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To operate within the approved budget.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0424 - Sheriff Traffic Division					
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	67,845.32	68,008.00	70,048.00	2,040.00
1005	OT & Other Premium Comp	2,576.79	2,400.00	2,400.00	.00
1006	Social Security Matching	5,024.82	5,557.00	5,565.00	8.00
1007	Retirement	10,402.55	10,532.00	10,730.00	198.00
1009	Health Insurance Matching	22,119.00	18,840.00	18,840.00	.00
1010	Workmen's Compensation	1,673.70	1,556.00	1,761.00	205.00
1016	Life Insurance	194.40	196.00	195.00	(1.00)
1017	Col/Merit	.00	2,040.00	.00	(2,040.00)
1021	Longevity	180.00	180.00	300.00	120.00
1023	Dental Insurance-Matching	1,238.60	1,873.00	1,686.00	(187.00)
1040	Affordable Care Act	242.65	254.00	254.00	.00
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	<u>\$111,497.83</u>	<u>\$111,436.00</u>	<u>\$111,779.00</u>	<u>\$343.00</u>
	<i>Supplies</i>				
2007	Fuel, Oils & Lubricants	444.79	5,500.00	5,500.00	.00
2008	Tires and Tubes	642.05	750.00	750.00	.00
	<i>Supplies Totals</i>	<u>\$1,086.84</u>	<u>\$6,250.00</u>	<u>\$6,250.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3053	Fleet Liability	1,156.00	1,158.00	1,158.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$1,156.00</u>	<u>\$1,158.00</u>	<u>\$1,158.00</u>	<u>\$0.00</u>
	Department 0424 - Sheriff Traffic Division Totals	<u>\$113,740.67</u>	<u>\$118,844.00</u>	<u>\$119,187.00</u>	<u>\$343.00</u>

1000 General Fund
0424 Sheriff Traffic Division

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
042436801 - Patrol Deputy Canine Unit	09 - 09	120 - Law Enforcement FT No Holiday	27,535	38,873	38,123
042436601 - Patrol Deputy	08 - 08	(1) 120 - Law Enforcement FT No Holiday	26,114	36,867	31,925
Total Positions:	<u>2</u>				
					Full Time Annual Salaries Subtotal: 70,048
					Total Salaries: 70,048

(1) 2016 Salary Adjustment

2017 Overtime Justification

Office/Department: 0424 - Sheriff Traffic
Division
Fund 1000 General Fund
Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
2,400	5,000	2,600.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

At times, circumstances and events, such as search and rescue operations, will require reserve deputies to work outside of their regular work hours that will exceed their straight time pay. When this happens, overtime pay will be necessary to compensate the deputies for time worked.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?
(Example: federal funding for special project) Yes No

2017 Budget Information Form

Office/Department: 0425 - Animal Control

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The function of Animal Control was established as part of the Sheriff's law enforcement operations upon the adoption of Ordinance No. 99-20. This department budget is supported by the County's General Fund, and provides an avenue to impound and/or restrain animals running at large in the County that may pose a threat to persons or property. It also provides valuable service to the County Health Department in the trapping of wild or other animals that may be considered a health hazard (rabies, etc.). The Officer also investigates and assists with prosecution of animal cruelty cases. The service is intended primarily for the unincorporated areas, but the Animal Control Officer's assistance is often requested by the municipalities as needed. Some fees are generated by charging costs of operations back to the owners of impounded animals. The budget supports one officer and related equipment/vehicle.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The Sheriff's animal control division plans to continue researching innovative and efficient ideas in animal control enforcement.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0425 - Animal Control					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	29,005.34	29,006.00	29,876.00	870.00
1006	Social Security Matching	2,147.20	2,300.00	2,299.00	(1.00)
1007	Retirement	4,269.56	4,359.00	4,433.00	74.00
1009	Health Insurance Matching	9,933.00	5,808.00	5,808.00	.00
1010	Workmen's Compensation	687.68	666.00	751.00	85.00
1016	Life Insurance	97.20	98.00	98.00	.00
1017	Col/Merit	.00	870.00	.00	(870.00)
1021	Longevity	180.00	180.00	180.00	.00
1023	Dental Insurance-Matching	.00	937.00	836.00	(101.00)
1040	Affordable Care Act	.00	127.00	127.00	.00
<i>1000-Personal Services - Salaries & Benefits Totals</i>		<u>\$46,319.98</u>	<u>\$44,351.00</u>	<u>\$44,408.00</u>	<u>\$57.00</u>
<i>Supplies</i>					
2002	Small Equipment	.00	500.00	500.00	.00
<i>Supplies Totals</i>		<u>\$0.00</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$0.00</u>
<i>Other Services and Charges</i>					
3009	Oth Professional Services	3,264.70	7,000.00	7,000.00	.00
3090	Dues & Memberships	.00	100.00	100.00	.00
3101	Training & Education	.00	250.00	250.00	.00
<i>Other Services and Charges Totals</i>		<u>\$3,264.70</u>	<u>\$7,350.00</u>	<u>\$7,350.00</u>	<u>\$0.00</u>
Department 0425 - Animal Control Totals		<u>\$49,584.68</u>	<u>\$52,201.00</u>	<u>\$52,258.00</u>	<u>\$57.00</u>

1000 General Fund
0425 Animal Control

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
042502401 - Animal Control Officer	05 - 05	110 - Jail/Sheriff/JDC FT No holiday	21.848	30.844	29,876
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>29,876</u>
				Total Salaries:	<u>29,876</u>

2017 Overtime Justification

Office/Department: 0425 - Animal Control

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
0	1,200	1,200.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

By paying overtime to the Animal Control Division, it avoids the accumulation of comp time which would affect the management of the daily workload requirements for this division. Animal Control deputies are paid overtime when they exceed 171 hrs in a 28 day cycle

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?

(Example: federal funding for special project) Yes No

2017 Budget Information Form

Office/Department: 0426 - Communications

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Although the Sheriff is the Chief Enforcement Officer of the courts, the conservator of peace in the County, is primarily responsible for dispatching County emergency personnel, and has custody of the County Jail, this particular department budget supports exclusively the dispatch/communications operations of the Sheriff's Office. 911 Dispatch of law enforcement, rural fire departments, and County ambulance services via radio, pager, cellular & mobile data terminals is the primary function of this department. The PSAP in the Sheriff's office receives and disseminates emergency and non-emergency information to proper authorities. In October 2001, this department began receiving wireless 911 calls that formerly went to the State Police, thereby making the County's 911 service eligible to receive funding from the Arkansas CMRS Board. This department is supported by the County's General Fund, although the County 911 Fund subsidizes 20% of the personnel costs.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Continue to research and seek funding to enhance operations, specifically in the areas of computer hardware & equipment upgrades to support wireless Phase 1, Phase 2 services and our new records management/CAD system. .

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0426 - Communications					
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	261,245.53	265,490.00	268,975.00	3,485.00
1006	Social Security Matching	18,744.47	20,942.00	20,604.00	(338.00)
1007	Retirement	41,926.52	39,694.00	39,727.00	33.00
1009	Health Insurance Matching	64,370.00	67,968.00	91,080.00	23,112.00
1010	Workmen's Compensation	6,379.95	6,098.00	6,762.00	664.00
1011	Unemployment Compensation	.00	.00	1,068.00	1,068.00
1016	Life Insurance	915.30	980.00	972.00	(8.00)
1017	Col/Merit	.00	7,965.00	.00	(7,965.00)
1021	Longevity	300.00	300.00	360.00	60.00
1023	Dental Insurance-Matching	3,784.38	8,167.00	7,524.00	(643.00)
1040	Affordable Care Act	970.60	1,270.00	1,266.00	(4.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	<u>\$398,636.75</u>	<u>\$418,874.00</u>	<u>\$438,338.00</u>	<u>\$19,464.00</u>
	<i>Supplies</i>				
2035	Radio Batteries/Accessory	41.59	2,000.00	2,000.00	.00
	<i>Supplies Totals</i>	<u>\$41.59</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3040	Advertising & Publication	.00	200.00	200.00	.00
3071	Rent-Machinery & Equip	9,973.20	16,200.00	16,200.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$9,973.20</u>	<u>\$16,400.00</u>	<u>\$16,400.00</u>	<u>\$0.00</u>
	<i>Capital Outlay</i>				
4016	Computer Equip Purchase	.00	.00	2,000.00	2,000.00
	<i>Capital Outlay Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>
	Department 0426 - Communications Totals	<u>\$408,651.54</u>	<u>\$437,274.00</u>	<u>\$458,738.00</u>	<u>\$21,464.00</u>

1000 General Fund
0426 Communications

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
042612001 - Communications Coordinator	12 - 12	130 - Communication Full-Time	29,931	44,896	33,983
042612201 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	26,460
042612202 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	25,944
042612203 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	25,434
042612204 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	25,300
042612205 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	27,257
042612206 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	27,800
042612207 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	25,168
042612208 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	25,168
042612209 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	26,461

Total Positions: 10 **Full Time Annual Salaries Subtotal:** 268,975

Total Salaries: 268,975



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0426 - Communications		
Account 4016 - Computer Equip Purchase		
1000-0426 4016	Computer Replacement Plan (2) CPU	2,000.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$2,000.00</u>
	Department 0426 - Communications Totals	<u>\$2,000.00</u>

2017 Budget Information Form

Office/Department: 0428 - Sheriff Junior Deputy

Prg

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Funding for the Junior Deputy Fund rolls over from one budget year to the next. All funds in this budget left unexpended at the end of December 31 automatically rolls into the next budget cycle. All funds in this budget were earned either from fund raising activities or through donations to the group.

Funding for the Junior Deputy Fund rolls over from one budget year to the next. All funds in this budget left unexpended at the end of December 31 automatically rolls into the next budget cycle. All funds in this budget were earned either from fund raising activities or through donations to the group.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To continue to operate within funds available.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1000 - General Fund				
	Department 0428 - Sheriff Junior Deputy Prg				
	<i>Supplies</i>				
2001	General Supplies	.00	3,000.00	3,000.00	.00
	<i>Supplies Totals</i>	<u>\$0.00</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3052	Fire & Extended Coverage	340.00	900.00	900.00	.00
3093	Misc Law Enforcement	.00	3,100.00	3,100.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$340.00</u>	<u>\$4,000.00</u>	<u>\$4,000.00</u>	<u>\$0.00</u>
	Department 0428 - Sheriff Junior Deputy Prg Totals	<u>\$340.00</u>	<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$0.00</u>

2017 Budget Information Form

Office/Department: 0430 - Drug Court Div VII

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This is a diversion court established to assist its clients in taking control of their alcohol and drug problems and to reclaim their lives to be productive members of society. The drug court is held each Friday morning with staffing at 8:30 a.m., and drug court at 9:00 a.m., and is shared by Circuit Judges Fitzhugh and Tabor on a rotating basis. Eligibility into drug court is through an evaluation and assessment process with strict criteria. Drug court consists of four phases with specific drug testing, group counseling, individual counseling and weekly drug court appearances in each phase. The use of established incentives and sanctions are primary disciplines of the court. This Position also supports Veterans Treatment Court, in preparing documents, intakes, communication with Probation/Parole, Prosecuting Attorney, Defense attorneys

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Budget goals for 2017 are not to exceed appropriations which may be approved for the continued support of the Department.

3. Does your office/department receive any grants or other operating subsidies? Yes

Does the County have to continue the funding level if the source is discontinued? No

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
Drug Court Accountability Grant	120,000.00	0	Drug Ct Incentives/counseling/training/	
Veterans Treatment Court Accountability Grant	10,000.00	0	Incentives/counseling/training	
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0430 - Drug Court Div VII					
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	41,657.07	41,658.00	42,907.00	1,249.00
1002	Salaries,Part Time	17,106.93	18,096.00	18,096.00	.00
1006	Social Security Matching	4,245.23	4,695.00	4,694.00	(1.00)
1007	Retirement	8,568.94	8,897.00	9,051.00	154.00
1009	Health Insurance Matching	11,492.00	13,032.00	13,032.00	.00
1010	Workmen's Compensation	1,425.28	1,373.00	1,534.00	161.00
1011	Unemployment Compensation	.00	1,543.00	1,109.00	(434.00)
1016	Life Insurance	97.20	196.00	98.00	(98.00)
1017	Col/Merit	.00	1,250.00	.00	(1,250.00)
1021	Longevity	360.00	360.00	360.00	.00
1023	Dental Insurance-Matching	956.16	1,101.00	2,092.00	991.00
1040	Affordable Care Act	126.60	254.00	127.00	(127.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$86,035.41	\$92,455.00	\$93,100.00	\$645.00
	<i>Supplies</i>				
2001	General Supplies	177.83	700.00	700.00	.00
2002	Small Equipment	191.68	150.00	150.00	.00
	<i>Supplies Totals</i>	\$369.51	\$850.00	\$850.00	\$0.00
	<i>Other Services and Charges</i>				
3001	Accounting & Auditing	11.28	.00	.00	.00
3020	Telephone & Fax Landline	1,300.93	408.00	500.00	92.00
3021	Postage	42.74	150.00	150.00	.00
3030	Travel	363.63	150.00	150.00	.00
3031	Common Carrier	477.50	2,000.00	2,000.00	.00
3040	Advertising & Publication	193.00	.00	.00	.00
3094	Meals & Lodging	1,384.43	1,500.00	1,500.00	.00
3101	Training & Education	600.00	1,370.00	1,370.00	.00
	<i>Other Services and Charges Totals</i>	\$4,373.51	\$5,578.00	\$5,670.00	\$92.00
Department 0430 - Drug Court Div VII Totals		\$90,778.43	\$98,883.00	\$99,620.00	\$737.00

1000 General Fund
0430 Drug Court Div VII

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
043021401 - Drug Ct/Criminal Justice Coor	09 - 09	100 - Work Full Time	27.535	38.873	42.907
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>42.907</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
043021201 - Drug Court Asst Coordinator	RPT - RPT	200 - Regular Part-Time 29	1	12.00	18.096
Total Positions:	<u>1</u>			Total Regular Part Time:	<u>18.096</u>
				Total Salaries:	<u>61,003</u>

2017 Part-time/Seasonal Recap

Office/Department: 0430 - Drug Court Div
VII

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
043021201 Drug Court Asst Coordinator	01/01/2017	12/31/2017	29	0	\$12.00	\$0.00	\$18,096	\$0	(\$18,096)
Total:							\$18,096	\$0	(\$18,096)

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position: The position is requested to be converted to a full time position.

2017 Budget Information Form

Office/Department: 0431 - Juvenile Teacher Grant

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The budget for the 2 teachers and para professional consists of their salary and benefits. The budget is reimbursed through a state grant which pays the salaries and benefits for the teachers and para professional. By law the juvenile detention center has to provide a school for the inmates. Our school has received awards and has been named the best class room in the state for non traditional teaching.

The budget for the 2 teachers and para professional consists of their salary and benefits. The budget is reimbursed through a state grant which pays the salaries and benefits for the teachers and para professional. By law the juvenile detention center has to provide a school for the inmates. Our school has received awards and has been named the best class room in the state for non traditional teaching.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To maintain the level of education that is required by law. Which includes the increase in hourly instruction.

To maintain the level of education that is required by law. Which includes the increase in hourly instruction.

3. Does your office/department receive any grants or other operating subsidies? Yes

Does the County have to continue the funding level if the source is discontinued? No

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
State of Arkansas	315,641.63	0	Salaries for teachers and school supplies	06/30/15 through 07/01/16
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
Department 0431	Juvenile Teacher Grant				
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	152,717.76	146,607.00	151,005.00	4,398.00
1003	Extra Help	.00	4,368.00	4,641.00	273.00
1006	Social Security Matching	11,464.80	11,908.00	11,934.00	26.00
1007	Retirement	22,259.26	21,939.00	22,326.00	387.00
1009	Health Insurance Matching	20,620.00	17,424.00	24,648.00	7,224.00
1010	Workmen's Compensation	3,769.82	3,462.00	3,913.00	451.00
1016	Life Insurance	275.40	294.00	292.00	(2.00)
1017	Col/Merit	.00	4,398.00	.00	(4,398.00)
1021	Longevity	300.00	300.00	360.00	60.00
1023	Dental Insurance-Matching	933.00	1,615.00	2,082.00	467.00
1040	Affordable Care Act	358.70	381.00	380.00	(1.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		<u>\$212,698.74</u>	<u>\$212,696.00</u>	<u>\$221,581.00</u>	<u>\$8,885.00</u>
Department 0431 - Juvenile Teacher Grant Totals		<u>\$212,698.74</u>	<u>\$212,696.00</u>	<u>\$221,581.00</u>	<u>\$8,885.00</u>

1000 General Fund
0431 Juvenile Teacher Grant

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
043127801 - Juvenile Teacher	MB1 - MB1	104 - Reg. Full-Time Exempt			69,114
043127802 - Juvenile Teacher	MB1 - MB1	104 - Reg. Full-Time Exempt			51,133
043128001 - Juvenile Teacher's Aid	MB2 - MB2	100 - Work Full Time			30,758
Total Positions:	<u>3</u>			Full Time Annual Salaries Subtotal:	<u>151,005</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
043148401 - Substitute Teacher	EHP - EHP	408 - Extra Help 546 Annual hrs.	1	8.50	4,641
Total Positions:	<u>1</u>			Total Part Time Seasonal:	<u>4,641</u>
				Total Salaries:	<u>155,646</u>

Juvenile Teachers, Juvenile Teachers Aid and Substitute Teacher Positions Funded 100% by the State.

2017 Part-time/Seasonal Recap

Office/Department: 0431 - Juvenile
Teacher Grant

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
043148401 Substitue Teacher	01/01/2017	12/31/2017	10.5	52	\$8.00	\$8.50	\$4,368	\$4,641	\$273
Total:							\$4,368	\$4,641	\$273

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position: As of January 2016 the Arkansas Minimum Wage was raised to \$8.00 per hour. The minimum wage is scheduled to increase again to \$8.50 in January 2017.

2017 Budget Information Form

Office/Department: 0432 - ADC Maintenance

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Budgetary changes are being implemented for maintenance of the County buildings, specifically concerning the Adult Detention and Juvenile Detention buildings. Maintenance staffing and maintenance support costs have been moved into separate budgets for administration by the Courthouse Maintenance Department under the authority of the County Judge. This budgetary change recognizes the County Judge's responsibility to maintain buildings and is intended to improve communication between the County Judge's maintenance staff and the Sheriff's administrative operations staff concerning both the Adult Detention Center and the Juvenile Detention Center. The two positions in the Adult Detention Center assigned maintenance duties will be moved from the Adult Detention Center chain of command to the Courthouse Maintenance chain of command as a part of this budgetary policy change.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The goal of this budgetary change for both Adult Detention and Juvenile Detention is to improve communication and coordination between the Sheriff's office and County Judge's office for maintenance of our buildings, specific to the Adult Detention Center and Juvenile Detention Center.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0432 - ADC Maintenance					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	60,696.77	63,119.00	63,798.00	679.00
1005	OT & Other Premium Comp	904.02	4,000.00	4,000.00	.00
1006	Social Security Matching	4,483.55	5,298.00	5,205.00	(93.00)
1007	Retirement	9,049.73	10,042.00	10,036.00	(6.00)
1009	Health Insurance Matching	15,902.00	18,840.00	18,840.00	.00
1010	Workmen's Compensation	1,480.96	1,435.00	1,604.00	169.00
1016	Life Insurance	194.40	196.00	195.00	(1.00)
1017	Col/Merit	.00	1,894.00	.00	(1,894.00)
1021	Longevity	240.00	240.00	240.00	.00
1023	Dental Insurance-Matching	956.16	1,276.00	1,686.00	410.00
1040	Affordable Care Act	126.60	254.00	380.00	126.00
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$94,034.19	\$106,594.00	\$105,984.00	(\$610.00)
<i>Supplies</i>					
2002	Small Equipment	846.30	1,000.00	1,000.00	.00
2003	Janitorial Supplies	.00	1,500.00	1,500.00	.00
2006	Clothing & Uniforms	603.52	1,500.00	1,500.00	.00
2007	Fuel, Oils & Lubricants	.00	300.00	300.00	.00
2008	Tires and Tubes	.00	500.00	500.00	.00
2009	Computer Accessories	98.44	.00	.00	.00
2015	Oxygen	377.26	400.00	400.00	.00
2020	Bldg Materials & Supplies	6,300.58	8,000.00	8,000.00	.00
2021	Paints & Metals	1,995.27	4,000.00	4,000.00	.00
2022	Plumbing & Electrical	5,601.70	10,000.00	10,000.00	.00
2023	Parts & Repairs	4,358.83	8,000.00	8,000.00	.00
2024	Maint & Service Contracts	12,334.58	12,776.00	13,942.00	1,166.00
2029	Small Tools	759.03	1,500.00	1,500.00	.00
2032	Bldg & Improvement-R/M	35,640.37	15,000.00	15,000.00	.00
2033	Machinery & Equipment-R/M	4,408.03	10,000.00	10,000.00	.00
<i>Supplies Totals</i>		\$73,323.91	\$74,476.00	\$75,642.00	\$1,166.00
<i>Other Services and Charges</i>					
3009	Oth Professional Services	5,742.48	5,000.00	5,000.00	.00
3071	Rent-Machinery & Equip	.00	500.00	500.00	.00
3117	Sales Tax	564.34	.00	.00	.00
<i>Other Services and Charges Totals</i>		\$6,306.82	\$5,500.00	\$5,500.00	\$0.00
<i>Capital Outlay</i>					
4002	Bldgs(Purchase & Improv)	72,694.76	.00	214,857.00	214,857.00
4011	Capital Sales Tax	5,780.79	.00	.00	.00
4016	Computer Equip Purchase	1,562.29	.00	.00	.00
<i>Capital Outlay Totals</i>		\$80,037.84	\$0.00	\$214,857.00	\$214,857.00
Department 0432 - ADC Maintenance Totals		\$253,702.76	\$186,570.00	\$401,983.00	\$215,413.00

1000 General Fund
0432 ADC Maintenance

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
043231401 - Maintenance Technician ADC	05 - 05	(1) 100 - Work Full Time	21,848	30,844	27,005
043231402 - Maintenance Technician ADC	05 - 05	100 - Work Full Time	21,848	30,844	36,793
Total Positions:	<u>2</u>		Full Time Annual Salaries Subtotal:		<u>63,798</u>
			Total Salaries:		<u>63,798</u>

(1) 2016 Salary Adjustment



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0432 - ADC Maintenance		
Account 2024 - Maint & Service Contracts		
1000-0432 2024	ABCO Termite Contract CCO 2014-151	660.00
1000-0432 2024	Corley Electric Generator Maint. CCO 2016-147	987.00
1000-0432 2024	Fout AC Service Contract CCO 2016-33	8,600.00
1000-0432 2024	Nortwest Fire Protection CCO 2015-178	635.00
1000-0432 2024	Terminix Pest Control CCO 2014-152 & 2016-19	3,060.00
		Account 2024 - Maint & Service Contracts Totals
		\$13,942.00
Account 4002 - Bldgs(Purchase & Improv)		
1000-0432 4002	ADC Shower Valve Repair	120,857.00
1000-0432 4002	HVAC Replacement for Adult Detention Center	35,000.00
1000-0432 4002	Intake Area Property Room Remodel	11,800.00
1000-0432 4002	Roof Repair of Butler Cook Annex Building	47,200.00
		Account 4002 - Bldgs(Purchase & Improv) Totals
		\$214,857.00
		Department 0432 - ADC Maintenance Totals
		\$228,799.00

2017 Overtime Justification

Office/Department: 0432 - ADC
Maintenance

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
4,000	4,000	0.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

Quorum Court 2009 approved Overtime in lieu of Comp Time.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?

(Example: federal funding for special project) Yes No

Capital Justification Form

Office/Department:0432 - ADC Maintenance

Fund: 1000 General Fund

Cost Information:

Line Item: 4002 - Buildings(Purchase & Improvements)
Number of Units: 1
Unit Cost: \$11800.00
Purchase Price: \$11,800.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$11,800.00

Description of Item Requested:

Intake Area remodel. Fabricate, paint, and install cage with door and hasp to padlock.

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? Yes
New service? No
New personnel? No

Needs Analysis Justification:

This area is used to store property collected from each inmate entering the ADC. By installing a cage the area would restrict access to the room allowing only the Deputy assigned to issue property numbers, organize property, and release property to the inmate at discharge time. The cage area, along with a new hanging property bag system and the assignment of (1) Deputy to oversee the property room will eliminate lower the risk of property being mishandled, misplaced, or lost. When these errors occur it could lead to the ADC being held financially responsible for the lost items. The hanging bag system will be ordered and paid for out of Department 0449 SCAAP.

Capital Justification Form

Office/Department:0432 - ADC Maintenance

Fund: 1000 General Fund

Cost Information:

Line Item: 4002 - Buildings(Purchase & Improvements)
Number of Units: 1
Unit Cost: \$47200.00
Purchase Price: \$47,200.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$47,200.00

Description of Item Requested:

Repair roof Butler Cook Annex. Capping existing roof with 26 gauge colored R Panel.

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The roof of the Butler Cook Annex has several leaks and needs to be repaired. The least expensive option is to cap the existing roof with 26 gauge panels.

2017 Budget Information Form

Office/Department: 0433 - ADC Medical

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The jail Medical Department currently consists of a part time Medical Director, one full time RN, two full time LPN's, one part time RN, one mental health counselor, one psychiatrist and three part time LPN's. The department is also staffed with three medical deputies. Inmate prescription medications are administered by medical staff daily and records maintained accordingly. Inmates are seen and evaluated for treatment of chronic illnesses, suicidal issues and any other emergency an non-emergency health problems. Outside physicians, clinics, and xray labs are contacted, scheduling appointments as needed. Blood work drawn for testing is done by an outside clinic as well as a I- STAT machine that was purchased with last years budget.. Medical records are maintained electronically for each inmate that is treated.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Organization and EMR computerizing is being addressed with high priority and will continue throughout 2017. This has been an on going project for the last 3 years.

3. Does your office/department receive any grants or other operating subsidies? Yes
Does the County have to continue the funding level if the source is discontinued? Yes

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
GIF Grant	10,000.00	0	WAPDD	1/12017 through 12/31/2017
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0433 - ADC Medical					
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	94,005.31	120,419.00	122,454.00	2,035.00
1002	Salaries,Part Time	60,470.00	95,420.00	95,420.00	.00
1005	OT & Other Premium Comp	1,040.22	8,000.00	8,000.00	.00
1006	Social Security Matching	11,549.49	17,409.00	17,289.00	(120.00)
1007	Retirement	22,682.95	32,998.00	33,334.00	336.00
1009	Health Insurance Matching	21,317.00	19,896.00	22,368.00	2,472.00
1010	Workmen's Compensation	5,177.39	4,958.00	5,477.00	519.00
1016	Life Insurance	251.10	294.00	292.00	(2.00)
1017	Col/Merit	.00	3,613.00	.00	(3,613.00)
1021	Longevity	.00	120.00	120.00	.00
1023	Dental Insurance-Matching	1,289.72	2,212.00	2,359.00	147.00
1040	Affordable Care Act	327.05	381.00	380.00	(1.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$218,110.23	\$305,720.00	\$307,493.00	\$1,773.00
	<i>Supplies</i>				
2001	General Supplies	16,604.31	4,500.00	4,500.00	.00
2002	Small Equipment	10,074.54	2,000.00	2,000.00	.00
2004	Medicine & Drugs	31,965.75	25,000.00	25,000.00	.00
2006	Clothing & Uniforms	426.43	1,000.00	1,000.00	.00
2015	Oxygen	1,445.58	1,500.00	1,500.00	.00
2017	Prescription Drugs	74,446.37	65,000.00	65,000.00	.00
2024	Maint & Service Contracts	1,263.48	1,200.00	2,000.00	800.00
2035	Radio Batteries/Accessory	.00	.00	1,300.00	1,300.00
	<i>Supplies Totals</i>	\$136,226.46	\$100,200.00	\$102,300.00	\$2,100.00
	<i>Other Services and Charges</i>				
3006	Med, Dental, and Hospital	110,877.37	112,500.00	112,500.00	.00
3009	Oth Professional Services	9,991.05	35,000.00	35,000.00	.00
3014	Medical-Inmate In-House	53,880.00	93,500.00	111,500.00	18,000.00
3021	Postage	1,074.92	100.00	100.00	.00
3022	Cell Phone & Pagers	.00	720.00	720.00	.00
3027	Telephone Purchase/Maint	.00	500.00	500.00	.00
3029	Telephone & PC Cabling	.00	1.00	1.00	.00
3030	Travel	125.58	1,000.00	2,525.00	1,525.00
3040	Advertising & Publication	.00	500.00	500.00	.00
3094	Meals & Lodging	1,295.81	1,000.00	1,000.00	.00
3101	Training & Education	1,478.00	1,000.00	1,000.00	.00
3167	GIF Grant/Jail Medical	7,450.00	.00	.00	.00
	<i>Other Services and Charges Totals</i>	\$186,172.73	\$245,821.00	\$265,346.00	\$19,525.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0433 - ADC Medical					
<i>Capital Outlay</i>					
4010	Information Systems Proj	.00	.00	41,088.00	41,088.00
4013	Small Machinery & Equip	4,239.24	.00	14,349.00	14,349.00
4015	Office Equipment-Purchase	.00	.00	9,153.00	9,153.00
4016	Computer Equip Purchase	725.95	.00	.00	.00
4017	Other Equipment Purchase	.00	.00	.00	.00
	<i>Capital Outlay Totals</i>	<u>\$4,965.19</u>	<u>\$0.00</u>	<u>\$64,590.00</u>	<u>\$64,590.00</u>
	Department 0433 - ADC Medical Totals	<u>\$545,474.61</u>	<u>\$651,741.00</u>	<u>\$739,729.00</u>	<u>\$87,988.00</u>

2017 PERSONNEL SCHEDULE

1000 General Fund

0433 ADC Medical

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
043339401 - Registered Nurse Detention Ctr	MB - MB	(1) 110 - Jail/Sheriff/JDC FT No holiday			59,118
043329601 - Licensed Practical Nurse	09 - 09	102 - Reg. Full-Time Paid OT	27,535	38,873	31,200
043329602 - Licensed Practical Nurse	09 - 09	102 - Reg. Full-Time Paid OT	27,535	38,873	32,136
Total Positions:	<u>3</u>			Full Time Annual Salaries Subtotal:	<u>122,454</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
043329801 - Licensed Practical Nurse	RPT - RPT	201 - Regular PT No Holiday 26	1	15.00	20,280
043329802 - Licensed Practical Nurse	RPT - RPT	203 - Regular PT No Holiday 17	1	15.00	13,260
043329803 - Licensed Practical Nurse	RPT - RPT	203 - Regular PT No Holiday 17	1	15.00	13,260
043329804 - Licensed Practical Nurse	RPT - RPT	203 - Regular PT No Holiday 17	1	15.00	13,260
043329805 - Licensed Practical Nurse	RPT - RPT	203 - Regular PT No Holiday 17	1	15.00	13,260
043339201 - Registered Nurse	RPT - RPT	203 - Regular PT No Holiday 17	1	25.00	22,100
Total Positions:	<u>6</u>			Total Regular Part Time:	<u>95,420</u>
				Total Salaries:	<u>217,874</u>

(1) Market Base \$52,000 approved in September 2009.



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0433 - ADC Medical		
Account 2024 - Maint & Service Contracts		
1000-0433 2024	Stericycle CCO 2014-140 Bio Hazard Waste Disposal	2,000.00
	Account 2024 - Maint & Service Contracts Totals	\$2,000.00
Account 3006 - Med, Dental, and Hospital		
1000-0433 3006	Cisterna	10,000.00
1000-0433 3006	Dr. Goldtrap CCO 2013-42	30,000.00
1000-0433 3006	MobileX CCO 2010-91	10,000.00
1000-0433 3006	Radiology Services	22,500.00
1000-0433 3006	Sparks Regional Medical Center CCO 2010-184	40,000.00
	Account 3006 - Med, Dental, and Hospital Totals	\$112,500.00
Account 3009 - Oth Professional Services		
1000-0433 3009	Concepts Temporary Services CCO 2011-13	10,000.00
1000-0433 3009	New Hire Screening/Drug Testing, Eye Care	15,000.00
1000-0433 3009	PRN Temporary Services CCO 2015-144	10,000.00
	Account 3009 - Oth Professional Services Totals	\$35,000.00
Account 3014 - Medical-Inmate In-House		
1000-0433 3014	Dr. Carlson CCO 2016-130	60,000.00
1000-0433 3014	Dr. Price CCO 2015-60 In House Psychiatrist	33,500.00
1000-0433 3014	WACG CCO 2014-112 In House Mental Health	18,000.00
	Account 3014 - Medical-Inmate In-House Totals	\$111,500.00
Account 4013 - Small Machinery & Equip		
1000-0433 4013	AT-2 Plus w/Inter DS EKG Machine	2,999.00
1000-0433 4013	Digital Scale	827.00
1000-0433 4013	Exam Lights	1,720.00
1000-0433 4013	GPS Radios with Speakers, Mics & Batteries	6,933.00
1000-0433 4013	Wall Mount Kits for Exam Lights	1,870.00
	Account 4013 - Small Machinery & Equip Totals	\$14,349.00
Account 3030 - Travel		
1000-0433 3030	Increased to cover travel exp for training on EMR by Blue Strata	2,525.00
	Account 3030 - Travel Totals	\$2,525.00
Account 4015 - Office Equipment-Purchase		
1000-0433 4015	Base Cabinets 24"	4,705.00
1000-0433 4015	Double Tier Snap Lockers	1,563.00
1000-0433 4015	Wall Cabinets	2,885.00
	Account 4015 - Office Equipment-Purchase Totals	\$9,153.00
Account 2035 - Radio Batteries/Accessory		
1000-0433 2035	Added to cover batteries & accessories to maintain medical radio	1,300.00
	Account 2035 - Radio Batteries/Accessory Totals	\$1,300.00
Account 4010 - Information Systems Proj		
1000-0433 4010	Full EHR Subscription	36,288.00
1000-0433 4010	Training on EHR 4 Days One Time Fee	4,800.00
	Account 4010 - Information Systems Proj Totals	\$41,088.00
	Department 0433 - ADC Medical Totals	\$329,415.00

2017 Part-time/Seasonal Recap

Office/Department: 0433 - ADC Medical

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
043329801 Licensed Practical Nurse	01/01/2017	12/31/2017	26	52	\$15.00	\$15.00	\$20,280	\$20,280	\$0
043329802 Licensed Practical Nurse	01/01/2017	12/31/2017	17	52	\$15.00	\$15.00	\$13,260	\$13,260	\$0
043329803 Licensed Practical Nurse	01/01/2017	12/31/2017	17	52	\$15.00	\$15.00	\$13,260	\$13,260	\$0
043329804 Licensed Practical Nurse	01/01/2017	12/31/2017	17	52	\$15.00	\$15.00	\$13,260	\$13,260	\$0
043329805 Licensed Practical Nurse	01/01/2017	12/31/2017	17	52	\$15.00	\$15.00	\$13,260	\$13,260	\$0
043339201 Registered Nurse	01/01/2017	12/31/2017	17	52	\$25.00	\$25.00	\$22,100	\$22,100	\$0
Total:							\$95,420	\$95,420	\$0

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

2017 Overtime Justification

Office/Department: 0433 - ADC Medical

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
8,000	12,000	4,000.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

In 2014 our budget for this was 11,000, every year since then we have either gone over budget or have gotten very close to being over. The medical department must have adequate personnel coverage in order to provide the necessary care for inmates health issues and distribution of medications. If a temp employee from Concepts or PRN is not available or if one of the two county full time LPN's needs to be out sick, the other LPN works a double shift. The medical department needs to be sufficiently staffed at all times and is not able to schedule comp time off.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?

(Example: federal funding for special project) Yes No

Capital Justification Form

Office/Department:0433 - ADC Medical

Fund: 1000 General Fund

Cost Information:

Line Item: 4015 - Office
Equipment-Purchase
Number of Units: 5
Unit Cost: \$941.00
Purchase Price: \$4,705.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$4,705.00

Description of Item Requested:

24" Base Cabinets

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

These cabinets are needed to utilize space in the nurses station. These cabinets will hold overstocked supplies as well as small equipment.

Capital Justification Form

Office/Department:0433 - ADC Medical

Fund: 1000 General Fund

Cost Information:

Line Item: 4015 - Office
Equipment-Purchase
Number of Units: 5
Unit Cost: \$577.00
Purchase Price: \$2,885.00
Installation
Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$2,885.00

Description of Item Requested:

24" Wall Cabinet Module

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

These cabinets are needed to utilize a 15 foot wall space that is not being used. These cabinets will hold medical supplies, equipment and over stocked items.

Capital Justification Form

Office/Department:0433 - ADC Medical

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of 1
Units:
Unit Cost: \$2999.00
Purchase Price: \$2,999.00
Installation
Cost:
Warranty/Maint
enance Cost:
Taxes:
Total:\$2,999.00

Description of Item Requested:

AT-2 Plus w/Inter EKG Machine

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The current EKG machine is approximately 30 years old. It does not give a good tracing in all cases and sometimes the EKG has to be repeated several times to get a good an accurate tracing. Also, this machine is hard to find parts for and we are having to use supplies from Fort Smith EMS. We do approximately 5-10 EKGs a week.

Capital Justification Form

Office/Department:0433 - ADC Medical

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 5
Unit Cost: \$1263.33
Purchase Price: \$6,316.65
Installation
Cost:
Warranty/Maintenance Cost:
Taxes: \$615.87
Total:\$6,932.52

Description of Item Requested:

5 XPR 7580 Radios with Speakers Mic and Battery

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

We currently have 5 old radios in the medical department. The batteries will not hold a charge for more than 3-5 hours and then must be recharged. There are times when we have 2 staff members sharing one radio or a staff member trying to access pods by asking staff nearby to call the door in 5 minutes. This can be a safety issue for the medical staff when passing medication in the pods.

Capital Justification Form

Office/Department:0433 - ADC Medical

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$827.00
Purchase Price: \$827.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$827.00

Description of Item Requested:

Digital Scale

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

We have purchased approximaetly 5 scales that have been very cheaply made and that are not intended to be used for 25-50 weigh ins a day. This scale is a physician office grade scale bulit to be used repeatedly on a daily bases for weights and heights. We need to have accurate weights and heights for each innmate for both medical and security reasons.

Capital Justification Form

Office/Department:0433 - ADC Medical

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 2
Unit Cost: \$860.00
Purchase Price: \$1,720.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$1,720.00

Description of Item Requested:

Wall Mounted Exam Lights

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The in house MD does procedures at the jail, such as wart removal, incisions, drainage of wounds, stitches and non-emergent procedures. We currently have a goose neck exam light which is easy to turn over and gets very hot to touch placing the staff at risk for burns. It is not very accessible to position for procedures that are being carried out. this wall exam light has an adjustable arm and does not get hot on the outside.

Capital Justification Form

Office/Department:0433 - ADC Medical

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 2
Unit Cost: \$935.00
Purchase Price: \$1,870.00
Installation
Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$1,870.00

Description of Item Requested:

Exam Light Mounting Kits

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

These kits are needed to install the exam lights to the wall or ceiling.

Capital Justification Form

Office/Department:0433 - ADC Medical

Fund: 1000 General Fund

Cost Information:

Line Item: 4015 - Office
Equipment-Purchase
Number of Units: 2
Unit Cost: \$745.00
Purchase Price: \$1,490.00
Installation
Cost:
Warranty/Maintenance Cost:
Taxes: \$72.64
Total:\$1,562.64

Description of Item Requested:

Double Tier Snap Lockers

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

These lockers are needed to place the nurses personal items in.

Capital Justification Form

Office/Department:0433 - ADC Medical

Fund: 1000 General Fund

Cost Information:

Line Item: 4010 - Information Systems
Projects
Number of 1
Units:
Unit Cost: \$41088.00
Purchase Price: \$41,088.00
Installation
Cost:
Warranty/Maint
enance Cost:
Taxes:
Total:\$41,088.00

Description of Item Requested:

Blue Strata Electronic Health Records

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? Yes
New personnel? No

Needs Analysis Justification:

This EMR is needing to be purchased to meet DOJ requirements. The AEGIS system that we are currently using is indaequate for the high volume of medical conditions that we treat at the jail. At one given time we have 320 inmates on medications an each inmate is required to have a medical chart per DOJ guidelines. The subscription pricing is \$3,024 a month for an annual total of \$36,288. There is a one time training fee of \$4,800.

2017 Budget Information Form

Office/Department: 0438 - Prosecuting Attorney

Fees

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This is a subsidiary budget to the Prosecuting Attorney's office. This budget is used to administer a specific grant or program in order that it might be tracked more closely than if it were in the office's general budget. This particular budget either fully or partially pays for personnel costs for office staff.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Effective administration of the Hot Checks program.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0438 - Prosecuting Attorney Fees					
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	.00	26,743.00	27,545.00	802.00
1006	Social Security Matching	.00	2,107.00	2,107.00	.00
1007	Retirement	.00	3,994.00	4,063.00	69.00
1009	Health Insurance Matching	4,410.00	8,280.00	.00	(8,280.00)
1010	Workmen's Compensation	47.90	50.00	.00	(50.00)
1016	Life Insurance	.00	98.00	.00	(98.00)
1017	Col/Merit	.00	802.00	.00	(802.00)
1023	Dental Insurance-Matching	.00	937.00	.00	(937.00)
1040	Affordable Care Act	.00	127.00	.00	(127.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$4,457.90	\$43,138.00	\$33,715.00	(\$9,423.00)
	Department 0438 - Prosecuting Attorney Fees Totals	\$4,457.90	\$43,138.00	\$33,715.00	(\$9,423.00)

2017 PERSONNEL SCHEDULE

1000 General Fund

0438 Prosecuting Attorney Fees

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
043834601 - Overdraft Asst Administrator	05 - 05	(1) 100 - Work Full Time	21.848	30.844	27.545
Total Positions:	<u>1</u>				Full Time Annual Salaries Subtotal: <u>27,545</u>
					Total Salaries: <u>27,545</u>

(1) PA Fees 100% of Salary

2017 Budget Information Form

Office/Department: 0440 - Prosecuting Atty Grant

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This is a subsidiary budget to the Prosecuting Attorney's office. This budget is used to administer a specific grant or program in order that it might be tracked more closely than if it were in the office's general budget. This particular budget either fully or partially pays for personnel costs for office staff.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Serve the citizens of Sebastian County. Continue to prosecute crimes and operate in as efficient a manner as possible for the citizens of the community. Strive to handle additional duties imposed by legislative acts with minimal increase in operating and staff budgets.

3. Does your office/department receive any grants or other operating subsidies? Yes

Does the County have to continue the funding level if the source is discontinued? No

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
VAWA	26,506.06	25	Victim Witness Coordinator, grant will pay 10 days sick and 10 days vacation per gran period	10/01/16 to 9/30/17
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0440 - Prosecuting Atty Grant					
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	28,940.55	28,941.00	29,808.00	867.00
1006	Social Security Matching	2,133.00	2,280.00	2,289.00	9.00
1007	Retirement	4,233.97	4,322.00	4,414.00	92.00
1009	Health Insurance Matching	5,104.00	5,808.00	5,808.00	.00
1010	Workmen's Compensation	51.84	54.00	54.00	.00
1016	Life Insurance	97.20	98.00	98.00	.00
1017	Col/Merit	.00	868.00	.00	(868.00)
1021	Longevity	.00	.00	120.00	120.00
1023	Dental Insurance-Matching	294.72	340.00	397.00	57.00
1040	Affordable Care Act	126.60	127.00	127.00	.00
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$40,981.88	\$42,838.00	\$43,115.00	\$277.00
	Department 0440 - Prosecuting Atty Grant Totals	\$40,981.88	\$42,838.00	\$43,115.00	\$277.00

2017 PERSONNEL SCHEDULE

1000 General Fund

0440 Prosecuting Atty Grant

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
044050401 - Victim Witness Coord/Dom Violen	05 - 05	(1) 100 - Work Full Time	21,848	30,844	29,808
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>29,808</u>
				Total Salaries:	<u>29,808</u>

(1) Grant 75% - County General 25% of Salary
Insurance - 100% paid by Prosecuting Attorney Fees
Workers Comp - 100% paid by County

2017 Budget Information Form

Office/Department: 0441 - PA Victim Witness

Grant

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This is a subsidiary budget to the Prosecuting Attorney's office. This budget is used to administer a specific grant or program in order that it might be tracked more closely than if it were in the office's general budget. This particular budget either fully or partially pays for personnel costs for office staff.

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2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Serve the citizens of Sebastian County. Continue to prosecute crimes and operate in as efficient a manner as possible for the citizens of the community. Strive to handle additional duties imposed by legislative acts with minimal increase in operating and staff budgets.

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3. Does your office/department receive any grants or other operating subsidies? Yes

Does the County have to continue the funding level if the source is discontinued? No

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
VOCA	33,570.96	20	Victim Witness Assistant, grant will pay 10 days sick and 10 days vacation per grant period	10/01/16 to 9/30/17-
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1000 - General Fund				
Department	0441 - PA Victim Witness Grant				
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	30,765.63	30,766.00	31,688.00	922.00
1006	Social Security Matching	2,139.04	2,425.00	2,433.00	8.00
1007	Retirement	4,501.04	4,595.00	4,692.00	97.00
1009	Health Insurance Matching	10,921.00	8,280.00	8,280.00	.00
1010	Workmen's Compensation	55.14	57.00	57.00	.00
1016	Life Insurance	97.20	98.00	98.00	.00
1017	Col/Merit	.00	923.00	.00	(923.00)
1021	Longevity	.00	.00	120.00	120.00
1023	Dental Insurance-Matching	596.64	687.00	804.00	117.00
1040	Affordable Care Act	126.60	127.00	127.00	.00
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$49,202.29	\$47,958.00	\$48,299.00	\$341.00
	Department 0441 - PA Victim Witness Grant Totals	\$49,202.29	\$47,958.00	\$48,299.00	\$341.00

2017 PERSONNEL SCHEDULE

1000 General Fund

0441 PA Victim Witness Grant

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
044150601 - Victim/Witness Assistant	06 - 06	(1) 100 - Work Full Time	23.270	32.852	31.688
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>31.688</u>
				Total Salaries:	<u>31,688</u>

(1) Grant 80 % - County General 20% of Salary
 Insurance - 80% paid by Grant
 20% paid by Prosecuting Attorney Fees

2017 Budget Information Form

Office/Department: 0443 - Drug Enforcement

Task Frc

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This is a subsidiary budget to the Prosecuting Attorney's office. This budget is used to administer a specific grant or program in order that it might be tracked more closely than if it were in the office's general budget. This particular budget either fully or partially pays for personnel costs for office staff.

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2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Serve the citizens of Sebastian County. Continue to prosecute crimes and operate in as efficient a manner as possible for the citizens of the community. Strive to handle additional duties imposed by legislative acts with minimal increase in operating and staff budgets.

Serve the citizens of Sebastian County. Continue to prosecute crimes and operate in as efficient a manner as possible for the citizens of the community. Strive to handle additional duties imposed by legislative acts with minimal increase in operating and staff budgets.

3. Does your office/department receive any grants or other operating subsidies? Yes

Does the County have to continue the funding level if the source is discontinued? No

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
JAG	113,424.66	25	DTF Coordinator, DTF Investigator for SO and DTF Investigator for FSPD. Will only pay for actual hours worked. Insurance caps at \$350/month, Workers Comp is paid through the State of AR for DTF Officers. County does not pay workers comp.	7/01/16 to 6/30/2017
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1000 - General Fund				
	Department 0443 - Drug Enforcement Task Frc				
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	86,438.37	86,438.00	89,031.00	2,593.00
1005	OT & Other Premium Comp	6,038.40	.00	.00	.00
1006	Social Security Matching	6,753.05	6,820.00	6,820.00	.00
1007	Retirement	15,228.40	12,927.00	13,150.00	223.00
1009	Health Insurance Matching	23,719.00	26,064.00	26,064.00	.00
1016	Life Insurance	178.20	196.00	195.00	(1.00)
1017	Col/Merit	.00	2,594.00	.00	(2,594.00)
1021	Longevity	120.00	120.00	120.00	.00
1023	Dental Insurance-Matching	1,548.34	2,200.00	2,577.00	377.00
1040	Affordable Care Act	232.10	254.00	254.00	.00
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$140,255.86	\$137,613.00	\$138,211.00	\$598.00
	Department 0443 - Drug Enforcement Task Frc Totals	\$140,255.86	\$137,613.00	\$138,211.00	\$598.00

2017 PERSONNEL SCHEDULE

1000 General Fund

0443 Drug Enforcement Task Force

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
044321601 - Drug Task Force Coordinator	(2)	100 - Work Full Time			53,903
044321801 - Drug Task Force Investigator	(1)	120 - Law Enforcement FT No Holiday			35,128
Total Positions:	<u>2</u>			Full Time Annual Salaries Subtotal:	<u>89,031</u>
				Total Salaries:	<u>89,031</u>

(1) Position established June 2000 under Ordinance 2000-10.

Position funded up to \$32,780 annually with corresponding fringe benefits by Drug Task Force Grant as of 7/1/2016.

Insurance funded \$385 monthly by Drug Task Force Grant.

Workers Comp funded 100% by State.

Costs not covered will be absorbed by general fund.

(2) Position established July 2002 under Ordinance 2002-10.

Position funded 100% by Drug Task Force Grant.

COLA not funded by Grant. It is absorbed by Prosecuting Attorney.

2017 Budget Information Form

Office/Department: 0444 - JDC Maintenance

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Budgetary changes are being implemented for maintenance of the County buildings, specifically concerning the Adult Detention and Juvenile Detention buildings. Maintenance staffing and maintenance support costs have been moved into separate budgets for administration by the Courthouse Maintenance Department under the authority of the County Judge. This budgetary change recognizes the County Judge's responsibility to maintain buildings and is intended to improve communication and coordination between the County Judge's building maintenance staff and the Sheriff's administrative operations staff concerning both the Adult Detention Center and the Juvenile Detention Center. The two positions in the Adult Detention Center chain of command to the Courthouse Maintenance chain of command as a part of this budgetary policy change. Budgetary changes were implemented for maintenance of the County buildings, specifically concerning the Adult Detention and Juvenile Detention buildings. Maintenance staffing and maintenance support costs have been moved into separate budgets for administration by the Courthouse Maintenance Department under the authority of the County Judge. This budgetary change recognizes the County Judge's responsibility to maintain buildings and is intended to improve communication and coordination between the County Judge's building maintenance staff and the Sheriff's administrative operations staff concerning both the Adult Detention Center and the Juvenile Detention Center.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The goal of this budgetary change for both Adult Detention and Juvenile Detention is to improve communication and coordination between the Sheriff's office and County Judge's office for maintenance of our buildings, specific to the Adult Detention Center and Juvenile Detention Center.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0444 - JDC Maintenance					
	<i>Supplies</i>				
2020	Bldg Materials & Supplies	.00	100.00	100.00	.00
2021	Paints & Metals	392.52	2,500.00	2,500.00	.00
2022	Plumbing & Electrical	153.38	1,500.00	1,500.00	.00
2023	Parts & Repairs	124.27	500.00	500.00	.00
2032	Bldg & Improvement-R/M	2,078.49	2,500.00	2,500.00	.00
	<i>Supplies Totals</i>	<u>\$2,748.66</u>	<u>\$7,100.00</u>	<u>\$7,100.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	7,773.82	5,500.00	5,500.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$7,773.82</u>	<u>\$5,500.00</u>	<u>\$5,500.00</u>	<u>\$0.00</u>
	<i>Capital Outlay</i>				
4002	Bldgs(Purchase & Improv)	2,872.84	.00	.00	.00
4011	Capital Sales Tax	137.18	.00	.00	.00
	<i>Capital Outlay Totals</i>	<u>\$3,010.02</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Department 0444 - JDC Maintenance Totals	<u>\$13,532.50</u>	<u>\$12,600.00</u>	<u>\$12,600.00</u>	<u>\$0.00</u>

2017 Budget Information Form

Office/Department: 0446 - Courts Building

Operations

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This is for the Courts Building Operations Budget. This budget includes Operational Costs such as Insurance, Electrical, Gas, Water, Janitorial and Building repair and Maintenance. This budget is being listed separately; a portion of the operational costs of this facility is billed to the City of Fort Smith for reimbursement.

This is for the Courts Building Operations Budget. This budget includes Operational Costs such as Insurance, Electrical, Gas, Water, Janitorial and Building repair and Maintenance. This budget is being listed separately; a portion of the operational costs of this facility is billed to the City of Fort Smith for reimbursement.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Primary goal for the 2017 budget is to Continue to support this facility. We will continue to look carefully during the 2017 year at maintenance contracts for the new courts facility critical infrastructure. Areas for maintenance contracts are the heating and air conditioning units, elevators, and boiler systems, electronic systems and badging systems..

Primary goal for the 2017 budget is to Continue to support this facility. We will continue to look carefully during the 2015 year at maintenance contracts for the new courts facility critical infrastructure. Areas for maintenance contracts are the heating and air conditioning units, elevators, and boiler systems and electronic systems.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
Department 0446	Courts Building Operation				
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	91,225.25	94,318.00	97,148.00	2,830.00
1005	OT & Other Premium Comp	1,272.66	1,000.00	1,000.00	.00
1006	Social Security Matching	6,688.73	7,518.00	7,518.00	.00
1007	Retirement	13,530.92	14,249.00	14,495.00	246.00
1009	Health Insurance Matching	25,718.00	30,456.00	23,232.00	(7,224.00)
1010	Workmen's Compensation	2,573.98	2,843.00	2,816.00	(27.00)
1016	Life Insurance	364.50	392.00	389.00	(3.00)
1017	Col/Merit	.00	2,830.00	.00	(2,830.00)
1021	Longevity	.00	120.00	120.00	.00
1023	Dental Insurance-Matching	1,754.36	2,116.00	1,964.00	(152.00)
1040	Affordable Care Act	474.75	508.00	507.00	(1.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$143,603.15	\$156,350.00	\$149,189.00	(\$7,161.00)
<i>Supplies</i>					
2001	General Supplies	123.54	100.00	100.00	.00
2002	Small Equipment	299.99	1,000.00	1,000.00	.00
2003	Janitorial Supplies	11,811.24	15,000.00	15,000.00	.00
2006	Clothing & Uniforms	555.17	2,500.00	2,500.00	.00
2007	Fuel, Oils & Lubricants	3.92	.00	.00	.00
2020	Bldg Materials & Supplies	2,907.75	5,000.00	5,000.00	.00
2021	Paints & Metals	.00	1,000.00	1,000.00	.00
2022	Plumbing & Electrical	63.05	3,000.00	3,000.00	.00
2023	Parts & Repairs	250.51	1,000.00	1,000.00	.00
2024	Maint & Service Contracts	46,591.83	52,460.00	49,874.00	(2,586.00)
2029	Small Tools	473.91	1,000.00	1,000.00	.00
2032	Bldg & Improvement-R/M	19,403.08	10,000.00	10,000.00	.00
2033	Machinery & Equipment-R/M	.00	7,000.00	7,000.00	.00
<i>Supplies Totals</i>		\$82,483.99	\$99,060.00	\$96,474.00	(\$2,586.00)
<i>Other Services and Charges</i>					
3009	Oth Professional Services	4,922.85	8,000.00	8,000.00	.00
3020	Telephone & Fax Landline	10,193.27	240.00	1,300.00	1,060.00
3022	Cell Phone & Pagers	1,275.77	1,400.00	1,400.00	.00
3025	Data/Video Circuit	5,588.27	10,710.00	10,710.00	.00
3027	Telephone Purchase/Maint	.00	3,516.00	3,516.00	.00
3052	Fire & Extended Coverage	38,672.74	45,250.00	45,250.00	.00
3060	Utilities-Electricity	98,339.28	95,000.00	95,000.00	.00
3061	Utilities-Gas	37,437.99	55,000.00	55,000.00	.00
3062	Utilities-Water	8,618.23	10,000.00	10,000.00	.00
3063	Utilities-Waste Disposal	.00	2,000.00	2,000.00	.00
3117	Sales Tax	15,361.75	.00	.00	.00
<i>Other Services and Charges Totals</i>		\$220,410.15	\$231,116.00	\$232,176.00	\$1,060.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0446 - Courts Building Operation					
	<i>Capital Outlay</i>				
4002	Bldgs(Purchase & Improv)	.00	.00	81,000.00	81,000.00
	<i>Capital Outlay Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$81,000.00</u>	<u>\$81,000.00</u>
	Department 0446 - Courts Building Operation Totals	\$446,497.29	\$486,526.00	\$558,839.00	\$72,313.00

2017 PERSONNEL SCHEDULE

1000 General Fund

0446 Courts Building Operation

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
044606001 - Bldg Maint Tech	05 - 05	(1) 100 - Work Full Time	23,270	32,852	27,910
044628401 - Lead Custodian	04 - 04	100 - Work Full Time	20,426	28,837	25,752
044614201 - Custodian	02 - 02	100 - Work Full Time	17,584	24,824	21,317
044614202 - Custodian	02 - 02	100 - Work Full Time	17,584	24,824	22,169
Total Positions:	<u>4</u>			Full Time Annual Salaries Subtotal:	<u>97,148</u>
				Total Salaries:	<u>97,148</u>

(1) 2016 Salary Adjustment



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0446 - Courts Building Operation		
Account 2024 - Maint & Service Contracts		
1000-0446 2024	AAMSCO Badging System CCO 2016-35	1,875.00
1000-0446 2024	Chem-Aqua CCO 2016-37	1,104.00
1000-0446 2024	Cintas CCO 2016-105	1,040.00
1000-0446 2024	Corley Electric CCO 2016-147	985.00
1000-0446 2024	Fout A/C CCO 2016-33	4,380.00
1000-0446 2024	JE Systems CCO 2016-8	26,000.00
1000-0446 2024	NW Fire CCO 2016-76	270.00
1000-0446 2024	Pinnacle Lawn Care CCO 2016-131	6,720.00
1000-0446 2024	Terminix CCO 2015-159	1,500.00
1000-0446 2024	Thyssen Krupp CCO 2008-189	6,000.00
Account 2024 - Maint & Service Contracts Totals		<u>\$49,874.00</u>
Account 4002 - Bldgs(Purchase & Improv)		
1000-0446 4002	Gutters for New Courts Building (3 Phases)	60,000.00
1000-0446 4002	Replace Compressor in Unit 2	6,500.00
1000-0446 4002	Thyssen Krupp Elevator	14,500.00
Account 4002 - Bldgs(Purchase & Improv) Totals		<u>\$81,000.00</u>
Department 0446 - Courts Building Operation Totals		<u>\$130,874.00</u>

2017 Overtime Justification

Office/Department: 0446 - Courts Building
Operations

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
1,000	1,000	0.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

Overtime is paid to keep from accumulating comp time. Our day to day activities take up most of our scheduled time. Overtime is generally unrecurring emergencies that come up from time to time.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?

(Example: federal funding for special project) Yes No

Capital Justification Form

Office/Department: 0446 - Courts Building
Operations
Fund: 1000 General Fund

Cost Information:

Line Item: 4002 - Buildings(Purchase & Improvements)
Number of Units: 1
Unit Cost: \$60000.00
Purchase Price: \$60,000.00
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Taxes: \$0.00
Total: \$60,000.00

Description of Item Requested:

Guttering is needed on the Courts Building. Currently when it is extremely cold the water drains onto the sidewalks and causes them to be slick. Also, this will save the mulch in the flower beds from being washed out.

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Guttering is needed on the Courts Building. Currently when it is extremely cold the water drains onto the sidewalks and causes them to be slick. Also, this will save the mulch in the flower beds from being washed out.

Capital Justification Form

Office/Department: 0446 - Courts Building
Operations
Fund: 1000 General Fund

Cost Information:

Line Item: 4002 - Buildings(Purchase &
Improvements)
Number of Units: 1
Unit Cost: \$6500.00
Purchase Price: \$6,500.00
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Taxes: \$0.00
Total: \$6,500.00

Description of Item Requested:

Replace Compressor in Unit 2

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Compressor in Unit 2 has gone out, we have been limping in along since August 2016

Capital Justification Form

Office/Department:0446 - Courts Building
Operations
Fund: 1000 General Fund

Cost Information:

Line Item: 4002 - Buildings(Purchase & Improvements)
Number of Units: 1
Unit Cost: \$14500.00
Purchase Price: \$14,500.00
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Taxes: \$0.00
Total:\$14,500.00

Description of Item Requested:

Add elevator panel to elevator.

Needs Analysis:

Replacement per capital replacement plan? No
 Attach copy of your capital replacement plan:
 Present equipment worn out? No
 Expanded service? No
 New service? No
 New personnel? No

Needs Analysis Justification:

There is one elevator used to transport inmates as well as employees. The current system in place to keep the employees safe makes the elevator have a delay causing the elevator to be extremely slow. A new panel in the elevator will enable the guards to control the panel on their side and use the gate to close off the inmates, meaning there will need to be no delay as the employees would be protected by the bars. These employees include the Judges.

2017 Budget Information Form

Office/Department: 0449 - SCAPP

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

SCAAP (State Criminal Alien Assistance Program) is a government funded program which allows jails to submit a list of inmates, born outside the U.S., who were housed in the previous year. One qualifer is that no reimbursement was received for the housing fee from any other agency i.e. ICE, US Marshal, etc. A second qualifier is the inmate must have had 1 felony or 2 misdemenuars charges at any time during his life time..

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The government funded SCAAP grant has specific guidelines placed on the money received. All funds received MUST be used for jail expenses, i.e. Deputy Uniforms, Jail Equipment, Jail Transport Vehicle, etc. The County set up Department 0449 SCAAP for the funds to be transferred to, once received annually. Unused monies may be rolled over into next years budget line items.

The government funded SCAAP grant has specific guidelines placed on the money received. All funds received MUST be used for jail expenses, i.e. Deputy Uniforms, Jail Equipment, Jail Transport Vehicle, etc. The County set up Department 0449 SCAAP for the funds to be transferred to, once received one time annually. Unused monies may be rolled over into next years SCAAP budget line items.

3. Does your office/department receive any grants or other operating subsidies? Yes
Does the County have to continue the funding level if the source is discontinued? No

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
SCAAP	8,000.00	0	Jail Expense Only	7/1/15-6/30/16
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
	Department 0449 - SCAPP				
	<i>Supplies</i>				
2002	Small Equipment	3,525.18	475.00	3,784.00	3,309.00
2006	Clothing & Uniforms	3,405.04	3,595.00	3,595.00	.00
	<i>Supplies Totals</i>	<u>\$6,930.22</u>	<u>\$4,070.00</u>	<u>\$7,379.00</u>	<u>\$3,309.00</u>
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	.00	6,800.00	6,800.00	.00
3030	Travel	.00	112.00	112.00	.00
3093	Misc Law Enforcement	.00	3,500.00	4,815.00	1,315.00
3094	Meals & Lodging	.00	2,830.00	2,830.00	.00
3101	Training & Education	.00	3,733.00	3,733.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$0.00</u>	<u>\$16,975.00</u>	<u>\$18,290.00</u>	<u>\$1,315.00</u>
	Department 0449 - SCAPP Totals	<u>\$6,930.22</u>	<u>\$21,045.00</u>	<u>\$25,669.00</u>	<u>\$4,624.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0449 - SCAPP		
Account 3093 - Misc Law Enforcement		
1000-0449 3093	Actual Balance - August 2016	4,815.00
		<hr/>
	Account 3093 - Misc Law Enforcement Totals	\$4,815.00
Account 2002 - Small Equipment		
1000-0449 2002	Actual Balance - August 2016	3,784.00
		<hr/>
	Account 2002 - Small Equipment Totals	\$3,784.00
	Department 0449 - SCAPP Totals	<hr/>
		\$8,599.00

2017 Budget Information Form

Office/Department: 0452 - Juvenile Grant

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

To pay partial salaries for 2 juvenile detetion deputies so that we can be in compliance with the ratio of juveniles to deputies.
 To pay partial salaries for 2 juvenile detetion deputies so that we can be in compliance with the ratio of juveniles to deputies.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To maintain security of facility and meet requirements of juvenile detention standards.
 To maintain security of facility and meet requirements of juvenile detention standards.

3. Does your office/department receive any grants or other operating subsidies? Yes

Does the County have to continue the funding level if the source is discontinued? Yes

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
Grant in Aid	31,167.00	0	Salaries for 2 deputies	07/01/15 through 06/30/16
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0452 - Juvenile Grant					
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	49,001.43	50,384.00	51,940.00	1,556.00
1005	OT & Other Premium Comp	1,300.31	2,400.00	2,400.00	.00
1006	Social Security Matching	3,748.32	4,154.00	4,157.00	3.00
1007	Retirement	7,006.63	7,873.00	8,015.00	142.00
1009	Health Insurance Matching	15,037.00	11,616.00	11,616.00	.00
1010	Workmen's Compensation	1,296.86	1,157.00	1,306.00	149.00
1016	Life Insurance	145.80	196.00	195.00	(1.00)
1017	Col/Merit	.00	1,512.00	.00	(1,512.00)
1021	Longevity	50.00	.00	.00	.00
1023	Dental Insurance-Matching	405.24	1,276.00	1,671.00	395.00
1040	Affordable Care Act	179.35	254.00	254.00	.00
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	<u>\$78,170.94</u>	<u>\$80,822.00</u>	<u>\$81,554.00</u>	<u>\$732.00</u>
	<i>Supplies</i>				
2006	Clothing & Uniforms	88.78	400.00	400.00	.00
	<i>Supplies Totals</i>	<u>\$88.78</u>	<u>\$400.00</u>	<u>\$400.00</u>	<u>\$0.00</u>
	Department 0452 - Juvenile Grant Totals	<u>\$78,259.72</u>	<u>\$81,222.00</u>	<u>\$81,954.00</u>	<u>\$732.00</u>

2017 PERSONNEL SCHEDULE

1000 General Fund

0452 Juvenile Grant

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
045227401 - Juvenile Detention Officer Grt	07 - 07	(1) 110 - Jail/Sheriff/JDC FT No holiday	24.693	34.860	25.970
045227402 - Juvenile Detention Officer Grt	07 - 07	(1) 110 - Jail/Sheriff/JDC FT No holiday	24.693	34.860	25.970
Total Positions:	<u>2</u>			Full Time Annual Salaries Subtotal:	<u>51,940</u>
				Total Salaries:	<u>51,940</u>

(1) 2016 Salary Adjustment

2017 Overtime Justification

Office/Department: 0452 - Juvenile Grant

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
2,400	2,400	0.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

Due to the number of staff, when someone misses a day due to being sick, it is necessary to have someone come in on their day off to fill that position. Federal law requires us to maintain a minimal amount of personel at all times.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?

(Example: federal funding for special project) Yes No

2017 Budget Information Form

Office/Department: 0454 - Video Arraignment

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

To assist operation of the Criminal Justice System including quicker parole hearings for individuals held in the jail that violated parole with the Parole Hearing Office located in Pine Bluff via video connection, video arraignment with Greenwood District Court to reduce transportation and video arraignment of individuals in the jail to reduce transportation and security risks and use of video equipment to assist with probable cause hearings with the intent to impact the jail population.

The Video Arraignment budget is funded through the General Jail Restricted funds.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Currently video arrangement equipment is available in the following locations:

North Circuit Courtroom

South Circuit Courtroom

Public Defender

Adult Detention center

Juvenile Detention Center

Upstairs Greenwood Courtroom

Downstairs Greenwood Courtroom

Fort Smith District Court courtroom

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0454 - Video Arraignment					
<i>Other Services and Charges</i>					
3025	Data/Video Circuit	5,588.25	17,210.00	5,040.00	(12,170.00)
	<i>Other Services and Charges Totals</i>	<u>\$5,588.25</u>	<u>\$17,210.00</u>	<u>\$5,040.00</u>	<u>(\$12,170.00)</u>
<i>Capital Outlay</i>					
4016	Computer Equip Purchase	5,128.91	.00	30,977.00	30,977.00
	<i>Capital Outlay Totals</i>	<u>\$5,128.91</u>	<u>\$0.00</u>	<u>\$30,977.00</u>	<u>\$30,977.00</u>
	Department 0454 - Video Arraignment Totals	<u>\$10,717.16</u>	<u>\$17,210.00</u>	<u>\$36,017.00</u>	<u>\$18,807.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0454 - Video Arraignment		
Account 4016 - Computer Equip Purchase		
1000-0454 4016	Video Conferencing Kits	30,977.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$30,977.00</u>
	Department 0454 - Video Arraignment Totals	<u>\$30,977.00</u>

PC Related Capital Justification Form

Office/Department: 0454 - Video Arraignment

Fund: 1000 General Fund

Request Information:

Request type:	CPU and Monitor
Line Item:	4016 - Computer Equipment Purchase
Number of Units:	1
Unit Cost:	\$28224.51
Purchase Price:	\$28,224.51
Installation Cost:	\$0.00
Warranty/Maintenance Cost:	\$0.00
Shipping Cost:	\$0.00
Taxes:	\$2,751.89
Total:	\$30,976.40

Justification

Please state the justification for this equipment purchase:

The PolyCom video units employed throughout the county were purchased in 2004. They are out of warranty and replacement parts cannot be found. Additionally, these older existing units lack the functionality to connect to other video devices outside the County. This functionality has been needed in the past, but we were unable to provide.

This replaces four Polycom video conferencing units in courtrooms and one unit in the Adult Detention Center.

Replacement: Replacement of existing equipment? No Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0458 - Act 1256 Disbursements					
<i>Other Services and Charges</i>					
3153	Act 1256 Disbursement	131,657.02	159,011.00	159,011.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$131,657.02</u>	<u>\$159,011.00</u>	<u>\$159,011.00</u>	<u>\$0.00</u>
	Department 0458 - Act 1256 Disbursements Totals	<u>\$131,657.02</u>	<u>\$159,011.00</u>	<u>\$159,011.00</u>	<u>\$0.00</u>

2017 Budget Information Form

Office/Department: 0460 - Circuit Courtroom Opr

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This Department supports the six Circuit Judges a daily basis for the scheduling of non-jury trials, jury trials, hearings, arraignments, and other court related functions. Other responsibilities of this Department include jury management in both Districts, supervision of Assistant Court Administrator, Criminal Justice/Drug Court Coordinator, Data Entry position, and staffing of Drug Court; maintenance of felony criminal cases to ensure scheduling of cases within applicable guidelines, liason between the courts and the media, public relations duties with the general public, attorneys and other agencies related to the courts, monitor compliance with Supreme Court Rules as well as Federal, State and local regulations concerning courtroom operations, ensure proper maintenance of the courtroom facilities, represent the judiciary at Quorum Court meetings, and perform related responsibilities as required or assigned.

This Department supports the six Circuit Judges a daily basis for the scheduling of non-jury trials, jury trials, hearings, arraignments, and other court related functions. Other responsibilities of this Department include jury management in both Districts, supervision of Assistant Court Administrator, Criminal Justice/Drug Court Coordinator, Data Entry position, and staffing of Drug Court; maintenance of felony criminal cases to ensure scheduling of cases within applicable guidelines, liason between the courts and the media, public relations duties with the general public, attorneys and other agencies related to the courts, monitor compliance with Supreme Court Rules as well as Federal, State and local regulations concerning courtroom operations, ensure proper maintenance of the courtroom facilities, represent the judiciary at Quorum Court meetings, and perform related responsibilities as required or assigned.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

It is a budget goal for 2017 to not exceed appropriations approved for the continued support of this office..

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0460 - Circuit Courtroom Opr					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	75,192.06	75,192.00	75,615.00	423.00
1006	Social Security Matching	5,686.29	5,966.00	5,812.00	(154.00)
1007	Retirement	11,070.17	11,308.00	11,206.00	(102.00)
1009	Health Insurance Matching	9,514.00	11,616.00	11,616.00	.00
1010	Workmen's Compensation	134.73	139.00	136.00	(3.00)
1016	Life Insurance	194.40	196.00	195.00	(1.00)
1017	Col/Merit	.00	2,256.00	.00	(2,256.00)
1021	Longevity	480.00	540.00	360.00	(180.00)
1023	Dental Insurance-Matching	294.72	1,276.00	1,212.00	(64.00)
1040	Affordable Care Act	126.60	254.00	254.00	.00
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$102,692.97	\$108,743.00	\$106,406.00	(\$2,337.00)
<i>Supplies</i>					
2001	General Supplies	6,177.73	6,635.00	6,635.00	.00
2002	Small Equipment	492.78	500.00	500.00	.00
2005	Food/Supplies	280.33	500.00	500.00	.00
2009	Computer Accessories	.00	250.00	250.00	.00
2024	Maint & Service Contracts	1,320.76	2,090.00	2,090.00	.00
<i>Supplies Totals</i>		\$8,271.60	\$9,975.00	\$9,975.00	\$0.00
<i>Other Services and Charges</i>					
3005	Special Legal	.00	100.00	100.00	.00
3006	Med, Dental, and Hospital	.00	100.00	100.00	.00
3007	Drug Testing	435.75	500.00	500.00	.00
3009	Oth Professional Services	.00	2,000.00	2,000.00	.00
3020	Telephone & Fax Landline	1,291.05	588.00	1,300.00	712.00
3021	Postage	1,470.00	2,200.00	2,200.00	.00
3030	Travel	.00	500.00	500.00	.00
3031	Common Carrier	.00	1,000.00	1,000.00	.00
3071	Rent-Machinery & Equip	.00	100.00	100.00	.00
3090	Dues & Memberships	514.86	1,500.00	1,500.00	.00
3091	Court Appointed Attorneys	26,250.00	22,600.00	22,600.00	.00
3092	Jurors & Witnesses	62,867.40	75,000.00	75,000.00	.00
3094	Meals & Lodging	.00	1,500.00	1,500.00	.00
3101	Training & Education	75.00	1,500.00	1,500.00	.00
<i>Other Services and Charges Totals</i>		\$92,904.06	\$109,188.00	\$109,900.00	\$712.00
<i>Capital Outlay</i>					
4015	Office Equipment-Purchase	.00	.00	8,226.00	8,226.00
4016	Computer Equip Purchase	943.02	.00	2,000.00	2,000.00
<i>Capital Outlay Totals</i>		\$943.02	\$0.00	\$10,226.00	\$10,226.00
Department 0460 - Circuit Courtroom Opr Totals		\$204,811.65	\$227,906.00	\$236,507.00	\$8,601.00

2017 PERSONNEL SCHEDULE

1000 General Fund

0460 Circuit Courtroom Opr

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
046013401 - Court Administrator	12 - 12	104 - Reg. Full-Time Exempt	29,931	44,896	48,112
046010201 - Circuit Court Admin Assistant	06 - 06	100 - Work Full Time	23,270	32,852	27,503
Total Positions:	<u>2</u>			Full Time Annual Salaries Subtotal:	<u>75,615</u>
				Total Salaries:	<u>75,615</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0460 - Circuit Courtroom Opr		
Account 2024 - Maint & Service Contracts		
1000-0460 2024	CCO-2013-89 Wight Off Prod/Kyocera Taskalfa 520i Copier	1,870.00
1000-0460 2024	Milam Bus Sys/typewriter Serial #11BZGC8/CCO2015-53	110.00
1000-0460 2024	Milam Bus Sys/typewriter Serial 11-CFRX5/CCO2015-4	110.00
		Account 2024 - Maint & Service Contracts Totals
		\$2,090.00
Account 4015 - Office Equipment-Purchase		
1000-0460 4015	Copier	8,226.00
		Account 4015 - Office Equipment-Purchase Totals
		\$8,226.00
Account 4016 - Computer Equip Purchase		
1000-0460 4016	Computer Replacement Plan (2) CPU	2,000.00
		Account 4016 - Computer Equip Purchase Totals
		\$2,000.00
		Department 0460 - Circuit Courtroom Opr Totals
		\$12,316.00

Capital Justification Form

Office/Department:0460 - Circuit Courtroom Opr

Fund: 1000 General Fund

Cost Information:

Line Item: 4015 - Office
Equipment-Purchase
Number of Units: 1
Unit Cost: \$7495.00
Purchase Price: \$7,495.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes: \$730.76
Total:\$8,225.76

Description of Item Requested:

Kyocera Taskalfa 550i i digital Copier

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:



PM08232016163606.pdf

Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

2017 Budget Information Form

Office/Department: 0470 - Commissary - Jail

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Commissary is not only a privilege offered to inmates in being able to order snacks, socks, etc.; it is a source of revenue thru the jail by profiting from each order at a current rate of 41%. The labor involved to supply these orders bi-weekly to the inmates are provided by Aramark. Aramark provides a software program (CORE), available to balance with the bank Commissary Account for posting inmate incoming funds and disbursements (i.e. commissary orders, posting bonds, etc.) Note - each inmate commissary order is debited directly from the inmates funds in his individual account maintained thru the CORE software program. Therefore, there is no cost to the County to provide the Commissary service.

Aramark began offering ICARE commissary packages online in mid 2009 that family or friends can order through their debit or credit card for inmates within our jail. Also offered online in 2009 by Aramark is the capability for family and friends to place money on an inmates CORE account by using their debit or credit card. In August, 2011 the first of (8) eight Kiosk Machines was installed in the jail "Information" Lobby, which allows family and friends another means of depositing funds to an inmates account. The Kiosk Machine accepts cash, debit or credit cards. The cost for cabling and installation of the Kiosk Machines was provided by Aramark. The machines themselves are provided at no cost to the County. The handling of the funds deposited is provided by the owners of the Kiosk machines, at no cost to the County. The online deposit services and the Kiosk machines offer the public alternatives and a faster, less complicated means of placing funds on an inmates account, versus the previous single option of purchasing and mailing a money order to the jail. Not to mention the decrease in work load to County employees.

In June, 2012 the installation of Kiosk Machines in each Inmate POD was completed. Each Inmate may now submit any questions, grievances, requests to be seen by the jail Nurse, check their commissary account balance and place an order for commissary and phone cards through the Kiosk Machine. Deputy Supervisors and other specific jail staff are assigned to answering the inmates request/questions.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Continuing to provide commissary to inmates for the year 2017 through Aramark Services.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0470 - Commissary - Jail					
<i>Supplies</i>					
2005	Food/Supplies	.00	.00	325,000.00	325,000.00
2010	Inmate Phone Cards	.00	.00	80,000.00	80,000.00
<i>Supplies Totals</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$405,000.00</u>	<u>\$405,000.00</u>
Department 0470 - Commissary - Jail Totals		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$405,000.00</u>	<u>\$405,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0470 - Commissary - Jail		
Account 2005 - Food/Supplies		
1000-0470 2005	Inmate Purchases, 100% Funded by Inmate Funds	325,000.00
		<u>\$325,000.00</u>
	Account 2005 - Food/Supplies Totals	\$325,000.00
Account 2010 - Inmate Phone Cards		
1000-0470 2010	Inmate Phone Card 100% Funded by Inmate Funds	80,000.00
		<u>80,000.00</u>
	Account 2010 - Inmate Phone Cards Totals	\$80,000.00
	Department 0470 - Commissary - Jail Totals	<u>\$405,000.00</u>

2017 Budget Information Form

Office/Department: 0505 - Dept of Emergency

Mgmt

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This budget will fund mitigation, preparedness, response, and recovery projects in accordance with the standards outlined in 12-75-101: Arkansas Emergency Services Act of 1973.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Emergency Operations Plan (required under 12-75-118 (B); NIMS compliance program for County (Resolution 2005-5) reestablished LEPC (SARA Title III: 11001 (c); County Hazardous Materials Plan (SARA Title III 11002 (a), Develop five grant plan (National Preparedness Goal 2011); Develop five year exercise program (HSEEP).

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0505 - Dept of Emergency Mgmt					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	45,047.60	45,048.00	44,371.00	(677.00)
1003	Extra Help	2,632.50	3,305.00	3,511.00	206.00
1006	Social Security Matching	3,499.63	3,811.00	3,672.00	(139.00)
1007	Retirement	6,599.18	6,745.00	7,080.00	335.00
1009	Health Insurance Matching	8,298.00	9,420.00	13,032.00	3,612.00
1010	Workmen's Compensation	1,589.22	1,472.00	2,426.00	954.00
1016	Life Insurance	97.20	98.00	98.00	.00
1017	Col/Merit	.00	1,352.00	.00	(1,352.00)
1021	Longevity	60.00	120.00	120.00	.00
1023	Dental Insurance-Matching	677.56	720.00	1,289.00	569.00
1040	Affordable Care Act	126.72	127.00	127.00	.00
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$68,627.61	\$72,218.00	\$75,726.00	\$3,508.00
<i>Supplies</i>					
2001	General Supplies	2,344.71	1,100.00	1,100.00	.00
2002	Small Equipment	2,388.78	1,500.00	1,500.00	.00
2003	Janitorial Supplies	.00	250.00	250.00	.00
2005	Food/Supplies	413.63	500.00	500.00	.00
2006	Clothing & Uniforms	1,545.64	500.00	500.00	.00
2007	Fuel, Oils & Lubricants	998.85	1,800.00	1,800.00	.00
2008	Tires and Tubes	1,230.28	500.00	500.00	.00
2009	Computer Accessories	391.79	750.00	750.00	.00
2020	Bldg Materials & Supplies	22.81	305.00	305.00	.00
2023	Parts & Repairs	243.92	500.00	500.00	.00
2024	Maint & Service Contracts	5,672.60	15,033.00	7,353.00	(7,680.00)
2029	Small Tools	32.20	.00	.00	.00
2033	Machinery & Equipment-R/M	7,120.92	600.00	600.00	.00
2035	Radio Batteries/Accessory	1,599.12	.00	.00	.00
2038	Lic & Fees For Vehicles	37.00	.00	.00	.00
<i>Supplies Totals</i>		\$24,042.25	\$23,338.00	\$15,658.00	(\$7,680.00)
<i>Other Services and Charges</i>					
3001	Accounting & Auditing	1,872.88	5,000.00	5,000.00	.00
3009	Oth Professional Services	3.55	200.00	200.00	.00
3020	Telephone & Fax Landline	885.26	4,492.00	7,100.00	2,608.00
3021	Postage	146.66	130.00	130.00	.00
3022	Cell Phone & Pagers	2,212.87	3,500.00	3,500.00	.00
3023	Internet Connection	2,494.50	3,500.00	3,500.00	.00
3027	Telephone Purchase/Maint	685.22	.00	.00	.00
3030	Travel	18.00	750.00	750.00	.00
3040	Advertising & Publication	.00	200.00	200.00	.00
3052	Fire & Extended Coverage	183.93	350.00	350.00	.00
3053	Fleet Liability	2,905.30	3,709.00	3,709.00	.00
3061	Utilities-Gas	.00	200.00	200.00	.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0505 - Dept of Emergency Mgmt					
3071	Rent-Machinery & Equip	131.20	578.00	578.00	.00
3090	Dues & Memberships	1,254.00	450.00	450.00	.00
3094	Meals & Lodging	832.77	1,158.00	1,158.00	.00
3101	Training & Education	310.00	1,000.00	1,000.00	.00
3102	Software,Supt/Maint Agmnt	478.99	1,500.00	1,500.00	.00
3104	Books	253.10	300.00	300.00	.00
3158	Special Project	30.06	900.00	900.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$14,698.29</u>	<u>\$27,917.00</u>	<u>\$30,525.00</u>	<u>\$2,608.00</u>
	<i>Capital Outlay</i>				
4011	Capital Sales Tax	476.00	.00	.00	.00
4013	Small Machinery & Equip	4,405.00	.00	.00	.00
4016	Computer Equip Purchase	4,463.61	.00	1,550.00	1,550.00
	<i>Capital Outlay Totals</i>	<u>\$9,344.61</u>	<u>\$0.00</u>	<u>\$1,550.00</u>	<u>\$1,550.00</u>
	Department 0505 - Dept of Emergency Mgmt Totals	<u>\$116,712.76</u>	<u>\$123,473.00</u>	<u>\$123,459.00</u>	<u>(\$14.00)</u>

2017 PERSONNEL SCHEDULE

1000 General Fund

0505 Dept of Emergency Mgmt

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
050503401 - Director of Public Safety	16 - 16	(1) 104 - Reg. Full-Time Exempt	35,284	52,926	24,828
050515201 - Dept Emerg Mgmt Coordinator	13 - 13	(2) 104 - Reg. Full-Time Exempt	31,269	46,904	19,543
Total Positions:	<u>2</u>			Full Time Annual Salaries Subtotal:	<u>44,371</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
050522201 - Emergency Management	EHP - EHP	407 - Extra Help 413 Annual hrs.	1	8.50	3,511
Total Positions:	<u>1</u>			Total Part Time Extra Help:	<u>3,511</u>
				Total Salaries:	<u>47,882</u>

- (1) Annual Salary \$49,656 Prorated - Position counted in Department 0505
 50% (\$24,828) Dept. 0505 - Dept. of Emergency Management
 50% (\$24,828) Dept. 0200 - County Road
- (2) Annual Salary \$39,086 Prorated - Position counted in Department 0505
 50% (\$19,543) Dept. 0505 - Dept. of Emergency Management
 50% (\$19,543) Dept. 0200 - County Road



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0505 - Dept of Emergency Mgmt		
Account 2024 - Maint & Service Contracts		
1000-0505 2024	AAMSCO CCO 2016-36	1,605.00
1000-0505 2024	Motorolla CCO 2016-88	1,691.00
1000-0505 2024	Salamander Technologies CCO 2016-70	3,700.00
1000-0505 2024	Wight Office CCFO 2016-129	357.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$7,353.00</u>
Account 3071 - Rent-Machinery & Equip		
1000-0505 3071	Rent Equipment during emergency response	578.00
	Account 3071 - Rent-Machinery & Equip Totals	<u>\$578.00</u>
Account 4016 - Computer Equip Purchase		
1000-0505 4016	Computer Replacement Plan (1) CPU, (1) Printer	1,550.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$1,550.00</u>
	Department 0505 - Dept of Emergency Mgmt Totals	<u>\$9,481.00</u>

2017 Part-time/Seasonal Recap

Office/Department: 0505 - Dept of
Emergency Mgmt

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
050522201 Emergency Management	01/01/2017	12/31/2017	7.945	52	\$8.00	\$8.50	\$3,305	\$3,512	\$207
Total:							\$3,305	\$3,512	\$207

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position: Minimum Wage will Increase to \$8.50 in 2017

2017 Budget Information Form

Office/Department: 0508 - EOC

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The EOC supports Emergency Management functions in the event of disaster or other emergencies.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The EOC is responsible for overall emergency policy and coordination; public information and media relations; agency liaison; and proper risk management procedures, through the joint efforts of local government agencies and private organizations.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0508 - EOC					
	<i>Supplies</i>				
2002	Small Equipment	749.79	.00	.00	.00
2003	Janitorial Supplies	2,035.19	3,350.00	3,350.00	.00
2020	Bldg Materials & Supplies	60.23	.00	.00	.00
2023	Parts & Repairs	131.70	.00	.00	.00
2024	Maint & Service Contracts	5,765.30	5,831.00	6,079.00	248.00
2032	Bldg & Improvement-R/M	691.81	4,250.00	4,250.00	.00
2033	Machinery & Equipment-R/M	1,888.77	.00	.00	.00
	<i>Supplies Totals</i>	<u>\$11,322.79</u>	<u>\$13,431.00</u>	<u>\$13,679.00</u>	<u>\$248.00</u>
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	2,838.69	10,504.00	10,504.00	.00
3020	Telephone & Fax Landline	29.36	.00	.00	.00
3025	Data/Video Circuit	11,176.53	8,190.00	10,100.00	1,910.00
3052	Fire & Extended Coverage	3,414.44	3,659.00	3,659.00	.00
3060	Utilities-Electricity	26,549.06	22,000.00	22,000.00	.00
3061	Utilities-Gas	6,259.05	10,000.00	10,000.00	.00
3062	Utilities-Water	1,111.80	1,200.00	1,200.00	.00
3117	Sales Tax	407.96	.00	.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$51,786.89</u>	<u>\$55,553.00</u>	<u>\$57,463.00</u>	<u>\$1,910.00</u>
	Department 0508 - EOC Totals	<u>\$63,109.68</u>	<u>\$68,984.00</u>	<u>\$71,142.00</u>	<u>\$2,158.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0508 - EOC		
Account 2024 - Maint & Service Contracts		
1000-0508 2024	AAMSCO CCO 2016-9	467.00
1000-0508 2024	Cintas CCO 2016-105	912.00
1000-0508 2024	Corley Electric CCO 2016-147	1,262.00
1000-0508 2024	Fout Air Conditioning CCO 2016-33	2,450.00
1000-0508 2024	Terminix CCO 2015-159	988.00
Account 2024 - Maint & Service Contracts Totals		<u>\$6,079.00</u>
Department 0508 - EOC Totals		<u>\$6,079.00</u>

2017 Budget Information Form

Office/Department: 0510 - Rural Fire

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This budget, within the County's General Fund, supports the Sebastian County Rural Fire Departments. Some of the more significant expenditures in this budget include payment of workers compensation insurance for volunteer firefighter, the maintenance and insurance of rural fire equipment, and firefighter expenses.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The goals for 2017 are continued support of the Rural Fire Departments, while striving to promote better service and training. Work with departments to lower ISO ratings through the Master Fire Plan. Work with departments to procure grants for fire protection.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0510 - Rural Fire					
<i>1000-Personal Services - Salaries & Benefits</i>					
1010	Workmen's Compensation	2,436.28	2,196.00	2,146.00	(50.00)
1012	Other Fringe Benefits	8,474.00	8,640.00	8,640.00	.00
<i>1000-Personal Services - Salaries & Benefits Totals</i>		<u>\$10,910.28</u>	<u>\$10,836.00</u>	<u>\$10,786.00</u>	<u>(\$50.00)</u>
<i>Supplies</i>					
2001	General Supplies	213.46	.00	.00	.00
2002	Small Equipment	.00	500.00	500.00	.00
2007	Fuel, Oils & Lubricants	17,003.25	18,000.00	18,000.00	.00
2023	Parts & Repairs	.00	750.00	750.00	.00
2024	Maint & Service Contracts	4,346.28	6,970.00	4,366.00	(2,604.00)
2033	Machinery & Equipment-R/M	.00	440.00	440.00	.00
<i>Supplies Totals</i>		<u>\$21,562.99</u>	<u>\$26,660.00</u>	<u>\$24,056.00</u>	<u>(\$2,604.00)</u>
<i>Other Services and Charges</i>					
3001	Accounting & Auditing	.00	1,000.00	1,000.00	.00
3022	Cell Phone & Pagers	7,056.00	10,000.00	10,000.00	.00
3035	Travel-Rental Car	639.68	.00	.00	.00
3052	Fire & Extended Coverage	3,448.76	3,812.00	3,812.00	.00
3053	Fleet Liability	15,576.00	15,171.00	15,833.00	662.00
3060	Utilities-Electricity	18,959.44	12,000.00	12,000.00	.00
3061	Utilities-Gas	10,520.53	9,000.00	9,000.00	.00
3062	Utilities-Water	2,597.29	2,400.00	2,400.00	.00
3071	Rent-Machinery & Equip	77.21	700.00	700.00	.00
3090	Dues & Memberships	.00	500.00	500.00	.00
3096	County Matching Funds	.00	1,681.00	1,681.00	.00
3101	Training & Education	.00	1,000.00	1,000.00	.00
3169	Deductibles	1,000.00	.00	.00	.00
<i>Other Services and Charges Totals</i>		<u>\$59,874.91</u>	<u>\$57,264.00</u>	<u>\$57,926.00</u>	<u>\$662.00</u>
Department 0510 - Rural Fire Totals		<u>\$92,348.18</u>	<u>\$94,760.00</u>	<u>\$92,768.00</u>	<u>(\$1,992.00)</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0510 - Rural Fire		
Account 2024 - Maint & Service Contracts		
1000-0510 2024	Motorola CCO 2016-88	4,366.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$4,365.00</u>
	Department 0510 - Rural Fire Totals	<u>\$4,365.00</u>

2017 Budget Information Form

Office/Department: 0515 - Safe Shelter

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The functions supported by this budget are to provide operational funding for a safe shelter intended to provide safe haven for park patrons in the event of a tornado or emergency. The facility may also be available to the public at large. This facility is not intended for use during any other storm event other than when a tornado warning or an emergency warning has been issued. During business hours the building may or may not be open. The intent of The Parks Department is to make the space available to the public for planned events by prearranged rental. Tornado warnings take precedence over any planned event.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The goal is to provide a safe place to seek refuge during specific emergency situations. This will be accomplished through proper upkeep, maintenance and training. A secondary goal is to provide a facility for public functions through coordinated reservations of the facility by the Ben Geren Park Office Manager .

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0515 - Safe Shelter		
Account 4002 - Bldgs(Purchase & Improv)		
1000-0515 4002	Generator for Storm Shelter	29,208.00
	Account 4002 - Bldgs(Purchase & Improv) Totals	<u>\$29,208.00</u>
	Department 0515 - Safe Shelter Totals	<u>\$29,208.00</u>

Capital Justification Form

Office/Department:0515 - Safe Shelter

Fund: 1000 General Fund

Cost Information:

Line Item: 4002 - Buildings(Purchase & Improvements)
Number of Units: 1
Unit Cost: \$29208.00
Purchase Price: \$29,208.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$29,208.00

Description of Item Requested:

Generator for Storm Shelter

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? Yes
New personnel? No

Needs Analysis Justification:

The Ben Geren Storm Shelter currently has no generator. This generator will operate the entire shelter.



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0518 - Big Creek Rural Fire					
<i>Supplies</i>					
2008	Tires and Tubes	.00	4,800.00	.00	(4,800.00)
2023	Parts & Repairs	.00	4,800.00	.00	(4,800.00)
2033	Machinery & Equipment-R/M	.00	4,800.00	.00	(4,800.00)
<i>Supplies Totals</i>		\$0.00	\$14,400.00	\$0.00	(\$14,400.00)
<i>Other Services and Charges</i>					
3022	Cell Phone & Pagers	.00	4,800.00	.00	(4,800.00)
3101	Training & Education	.00	4,800.00	.00	(4,800.00)
3131	Big Creek Fire Department	.00	.00	22,055.00	22,055.00
<i>Other Services and Charges Totals</i>		\$0.00	\$9,600.00	\$22,055.00	\$12,455.00
Department 0518 - Big Creek Rural Fire Totals		\$0.00	\$24,000.00	\$22,055.00	(\$1,945.00)



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1000 - General Fund				
Department	0519 - Bonanza Rural Fire				
	<i>Supplies</i>				
2001	General Supplies	410.84	2,000.00	.00	(2,000.00)
2002	Small Equipment	787.35	2,000.00	.00	(2,000.00)
2006	Clothing & Uniforms	2,439.00	2,000.00	.00	(2,000.00)
2008	Tires and Tubes	.00	2,000.00	.00	(2,000.00)
2020	Bldg Materials & Supplies	96.98	2,000.00	.00	(2,000.00)
2021	Paints & Metals	742.91	2,000.00	.00	(2,000.00)
2023	Parts & Repairs	.00	2,000.00	.00	(2,000.00)
2029	Small Tools	637.92	2,000.00	.00	(2,000.00)
2033	Machinery & Equipment-R/M	.00	2,000.00	.00	(2,000.00)
	<i>Supplies Totals</i>	<u>\$5,115.00</u>	<u>\$18,000.00</u>	<u>\$0.00</u>	<u>(\$18,000.00)</u>
	<i>Other Services and Charges</i>				
3022	Cell Phone & Pagers	.00	2,000.00	.00	(2,000.00)
3101	Training & Education	15.32	2,000.00	.00	(2,000.00)
3132	Bonanza Fire Department	.00	.00	28,365.00	28,365.00
	<i>Other Services and Charges Totals</i>	<u>\$15.32</u>	<u>\$4,000.00</u>	<u>\$28,365.00</u>	<u>\$24,365.00</u>
	<i>Capital Outlay</i>				
4013	Small Machinery & Equip	596.47	.00	.00	.00
	<i>Capital Outlay Totals</i>	<u>\$596.47</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Department 0519 - Bonanza Rural Fire Totals	<u>\$5,726.79</u>	<u>\$22,000.00</u>	<u>\$28,365.00</u>	<u>\$6,365.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0520 - Excelsior, Mt. Zion, Palestine					
<i>Supplies</i>					
2001	General Supplies	603.63	2,625.00	.00	(2,625.00)
2002	Small Equipment	110.00	2,625.00	.00	(2,625.00)
2006	Clothing & Uniforms	.00	2,625.00	.00	(2,625.00)
2008	Tires and Tubes	.00	2,625.00	.00	(2,625.00)
2023	Parts & Repairs	30.17	2,625.00	.00	(2,625.00)
2033	Machinery & Equipment-R/M	.00	2,625.00	.00	(2,625.00)
<i>Supplies Totals</i>		<u>\$743.80</u>	<u>\$15,750.00</u>	<u>\$0.00</u>	<u>(\$15,750.00)</u>
<i>Other Services and Charges</i>					
3022	Cell Phone & Pagers	.00	2,625.00	.00	(2,625.00)
3101	Training & Education	.00	2,625.00	.00	(2,625.00)
3133	Emp Fire Department	.00	.00	13,225.00	13,225.00
<i>Other Services and Charges Totals</i>		<u>\$0.00</u>	<u>\$5,250.00</u>	<u>\$13,225.00</u>	<u>\$7,975.00</u>
<i>Capital Outlay</i>					
4013	Small Machinery & Equip	2,080.00	.00	.00	.00
<i>Capital Outlay Totals</i>		<u>\$2,080.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 0520 - Excelsior, Mt. Zion, Palestine Totals		<u>\$2,823.80</u>	<u>\$21,000.00</u>	<u>\$13,225.00</u>	<u>(\$7,775.00)</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0521 - Greenwood Rural Fire					
<i>Supplies</i>					
2001	General Supplies	.00	3,200.00	.00	(3,200.00)
2002	Small Equipment	219.49	3,200.00	.00	(3,200.00)
2008	Tires and Tubes	.00	3,200.00	.00	(3,200.00)
2023	Parts & Repairs	.00	3,200.00	.00	(3,200.00)
2033	Machinery & Equipment-R/M	.00	3,200.00	.00	(3,200.00)
<i>Supplies Totals</i>		<u>\$219.49</u>	<u>\$16,000.00</u>	<u>\$0.00</u>	<u>(\$16,000.00)</u>
<i>Other Services and Charges</i>					
3094	Meals & Lodging	391.01	.00	.00	.00
3134	Greenwood Rural Fire Dept	.00	.00	16,513.00	16,513.00
<i>Other Services and Charges Totals</i>		<u>\$391.01</u>	<u>\$0.00</u>	<u>\$16,513.00</u>	<u>\$16,513.00</u>
<i>Capital Outlay</i>					
4003	Improv Oth Than Buildings	4,100.00	.00	.00	.00
4017	Other Equipment Purchase	3,100.00	.00	.00	.00
<i>Capital Outlay Totals</i>		<u>\$7,200.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 0521 - Greenwood Rural Fire Totals		<u>\$7,810.50</u>	<u>\$16,000.00</u>	<u>\$16,513.00</u>	<u>\$513.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0522 - Hackett Rural Fire					
<i>Supplies</i>					
2001	General Supplies	.00	3,200.00	.00	(3,200.00)
2008	Tires and Tubes	.00	3,200.00	.00	(3,200.00)
2023	Parts & Repairs	.00	3,200.00	.00	(3,200.00)
2033	Machinery & Equipment-R/M	.00	3,200.00	.00	(3,200.00)
<i>Supplies Totals</i>		<u>\$0.00</u>	<u>\$12,800.00</u>	<u>\$0.00</u>	<u>(\$12,800.00)</u>
<i>Other Services and Charges</i>					
3101	Training & Education	.00	3,200.00	.00	(3,200.00)
3135	Hackett Fire Department	.00	.00	30,635.00	30,635.00
<i>Other Services and Charges Totals</i>		<u>\$0.00</u>	<u>\$3,200.00</u>	<u>\$30,635.00</u>	<u>\$27,435.00</u>
<i>Capital Outlay</i>					
4013	Small Machinery & Equip	7,670.96	.00	.00	.00
<i>Capital Outlay Totals</i>		<u>\$7,670.96</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 0522 - Hackett Rural Fire Totals		<u>\$7,670.96</u>	<u>\$16,000.00</u>	<u>\$30,635.00</u>	<u>\$14,635.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
Department 0523	Hartford Rural Fire				
	<i>Supplies</i>				
2001	General Supplies	.00	4,800.00	.00	(4,800.00)
2008	Tires and Tubes	.00	4,800.00	.00	(4,800.00)
2023	Parts & Repairs	.00	4,800.00	.00	(4,800.00)
2033	Machinery & Equipment-R/M	.00	4,800.00	.00	(4,800.00)
	<i>Supplies Totals</i>	<u>\$0.00</u>	<u>\$19,200.00</u>	<u>\$0.00</u>	<u>(\$19,200.00)</u>
	<i>Other Services and Charges</i>				
3101	Training & Education	.00	4,800.00	.00	(4,800.00)
3136	Hartford Fire Department	.00	.00	26,165.00	26,165.00
	<i>Other Services and Charges Totals</i>	<u>\$0.00</u>	<u>\$4,800.00</u>	<u>\$26,165.00</u>	<u>\$21,365.00</u>
	<i>Capital Outlay</i>				
4013	Small Machinery & Equip	12,140.00	.00	.00	.00
	<i>Capital Outlay Totals</i>	<u>\$12,140.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Department 0523 - Hartford Rural Fire Totals	<u>\$12,140.00</u>	<u>\$24,000.00</u>	<u>\$26,165.00</u>	<u>\$2,165.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
Department 0524	Huntington Rural Fire				
	<i>Supplies</i>				
2001	General Supplies	.00	2,000.00	.00	(2,000.00)
2002	Small Equipment	508.42	3,000.00	.00	(3,000.00)
2006	Clothing & Uniforms	.00	2,000.00	.00	(2,000.00)
2007	Fuel, Oils & Lubricants	27.00	.00	.00	.00
2008	Tires and Tubes	.00	3,000.00	.00	(3,000.00)
2022	Plumbing & Electrical	1,274.68	.00	.00	.00
2023	Parts & Repairs	480.53	2,000.00	.00	(2,000.00)
2033	Machinery & Equipment-R/M	.00	4,000.00	.00	(4,000.00)
2038	Lic & Fees For Vehicles	24.00	.00	.00	.00
	<i>Supplies Totals</i>	<u>\$2,314.63</u>	<u>\$16,000.00</u>	<u>\$0.00</u>	<u>(\$16,000.00)</u>
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	480.00	.00	.00	.00
3022	Cell Phone & Pagers	.00	2,000.00	.00	(2,000.00)
3031	Common Carrier	838.36	.00	.00	.00
3035	Travel-Rental Car	85.01	.00	.00	.00
3094	Meals & Lodging	2,449.65	.00	.00	.00
3101	Training & Education	.00	2,000.00	.00	(2,000.00)
3137	Huntington Fire Dept	.00	.00	15,905.00	15,905.00
	<i>Other Services and Charges Totals</i>	<u>\$3,853.02</u>	<u>\$4,000.00</u>	<u>\$15,905.00</u>	<u>\$11,905.00</u>
	<i>Capital Outlay</i>				
4002	Bldgs(Purchase & Improv)	550.00	.00	.00	.00
4005	Vehicles	1,467.71	.00	.00	.00
	<i>Capital Outlay Totals</i>	<u>\$2,017.71</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 0524	Huntington Rural Fire Totals	<u>\$8,185.36</u>	<u>\$20,000.00</u>	<u>\$15,905.00</u>	<u>(\$4,095.00)</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
Department 0525	JennyLind Rural Fire				
	<i>Supplies</i>				
2008	Tires and Tubes	.00	2,000.00	.00	(2,000.00)
2023	Parts & Repairs	.00	2,000.00	.00	(2,000.00)
2033	Machinery & Equipment-R/M	.00	4,140.00	.00	(4,140.00)
	<i>Supplies Totals</i>	\$0.00	\$8,140.00	\$0.00	(\$8,140.00)
	<i>Other Services and Charges</i>				
3021	Postage	25.75	.00	.00	.00
3022	Cell Phone & Pagers	.00	2,000.00	.00	(2,000.00)
3101	Training & Education	.00	2,000.00	.00	(2,000.00)
3138	Jenny Lind Fire Dept	.00	.00	15,605.00	15,605.00
	<i>Other Services and Charges Totals</i>	\$25.75	\$4,000.00	\$15,605.00	\$11,605.00
	<i>Capital Outlay</i>				
4005	Vehicles	12,104.00	.00	.00	.00
	<i>Capital Outlay Totals</i>	\$12,104.00	\$0.00	\$0.00	\$0.00
	Department 0525 - JennyLind Rural Fire Totals	\$12,129.75	\$12,140.00	\$15,605.00	\$3,465.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
Department 0526	Mansfield Rural Fire				
	<i>Supplies</i>				
2001	General Supplies	.00	2,000.00	.00	(2,000.00)
2002	Small Equipment	.00	4,000.00	.00	(4,000.00)
2006	Clothing & Uniforms	.00	2,000.00	.00	(2,000.00)
2008	Tires and Tubes	.00	3,000.00	.00	(3,000.00)
2023	Parts & Repairs	.00	4,000.00	.00	(4,000.00)
2033	Machinery & Equipment-R/M	.00	5,000.00	.00	(5,000.00)
	<i>Supplies Totals</i>	<u>\$0.00</u>	<u>\$20,000.00</u>	<u>\$0.00</u>	<u>(\$20,000.00)</u>
	<i>Other Services and Charges</i>				
3022	Cell Phone & Pagers	.00	2,000.00	.00	(2,000.00)
3101	Training & Education	.00	2,000.00	.00	(2,000.00)
3140	Mansfield Fire Department	.00	.00	19,487.00	19,487.00
	<i>Other Services and Charges Totals</i>	<u>\$0.00</u>	<u>\$4,000.00</u>	<u>\$19,487.00</u>	<u>\$15,487.00</u>
	<i>Capital Outlay</i>				
4022	Capital Purchases-Misc	12,104.00	.00	.00	.00
	<i>Capital Outlay Totals</i>	<u>\$12,104.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 0526	Mansfield Rural Fire Totals	<u>\$12,104.00</u>	<u>\$24,000.00</u>	<u>\$19,487.00</u>	<u>(\$4,513.00)</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0527 - Midland Rural Fire					
	<i>Supplies</i>				
2001	General Supplies	.00	3,000.00	.00	(3,000.00)
2002	Small Equipment	.00	3,000.00	.00	(3,000.00)
2006	Clothing & Uniforms	.00	2,000.00	.00	(2,000.00)
2008	Tires and Tubes	.00	3,000.00	.00	(3,000.00)
2023	Parts & Repairs	.00	3,000.00	.00	(3,000.00)
2033	Machinery & Equipment-R/M	.00	5,000.00	.00	(5,000.00)
	<i>Supplies Totals</i>	\$0.00	\$19,000.00	\$0.00	(\$19,000.00)
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	.00	1,000.00	.00	(1,000.00)
3022	Cell Phone & Pagers	.00	2,000.00	.00	(2,000.00)
3101	Training & Education	.00	2,000.00	.00	(2,000.00)
3141	Midland Fire Department	.00	.00	38,305.00	38,305.00
	<i>Other Services and Charges Totals</i>	\$0.00	\$5,000.00	\$38,305.00	\$33,305.00
	Department 0527 - Midland Rural Fire Totals	\$0.00	\$24,000.00	\$38,305.00	\$14,305.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
Department 0528	Milltown Washburn Rural Fire				
	<i>Supplies</i>				
2001	General Supplies	130.20	2,000.00	.00	(2,000.00)
2002	Small Equipment	963.66	2,000.00	.00	(2,000.00)
2006	Clothing & Uniforms	109.99	2,000.00	.00	(2,000.00)
2007	Fuel, Oils & Lubricants	100.00	.00	.00	.00
2008	Tires and Tubes	.00	2,000.00	.00	(2,000.00)
2021	Paints & Metals	1,189.96	.00	.00	.00
2023	Parts & Repairs	254.34	2,000.00	.00	(2,000.00)
2033	Machinery & Equipment-R/M	556.00	4,000.00	.00	(4,000.00)
2035	Radio Batteries/Accessory	1,105.61	.00	.00	.00
	<i>Supplies Totals</i>	<u>\$4,409.76</u>	<u>\$14,000.00</u>	<u>\$0.00</u>	<u>(\$14,000.00)</u>
	<i>Other Services and Charges</i>				
3020	Telephone & Fax Landline	413.01	.00	.00	.00
3022	Cell Phone & Pagers	.00	2,000.00	.00	(2,000.00)
3053	Fleet Liability	1,117.00	.00	.00	.00
3060	Utilities-Electricity	651.33	.00	.00	.00
3101	Training & Education	572.16	2,000.00	.00	(2,000.00)
3102	Software,Supt/Maint Agmnt	43.09	.00	.00	.00
3142	Milltown/Washburn Fire	.00	.00	17,001.00	17,001.00
	<i>Other Services and Charges Totals</i>	<u>\$2,796.59</u>	<u>\$4,000.00</u>	<u>\$17,001.00</u>	<u>\$13,001.00</u>
	<i>Capital Outlay</i>				
4002	Bidgs(Purchase & Improv)	550.00	.00	.00	.00
	<i>Capital Outlay Totals</i>	<u>\$550.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 0528	Milltown Washburn Rural Fire Totals	<u>\$7,756.35</u>	<u>\$18,000.00</u>	<u>\$17,001.00</u>	<u>(\$999.00)</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
	Department 0529 - Riverdale Rural Fire				
	<i>Supplies</i>				
2001	General Supplies	22.47	2,000.00	.00	(2,000.00)
2002	Small Equipment	.00	4,000.00	.00	(4,000.00)
2006	Clothing & Uniforms	.00	2,000.00	.00	(2,000.00)
2008	Tires and Tubes	.00	3,000.00	.00	(3,000.00)
2023	Parts & Repairs	.00	4,000.00	.00	(4,000.00)
2032	Bldg & Improvement-R/M	105.52	.00	.00	.00
2033	Machinery & Equipment-R/M	160.00	5,000.00	.00	(5,000.00)
	<i>Supplies Totals</i>	\$287.99	\$20,000.00	\$0.00	(\$20,000.00)
	<i>Other Services and Charges</i>				
3022	Cell Phone & Pagers	.00	2,000.00	.00	(2,000.00)
3052	Fire & Extended Coverage	270.00	.00	.00	.00
3054	Other Sundry Insurance	235.20	.00	.00	.00
3090	Dues & Memberships	50.00	.00	.00	.00
3101	Training & Education	.00	2,000.00	.00	(2,000.00)
3143	Riverdale Fire Department	.00	.00	33,035.00	33,035.00
	<i>Other Services and Charges Totals</i>	\$555.20	\$4,000.00	\$33,035.00	\$29,035.00
	Department 0529 - Riverdale Rural Fire Totals	\$843.19	\$24,000.00	\$33,035.00	\$9,035.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0530 - Sugarloaf/Slaytonville Rural Fir					
	<i>Supplies</i>				
2001	General Supplies	7.58	2,000.00	.00	(2,000.00)
2002	Small Equipment	290.62	2,000.00	.00	(2,000.00)
2006	Clothing & Uniforms	51.90	.00	.00	.00
2007	Fuel, Oils & Lubricants	28.29	.00	.00	.00
2008	Tires and Tubes	.00	3,000.00	.00	(3,000.00)
2020	Bldg Materials & Supplies	473.76	.00	.00	.00
2021	Paints & Metals	131.06	.00	.00	.00
2022	Plumbing & Electrical	187.88	.00	.00	.00
2023	Parts & Repairs	529.85	3,000.00	.00	(3,000.00)
2033	Machinery & Equipment-R/M	213.85	5,000.00	.00	(5,000.00)
2035	Radio Batteries/Accessory	894.17	.00	.00	.00
	<i>Supplies Totals</i>	<u>\$2,808.96</u>	<u>\$15,000.00</u>	<u>\$0.00</u>	<u>(\$15,000.00)</u>
	<i>Other Services and Charges</i>				
3022	Cell Phone & Pagers	.00	2,000.00	.00	(2,000.00)
3053	Fleet Liability	627.00	.00	.00	.00
3101	Training & Education	.00	2,000.00	.00	(2,000.00)
3144	Sugarloaf/Slaytonvil Fire	.00	.00	29,713.00	29,713.00
	<i>Other Services and Charges Totals</i>	<u>\$627.00</u>	<u>\$4,000.00</u>	<u>\$29,713.00</u>	<u>\$25,713.00</u>
	<i>Capital Outlay</i>				
4013	Small Machinery & Equip	2,814.04	.00	.00	.00
	<i>Capital Outlay Totals</i>	<u>\$2,814.04</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 0530 - Sugarloaf/Slaytonville Rural Fir Totals		<u>\$6,250.00</u>	<u>\$19,000.00</u>	<u>\$29,713.00</u>	<u>\$10,713.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
Department 0531	Whitebluff/Ryehill Rural Fire				
	<i>Supplies</i>				
2001	General Supplies	.00	2,000.00	.00	(2,000.00)
2002	Small Equipment	.00	3,000.00	.00	(3,000.00)
2006	Clothing & Uniforms	.00	2,000.00	.00	(2,000.00)
2008	Tires and Tubes	.00	2,000.00	.00	(2,000.00)
2023	Parts & Repairs	.00	2,000.00	.00	(2,000.00)
2033	Machinery & Equipment-R/M	1,673.00	4,000.00	.00	(4,000.00)
	<i>Supplies Totals</i>	<u>\$1,673.00</u>	<u>\$15,000.00</u>	<u>\$0.00</u>	<u>(\$15,000.00)</u>
	<i>Other Services and Charges</i>				
3022	Cell Phone & Pagers	.00	2,000.00	.00	(2,000.00)
3052	Fire & Extended Coverage	1,833.00	.00	.00	.00
3053	Fleet Liability	8,634.00	.00	.00	.00
3101	Training & Education	.00	2,000.00	.00	(2,000.00)
3145	Whitebluff/Rye Hill Fire	.00	.00	20,902.00	20,902.00
	<i>Other Services and Charges Totals</i>	<u>\$10,467.00</u>	<u>\$4,000.00</u>	<u>\$20,902.00</u>	<u>\$16,902.00</u>
Department 0531	Whitebluff/Ryehill Rural Fire Totals	<u>\$12,140.00</u>	<u>\$19,000.00</u>	<u>\$20,902.00</u>	<u>\$1,902.00</u>

2017 Budget Information Form

Office/Department: 0601 - Ben Geren
Park-Recreation
Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The Sebastian County Parks System is a five park system comprised of Ben Geren Regional Park (Fort Smith), East Sebastian Park (Lavaca), Bob Boyer Park (Midland) , Buckner Park (Witcherville) and Torraine Lake Park (Chaffee Crossing). The parks provide recreation and leisure opportunities to the citizens of Sebastian County with over 1,800 acres of park lands.

The parks provide a wide range of activities including: softball; soccer; tennis; basketball; disk golf; miniature golf; circuit track and walking trail; several miles of trails (both paved and rugged); playgrounds; community/event buildings; pavilions/picnic areas; waterpark; wildlife observation/fishing area. It is the mission of the parks to provide a quality facility for all citizens of Sebastian County and the region to enjoy.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Sebastian County would like to use grant funding to construct two new soccer fields at the Ben Geren Soccer Annex at Chaffee Crossing. This will give the County a total of sixteen soccer fields. Sixteen is the minimum number of fields needed to be considered by organizations to host a State or Regional Tournament. Sebastian County Parks would also allow to expand the current paved trail at Torraine Lake which will allow for easier access to all parts of the property and complete the Lake Loop Trail. This park is beginning to be heavily used due to the rapidly growing Chaffee Crossing area.

The local communities expect appropriate recreational facilities for "quality of life". County parks are a important part of attracting prospective citizens and businesses; i.e., economic development.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0601 - Ben Geren Park-Recreation					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	153,735.56	162,661.00	167,926.00	5,265.00
1002	Salaries,Part Time	.00	19,968.00	19,968.00	.00
1003	Extra Help	12,380.70	.00	.00	.00
1006	Social Security Matching	14,600.59	17,808.00	16,678.00	(1,130.00)
1007	Retirement	27,220.89	33,754.00	32,157.00	(1,597.00)
1009	Health Insurance Matching	40,910.60	53,189.00	44,593.00	(8,596.00)
1010	Workmen's Compensation	6,596.48	6,953.00	5,874.00	(1,079.00)
1011	Unemployment Compensation	675.30	2,785.00	10.00	(2,775.00)
1016	Life Insurance	433.35	499.00	477.00	(22.00)
1017	Col/Merit	.00	4,880.00	.00	(4,880.00)
1018	Salaries, Seasonal PT	31,797.90	44,550.00	29,160.00	(15,390.00)
1021	Longevity	840.00	720.00	960.00	240.00
1022	Retirement-Delinquent	521.12	.00	.00	.00
1023	Dental Insurance-Matching	3,023.28	4,618.00	4,019.00	(599.00)
1040	Affordable Care Act	564.45	649.00	621.00	(28.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$293,300.22	\$353,034.00	\$322,443.00	(\$30,591.00)
<i>Supplies</i>					
2001	General Supplies	1,736.23	4,300.00	4,300.00	.00
2002	Small Equipment	4,825.23	3,500.00	3,500.00	.00
2003	Janitorial Supplies	2,126.83	4,500.00	4,500.00	.00
2004	Medicine & Drugs	.00	100.00	100.00	.00
2005	Food/Supplies	603.17	700.00	700.00	.00
2006	Clothing & Uniforms	691.98	1,000.00	1,500.00	500.00
2007	Fuel, Oils & Lubricants	29,674.85	29,000.00	29,000.00	.00
2008	Tires and Tubes	2,595.88	4,500.00	4,500.00	.00
2009	Computer Accessories	140.70	.00	.00	.00
2015	Oxygen	105.56	300.00	300.00	.00
2020	Bldg Materials & Supplies	3,090.99	8,000.00	8,000.00	.00
2021	Paints & Metals	2,432.43	3,000.00	3,000.00	.00
2022	Plumbing & Electrical	1,238.80	2,000.00	2,000.00	.00
2023	Parts & Repairs	11,095.97	14,000.00	14,000.00	.00
2024	Maint & Service Contracts	6,129.42	2,043.00	10,085.00	8,042.00
2027	Gravel, Dirt, and Sand	4,747.29	5,000.00	5,000.00	.00
2029	Small Tools	1,755.03	1,500.00	1,500.00	.00
2032	Bldg & Improvement-R/M	12,937.08	5,000.00	5,000.00	.00
2033	Machinery & Equipment-R/M	14,681.72	6,500.00	6,500.00	.00
2038	Lic & Fees For Vehicles	.00	200.00	200.00	.00
2040	Botanical & Agricultural	11,875.66	5,122.00	5,122.00	.00
2043	Irrigation	5,148.44	.00	.00	.00
<i>Supplies Totals</i>		\$117,633.26	\$100,265.00	\$108,807.00	\$8,542.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0601 - Ben Geren Park-Recreation					
<i>Other Services and Charges</i>					
3001	Accounting & Auditing	324.93	.00	.00	.00
3009	Oth Professional Services	6,636.99	1,500.00	1,500.00	.00
3020	Telephone & Fax Landline	4,940.85	144.00	2,200.00	2,056.00
3021	Postage	135.23	200.00	200.00	.00
3022	Cell Phone & Pagers	1,935.12	1,900.00	1,900.00	.00
3025	Data/Video Circuit	3,823.55	2,940.00	2,970.00	30.00
3027	Telephone Purchase/Maint	.00	641.00	641.00	.00
3030	Travel	1,680.50	500.00	500.00	.00
3040	Advertising & Publication	100.00	1,000.00	1,000.00	.00
3052	Fire & Extended Coverage	11,917.86	11,918.00	11,918.00	.00
3053	Fleet Liability	4,160.35	4,161.00	4,396.00	235.00
3060	Utilities-Electricity	29,313.38	30,000.00	30,000.00	.00
3061	Utilities-Gas	876.34	2,500.00	2,500.00	.00
3062	Utilities-Water	9,119.92	33,900.00	33,900.00	.00
3063	Utilities-Waste Disposal	2,987.89	5,000.00	5,000.00	.00
3071	Rent-Machinery & Equip	1,888.00	1,500.00	1,500.00	.00
3075	Postage Mach/PO Box Rent	.00	250.00	250.00	.00
3090	Dues & Memberships	210.00	350.00	350.00	.00
3094	Meals & Lodging	91.50	750.00	750.00	.00
3101	Training & Education	340.00	750.00	750.00	.00
3102	Software,Supl/Maint Agmnt	.00	500.00	500.00	.00
3117	Sales Tax	863.19	.00	.00	.00
3157	Petty Cash	250.00	250.00	250.00	.00
<i>Other Services and Charges Totals</i>		\$81,595.60	\$100,654.00	\$102,975.00	\$2,321.00
<i>Capital Outlay</i>					
4013	Small Machinery & Equip	52,855.97	.00	32,525.00	32,525.00
4016	Computer Equip Purchase	1,451.70	.00	.00	.00
<i>Capital Outlay Totals</i>		\$54,307.67	\$0.00	\$32,525.00	\$32,525.00
Department 0601 - Ben Geren Park-Recreation Totals		\$546,836.75	\$553,953.00	\$566,750.00	\$12,797.00

2017 PERSONNEL SCHEDULE

1000 General Fund

0601 Ben Geren Park-Recreation

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
060135001 - Park Administrator	16 - 16	(1) 104 - Reg. Full-Time Exempt	35,284	52,926	37,536
060131201 - Maintenance Supervisor	10 - 10	100 - Work Full Time	28,318	41,441	40,296
060101801 - Administrative Secretary	06 - 06	(2) 100 - Work Full Time	23,270	32,852	31,363
060123801 - Golf Course Mechanic	05 - 05	(3) 100 - Work Full Time	21,848	30,844	7,711
060135801 - Park Maintenance Worker	02 - 02	100 - Work Full Time	17,584	24,824	27,569
060135802 - Park Maintenance Worker	02 - 02	(5) 100 - Work Full Time	17,584	24,824	23,451

Total Positions: 6 **Full Time Annual Salaries Subtotal:** 167,926

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
060132401 - Miniature Golf Manager	SPT - SPT	(6) 302 - Seasonal Part-Time 1040 hrs	1	9.00	Not Funded
060132201 - Miniature Golf Manager Asst.	SPT - SPT	(6) 301 - Seasonal Part- Time 754 hrs	1	8.00	Not Funded
060135201 - Park Maintenance	SPT - SPT	303 - Seasonal Part-Time 1080 hrs	1	9.00	9,720
060135202 - Park Maintenance	SPT - SPT	303 - Seasonal Part-Time 1080 hrs	1	9.00	9,720
060135203 - Park Maintenance	SPT - SPT	303 - Seasonal Part-Time 1080 hrs	1	9.00	9,720
060136001 - Park Patrolman	RPT - RPT	(4) 204 - Regular Part-Time 20	1	12.00	9,984
060136002 - Park Patrolman	RPT - RPT	(4) 204 - Regular Part-Time 20	1	12.00	9,984

Total Positions: 5 **Total Part Time Seasonal / Extra Help:** 49,128

Total Salaries: 217,054

- (1) Annual Salary \$37,536 Prorated - Position counted in Dept. 0601
This position is no longer prorated or split between 0604 and 0601 for 2016
- (2) Annual Salary \$39,205 Prorated - Position counted in Dept. 0601
80% (\$31,364) Dept. 0601
20% (\$ 7,841) Dept. 0604
- (3) Annual Salary \$25,704 Prorated - Position counted in Dept. 0601
30% (\$ 7,711) Dept. 0601
70% (\$17,993) Dept. 0604
- (4) Annual Salary \$12,480 Prorated - Position counted in Dept. 0601
80% (\$9,984) Dept. 0601 for 2016
20% (\$2,496) Dept. 0604 for 2016
- (5) 2016 Salary Adjustment
- (6) Positions deleted in April 2016 - No Longer Funded



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0601 - Ben Geren Park-Recreation		
Account 2024 - Maint & Service Contracts		
1000-0601 2024	Fout A/C CCO 2016-91	3,161.00
1000-0601 2024	Musco Lighting CCO 2015-83	4,695.00
1000-0601 2024	Terminix CCO 2015-159	1,844.00
1000-0601 2024	Wight Office CCO 2016-32	385.00
Account 2024 - Maint & Service Contracts Totals		<u>\$10,085.00</u>
Account 4013 - Small Machinery & Equip		
1000-0601 4013	Armstrong 6 foot	2,400.00
1000-0601 4013	LA1353 Loader	8,000.00
1000-0601 4013	M1978 Third	1,075.00
1000-0601 4013	Stumb Buster Stump Grinder	7,150.00
1000-0601 4013	Zero Turn Mower	13,900.00
Account 4013 - Small Machinery & Equip Totals		<u>\$32,525.00</u>
Department 0601 - Ben Geren Park-Recreation Totals		<u>\$42,610.00</u>

2017 Part-time/Seasonal Recap

Office/Department: 0601 - Ben Geren

Park-Recreation

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
060135201 Park Maintenance	01/01/2017	12/31/2017	20.77	52	\$9.00	\$9.00	\$9,720	\$9,720	\$0
060135202 Park Maintenance	01/01/2017	12/31/2017	20.77	52	\$9.00	\$9.00	\$9,720	\$9,720	\$0
060135203 Park Maintenance	01/01/2017	12/31/2017	20.77	52	\$9.00	\$9.00	\$9,720	\$9,720	\$0
060136001 Park Patrolman	01/01/2017	12/31/2017	16	52	\$12.00	\$12.00	\$9,984	\$9,984	\$0
060136001 Park Patrolman	01/01/2017	12/31/2017	16	52	\$12.00	\$12.00	\$9,984	\$9,984	\$0
Total:							\$49,128	\$49,129	\$1

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

Capital Justification Form

Office/Department: 0601 - Ben Geren
Park-Recreation
Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$8000.00
Purchase Price: \$8,000.00
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Taxes: \$0.00
Total: \$8,000.00

Description of Item Requested:

LA1353 Loader

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Capital Justification Form

Office/Department:0601 - Ben Geren
Park-Recreation
Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$1075.00
Purchase Price: \$1,075.00
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Taxes: \$0.00
Total:\$1,075.00

Description of Item Requested:

M1978 Thud

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:

Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Capital Justification Form

Office/Department: 0601 - Ben Geren
Park-Recreation
Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of 1
Units:
Unit Cost: \$2400.00
Purchase Price: \$2,400.00
Installation \$0.00
Cost:
Warranty/Maintenance Cost: \$0.00
Taxes: \$0.00
Total: \$2,400.00

Description of Item Requested:

Armstrong 6Ft

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Capital Justification Form

Office/Department: 0601 - Ben Geren
Park-Recreation
Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$7150.00
Purchase Price: \$7,150.00
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Taxes: \$0.00
Total: \$7,150.00

Description of Item Requested:

Shover Stump Buster Stump Grinder

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Capital Justification Form

Office/Department: 0601 - Ben Geren
Park-Recreation
Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$13900.00
Purchase Price: \$13,900.00
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Taxes: \$0.00
Total: \$13,900.00

Description of Item Requested:

Zero Turn Mower

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:

Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

2017 Budget Information Form

Office/Department: 0604 - Ben Geren PS & GC

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The functions supported by this department are to provide Sebastian County residents and the region with an affordable quality recreational opportunity. Ben Geren Golf Course accommodates several functions for area businesses, churches, schools and organizations: golf leagues, fund raisers, tournaments, clinics, lessons, and associations.

BGGC offers free practice and meets for each school in Sebastian County. We serve dozens of members between leagues and associations and thousands of visitors. BG hosts and partners on projects which benefit local and national charities.

BGGC contributes to the overall quality of life in Sebastian County providing a public option for golf on a quality course. Many church and civic organizations rely on BG as an avenue for fundraising. We offer learning opportunities for beginners with clinics, lessons, and other initiatives. We also engage the community by visiting and providing instructions and fun through the Boys and Girls Clubs.

In addition, BGGC maintenance department will continue to provide Sebastian County with the best playing conditions possible. This department is responsible for the upkeep of over 100 acres of closely managed turf grass. The crew works long days and on weekends during the season to ensure the public receives the highest quality golf course Sebastian County may provide.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To operate as efficiently as possible while maintaining superb greens and a well manicured course overall. The reintroduction of native plants and the linked increase in pollinators is an active goal and beneficial to all. The Greens Supervisor is engaged in active partnerships with local, state and national groups promoting the Massard Prairie as part of the rarest ecosystem (Native Prairies) in North America.

The Silo 9- hole has been successfully converted from Bent Grass to Hybrid Bermuda greens. The Bermuda is more heat tolerant and will prove to be a wise investment. The plan is to also convert Willow and Magnolia to Bermuda greens. One will be converted in 2017 and one in 2018.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
Department 0604	Ben Geren PS & GC				
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	227,352.89	260,319.00	237,878.00	(22,441.00)
1002	Salaries, Part Time	.00	4,992.00	4,992.00	.00
1003	Extra Help	2,990.18	.00	.00	.00
1006	Social Security Matching	22,447.55	24,090.00	24,547.00	457.00
1007	Retirement	43,918.01	47,556.00	47,330.00	(226.00)
1009	Health Insurance Matching	55,919.40	64,700.00	67,394.00	2,694.00
1010	Workmen's Compensation	9,491.09	10,009.00	8,719.00	(1,290.00)
1011	Unemployment Compensation	14,015.08	6,932.00	3,351.00	(3,581.00)
1016	Life Insurance	617.07	678.00	691.00	13.00
1017	Col/Merit	.00	7,810.00	.00	(7,810.00)
1018	Salaries, Seasonal PT	75,731.85	53,828.00	77,229.00	23,401.00
1021	Longevity	885.00	1,020.00	780.00	(240.00)
1022	Retirement-Delinquent	91.37	.00	.00	.00
1023	Dental Insurance-Matching	4,010.92	4,345.00	5,856.00	1,511.00
1040	Affordable Care Act	817.60	992.00	899.00	(93.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$458,288.01	\$487,271.00	\$479,666.00	(\$7,605.00)
	<i>Supplies</i>				
2001	General Supplies	497.58	700.00	700.00	.00
2002	Small Equipment	1,525.32	1,000.00	1,000.00	.00
2003	Janitorial Supplies	3,266.15	967.00	967.00	.00
2005	Food/Supplies	282.75	200.00	200.00	.00
2006	Clothing & Uniforms	727.55	1,250.00	1,250.00	.00
2007	Fuel, Oils & Lubricants	15,879.72	24,500.00	24,500.00	.00
2008	Tires and Tubes	2,510.87	1,500.00	1,500.00	.00
2020	Bldg Materials & Supplies	516.93	1,000.00	1,000.00	.00
2021	Paints & Metals	94.26	150.00	150.00	.00
2022	Plumbing & Electrical	157.06	100.00	100.00	.00
2023	Parts & Repairs	23,633.83	15,000.00	15,000.00	.00
2024	Maint & Service Contracts	596.38	1,000.00	1,000.00	.00
2027	Gravel, Dirt, and Sand	1,814.91	2,785.00	2,785.00	.00
2029	Small Tools	2,128.07	800.00	800.00	.00
2032	Bldg & Improvement-R/M	1,810.19	.00	.00	.00
2033	Machinery & Equipment-R/M	7,831.20	.00	.00	.00
2034	Golf Cart Repair/Battery	1,014.23	2,000.00	2,000.00	.00
2040	Botanical & Agricultural	68,944.00	75,000.00	75,000.00	.00
2043	Irrigation	13,422.89	19,500.00	19,500.00	.00
2044	Golf Course Supplies	461.72	1,000.00	1,000.00	.00
	<i>Supplies Totals</i>	\$147,115.61	\$148,452.00	\$148,452.00	\$0.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0604 - Ben Geren PS & GC					
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	2,084.69	.00	.00	.00
3020	Telephone & Fax Landline	4,547.63	696.00	700.00	4.00
3022	Cell Phone & Pagers	1,226.07	1,800.00	1,800.00	.00
3025	Data/Video Circuit	3,823.55	3,558.00	2,970.00	(588.00)
3027	Telephone Purchase/Maint	.00	641.00	641.00	.00
3040	Advertising & Publication	14,090.26	8,000.00	8,000.00	.00
3052	Fire & Extended Coverage	6,763.83	6,764.00	6,764.00	.00
3053	Fleet Liability	1,647.05	1,648.00	1,648.00	.00
3060	Utilities-Electricity	16,601.63	17,000.00	17,000.00	.00
3062	Utilities-Water	73,133.44	80,000.00	80,000.00	.00
3090	Dues & Memberships	804.00	700.00	700.00	.00
3094	Meals & Lodging	119.16	350.00	350.00	.00
3101	Training & Education	75.00	.00	.00	.00
3102	Software,Supt/Maint Agmnt	1,925.00	1,500.00	1,500.00	.00
3117	Sales Tax	9,980.46	.00	.00	.00
3152	Sales Tax	12,091.00	20,000.00	20,000.00	.00
3160	Misc Reimbursement	1,140.00	.00	.00	.00
3161	Driving Range Equip/Supp	2,929.99	2,000.00	2,000.00	.00
3162	Food-Pro Shop Snack Bar	819.99	4,000.00	5,000.00	1,000.00
	<i>Other Services and Charges Totals</i>	<u>\$153,802.75</u>	<u>\$148,657.00</u>	<u>\$149,073.00</u>	<u>\$416.00</u>
	<i>Capital Outlay</i>				
4013	Small Machinery & Equip	29,435.00	.00	.00	.00
4016	Computer Equip Purchase	.00	.00	1,000.00	1,000.00
5005	Lease Purchase Principal	32,072.66	.00	32,074.00	32,074.00
5006	Lease Purchase Interest	404.00	.00	404.00	404.00
	<i>Capital Outlay Totals</i>	<u>\$61,911.66</u>	<u>\$0.00</u>	<u>\$33,478.00</u>	<u>\$33,478.00</u>
	Department 0604 - Ben Geren PS & GC Totals	<u>\$821,118.03</u>	<u>\$784,380.00</u>	<u>\$810,669.00</u>	<u>\$26,289.00</u>

2017 PERSONNEL SCHEDULE

1000 General Fund

0604 Ben Geren PS & GC

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
060135001 - Park Administrator	16 - 16	(1) 104 - Reg. Full-Time Exempt	35,284	52,926	-
060424001 - Golf Course Superintendent	13 - 13	104 - Reg. Full-Time Exempt	31,269	46,904	51,500
060424201 - Golf Pro Shop Manager	10 - 10	104 - Reg. Full-Time Exempt	28,318	41,441	53,748
060403801 - Assistant Golf Course Supt	09 - 09	100 - Work Full Time	27,535	38,873	34,026
060101801 - Administrative Secretary	06 - 06	(2) 100 - Work Full Time	23,270	32,852	7,841
060123801 - Golf Course Mechanic	05 - 05	(3) 100 - Work Full Time	21,848	30,844	17,993
060437801 - Pro Shop Assistant	04 - 04	100 - Work Full Time	20,426	28,837	25,247
060423401 - Golf Course Maintenance	03 - 03	(5) 100 - Work Full Time	19,004	26,830	22,358
060423403 - Golf Course Maintenance	03 - 03	100 - Work Full Time	19,004	26,830	25,165
Total Positions:	<u>6</u>		Full Time Annual Salaries Subtotal:		<u>237,878</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
060423002 - Golf Course Greens Keeper	SPT - SPT	302 - Seasonal Part-Time 1040 hrs	1	9.00	9,360
060423201 - Golf Course Greens Keeper	SPT - SPT	302 - Seasonal Part-Time 1040 hrs	1	9.00	9,360
060423004 - Golf Course Greens Keeper	SPT - SPT	302 - Seasonal Part-Time 1040 hrs	1	-9.00	9,360
060423003 - Golf Course Greens Keeper	SPT - SPT	302 - Seasonal Part-Time 1040 hrs	1	9.00	9,360
060423402 - Golf Course Maintenance	SPT - SPT	(7) 305 - Seasonal Part-Time 781 hrs	1	9.00	7,029
060423601 - Golf Course Maintenance	SPT - SPT	(6) 302 - Seasonal Part-Time 1040 hrs	1	9.00	-
060423602 - Golf Course Maintenance	SPT - SPT	(6) 302 - Seasonal Part-Time 1040 hrs	1	9.00	-
060438001 - Pro Shop Assistant	SPT - SPT	304 - Seasonal Part-Time 520 hrs	1	9.00	4,680
060438002 - Pro Shop Assistant	SPT - SPT	304 - Seasonal Part-Time 520 hrs	1	9.00	4,680
060438003 - Pro Shop Assistant	SPT - SPT	(8) 310 - Seasonal Part-Time 1300 hrs	1	9.00	11,700
060483004 - Pro Shop Assistant	SPT - SPT	(8) 310 - Seasonal Part-Time 1300 hrs	1	9.00	11,700
060136001 - Park Patrolman	RPT - RPT	(4) 204 - Regular Part-Time 20	1	12.00	2,496
060136002 - Park Patrolman	RPT - RPT	(4) 204 - Regular Part-Time 20	1	12.00	2,496
Total Positions:	<u>9</u>		Total Part Time Seasonal / Extra Help:		<u>82,221</u>

Total Salaries: 320,099

- (1) Annual Salary \$37,536 Prorated - Position counted in Dept. 0601
This position is no longer prorated or split between 0604 and 0601 for 2016
- (2) Annual Salary \$39,205 Prorated - Position counted in Dept. 0601
80% (\$31,364) Dept. 0601
20% (\$ 7,841) Dept. 0604
- (3) Annual Salary \$25,704 Prorated - Position counted in Dept. 0601
30% (\$ 7,711) Dept. 0601
70% (\$17,993) Dept. 0604
- (4) Annual Salary \$12,480 Prorated - Position counted in Dept. 0601
80% (\$9,984) Dept. 0601
20% (\$2,496) Dept. 0604
- (5) Part Time to Full Time for 2016
- (6) Position not funded for 2016
- (7) Seasonal Part Time 781 hrs annually for 2016
- (8) Seasonal Part Time Positions added April 2016



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0604 - Ben Geren PS & GC		
Account 2024 - Maint & Service Contracts		
1000-0604 2024	Alert Alarms CCO 2014-34	1,000.00
		Account 2024 - Maint & Service Contracts Totals \$1,000.00
Account 3162 - Food-Pro Shop Snack Bar		
1000-0604 3162	Increase food due to us operating concession	5,000.00
		Account 3162 - Food-Pro Shop Snack Bar Totals \$5,000.00
Account 4016 - Computer Equip Purchase		
1000-0604 4016	Computer Replacement Plan (1) CPU	1,000.00
		Account 4016 - Computer Equip Purchase Totals \$1,000.00
		Department 0604 - Ben Geren PS & GC Totals \$7,000.00

2017 Part-time/Seasonal Recap

Office/Department: 0604 - Ben Geren PS
& GC

Fund: 1000 General Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
060423002 Golf Course Greens Keeper	01/01/2017	12/31/2017	20	52	\$9.00	\$9.00	\$9,360	\$9,360	\$0
060423201 Golf Course Greens Keeper	01/01/2017	12/31/2017	20	52	\$9.00	\$9.00	\$9,360	\$9,360	\$0
060423004 Golf Course Greens Keeper	01/01/2017	12/31/2017	20	52	\$9.00	\$9.00	\$9,360	\$9,360	\$0
060423003 Golf Course Greens Keeper	01/01/2017	12/31/2017	20	52	\$9.00	\$9.00	\$9,360	\$9,360	\$0
060423402 Golf Course Maintenance	01/01/2017	12/31/2017	15.017	52	\$9.00	\$9.00	\$7,028	\$7,028	(\$0)
060438001 Pro Shop Assistant	01/01/2017	12/31/2017	10	52	\$9.00	\$9.00	\$4,680	\$4,680	\$0
060438002 Pro Shop Assistant	01/01/2017	12/31/2017	10	52	\$9.00	\$9.00	\$4,680	\$4,680	\$0
060438003 Pro Shop Assistant	01/01/2017	12/31/2017	25	52	\$9.00	\$9.00	\$11,700	\$11,700	\$0
060483004 Pro Shop Assistant	01/01/2017	12/31/2017	25	52	\$9.00	\$9.00	\$11,700	\$11,700	\$0
060136001 Park Patrolman	01/01/2017	12/31/2017	4	52	\$12.00	\$12.00	\$2,496	\$2,496	\$0
060136002 Park Patrolman	01/01/2017	12/31/2017	4	52	\$12.00	\$12.00	\$2,496	\$2,496	\$0
Total:							\$82,220	\$82,220	(\$0)

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

2017 BUDGET INFORMATION

Office/Department: 0609 Sebastian County Library

Prepared by: Judy Beth Clevenger

FUND 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less:

The Library will continue to meet current information, education, culture and recreation needs through modern library services and technology for the 45,000 residents of the district, which serves all of Sebastian County outside the city limits of Fort Smith. Staff is constantly seeking to use the most economically feasible technology and procedures to provide these services given the restraints of a .5 (5/10) library millage base. Circulation of materials will continue to increase over the 220,000 volumes checked out annually in the past five years. Public access computers will continue to be an important element of library service providing Internet connections and databases. Library services will be expanded at the branches. As funding allows, the Library will continue to participate in the Regional Library with Scott County and the Arkansas State Library.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year:

- A. Offer minimum of 45 hours public service each week at the Greenwood Headquarters; plus additional hours at branches in Lavaca, Hartford and Mansfield. Work toward increasing hours at each location.
- B. Upgrade and/or replace existing public access workstations with current versions of software for compatible information searches connecting to the databases offered by the state library; upgrade the broadband connectivity of public access computers. Add additional public access workstations at Greenwood.
- C. Explore the long range opportunities for extending service into the Barling community.
- D. Continue to offer children's programming in the summer (500 participants in 2016) as well as develop a balanced collection of children's materials.
- E. Work to develop a website for the library
- F. Continue additional children's programming at the Greenwood Library during the school year.
- G. Work with the state library board to maintain eligibility for state aid.
- H. Work to increase state aid funds through legislative efforts; explore alternative sources of funding.
- I. Continue to increase public awareness of library services and needs within the district and state.
- J. Continue to work with Scott County and the Arkansas State Library to preserve the Regional Library agreement.
- K. Review and implement security systems (tags in books, etc.) to reduce and/or eliminate the theft of materials, and to protect the library staff and users.
- L. Continue with efforts to secure funding for much needed new building. Library is currently operating in 5700 square feet while standards recommend 20,000 for library of this size and population.
- M. Install upgrade to automated circulation system at the Greenwood headquarters and add it to the 3 branches
- N. Explore contractual agreements with cities of Hartford, Lavaca and Mansfield regarding buildings or facilities for use as Library Branches to insure continuity in services
- O. Install additional shelving at all facilities: Greenwood, Mansfield, Lavaca, and Hartford.

3. Does your department receive any grants or other operating subsidies?

As part of the Scott Sebastian Regional Library, the Sebastian County Library receives state aid for materials and library operations to support regional activity through the two counties. This includes purchasing and processing new materials, professional staffing, children's programming, inter-library loan services, cooperative purchases of equipment, materials and supplies, and staff training. In 2016, state was cut by the legislature. This library stands to lose up to 20% of current state aid funding. State aid for public libraries has existed for over 85 years in Arkansas. This overall budget proposed by the library will allow for the purchase of approximately 5,000 new materials to be added during the year which will be used by the 72,000 library visitors who will be borrowing 220,000 materials during the year. These materials remain in Sebastian County facilities for the use of local patrons.

In the Regional System, local counties are asked to assume most of the operating costs of each library building and staff. The increase in population and the natural growth of services offered to the residents of Sebastian County are slowly reducing the financial reserve that the Sebastian County Library has been able to build over the past years. The latest reduction in state aid will eat into any reserve the Sebastian County Library has been able to build. Restoration efforts for state aid are only short term at this date. Scott County pays Sebastian County a small amount each year (\$3800) as reimbursement for professional services. The city of Greenwood pays an annual stipend (\$1440) to the library for local support and services.

4. Is your office /department requesting any capital items for this budget?

Capital expenditures would come directly from the tax revenues generated by library millage and sales tax dedicated to the library. These expenditures will include steel shelving for books at the Greenwood, Lavaca, Mansfield and Hartford locations. Greenwood also needs storage units for posters and supplies. Four staff computer workstations need to be replaced and/or upgraded. Two workstations dedicated to the online catalog need to be added. All of these computers must be compatible with the State and Regional Library criteria and software. The request for General Funds includes \$500 to be put into a replacement fund for a new vehicle. The Regional Library manages this fund. Both the Scott County Library and the Regional Library match the annual \$500 contribution. A new vehicle was purchased in 2013 which drastically reduced the balance in this replacement fund.

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle?

Yes : Court Order # 2012-49 with West Termite to provide pest management services annually at the Rate of \$244.00 annually
Court order # 2012-48 with West Termite for annual termite control at the rate of \$135 annually

6. Does your office/department have a capital replacement sinking fund?

The annual budget contains line items for equipment and computer replacement. State law prohibits the use of tax millage for the purchase of land or buildings.



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1000 - General Fund				
Department	0609 - County Library-GF				
	<i>Other Services and Charges</i>				
3147	Scott Sebastian Library	.00	25,000.00	25,000.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$0.00</u>	<u>\$25,000.00</u>	<u>\$25,000.00</u>	<u>\$0.00</u>
Department	0609 - County Library-GF Totals	<u>\$0.00</u>	<u>\$25,000.00</u>	<u>\$25,000.00</u>	<u>\$0.00</u>

2017 PROPOSED BUDGET

REQUEST FOR GENERAL FUNDS

FUND 1000

DEPT. 0609---SEBASTIAN COUNTY LIBRARY--GF

	2016 Budget	2017 Request
DEPARTMENT REQUEST	\$25,000	\$25,000
TOTAL EXPENSES	\$25,000	\$25,000
GRAND TOTAL	\$25,000	\$25,000

2017 Sebastian County Budget

Fund 1000 County General Funds

Dept. 0609 Sebastian County Library (General Fund)

	2016 Budget	2017 Budget Request
3147__Scott Sebastian Regional Library	25,000	25,000
Expense Total	25,000	25,000
Co. General TOTAL EXPENSE	25,000	25,000
COUNTY GENERAL TOTAL	25,000	25,000
TOTAL EXPENSES	25,000	25,000
GRAND TOTAL	25,000	25,000

2017 REQUEST FOR GENERAL FUNDS

FUND 1000---COUNTY GENERAL

DEPT. 0609---SEBASTIAN COUNTY LIBRARY

SIGNATURE _____

LIBRARY DIRECTOR

2017 LINE ITEM JUSTIFICATION FORM

Object Code #	Classification--Description and Justification	2016 Budget	2017 Request
3147	SEBASTIAN COUNTY LIBRARY	25,000	25,000

As a department of county government, the Library provides service to all residents outside the city limits of Fort Smith. The library collects a millage of .5 (5/10) which has not been sufficient to provide basic services for some time. State Aid to public libraries was cut in 2016 by 20%. County funds are now used to fund the most basic operational expenditures (books, professional services, telephone and Internet, and inter-library loan services). The Library Board is once again making this request for general funds to be transferred to the library fund. The library has received general funds for over 40 years in order to provide basic services to the public.

The funds in this request would be distributed as follows:

1009	HEALTH INSURANCE	15,000	15,000
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As employees of Sebastian County government, Library staff members are covered by the group health and dental coverage provided all employees. Employee health insurance represents 6% of the library's operating budget and 60% of the general funds being requested here. There are 5 staff positions that qualify for insurance benefits and coverage.

3052	Fire and Extended Coverage	1,500	1,500
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The County Library has the responsibility for insurance coverage on the building and contents of the headquarters building in Greenwood as well as the contents of the three branch facilities in Lavaca, Hartford and Mansfield.

3104	Books	8,000	8,000
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The residual effects of lost state aid and the rapid growth of information and technology, make it difficult to keep up with the patron demand for new materials. To combat this problem, local funds are used to supplement the need to continue to develop the materials collection to meet patron needs.

This requested amount from general funds should make it possible to add 300 new titles to 222,000 items checked out in 2015. Projections call for 223,000 checkouts in 2017.

4005	Vehicle Purchase	500	500
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The Library makes an annual contribution to the Regional Library Vehicle Replacement Fund. This is matched equally by Scott County and the Regional Library. Funds go into a CD held by the Regional Library to replace the currently owned vehicle. The 1994 vehicle was replaced in 2013 and the replacement fund was severely depleted.

2017 Budget Information Form

Office/Department: 0610 - County Library Sales

Tax

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

In June 1994, the citizens of Fort Smith and Sebastian County approved a one-cent county-wide sales and use tax. Collection of the tax began August 1, 1994. The county-wide sales and use tax was approved for another ten years with a special election being held in May 2003. It was then re-approved for another ten years with a special election in May 2013.

The County committed to obligating 1/2% of the county general fund revenue to Scott Sebastian Regional Library. This revenue is earmarked to improve the programs of the library, including expansion for book space and study space.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

x

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
	Department 0610 - County Library-Sales Tax				
	<i>Other Services and Charges</i>				
3147	Scott Sebastian Library	17,710.01	17,490.00	18,000.00	510.00
	<i>Other Services and Charges Totals</i>	<u>\$17,710.01</u>	<u>\$17,490.00</u>	<u>\$18,000.00</u>	<u>\$510.00</u>
	Department 0610 - County Library-Sales Tax Totals	<u>\$17,710.01</u>	<u>\$17,490.00</u>	<u>\$18,000.00</u>	<u>\$510.00</u>

2017 Budget Information Form

Office/Department: 0800 - Veterans Service Office

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This office interviews, advises and assists veterans and dependents in presenting claims for disability compensation, pension, widow's pension and DIC benefits, education, rehabilitation training, medical care, home loans, debts/waivers and other claims to which they may be entitled under Federal, State, and local laws. We advise claimants on programs and services for which they may be eligible, working with the VA and other government agencies. We also refer individuals to other service agencies and makes arrangements for initial contact.

This office evaluates the validity of claims by reviewing legislation, regulations, court decisions and by studying veterans' medical reports and service history. We prepare claim forms and briefs, assemble pertinent evidence, and request hearings before proper government boards.

The Veterans Service Office also coordinates and assists the National Cemetery in the Avenue of Flags ceremony for Memorial Day and Veterans Day.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Sebastian County Veterans Service Office will continue to provide competent and efficient service to that segment of the county population requiring our services. Budget goals for 2016 are to stay within the parameters established for this office by the Quorum Court.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund		-			
Department 0800 - Veterans Service Office					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	107,747.99	113,933.00	115,674.00	1,741.00
1006	Social Security Matching	8,156.38	8,977.00	8,849.00	(128.00)
1007	Retirement	14,657.50	17,016.00	17,062.00	46.00
1009	Health Insurance Matching	23,857.00	25,704.00	23,232.00	(2,472.00)
1010	Workmen's Compensation	228.05	211.00	208.00	(3.00)
1011	Unemployment Compensation	.00	.00	2,942.00	2,942.00
1016	Life Insurance	272.91	392.00	389.00	(3.00)
1017	Col/Merit	.00	3,418.00	.00	(3,418.00)
1023	Dental Insurance-Matching	374.40	2,381.00	1,588.00	(793.00)
1040	Affordable Care Act	137.15	508.00	507.00	(1.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		<u>\$155,431.38</u>	<u>\$172,540.00</u>	<u>\$170,451.00</u>	<u>(\$2,089.00)</u>
<i>Supplies</i>					
2001	General Supplies	2,734.26	5,000.00	5,000.00	.00
2002	Small Equipment	261.21	.00	.00	.00
2024	Maint & Service Contracts	460.95	500.00	500.00	.00
<i>Supplies Totals</i>		<u>\$3,456.42</u>	<u>\$5,500.00</u>	<u>\$5,500.00</u>	<u>\$0.00</u>
<i>Other Services and Charges</i>					
3020	Telephone & Fax Landline	3,561.78	840.00	2,000.00	1,160.00
3021	Postage	.00	2,200.00	1,700.00	(500.00)
3022	Cell Phone & Pagers	8.52	200.00	.00	(200.00)
3030	Travel	1,212.84	2,500.00	2,500.00	.00
3090	Dues & Memberships	.00	105.00	105.00	.00
3101	Training & Education	135.00	.00	.00	.00
3102	Software,Supt/Maint Agmnt	1,596.00	2,500.00	2,500.00	.00
<i>Other Services and Charges Totals</i>		<u>\$6,514.14</u>	<u>\$8,345.00</u>	<u>\$8,805.00</u>	<u>\$460.00</u>
<i>Capital Outlay</i>					
4016	Computer Equip Purchase	294.48	.00	.00	.00
<i>Capital Outlay Totals</i>		<u>\$294.48</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 0800 - Veterans Service Office Totals		<u>\$165,696.42</u>	<u>\$186,385.00</u>	<u>\$184,756.00</u>	<u>(\$1,629.00)</u>

2017 PERSONNEL SCHEDULE

1000 General Fund

0800 Veterans Service Office

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
080050201 - Veterans Service Officer	10 - 10	104 - Reg. Full-Time Exempt	28,318	41,441	35,570
080046801 - Sr Deputy Veterans Service	07 - 07	100 - Work Full Time	24,693	34,860	30,370
080019601 - Deputy Veterans Service	06 - 06	100 - Work Full Time	23,270	32,852	27,376
080044401 - Secretary/Receptionist	03 - 03	100 - Work Full Time	19,004	26,830	22,358
Total Positions:	<u>4</u>				Full Time Annual Salaries Subtotal: <u>115,674</u>
					Total Salaries: <u>115,674</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0800 - Veterans Service Office		
Account 2024 - Maint & Service Contracts		
1000-0800 2024	Wight Office CCO 2016-74	500.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$500.00</u>
Account 3020 - Telephone & Fax Landline		
1000-0800 3020	Cost of telephone and faxing to other Veterans Organizations	1,500.00
	Account 3020 - Telephone & Fax Landline Totals	<u>\$1,500.00</u>
	Department 0800 - Veterans Service Office Totals	<u>\$2,000.00</u>

2017 Budget Information

Office/Dept: Extension Service – 0801

Prepared by: Lance Kirkpatrick

1. Please describe the main functions supported by this budget/department in 300 words or fewer.

The Sebastian County office of the Cooperative Extension Service provides research-based education to the residents of our county in the areas of Agriculture and Natural Resources, Horticulture, Community and Economic Development, Family Issues and 4-H Youth Development. This is accomplished through:

- Office visits by clientele, home and farm visits by agents
- Telephone, mail, internet
- Newsletters, exhibits, printed material, and video
- Workshops and seminars
- Demonstrations at farms, businesses, homes and other venues
- Volunteer outreach

2. Please list the specific goals, projects or priorities for this department in the 2017 budget year.

New Locations: A major goal of the coming year is to increase awareness and utilization by clientele of our 2 offices, at Chaffee Crossing and Greenwood. Educational events will be hosted at both locations in our programming areas. We continue to partner with NRCS and the Sebastian County Conservation District to conduct programs to benefit citizens of Sebastian County.

Agriculture / Horticulture: Continue to produce newsletters on current topics; organize and continue to conduct a county hay show at the fair; raise awareness of the importance of Agriculture to county residents; provide training in cattle management and forages; conduct Horticulture education; support Learning Fields at Chaffee Crossing project; train Master Gardener volunteers. Continue the growth and expansion of the River Valley Master Gardner program in the Sebastian County Area.

4-H / Youth: Continue to expand 4-H membership in the county by increasing clubs and membership; develop a club in Hackett; provide educational tours for members; attract and recruit more adult volunteers; help increase awareness of Agriculture; support members' projects; expand non-traditional 4-H offering in urban areas. We are currently working to develop after school programs to further expand out 4-H foot print.

Family Issues: Offer programs in strength training as a means for counteracting osteoporosis; health and fitness programming to address obesity and nutrition for adults and youth; provide Supplemental Nutrition Assistance Program education) including at DHHS offices and ABC parents at Fort Smith school centers; offer health education program in south county; financial education for families impacted by the recession; provide recertification training for child care providers.

Community Development: Work on public policy education through distribution of 2015 fact sheets on ballot issues to the voting public. Provide resources for agritourism development. Assist grass roots

community groups such as Sebastian Co. Fair Board to achieve their goals. Provide volunteer and leader trainings to develop healthier, more effective organizations, including fair boards, Master Gardeners, Extension Homemakers, the Arkansas River Valley Lawn and Garden Show, and the Learning Fields at Chaffee Crossing.

3. Does your office/department receive any grants or other operating subsidies?

No

4. Is your office/department requesting any capital items for this budget year?

No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle?

Yes. Lease on building at Chaffee Crossing

6. Does your office/department have a capital replacement sinking fund?

No.



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0801 - Extension Service					
	<i>Supplies</i>				
2001	General Supplies	39.51	150.00	150.00	.00
2023	Parts & Repairs	.00	150.00	150.00	.00
2040	Botanical & Agricultural	.00	200.00	200.00	.00
	<i>Supplies Totals</i>	<u>\$39.51</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	82.31	.00	.00	.00
3015	Renew Contracts/Agrmnts	98,864.00	98,864.00	98,864.00	.00
3020	Telephone & Fax Landline	3,731.58	288.00	4,500.00	4,212.00
3021	Postage	49.00	100.00	100.00	.00
3022	Cell Phone & Pagers	1,069.42	1,700.00	1,700.00	.00
3023	Internet Connection	2,552.23	2,800.00	2,800.00	.00
3060	Utilities-Electricity	1,471.15	2,200.00	2,200.00	.00
3061	Utilities-Gas	1,324.30	1,800.00	1,800.00	.00
3062	Utilities-Water	268.77	300.00	300.00	.00
3063	Utilities-Waste Disposal	325.65	375.00	375.00	.00
3070	Rent-Land & Buildings	6,600.00	7,200.00	7,200.00	.00
3075	Postage Mach/PO Box Rent	34.00	50.00	50.00	.00
3090	Dues & Memberships	30.00	500.00	500.00	.00
3101	Training & Education	.00	500.00	500.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$116,402.41</u>	<u>\$116,677.00</u>	<u>\$120,889.00</u>	<u>\$4,212.00</u>
	Department 0801 - Extension Service Totals	<u>\$116,441.92</u>	<u>\$117,177.00</u>	<u>\$121,389.00</u>	<u>\$4,212.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1000 - General Fund		
Department 0801 - Extension Service		
Account 3020 - Telephone & Fax Landline		
1000-0801 3020	cost for phone lines in Barling and Greenwood offices	3,200.00
	Account 3020 - Telephone & Fax Landline Totals	<u>\$3,200.00</u>
Account 3070 - Rent-Land & Buildings		
1000-0801 3070	Cost for office rental Barling	7,200.00
	Account 3070 - Rent-Land & Buildings Totals	<u>\$7,200.00</u>
	Department 0801 - Extension Service Totals	<u>\$10,400.00</u>
	Fund 1000 - General Fund Totals	<u>\$4,498,676.49</u>

2017 Budget Information Form

Office/Department: 0802 - Paupers and Welfare

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.
Sebastian County is responsible for all pauper burials for indigents.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.
N/A

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000	General Fund				
	Department 0802 - Paupers and Welfare				
	<i>Other Services and Charges</i>				
3095	Paupers and Welfare	2,870.00	2,000.00	2,000.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$2,870.00</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$0.00</u>
	Department 0802 - Paupers and Welfare Totals	<u>\$2,870.00</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$0.00</u>

2017 Budget Information Form

Office/Department: 0804 - Seb Co Senior Citizens

Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

In June 1994, the citizens of Fort Smith and Sebastian County approved a one-cent county-wide sales and use tax. Collection of the tax began August 1, 1994. The one-cent county wide sales and use tax was approved for another ten years in May 2003. It was then re-approved for another ten years with a special election in May 2013. The County committed to obligating 1% of the county general fund revenue to the Sebastian County Senior Citizens Organization.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Beginning 2008 the Sebastian Retired Citizens Association (SRCA) has been modified to include all funds supporting this organization. This includes 1% County Sales Tax allocation, the General Fund payment of SRCA Fleet Insurance and General Fund additional funding.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1000 - General Fund					
Department 0804 - Seb Co Senior Citizens					
	<i>Other Services and Charges</i>				
3053	Fleet Liability	6,701.00	6,701.00	6,766.00	65.00
3103	Grants In Aid	67,893.00	67,893.00	92,892.00	24,999.00
3146	Seb Co Senior Citizens	35,420.02	34,980.00	36,000.00	1,020.00
	<i>Other Services and Charges Totals</i>	<u>\$110,014.02</u>	<u>\$109,574.00</u>	<u>\$135,658.00</u>	<u>\$26,084.00</u>
Department 0804 - Seb Co Senior Citizens Totals		\$110,014.02	\$109,574.00	\$135,658.00	\$26,084.00

Non Profit Organization Request for Funds 2017 Sebastian County Budget

Name of Organization Sebastian Retired Citizens Association, Inc
Address: P.O. Box 181030
Contact Person: Deanna Rice
Telephone Number: (479) 414-4374
Organization's Email Address: srca1@sebastian.kscoxmail.com

Provide a brief summary for each section below.

I. Amount requested: \$92,892.00

II. Organization's purpose:

It is the intent of SRCA, Inc. to provide a broad range of services that will reduce the effect's of the special problems to the 60+ population in Sebastian County. A home away from home atmosphere is provided for our in center meals which allows seniors to congregate and socialize while combating isolation and food insecurities.

Home delivered meals are delivered daily to those that are home bound with the greatest social, economical, physical, and psychological needs. In most cases this is the only meal of the day for the shut ins and our drivers are sometimes the only contact these people have. This allows them the peace of mind knowing they will be checked on.

In most cases a hot home delivered meal is all that stands between some home bound remaining independent in their homes before entering a nursing home.

III. Need and intended use of funds requested:

The funding from Sebastian County is detrimental to the nine county centers. As we are continually challenged to meet the rising need for more meals among the seniors it remains difficult to stay within budget due to increase in minimum wage among employees.

SRCA's intended use for the funds is to help offset other monies to operate the overall operations of the nine centers in Sebastian County. Allowing us the ability to continue serving Sebastian County residents without having them placed on a waiting list.

IV. Do you intend to use these funds to match federal grant dollars?

NO

V. Provide a summary of services provided, number and type of county residents served and related.

SRCA, Inc. provides meals to 2,379 individual senior citizens. An average of 30,021 meals are prepared monthly and given to senior citizens.

Besides the Congregate and Home Delivered Meals SRCA provides Transportation (169 units, monthly average) Socialization (4888 units, monthly average) and Information/Referral Assistance (236 units, monthly average)

Created Date 08/26/2016 12:20:03 PM

Modified Date

08/26/2016 12:20:03 PM

SRCA, INC.
Profit & Loss YTD CLASS

July 2015 through June 2016

	<u>9 MANSFIELD CENTER</u>	<u>Unclassified</u>	<u>TOTAL</u>
Income			
4000 · SSBG	11,561.00	0.00	64,591.00
4010 · C1	10,088.14	0.00	145,944.00
4020 · C2	4,516.02	0.00	65,334.00
4030 · 111B	3,851.86	0.00	55,730.00
4031 · 111E CAREGIVER	700.00	0.00	31,300.00
4035 · UNITED WAY	3,197.96	0.00	46,890.64
4036 · SGR	6,689.68	0.00	96,818.00
4039 · CIGARETTE TAX	7,168.20	0.00	64,324.00
4040 · USDA	12,121.80	0.00	175,459.00
4042 · TITLE XX PI	30,499.00	0.00	203,522.75
4045 · CENTER FUNDS	2,367.56	0.00	13,651.28
4049 · ELDER CHOICE	8,572.92	0.00	157,297.57
4053 · CITY OF FORT SMITH	0.00	0.00	175,905.18
4054 · CITY OF GREENWOOD	0.00	0.00	15,000.00
4056 · SEB. COUNTY	9,821.27	0.00	86,851.23
4057 · CITY OF BARLING	0.00	0.00	7,999.33
4058 · STATE OF ARKANSAS	253.66	0.00	5,138.06
4064 · DONATIONS	512.92	0.00	3,485.14
4066 · REVENUES LEGISLATIVE	0.00	0.00	4,794.87
4067 · SCOTT CO. REVENUE	5,004.00	0.00	5,004.00
9000 · Interest Income	0.00	0.00	173.94
9020 · MISC. INCOME	29.80	0.00	3,279.80
Total Income	116,955.79	0.00	1,428,493.79
Expense			
6000 · SALARIES & WAGES	67,248.96	0.00	643,505.01
6030 · FRINGE BENEFITS	5,637.05	0.00	54,344.86
6040 · TRAVEL	103.36	0.00	1,962.20
6050 · UTILITIES & RENT	604.16	0.00	81,943.18
6060 · Office Supplies	338.57	0.00	7,632.54
6070 · PROGRAM SUPPLIES/ EXPENSES	220.63	0.00	14,676.32
6080 · JANITORIAL SUPPLIES	544.35	0.00	7,212.58
6090 · CONSUMABLE SUPPLIES	818.17	0.00	17,602.98
6095 · CONSUMABLE SUPPLIES H.D.	1,765.28	0.00	32,359.36
6096 · FUEL CHARGES	99.00	0.00	1,816.37
6100 · NON-CONSUMABLE SUPPLIES	0.00	0.00	696.03
6110 · AUTO GAS & OIL	1,558.44	0.00	32,275.02
6120 · AUTO REPAIRS	0.00	0.00	6,044.28
6130 · COMMUNICATIONS	2,193.49	0.00	20,586.61
6139 · OTHER ADMINISTRATION	94.61	0.00	1,371.73
6150 · AUDIT/ACCOUNTING	443.60	0.00	5,587.52
6160 · INSURANCE	1,733.43	0.00	25,238.11
6170 · EQUIP. RENTAL	0.00	0.00	2,261.87
6180 · Advertising	24.95	0.00	2,333.66
6195 · KITCHEN EQUIPMENT	0.00	0.00	1,331.86

2017 Budget Information Form

Office/Department: 0103-Treasurer Office

- 1. Please describe the main functions supported by this budget/department in 300 words or less.**

The Treasurer’s Office receipts, disburses, invest, and accounts for the financial resources of the county, cities, and schools in an accurate manner in order to report the same information to the Quorum Court.

- 2. Please list specific goals, projects or priorities for this department in the 2017 budget year.**

The Treasurer’s Office will continue working with a consolidated financial system providing increased efficiency in all tasks as well as financial resources. We will continue to upgrade existing programs and develop new financial reports to better serve other departments, quorum court, cities and schools.

- 3. Does your office/department receive any grants or other operating subsidies?**
NO

- 4. Is your office/department requesting any capital items for this budget year?**
NO

- 5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle?**

Vendor (s)	Amount (\$)	Purpose	Time Period
Wight Office Machine	1100.00	Copier Kyocera Taskalfa 5551ci	01/01/17-12/31/17
Leaf Capital	3500.00	Copier Kyocera Taskalfa 5551ci	01/01/17-12/31/17
AIS	20000.00	Maintance Agreement	01/01/17-12/31/17

- 6. Does your office/department have a capital replacement sinking fund?**
No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1800	Treasurer's Commission Fd				
Department 0103	Treasurer				
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	163,833.44	163,836.00	165,037.00	1,201.00
1003	Extra Help	.00	5,560.00	5,560.00	.00
1006	Social Security Matching	11,980.05	13,367.00	13,083.00	(284.00)
1007	Retirement	24,003.81	24,530.00	24,405.00	(125.00)
1009	Health Insurance Matching	20,494.00	27,552.00	22,800.00	(4,752.00)
1010	Workmen's Compensation	303.78	314.00	307.00	(7.00)
1016	Life Insurance	325.57	343.00	341.00	(2.00)
1017	Col/Merit	.00	4,915.00	.00	(4,915.00)
1021	Longevity	240.00	420.00	420.00	.00
1023	Dental Insurance-Matching	1,258.00	1,947.00	1,797.00	(150.00)
1040	Affordable Care Act	443.16	445.00	444.00	(1.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	<u>\$222,881.81</u>	<u>\$243,229.00</u>	<u>\$234,194.00</u>	<u>(\$9,035.00)</u>
	<i>Supplies</i>				
2001	General Supplies	3,818.03	5,000.00	6,000.00	1,000.00
2002	Small Equipment	712.07	1,100.00	1,100.00	.00
2005	Food/Supplies	10.98	200.00	200.00	.00
2007	Fuel, Oils & Lubricants	320.83	1,000.00	1,000.00	.00
2008	Tires and Tubes	.00	500.00	500.00	.00
2009	Computer Accessories	.00	500.00	500.00	.00
2020	Bldg Materials & Supplies	.00	300.00	300.00	.00
2023	Parts & Repairs	10.32	100.00	100.00	.00
2024	Maint & Service Contracts	1,603.66	1,000.00	1,100.00	100.00
2032	Bldg & Improvement-R/M	.00	1,000.00	1,000.00	.00
2033	Machinery & Equipment-R/M	.00	500.00	500.00	.00
2038	Lic & Fees For Vehicles	16.00	25.00	25.00	.00
	<i>Supplies Totals</i>	<u>\$6,491.89</u>	<u>\$11,225.00</u>	<u>\$12,325.00</u>	<u>\$1,100.00</u>
	<i>Other Services and Charges</i>				
3002	Management Consulting	.00	200.00	200.00	.00
3003	Computer Services	.00	12,500.00	20,000.00	7,500.00
3005	Special Legal	.00	400.00	400.00	.00
3009	Oth Professional Services	10,800.00	10,000.00	5,000.00	(5,000.00)
3020	Telephone & Fax Landline	2,020.99	1,140.00	900.00	(240.00)
3021	Postage	2,000.00	5,000.00	5,500.00	500.00
3022	Cell Phone & Pagers	1,094.53	1,600.00	1,600.00	.00
3023	Internet Connection	1,504.63	1,800.00	1,800.00	.00
3027	Telephone Purchase/Maint	.00	5,000.00	2,000.00	(3,000.00)
3029	Telephone & PC Cabling	.00	1,000.00	1,000.00	.00
3030	Travel	.00	1,000.00	1,000.00	.00
3031	Common Carrier	.00	2,000.00	2,000.00	.00
3035	Travel-Rental Car	.00	300.00	300.00	.00
3040	Advertising & Publication	.00	300.00	300.00	.00
3050	Official & Deputy Bond	.00	500.00	500.00	.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1800 - Treasurer's Commission Fd					
Department 0103 - Treasurer					
3052	Fire & Extended Coverage	1,005.95	1,006.00	1,057.00	51.00
3053	Fleet Liability	451.64	483.00	529.00	46.00
3073	Lease-Machinery and Equip	2,568.15	3,500.00	3,500.00	.00
3075	Postage Mach/PO Box Rent	2,352.21	.00	.00	.00
3090	Dues & Memberships	1,451.82	1,500.00	1,500.00	.00
3094	Meals & Lodging	743.84	3,000.00	3,000.00	.00
3100	Other Miscellaneous	.00	100.00	100.00	.00
3101	Training & Education	.00	2,000.00	2,000.00	.00
3102	Software,Supt/Maint Agmnt	.00	2,000.00	2,000.00	.00
3104	Books	.00	.00	100.00	100.00
	<i>Other Services and Charges Totals</i>	<u>\$25,993.76</u>	<u>\$56,329.00</u>	<u>\$56,286.00</u>	<u>(\$43.00)</u>
	<i>Capital Outlay</i>				
4005	Vehicles	11,113.00	.00	.00	.00
	<i>Capital Outlay Totals</i>	<u>\$11,113.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<i>Interfund Transfers</i>				
9993	Transfers	182,039.00	200,871.00	197,323.00	(3,548.00)
	<i>Interfund Transfers Totals</i>	<u>\$182,039.00</u>	<u>\$200,871.00</u>	<u>197,323.00</u>	<u>(3,548.00)</u>
	Department 0103 - Treasurer Totals	<u>\$448,519.46</u>	<u>\$511,654.00</u>	<u>\$500,128.00</u>	<u>(11,526.00)</u>
Fund 1800 - Treasurer's Commission Fd Totals		<u>\$448,519.46</u>	<u>\$511,654.00</u>	<u>\$500,128.00</u>	<u>(11,526.00)</u>

2017 PERSONNEL SCHEDULE

1800 Treasurer's Commission Fd

0103 Treasurer

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
010349801 - Treasurer/Collector	DEO - DEO	(1) 140 - Elected Official			44,163
010309401 - Chief Deputy Treasurer	15 - 15	104 - Reg. Full-Time Exempt	33,946	50,918	46,835
010345001 - Senior Deputy Treasurer	11 - 11	100 - Work Full Time	28,592	42,888	38,299
010345002 - Senior Deputy Treasurer	11 - 11	100 - Work Full Time	28,592	42,888	35,740
Total Positions:	<u>4</u>			Full Time Annual Salaries Subtotal:	<u>165,037</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
010318801 - Deputy Treasurer	EHP - EHP	412 - Extra Help 556 Annual hrs.	1.0000	10.00	5,560
Total Positions:	<u>2</u>			Total Part Time Extra Help:	<u>5,560</u>
				Total Salaries:	<u>170,597</u>

(1) Annual Salary \$88,326 Prorated - Position counted in Dept. 0103
 50% (\$44,163) Dept. 0103 Treasurer
 50% (\$44,163) Dept. 0104 Tax Collector



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1800 - Treasurer's Commission Fd		
Department 0103 - Treasurer		
Account 2001 - General Supplies		
1800-0103 2001	Calculators/printers/smart phones/ytd needs line item increased	6,000.00
	Account 2001 - General Supplies Totals	<u>\$6,000.00</u>
Account 2024 - Maint & Service Contracts		
1800-0103 2024	Wight Office TaskAlfa 5551ci CCO-2016-41 /monthly use increased	1,100.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$1,100.00</u>
Account 3003 - Computer Services		
1800-0103 3003	Computer and network service/Jeff Barron moved from 3009	20,000.00
	Account 3003 - Computer Services Totals	<u>\$20,000.00</u>
Account 3020 - Telephone & Fax Landline		
1800-0103 3020	Telephone/Fax Service/cell phones/ increased to stay within budg	2,500.00
	Account 3020 - Telephone & Fax Landline Totals	<u>\$2,500.00</u>
Account 3021 - Postage		
1800-0103 3021	Postage Taxes, AP's, Payroll/Increased bc shortage in line item	5,500.00
	Account 3021 - Postage Totals	<u>\$5,500.00</u>
Account 3052 - Fire & Extended Coverage		
1800-0103 3052	General Liability/Fire/Ext Coverage/ 2016 ytd is short	2,200.00
	Account 3052 - Fire & Extended Coverage Totals	<u>\$2,200.00</u>
Account 3104 - Books		
1800-0103 3104	Books / expecting increase on compliance guide	100.00
	Account 3104 - Books Totals	<u>\$100.00</u>
Account 3073 - Lease-Machinery and Equip		
1800-0103 3073	Lease Leaf Kyocera Copier 5551ci CCO-2016-41	3,500.00
	Account 3073 - Lease-Machinery and Equip Totals	<u>\$3,500.00</u>
	Department 0103 - Treasurer Totals	<u>\$40,900.00</u>
	Fund 1800 - Treasurer's Commission Fd Totals	<u>\$40,900.00</u>

2017 Part-time/Seasonal Recap

Office/Department: 0103 - Treasurer

Fund: 1800 Treasurer's
Commission Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
010318801 Deputy Treasurer	01/01/2017	12/31/2017	10.692	52	\$10.00	\$10.00	\$5,560	\$5,560	(\$0)
Total:							\$5,560	\$5,560	(\$0)

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

2017 Budget Information Form

Office/Department: 0125-Treasurer Office

- 1. Please describe the main functions supported by this budget/department in 300 words or less.**

According to ASA 21-9-302, the Treasurer may set aside up to ten percent(10%) of the gross commissions collected annually to be credited to the County Treasurer's Automation fund to be used to develop ,purchase, maintain, operate and improve automated accounting and record keeping system. Money deposited into this fund may accumulate and shall be appropriated by the Quorum Court at the direction of the Treasurer.

- 2. Please list specific goals ,projects or priorities for this department in the 2017 budget year.**

In 2017 we will continue to research and evaluate upgrades to our system and software that will promote flexibility and efficiency in financial reporting within and between other county departments.

- 3. Does your office/department receive any grants or other operating subsidies?**

No

- 4. Is your office/department requesting any capital items for this budget year?**

No

- 5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle?**

Vendor (s)	Amount (\$)	Purpose	Time Period
AIS	4000.00	Disaster Plan	01/01/2017-12/31/17

- 6. Does your office/department have a capital replacement sinking fund?**

No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 3000 - Treasurer's Automation Fd					
Department 0125 - Treas Automation Dept					
<i>Supplies</i>					
2001	General Supplies	.00	3,000.00	3,000.00	.00
2002	Small Equipment	790.68	2,000.00	3,000.00	1,000.00
2005	Food/Supplies	.00	500.00	500.00	.00
2006	Clothing & Uniforms	334.74	500.00	500.00	.00
2007	Fuel, Oils & Lubricants	.00	600.00	600.00	.00
2009	Computer Accessories	.00	1,500.00	1,500.00	.00
2020	Bldg Materials & Supplies	.00	100.00	100.00	.00
2023	Parts & Repairs	.00	100.00	100.00	.00
2024	Maint & Service Contracts	.00	500.00	.00	(500.00)
2032	Bldg & Improvement-R/M	.00	1,000.00	1,000.00	.00
2033	Machinery & Equipment-R/M	.00	1,000.00	1,000.00	.00
<i>Supplies Totals</i>		<u>\$1,125.42</u>	<u>\$10,800.00</u>	<u>\$11,300.00</u>	<u>\$500.00</u>
<i>Other Services and Charges</i>					
3002	Management Consulting	.00	100.00	200.00	100.00
3003	Computer Services	.00	7,000.00	11,000.00	4,000.00
3005	Special Legal	.00	400.00	400.00	.00
3009	Oth Professional Services	8,280.87	12,000.00	.00	(12,000.00)
3020	Telephone & Fax Landline	.00	.00	600.00	600.00
3021	Postage	1,980.46	2,000.00	2,000.00	.00
3022	Cell Phone & Pagers	.00	350.00	350.00	.00
3023	Internet Connection	.00	500.00	500.00	.00
3027	Telephone Purchase/Maint	.00	1,000.00	1,000.00	.00
3029	Telephone & PC Cabling	.00	300.00	300.00	.00
3030	Travel	.00	1,000.00	1,000.00	.00
3031	Common Carrier	.00	.00	3,000.00	3,000.00
3035	Travel-Rental Car	.00	200.00	200.00	.00
3040	Advertising & Publication	.00	300.00	300.00	.00
3090	Dues & Memberships	225.00	500.00	500.00	.00
3094	Meals & Lodging	.00	2,500.00	2,500.00	.00
3101	Training & Education	.00	2,000.00	2,000.00	.00
3102	Software,Supt/Maint Agmnt	.00	7,000.00	7,000.00	.00
<i>Other Services and Charges Totals</i>		<u>\$10,486.33</u>	<u>\$37,150.00</u>	<u>\$32,850.00</u>	<u>(\$4,300.00)</u>
<i>Capital Outlay</i>					
4016	Computer Equip Purchase	3,943.92	.00	.00	.00
<i>Capital Outlay Totals</i>		<u>\$3,943.92</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 0125 - Treas Automation Dept Totals		<u>\$15,555.67</u>	<u>\$47,950.00</u>	<u>\$44,150.00</u>	<u>(\$3,800.00)</u>
Fund 3000 - Treasurer's Automation Fd Totals		<u>\$15,555.67</u>	<u>\$47,950.00</u>	<u>\$44,150.00</u>	<u>(\$3,800.00)</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 3000 - Treasurer's Automation Fd		
Department 0125 - Treas Automation Dept		
Account 2002 - Small Equipment		
3000-0125 2002	calculators/misc-to replace any existing machine	3,000.00
	Account 2002 - Small Equipment Totals	<u>\$3,000.00</u>
Account 3002 - Management Consulting		
3000-0125 3002	Consulting/consulting firm outside co gov.	200.00
	Account 3002 - Management Consulting Totals	<u>\$200.00</u>
Account 3003 - Computer Services		
3000-0125 3003	Computer and network Jeff/AIS/deleted 3009 moved here for Jeff	11,000.00
	Account 3003 - Computer Services Totals	<u>\$11,000.00</u>
Account 3031 - Common Carrier		
3000-0125 3031	Air fare/ set aside to cover any travel not planned such as NACO	3,000.00
	Account 3031 - Common Carrier Totals	<u>\$3,000.00</u>
	Department 0125 - Treas Automation Dept Totals	<u>\$17,200.00</u>
	Fund 3000 - Treasurer's Automation Fd Totals	<u>\$17,200.00</u>

2017 Budget Information Form

Office/Department: 0104 – Tax Collector

1. Please describe the main functions supported by this budget/department in 300 words or less.

Beginning January 1, 2005, the responsibilities for the Collector duties were consolidated to the Treasurer as a single office in the stead of Treasurer/Collector by Act 843 of 2003. The Collector's office collects municipal, county, school and improvement district taxes and turns them over to the County Treasurer. The Collector operates at the Fort Smith and Greenwood Courthouses, as well as the satellite office in the State Revenue Office in Fort Smith. The Collector is responsible for collecting all property taxes from the first day of March to the fifteenth day of October during the calendar year after they are assessed. By statute, the Collector is required to turn over all tax revenue to the Treasurer at least once a month. Any real or personal property taxes not paid by the fifteenth day of October are considered delinquent and the Collector extends a 10% penalty against the taxpayer as required by law. Before December 1st of each year, the Collector prepares a list of delinquent personal property and real estate taxes and delivers a copy of the list to a legal newspaper in the county for publication. The Collector also files with the County Clerk a list of taxes levied on real estate that the Collector has been unable to collect and which will be turned over the State Lands Commissioner's Office.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year

Continue to carry out all duties and responsibilities of Collector as directed by state laws, improve operations with upgraded computer software and additional services, continue to support credit card payments, online payments and inquiry, and public access as implemented in 2006.

3. Does your office/department receive any grants or other operating subsidies?

No

4. Is your office/department requesting any capital items for this budget year?

No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle?

Vendor (s)	Amount (\$)	Purpose	Time Period
Wight Office	\$ 330.00	Copy Machine	1/1/2017 – 12/31/2017
Guard Tronics	\$ 368.00	Security Equipment	1/1/2017 – 12/31/2017

6. Does your office/department have a capital replacement sinking fund?

No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1801	Collector's Commission Fd				
Department 0104	Tax Collector				
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	348,996.54	354,437.00	359,679.00	5,242.00
1006	Social Security Matching	25,543.42	27,978.00	27,575.00	(403.00)
1007	Retirement	50,117.47	53,031.00	53,168.00	137.00
1009	Health Insurance Matching	77,690.31	82,608.00	64,872.00	(17,736.00)
1010	Workmen's Compensation	659.94	656.00	646.00	(10.00)
1016	Life Insurance	779.06	931.00	924.00	(7.00)
1017	Col/Merit	.00	10,633.00	.00	(10,633.00)
1021	Longevity	675.00	660.00	780.00	120.00
1023	Dental Insurance-Matching	2,833.27	8,191.00	7,099.00	(1,092.00)
1040	Affordable Care Act	685.69	1,207.00	1,203.00	(4.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$507,980.70	\$540,332.00	\$515,946.00	(\$24,386.00)
	<i>Supplies</i>				
2001	General Supplies	10,612.30	45,000.00	45,000.00	.00
2002	Small Equipment	1,415.76	4,200.00	5,800.00	1,600.00
2005	Food/Supplies	55.23	500.00	500.00	.00
2006	Clothing & Uniforms	504.85	1,200.00	1,200.00	.00
2007	Fuel, Oils & Lubricants	320.79	2,000.00	2,000.00	.00
2008	Tires and Tubes	.00	200.00	200.00	.00
2009	Computer Accessories	.00	1,000.00	1,000.00	.00
2024	Maint & Service Contracts	617.44	680.00	700.00	20.00
2032	Bldg & Improvement-R/M	.00	5,000.00	5,000.00	.00
2033	Machinery & Equipment-R/M	500.00	500.00	500.00	.00
	<i>Supplies Totals</i>	\$14,026.37	\$60,280.00	\$61,900.00	\$1,620.00
	<i>Other Services and Charges</i>				
3005	Special Legal	.00	500.00	500.00	.00
3009	Oth Professional Services	39,132.34	22,000.00	12,000.00	(10,000.00)
3020	Telephone & Fax Landline	11,125.48	3,012.00	5,650.00	2,638.00
3021	Postage	28,986.87	40,000.00	40,000.00	.00
3022	Cell Phone & Pagers	1,105.85	2,000.00	2,000.00	.00
3023	Internet Connection	3,931.42	3,000.00	4,500.00	1,500.00
3027	Telephone Purchase/Maint	.00	3,000.00	3,000.00	.00
3030	Travel	381.05	1,000.00	1,000.00	.00
3031	Common Carrier	.00	2,000.00	2,000.00	.00
3035	Travel-Rental Car	.00	250.00	250.00	.00
3040	Advertising & Publication	33,237.50	37,000.00	37,000.00	.00
3050	Official & Deputy Bond	.00	1,000.00	1,000.00	.00
3052	Fire & Extended Coverage	2,011.91	2,012.00	2,113.00	101.00
3053	Fleet Liability	.00	353.00	265.00	(88.00)
3073	Lease-Machinery and Equip	879.12	.00	1,200.00	1,200.00
3075	Postage Mach/PO Box Rent	3,046.42	500.00	500.00	.00
3090	Dues & Memberships	977.50	1,000.00	1,000.00	.00
3094	Meals & Lodging	1,457.82	2,000.00	2,000.00	.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1801	Collector's Commission Fd				
	Department 0104 - Tax Collector				
3101	Training & Education	.00	1,000.00	1,000.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$126,273.28</u>	<u>\$121,627.00</u>	<u>\$116,978.00</u>	<u>(\$4,649.00)</u>
	<i>Capital Outlay</i>				
4005	Vehicles	11,113.00	.00	.00	.00
	<i>Capital Outlay Totals</i>	<u>\$11,113.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<i>Interfund Transfers</i>				
9993	Transfers	97,827.00	105,362.00	107,112.00	1,750.00
	<i>Interfund Transfers Totals</i>	<u>\$97,827.00</u>	<u>\$105,362.00</u>	<u>\$107,112.00</u>	<u>\$1,750.00</u>
	Department 0104 - Tax Collector Totals	<u>\$757,220.35</u>	<u>\$827,601.00</u>	<u>\$801,936.00</u>	<u>(25,665.00)</u>

2017 PERSONNEL SCHEDULE

1801 Collector's Commission Fd

0104 Tax Collector

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
010349801 - Treasurer/Collector	DEO - DEO	(1) 140 - Elected Official			44,163
010408601 - Chief Deputy Collector	15 - 15	104 - Reg. Full-Time Exempt	33,946	50,918	52,088
010433401 - Office Manager Collector	10 - 10	100 - Work Full Time	28,318	41,441	37,008
010433402 - Office Manager Collector	10 - 10	(2) 100 - Work Full Time	28,318	41,441	36,485
010419401 - Deputy Tax Collector	08 - 08	100 - Work Full Time	26,114	36,867	32,923
010419402 - Deputy Tax Collector	08 - 08	100 - Work Full Time	26,114	36,867	30,723
010419403 - Deputy Tax Collector	08 - 08	100 - Work Full Time	26,114	36,867	31,644
010419404 - Deputy Tax Collector	08 - 08	100 - Work Full Time	26,114	36,867	31,644
010419405 - Deputy Tax Collector	08 - 08	100 - Work Full Time	26,114	36,867	30,723
010419406 - Deputy Tax Collector	08 - 08	100 - Work Full Time	26,114	36,867	32,278
Total Positions:	<u>9</u>			Full Time Annual Salaries Subtotal:	<u>359,679</u>
				Total Salaries:	<u>359,679</u>

- (1) Annual Salary \$88,326 Prorated - Position counted in Dept. 0103
 50% (\$44,163) Dept. 0103 Treasurer
 50% (\$44,163) Dept. 0104 Tax Collector
- (2) 2016 Salary Adjustment



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1801 - Collector's Commission Fd		
Department 0104 - Tax Collector		
Account 2002 - Small Equipment		
1801-0104 2002	Increase line to also purchase calculators & credit card swips	5,800.00
	Account 2002 - Small Equipment Totals	<u>\$5,800.00</u>
Account 2024 - Maint & Service Contracts		
1801-0104 2024	Guard Tronic CCO-2016-108 Security Cameras in FS & ES	370.00
1801-0104 2024	Wight Office Office FS Kyocera 5550ci #N281800637 CCO-2016-12	330.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$700.00</u>
Account 3020 - Telephone & Fax Landline		
1801-0104 3020	Increase line to cover increase in telephone costs	12,000.00
	Account 3020 - Telephone & Fax Landline Totals	<u>\$12,000.00</u>
Account 3023 - Internet Connection		
1801-0104 3023	Increase to cover increase in Internet costs	4,500.00
	Account 3023 - Internet Connection Totals	<u>\$4,500.00</u>
Account 3073 - Lease-Machinery and Equip		
1801-0104 3073	Lease of Copy Machine From Leaf Capital	1,200.00
	Account 3073 - Lease-Machinery and Equip Totals	<u>\$1,200.00</u>
	Department 0104 - Tax Collector Totals	<u>\$24,200.00</u>
	Fund 1801 - Collector's Commission Fd Totals	<u>\$24,200.00</u>

2017 Budget Information Form

Office/Department: 0126 – Collector Automation

- 1. Please describe the main functions supported by this budget/department in 300 words or less.**

The Collector's Automation Fund was established in accordance with Act 1215 of 2001. The Collector is allowed to set aside up to 10% of the gross commissions collected annually to be credited to the County Collector's automation fund to purchase, maintain and operate an automated record keeping system.

- 2. Please list specific goals, projects or priorities for this department in the 2017 budget year.**

Maintain the improved automation system for tax collection and reporting from Apprentice Information Systems Program in addition to internet access for taxpayer account status, and online payments.

- 3. Does your office/department receive any grants or other operating subsidies?**

No

- 4. Is your office/department requesting any capital items for this budget year?**

Yes

- 5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle?**

Vendor (s)	Amount (\$)	Purpose	Time Period
Apprentice Information Systems	\$ 30,000	Computer Software	1/1- 12/31/2017

- 6. Does your office/department have a capital replacement sinking fund?**

No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 3001 - Collector's Automation Fd					
Department 0126 - Collector's Automation Fu					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	35,791.40	38,298.00	36,813.00	(1,485.00)
1006	Social Security Matching	2,572.59	3,018.00	2,825.00	(193.00)
1007	Retirement	5,193.45	5,720.00	5,448.00	(272.00)
1009	Health Insurance Matching	11,741.69	8,280.00	13,032.00	4,752.00
1010	Workmen's Compensation	68.60	71.00	67.00	(4.00)
1016	Life Insurance	89.10	98.00	98.00	.00
1017	Col/Merit	.00	1,149.00	.00	(1,149.00)
1021	Longevity	.00	.00	120.00	120.00
1023	Dental Insurance-Matching	857.67	1,101.00	1,289.00	188.00
1040	Affordable Care Act	116.05	127.00	127.00	.00
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$56,430.55	\$57,862.00	\$59,819.00	\$1,957.00
<i>Supplies</i>					
2001	General Supplies	470.23	3,660.00	5,000.00	1,340.00
2002	Small Equipment	.00	1,000.00	1,000.00	.00
2005	Food/Supplies	.00	500.00	500.00	.00
2006	Clothing & Uniforms	.00	150.00	150.00	.00
2009	Computer Accessories	306.72	2,000.00	2,000.00	.00
2024	Maint & Service Contracts	40,388.87	.00	.00	.00
2033	Machinery & Equipment-R/M	943.56	.00	.00	.00
<i>Supplies Totals</i>		\$42,109.38	\$7,310.00	\$8,650.00	\$1,340.00
<i>Other Services and Charges</i>					
3003	Computer Services	.00	15,000.00	77,000.00	62,000.00
3009	Oth Professional Services	13,810.00	25,000.00	.00	(25,000.00)
3015	Renew Contracts/Agrmnts	.00	32,450.00	30,000.00	(2,450.00)
3022	Cell Phone & Pagers	.00	600.00	600.00	.00
3023	Internet Connection	249.90	2,000.00	2,000.00	.00
3027	Telephone Purchase/Maint	.00	3,000.00	3,000.00	.00
3029	Telephone & PC Cabling	.00	300.00	300.00	.00
3030	Travel	.00	1,000.00	1,000.00	.00
3031	Common Carrier	.00	3,000.00	3,000.00	.00
3075	Postage Mach/PO Box Rent	.00	500.00	500.00	.00
3094	Meals & Lodging	.00	2,000.00	2,000.00	.00
3101	Training & Education	.00	1,000.00	1,000.00	.00
3102	Software,Supt/Maint Agmnt	1,331.74	3,000.00	3,000.00	.00
<i>Other Services and Charges Totals</i>		\$15,391.64	\$88,850.00	\$123,400.00	\$34,550.00
<i>Capital Outlay</i>					
4011	Capital Sales Tax	1,020.83	.00	.00	.00
4016	Computer Equip Purchase	10,470.00	.00	16,847.00	16,847.00
<i>Capital Outlay Totals</i>		\$11,490.83	\$0.00	\$16,847.00	\$16,847.00
Department 0126 - Collector's Automation Fu Totals		\$125,422.40	\$154,022.00	\$208,716.00	\$54,694.00
-388-					
Fund 3001 - Collector's Automation Fd Totals		\$125,422.40	\$154,022.00	\$208,716.00	\$54,694.00

2017 PERSONNEL SCHEDULE

3001 Collector's Automation Fund

0126 Collector's Automation Fund

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
012644801 - Senior Deputy Collector	11 - 11	100 - Work Full Time	28.592	42.888	36.813
Total Positions:	<u>1</u>				Full Time Annual Salaries Subtotal: <u>36.813</u>
				Total Salaries:	<u>36.813</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 3001 - Collector's Automation Fd		
Department 0126 - Collector's Automation Fu		
Account 2001 - General Supplies		
3001-0126 2001	Increase for printing of del notices, email notices & env	5,000.00
	Account 2001 - General Supplies Totals	<u>\$5,000.00</u>
Account 3003 - Computer Services		
3001-0126 3003	Als Disaster & Maintenance	28,000.00
3001-0126 3003	Turn Key Installation of New Computers	49,000.00
	Account 3003 - Computer Services Totals	<u>\$77,000.00</u>
Account 4016 - Computer Equip Purchase		
3001-0126 4016	Purchase of new computers	16,847.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$16,847.00</u>
Account 3015 - Renew Contracts/Agrmnts		
3001-0126 3015	Apprentice Software Maint CO 2016-128	30,000.00
	Account 3015 - Renew Contracts/Agrmnts Totals	<u>\$30,000.00</u>
	Department 0126 - Collector's Automation Fu Totals	<u>\$128,847.00</u>
	Fund 3001 - Collector's Automation Fd Totals	<u>\$128,847.00</u>

Capital Justification Form

Office/Department: Collector's Automation

Fund: 3001

Request Information:

Request Type:

Line Item: 4016 - Computer Equipment
Purchase

Number of Units:	11
Unit Cost:	\$16,847.00
Installation Cost:	
Warranty/Maintenance Cost:	
Shipping Cost:	
Taxes:	
	<hr/>
Total:	\$16,847.00

Justification

Please state the justification for this equipment purchase:

Replace computers at Fort Smith, Eastside and Greenwood

Replacement: Replacement of existing equipment?

X - No O - Yes

2017 Budget Information Form

Office/Department: 0105 - Assessor

Fund: 1802 Assessor's Commission
Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The main functions of the Assessor's office are to serve the taxpayers of Sebastian County by diligently gathering data and fairly assessing real estate, personal property, and business personal property values, maintaining equity, providing information, maintaining current name changes, legal descriptions, property splits, and contracts. We must discover new construction, new business, cell towers, gas wells and assign new parcel numbers mapping all parcels of land and assigning soil codes. We must work within the guidelines and timelines of the State of Arkansas Assessment Coordination Department and turn in our data to the collector's office for collection. Our office must also draw, maintain and enter into the Geographical Information System the latest information for sheriff and emergency management personnel. We are to be public servants with integrity remembering to do unto others as we could have them do unto us.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

We have been using the GIS system in many industrious ways. We have the 911 layer for the entire county and this year are implementing it to find delinquent and new businesses in the county that have not been previously assessed. Aerial photography (Pictometry) has been a tremendous asset in finding residential properties that have been built in previous years. We have scanners in place for the abstractors to use to scan old property cards. This will enable us to collect the history of the old parcels and to scan homestead, tax freeze, and exempt applications, therefore allowing us to become more efficient with instant knowledge about the past history of the parcel and to help our county become "green". Our Homestead Specialist is covered under Amendment 79 and is responsible for adding and subtracting homesteads and tax freezes. The state gives us Amendment 79 funds to help maintain this position.

3. Does your office/department receive any grants or other operating subsidies? Yes
Does the County have to continue the funding level if the source is discontinued? Yes

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
AMENDMENT 79	16,142.21	0.5	Homestead Specialist	01/01/2017 through 12/31/2017
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1802	Assessor's Commission Fnd				
Department 0105	Assessor				
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	962,470.13	996,489.00	984,317.00	(12,172.00)
1006	Social Security Matching	70,025.47	76,430.00	75,553.00	(877.00)
1007	Retirement	141,255.70	144,866.00	145,674.00	808.00
1009	Health Insurance Matching	195,425.00	214,344.00	205,464.00	(8,880.00)
1010	Workmen's Compensation	3,577.70	3,655.00	3,612.00	(43.00)
1011	Unemployment Compensation	7,675.00	.00	6,460.00	6,460.00
1016	Life Insurance	2,478.96	2,548.00	2,528.00	(20.00)
1017	Col/Merit	.00	28,995.00	.00	(28,995.00)
1021	Longevity	3,135.00	3,600.00	3,300.00	(300.00)
1023	Dental Insurance-Matching	11,782.08	17,897.00	16,296.00	(1,601.00)
1029	Retirement Matching EO	.00	.00	2,129.00	2,129.00
1040	Affordable Care Act	2,890.70	3,302.00	3,292.00	(10.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		<u>\$1,400,715.74</u>	<u>\$1,492,126.00</u>	<u>\$1,448,625.00</u>	<u>(\$43,501.00)</u>
<i>Supplies</i>					
2001	General Supplies	21,021.27	25,000.00	25,000.00	.00
2002	Small Equipment	1,053.08	5,000.00	5,000.00	.00
2005	Food/Supplies	768.54	800.00	800.00	.00
2007	Fuel, Oils & Lubricants	8,381.74	20,000.00	20,000.00	.00
2008	Tires and Tubes	382.64	2,000.00	2,000.00	.00
2009	Computer Accessories	265.47	1,000.00	1,000.00	.00
2020	Bldg Materials & Supplies	200.71	2,000.00	2,000.00	.00
2023	Parts & Repairs	889.25	3,000.00	3,000.00	.00
2024	Maint & Service Contracts	975.91	1,000.00	1,000.00	.00
2032	Bldg & Improvement-R/M	.00	1,000.00	1,000.00	.00
2033	Machinery & Equipment-R/M	1,788.68	3,500.00	3,500.00	.00
2038	Lic & Fees For Vehicles	.00	50.00	50.00	.00
<i>Supplies Totals</i>		<u>\$35,727.29</u>	<u>\$64,350.00</u>	<u>\$64,350.00</u>	<u>\$0.00</u>
<i>Other Services and Charges</i>					
3005	Special Legal	.00	3,000.00	3,000.00	.00
3008	Property Reappraisal	436,740.20	476,600.00	476,600.00	.00
3009	Oth Professional Services	89,528.52	93,215.00	93,215.00	.00
3020	Telephone & Fax Landline	14,400.91	4,152.00	6,300.00	2,148.00
3021	Postage	10,000.00	26,000.00	26,000.00	.00
3022	Cell Phone & Pagers	6,058.38	8,400.00	8,400.00	.00
3025	Data/Video Circuit	7,581.34	5,880.00	5,930.00	50.00
3027	Telephone Purchase/Maint	193.37	733.00	733.00	.00
3030	Travel	111.00	1,000.00	1,000.00	.00
3031	Common Carrier	451.06	1,500.00	1,500.00	.00
3040	Advertising & Publication	111.00	.00	.00	.00
3052	Fire & Extended Coverage	8,299.05	8,300.00	8,715.00	415.00
3053	Fleet Liability	2,236.00	2,371.00	2,371.00	.00
3071	Rent-Machinery & Equip	10,003.02	10,372.00	10,372.00	.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1802 - Assessor's Commission Fnd					
Department 0105 - Assessor					
3075	Postage Mach/PO Box Rent	.00	40.00	40.00	.00
3090	Dues & Memberships	4,791.22	2,500.00	2,500.00	.00
3094	Meals & Lodging	5,556.80	8,000.00	8,000.00	.00
3101	Training & Education	3,549.99	7,000.00	7,000.00	.00
3102	Software,Supt/Maint Agmnt	52,500.00	52,032.00	59,332.00	7,300.00
3104	Books	218.75	.00	.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$652,330.61</u>	<u>\$711,095.00</u>	<u>\$721,008.00</u>	<u>\$9,913.00</u>
	<i>Capital Outlay</i>				
4016	Computer Equip Purchase	9,239.26	.00	550.00	550.00
	<i>Capital Outlay Totals</i>	<u>\$9,239.26</u>	<u>\$0.00</u>	<u>\$550.00</u>	<u>\$550.00</u>
	<i>Interfund Transfers</i>				
9993	Transfers	290,322.00	317,794.00	314,235.00	(3,559.00)
	<i>Interfund Transfers Totals</i>	<u>\$290,322.00</u>	<u>\$317,794.00</u>	<u>\$314,235.00</u>	<u>(\$3,559.00)</u>
	Department 0105 - Assessor Totals	<u>\$2,388,334.90</u>	<u>\$2,585,365.00</u>	<u>\$2,548,768.00</u>	<u>(\$36,597.00)</u>
	Fund 1802 - Assessor's Commission Fnd Totals	<u>\$2,388,334.90</u>	<u>\$2,585,365.00</u>	<u>\$2,548,768.00</u>	<u>(\$36,597.00)</u>

2017 PERSONNEL SCHEDULE

1802 Assessor's Commission Fnd

0105 Assessor

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
010503001 - Assessor	DEO - DEO	(1) 140 - Elected Official			85,150
010508201 - Chief Deputy Assessor	13 - 13	104 - Reg. Full-Time Exempt	31,269	46,904	50,135
010511601 - Co-Reappraisal Manager	15 - 15	104 - Reg. Full-Time Exempt	33,946	50,918	48,709
010511602 - Co-Reappraisal Manager	15 - 15	104 - Reg. Full-Time Exempt	33,946	50,918	50,754
010502801 - Appraiser IV	10 - 10	100 - Work Full Time	28,318	41,441	34,534
010502802 - Appraiser IV	10 - 10	(2) 100 - Work Full Time	28,318	41,441	31,667
010533201 - Office Manager Assessor	10 - 10	100 - Work Full Time	28,318	41,441	38,879
010533801 - Office Manager FS	10 - 10	100 - Work Full Time	28,318	41,441	37,055
010516004 - Bus. Commercial Dep Assessor	09 - 09	100 - Work Full Time	21,848	30,844	34,034
010516007 - Bus. Commercial Dep Assessor	09 - 09	100 - Work Full Time	21,848	30,844	34,034
010516008 - Bus. Commercial Dep Assessor	09 - 09	100 - Work Full Time	21,848	30,844	37,427
010516009 - Bus. Commercial Dep Assessor	09 - 09	100 - Work Full Time	21,848	30,844	42,650
010516011 - Bus. Commercial Dep Assessor	09 - 09	100 - Work Full Time	21,848	30,844	34,995
010531801 - Mapping Specialist	09 - 09	100 - Work Full Time	27,535	38,873	36,471
010531802 - Mapping Specialist	09 - 09	100 - Work Full Time	27,535	38,873	36,472
010500201 - Abstractor Mapper	07 - 07	100 - Work Full Time	24,693	34,860	34,835
010500202 - Abstractor/Mapper	07 - 07	100 - Work Full Time	24,693	34,860	29,472
010500203 - Abstractor/Mapper	07 - 07	100 - Work Full Time	24,693	34,860	30,520
010500204 - Abstractor/Mapper	07 - 07	100 - Work Full Time	24,693	34,860	32,706
010516001 - Personal Property Dep Assessor	07 - 07	100 - Work Full Time	21,848	30,844	30,520
010516002 - Personal Property Dep Assessor	07 - 07	100 - Work Full Time	21,848	30,844	30,520
010516003 - Personal Property Dep Assessor	07 - 07	100 - Work Full Time	21,848	30,844	29,050
010516005 - Personal Property Dep Assessor	07 - 07	100 - Work Full Time	21,848	30,844	29,921
010516006 - Personal Property Dep Assessor	07 - 07	100 - Work Full Time	21,848	30,844	30,520
010516010 - Personal Property Dep Assessor	07 - 07	100 - Work Full Time	21,848	30,844	33,559
010524801 - Homestead Specialist	07 - 07	100 - Work Full Time	24,693	34,860	39,728
Total Positions:	<u>26</u>		Full Time Annual Salaries Subtotal:		<u>984,317</u>
			Total Salaries:		<u>984,317</u>

(1) Annual Salary \$85,150

(2) 2016 Salary Adjustment



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1802 - Assessor's Commission Fnd		
Department 0105 - Assessor		
Account 2024 - Maint & Service Contracts		
1802-0105 2024	PREFERRED - CCO 2015-101 (COPY OVERAGE)	1,000.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$1,000.00</u>
Account 3009 - Oth Professional Services		
1802-0105 3009	CAR WASHES	1,000.00
1802-0105 3009	DATASCOUT GIS SERVER MAINT SUPPORT	2,000.00
1802-0105 3009	EQ BOARD MTGS 100 PER MTG PER MEMBER	4,000.00
1802-0105 3009	PICTOMETRY - 2016-56	43,889.00
1802-0105 3009	TASC - 2016-38	39,000.00
1802-0105 3009	UNFORSEEN GIS SERVER ISSUES	3,326.00
	Account 3009 - Oth Professional Services Totals	<u>\$93,215.00</u>
Account 3071 - Rent-Machinery & Equip		
1802-0105 3071	GREAT AMERICA - COPIER LEASE- CCO 2015-101	3,919.00
1802-0105 3071	GREAT AMERICA - POSTAGE METER CCO 2015-113	6,453.00
	Account 3071 - Rent-Machinery & Equip Totals	<u>\$10,372.00</u>
Account 3102 - Software,Supt/Maint Agmnt		
1802-0105 3102	AIS - CCO 2016-47	50,632.00
1802-0105 3102	ESRI - GIS SERVER MAINTENANCE CCO 2016-27	5,200.00
1802-0105 3102	TASC WEB HOST - CCO 2016-100	3,500.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	<u>\$59,332.00</u>
Account 4016 - Computer Equip Purchase		
1802-0105 4016	Computer Replacement Plan (1) Printer	550.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$550.00</u>
	Department 0105 - Assessor Totals	<u>\$164,469.00</u>
	Fund 1802 - Assessor's Commission Fnd Totals	<u>\$164,469.00</u>

2017 Budget Information Form

Office/Department: 0127 - Assessor's
 Amendment No. 79 Fund
Fund: 3004 Assessor's Amendment
 No. 79 Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The State of Arkansas allots this money to promote Amendment 79.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Partial salary for Homestead Specialist
 Equipment and supplies for all associated with the implementation of Amendment 79
 Printed material for promotion of Amendment 79 to the public

3. Does your office/department receive any grants or other operating subsidies? Yes

Does the County have to continue the funding level if the source is discontinued? Yes

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
AMENDMENT 79	16,142.21	0.5	Homestead Specialist	1/1 /2017 through 12/31 2017
Comments/Footnotes:				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 3004 - Assessor's Amendment 79					
Department 0127 - Assessor's Amendment No.					
	<i>Supplies</i>				
2001	General Supplies	876.82	5,000.00	5,000.00	.00
	<i>Supplies Totals</i>	<u>\$876.82</u>	<u>\$5,000.00</u>	<u>\$5,000.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3021	Postage	.00	1,000.00	1,000.00	.00
3040	Advertising & Publication	.00	1,000.00	9,000.00	8,000.00
3102	Software,Supt/Maint Agmnt	4,900.00	4,900.00	4,900.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$4,900.00</u>	<u>\$6,900.00</u>	<u>\$14,900.00</u>	<u>\$8,000.00</u>
	<i>Capital Outlay</i>				
4016	Computer Equip Purchase	739.19	.00	.00	.00
	<i>Capital Outlay Totals</i>	<u>\$739.19</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Department 0127 - Assessor's Amendment No. Totals	<u>\$6,516.01</u>	<u>\$11,900.00</u>	<u>\$19,900.00</u>	<u>\$8,000.00</u>
Fund 3004 - Assessor's Amendment 79 Totals		<u>\$6,516.01</u>	<u>\$11,900.00</u>	<u>\$19,900.00</u>	<u>\$8,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 3004 - Assessor's Amendment 79		
Department 0127 - Assessor's Amendment No.		
Account 3040 - Advertising & Publication		
3004-0127 3040	Hope to more aggressively advertist the Homestead Credit	9,000.00
	Account 3040 - Advertising & Publication Totals	<u>\$9,000.00</u>
Account 3102 - Software,Supt/Maint Agmnt		
3004-0127 3102	HOMESTEAD FINDER	4,900.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	<u>\$4,900.00</u>
	Department 0127 - Assessor's Amendment No. Totals	<u>\$13,900.00</u>
	Fund 3004 - Assessor's Amendment 79 Totals	<u>\$13,900.00</u>

2017 Budget Information Form

Office/Department: 0409 - Seb Co Dist Court-GW

Div

Fund: 1804 Greenwood District

Court

1. Please describe the main functions supported by this budget/department in 300 words or less.

Operate the office and procedures of the District Court of Sebastian County, Greenwood Division in compliance with local and state laws.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Budget at a minimum, operate within budget, maintain a fund balance in excess of 10% of the total budget. Maintain reserve amount for normal operating cost increases and future capital needs.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1804 - Greenwood District Court				
	Department 0409 - Seb Co Dist Court-GW Div				
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	147,430.01	170,815.00	175,938.00	5,123.00
1006	Social Security Matching	10,543.45	13,510.00	13,519.00	9.00
1007	Retirement	21,664.64	25,606.00	26,066.00	460.00
1009	Health Insurance Matching	39,270.00	38,496.00	43,248.00	4,752.00
1010	Workmen's Compensation	296.86	316.00	316.00	.00
1011	Unemployment Compensation	.00	2,209.00	.00	(2,209.00)
1016	Life Insurance	388.80	490.00	389.00	(101.00)
1017	Col/Merit	.00	5,124.00	.00	(5,124.00)
1021	Longevity	660.00	660.00	780.00	120.00
1023	Dental Insurance-Matching	2,207.04	3,745.00	3,855.00	110.00
1024	Personnel Subsidy	35,980.50	35,980.00	35,981.00	1.00
1040	Affordable Care Act	506.40	635.00	507.00	(128.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$258,947.70	\$297,586.00	\$300,599.00	\$3,013.00
	<i>Supplies</i>				
2001	General Supplies	4,713.74	4,000.00	4,000.00	.00
2002	Small Equipment	724.31	800.00	800.00	.00
2009	Computer Accessories	.00	600.00	600.00	.00
2023	Parts & Repairs	.00	300.00	300.00	.00
2024	Maint & Service Contracts	329.25	330.00	330.00	.00
	<i>Supplies Totals</i>	\$5,767.30	\$6,030.00	\$6,030.00	\$0.00
	<i>Other Services and Charges</i>				
3005	Special Legal	2,400.00	3,000.00	3,000.00	.00
3009	Oth Professional Services	365.34	2,000.00	2,000.00	.00
3015	Renew Contracts/Agmnts	9,428.00	9,602.00	9,602.00	.00
3020	Telephone & Fax Landline	2,417.84	720.00	1,400.00	680.00
3021	Postage	980.00	1,500.00	1,500.00	.00
3030	Travel	587.20	1,500.00	1,500.00	.00
3031	Common Carrier	.00	1,200.00	1,200.00	.00
3050	Official & Deputy Bond	700.00	700.00	700.00	.00
3075	Postage Mach/PO Box Rent	46.00	50.00	50.00	.00
3090	Dues & Memberships	1,161.61	764.00	764.00	.00
3091	Court Appointed Attorneys	400.00	3,000.00	3,000.00	.00
3094	Meals & Lodging	1,747.45	3,000.00	3,000.00	.00
3101	Training & Education	300.00	2,000.00	2,000.00	.00
3102	Software,Supt/Maint Agmnt	.00	1,000.00	1,000.00	.00
	<i>Other Services and Charges Totals</i>	\$20,533.44	\$30,036.00	\$30,716.00	\$680.00
	<i>Capital Outlay</i>				
4013	Small Machinery & Equip	4,655.63	.00	.00	.00
4016	Computer Equip Purchase	.00	.00	1,100.00	1,100.00
	<i>Capital Outlay Totals</i>	\$4,655.63	\$0.00	\$1,100.00	\$1,100.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1804 - Greenwood District Court					
Department 0409 - Seb Co Dist Court-GW Div					
<i>Interfund Transfers</i>					
9993	Transfers	121,428.00	134,055.00	131,104.00	(2,951.00)
	<i>Interfund Transfers Totals</i>	<u>\$121,428.00</u>	<u>\$134,055.00</u>	<u>\$131,104.00</u>	<u>(\$2,951.00)</u>
	Department 0409 - Seb Co Dist Court-GW Div Totals	<u>\$411,332.07</u>	<u>\$467,707.00</u>	<u>\$469,549.00</u>	<u>(\$2,951.00)</u>
	Fund 1804 - Greenwood District Court Totals	<u>\$411,332.07</u>	<u>\$467,707.00</u>	<u>\$469,549.00</u>	<u>\$1,842.00</u>

2017 PERSONNEL SCHEDULE

1804 Greenwood District Court
0409 Seb Co Dist Court-GW Div

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
040932601 - District Court Judge	DEO - DEO	(1) 140 - Elected Official			-
040924401 - GW District Court Clerk	13 - 13	104 - Reg. Full-Time Exempt	31,269	46,904	54,642
040946601 - Sr Deputy District Court Clerk	09 - 09	100 - Work Full Time	27,535	38,873	39,404
040916602 - District Deputy Clerk	08 - 08	100 - Work Full Time	23,270	32,852	32,278
040916601 - Deputy Clerk GW	06 - 06	100 - Work Full Time	23,270	32,852	25,653
040918001 - Deputy Clerk/Scanning Clerk GW	03 - 03	100 - Work Full Time	19,004	26,830	23,961
Total Positions:	<u>5</u>				Full Time Annual Salaries Subtotal: <u>175,938</u>
					Total Salaries: <u>175,938</u>

(1) Salary paid by State beginning in 2011 under Act 1219 of 2011.
 One-half of \$117,300 salary will be budgeted in 1804.1024
 Personnel Subsidy
 Sebastian County - \$35,980.50
 Greenwood - \$11,617.50
 Barling - \$ 8,571.50
 Central City - \$ 2,480.50



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1804 - Greenwood District Court		
Department 0409 - Seb Co Dist Court-GW Div		
Account 2024 - Maint & Service Contracts		
1804-0409 2024	Witght-Copier Maint. + Tax, Wight Office Mach. CCO 2016-31	330.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$330.00</u>
Account 3015 - Renew Contracts/Agrmnts		
1804-0409 3015	APERS Unfunded Liability-ADJRS Annual Payment	9,602.00
	Account 3015 - Renew Contracts/Agrmnts Totals	<u>\$9,602.00</u>
Account 4016 - Computer Equip Purchase		
1804-0409 4016	Computer Replacement Plan - (2) Printer	1,100.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$1,100.00</u>
	Department 0409 - Seb Co Dist Court-GW Div Totals	<u>\$11,032.00</u>
	Fund 1804 - Greenwood District Court Totals	<u>\$11,032.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1805 - Sebastian Co Law Library					
Department 0457 - Seb Co Law Library-FS					
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	13,949.83	14,496.00	14,931.00	435.00
1006	Social Security Matching	982.38	1,142.00	1,142.00	.00
1007	Retirement	2,040.18	2,165.00	2,202.00	37.00
1009	Health Insurance Matching	5,104.00	5,808.00	5,808.00	.00
1010	Workmen's Compensation	26.01	27.00	27.00	.00
1016	Life Insurance	97.20	98.00	98.00	.00
1017	Col/Merit	.00	435.00	.00	(435.00)
1023	Dental Insurance-Matching	294.72	937.00	397.00	(540.00)
1040	Affordable Care Act	.00	127.00	127.00	.00
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$22,494.32	\$25,235.00	\$24,732.00	(\$503.00)
	Department 0457 - Seb Co Law Library-FS Totals	\$22,494.32	\$25,235.00	\$24,732.00	(\$503.00)
	Fund 1805 - Sebastian Co Law Library Totals	\$22,494.32	\$25,235.00	\$24,732.00	(\$503.00)

2017 PERSONNEL SCHEDULE

1805 Sebastian Co Law Library
0457 Seb Co Law Library-FS

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
045728201 - Law Library	LIB - LIB	(1) 800 - Law Library Full Time			14,931
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>14,931</u>
				Total Salaries:	<u>14,931</u>

(1) Salary and Fringe reimbursed 100% by Law Library Board.

2017 Budget Information Form

Office/Department: 0506 - Haz-Mat Response

Fund: 1810 Haz Mat Response

1. Please describe the main functions supported by this budget/department in 300 words or less.

In 2002, the County entered into agreement with the City of Fort Smith and the remaining cities in the County enabling the Fort Smith HazMat Team to serve all parts of the County. This departmental budget was established in order to purchase equipment and provide incentive pay for the members of the HazMat Team. The County and each municipality provide funds, at 40 cents per capita, to this budget within the County's General Fund, Ordinance 2001-32.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Maintain HazMat budget for the HazMat Team according to the HazMat inter-local agreement. Ensure budget is maintained and revenues collected from municipal jurisdictions for haz-mat responses.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1810 - HazMat Response					
Department 0506 - Haz-Mat Response					
	<i>Supplies</i>				
2001	General Supplies	1,796.09	2,000.00	2,000.00	.00
2002	Small Equipment	3,985.00	3,800.00	3,800.00	.00
2020	Bldg Materials & Supplies	144.19	.00	.00	.00
2023	Parts & Repairs	637.58	.00	.00	.00
	<i>Supplies Totals</i>	<u>\$6,562.86</u>	<u>\$5,800.00</u>	<u>\$5,800.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	5,011.16	66,725.00	50,000.00	(16,725.00)
3023	Internet Connection	2,438.38	2,316.00	2,316.00	.00
3031	Common Carrier	4,881.40	.00	.00	.00
3094	Meals & Lodging	759.69	1,200.00	1,200.00	.00
3101	Training & Education	39,540.00	25,200.00	20,200.00	(5,000.00)
	<i>Other Services and Charges Totals</i>	<u>\$52,630.63</u>	<u>\$95,441.00</u>	<u>\$73,716.00</u>	<u>(\$21,725.00)</u>
	<i>Capital Outlay</i>				
4013	Small Machinery & Equip	1,526.31	.00	10,000.00	10,000.00
	<i>Capital Outlay Totals</i>	<u>\$1,526.31</u>	<u>\$0.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>
	Department 0506 - Haz-Mat Response Totals	<u>\$60,719.80</u>	<u>\$101,241.00</u>	<u>\$89,516.00</u>	<u>(\$11,725.00)</u>
	Fund 1810 - HazMat Response Totals	<u>\$60,719.80</u>	<u>\$101,241.00</u>	<u>\$89,516.00</u>	<u>(\$11,725.00)</u>

Capital Justification Form

Office/Department:0506 - Haz-Mat Response

Fund: 1810 Haz Mat Response

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$10000.00
Purchase Price: \$10,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$10,000.00

Description of Item Requested:

Emergency & Contingency fund to support unexpected purchase of capital small machinery and equipment for the Haz Mat Team and Bomb Squad.

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1901 - Miscellaneous Grants Fund				
Department	0540 - FMA-PL-06-AR-2015-008				
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	.00	.00	35,000.00	35,000.00
	<i>Other Services and Charges Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>
	Department 0540 - FMA-PL-06-AR-2015-008 Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$35,000.00</u>	<u>\$35,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 1901 - Miscellaneous Grants Fund		
Department 0540 - FMA-PL-06-AR-2015-008		
Account 3009 - Oth Professional Services		
1901-0540 3009	Mitigation/GIF Grant	35,000.00
	Account 3009 - Oth Professional Services Totals	<u>\$35,000.00</u>
	Department 0540 - FMA-PL-06-AR-2015-008 Totals	<u>\$35,000.00</u>
	Fund 1901 - Miscellaneous Grants Fund Totals	<u>\$35,000.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1901	Miscellaneous Grants Fund				
Department 0617	FY2016 Outdoor Recreation Grant				
	<i>Other Services and Charges</i>				
3158	Special Project	.00	.00	118,704.00	118,704.00
	<i>Other Services and Charges Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$118,704.00</u>	<u>\$118,704.00</u>
Department 0617	FY2016 Outdoor Recreation Grant Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$118,704.00</u>	<u>\$118,704.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1901 - Miscellaneous Grants Fund				
Department	0618 - ASHD Trails Grant				
	<i>Other Services and Charges</i>				
3158	Special Project	.00	.00	35,750.00	35,750.00
	<i>Other Services and Charges Totals</i>	\$0.00	\$0.00	\$35,750.00	\$35,750.00
	Department 0618 - ASHD Trails Grant Totals	\$0.00	\$0.00	\$35,750.00	\$35,750.00



David Hudson

Sebastian County Judge
County Court House
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901
(479) 783-6139
FAX (479) 784-1550

November 4, 2016

MEMO

To: Quorum Court

From: County Judge

Subject: Appropriation of Arkansas State Highway Department Trails Grant
Project Total Budget \$178,750, Grant \$143,000, Local Match
\$35,750

Resolution 2016-6 was passed in the May 17, 2016 regular meeting to authorize submittal of an 80% federal 20% local match grant to improve Sebastian County's trails system. A copy of the May 12, 2016 memo concerning this grant is attached along with a copy of the resolution. Also attached is a copy of the letter of notification received October 14, 2016 of the \$143,000 grant for this project with a 20% local match of \$35,750. The \$35,750 is proposed to be allocated from fund 1901, miscellaneous grants \$158,988 earmark for park improvements. This project accordingly will not impact the county general fund.

Should you have questions concerning this grant, please do not hesitate to contact me.



David Hudson

Sebastian County Judge
County Court House
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901
(479) 783-6139
FAX (479) 784-1550

May 12, 2016

MEMO

To: Quorum Court
From: County Judge *DH*
Subject: Recreational Trails Grant Project

The Torraine Lake location in Ben Geren Park has been connected to the Ben Geren Park Trails System through previous grants. That project included extending the trails and implementing a bridge on the north end of the lake.

An agreement has been completed between the county and the City of Fort Smith to utilize a portion of landfill property and a 1941 era W.P.A. constructed bridge to allow extension of the trail around the south end of the lake. A grant is proposed that would help fund this extension including the addition of another trail bridge over the spillway section at the lake. The grant is an 80%, 20% local match.

Local match funding is available from payment for easements related to crossing Ben Geren Park property.

These funds have been carried in fund No. 1901 Miscellaneous Grants and total \$158,988 at this time, earmarked for park improvements, these funds are available for the 20% local match for this project.

The projected budget for this project is \$180,000 requiring \$36,000 20% local match.

An earlier grant was proposed that included this project and this portion of the grant was not approved in the earlier grant. This is a new grant from another funding source and Quorum Court approval is requested and recommended.

Should you have questions concerning the re-submittal of this grant project for the Ben Geren Park Torraine Lake improvement please do not hesitate to contact the county judge's office.

RESOLUTION NO. 2016- 6

A RESOLUTION EXPRESSING THE WILLINGNESS OF

SEBASTIAN COUNTY

TO UTILIZE FEDERAL-AID RECREATIONAL TRAILS FUNDS

WHEREAS *Sebastian County's Quorum Court* understands Federal-aid Recreational Trails Funds are available at 80% federal participation and 20% local match/in kind labor to develop or improve Sebastian 's Trail System, and

WHEREAS *Sebastian County* understands that Federal-aid Funds are available for this project on a reimbursable basis, requiring work to be accomplished and proof of payment prior to actual monetary reimbursement, and

WHEREAS this project, using federal funding, will be open and available for use by the general public and maintained by the applicant for the life of the project.

NOW, THEREFORE, BE IT RESOLVED BY *the Sebastian County Quorum Court* THAT:

SECTION I: *Sebastian County* will participate in accordance with its designated responsibility, including maintenance of this project.

SECTION II: *The County Judge of Sebastian County* is hereby authorized and directed to execute all appropriate agreements and contracts necessary to expedite the construction of the above stated project.

SECTION III: *The Sebastian County Quorum Court* pledges its full support and hereby authorizes the Arkansas State Highway and Transportation Department to initiate action to implement this project.

THIS RESOLUTION adopted this 17th day of MAY, 2016.

Signed: *David Hudson*

County Judge David Hudson

ATTEST: *Sharon B. Porter*

(SEAL)

ARKANSAS STATE HIGHWAY COMMISSION

DICK TRAMMEL
CHAIRMAN
ROGERS

THOMAS B. SCHUECK
VICE CHAIRMAN
LITTLE ROCK

ROBERT S. MOORE, JR.
ARKANSAS CITY



RECEIVED

OCT 14 2016

SEBASTIAN COUNTY
JUDGE

P.O. Box 2261

LITTLE ROCK, ARKANSAS 72203-2261

PHONE (501) 569-2000 • VOICE/TTY 711 • FAX (501) 569-2400

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FRANK D. SCOTT, JR.
LITTLE ROCK

DALTON A. FARMER, JR.
JONESBORO

SCOTT E. BENNETT, P.E.
DIRECTOR OF
HIGHWAYS AND TRANSPORTATION

October 11, 2016

The Honorable David Hudson
Sebastian County Judge
35 South Sixth St.
Fort Smith, AR 72901

Dear Mayor Hudson:

Reference is made to your application for Recreational Trails Program (RTP) funding for the Torraine Lake Trail Enhancement project. We are pleased to inform you that this project has been selected to receive \$143,000 in Federal funding for construction.

A program kick-off meeting will be held at 2:00 p.m. on Thursday, November 3, 2016, at the Arkansas State Highway and Transportation Department's Central Office, located at 10324 Interstate 30, Little Rock, Arkansas, 72209 (Exit 130 off of Interstate 30). The meeting will be held in the auditorium of the 10-story building. It is required that the person in charge of the project attend this meeting.

If you have any questions please contact Daniel Siskowski, Staff Local Federal-Aid Project Administration Engineer, at (501) 569-2261.

Sincerely,

Scott E. Bennett, P.E.
Director of Highways
and Transportation

- c: Highway Commission
- Deputy Director and Chief Operating Officer
- Deputy Director and Chief Engineer
- Assistant Chief Engineer – Planning
- Assistant Chief Engineer – Operations
- Program Management
- Construction
- Environmental
- Transportation Planning and Policy
- Ms. Tracee McKenna, Director of Community Development, WAPDD

2017 Budget Information Form

Office/Department: 0806 - Drug Court
Accountability Grant
Fund: 1000 General Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Drug Court Accountability Grant provides training for team members, provides financial assistance for Drug Court Participants concerning Rent, Utilities, Transportation and other needs necessary as approved by the Drug Court Team members. Funds from this grant also are used to purchase gift card incentives for participants promoting from their phases and also for awards at the Drug Court Graduation held in December each year

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Drug Court Team members are able to travel to the National Drug Court Conference and meet with other Drug Court Leaders across the nation & participate in team meetins discussing hew treatment/incentives to help this program succeed with less recidivism rate.

3. Does your office/department receive any grants or other operating subsidies? Yes

Does the County have to continue the funding level if the source is discontinued? No

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
Arkansas Community Correction	127,000.00	0	Utilities/Rent/Transporation/Gift Card incentives/Continuing Education for Drug Court Team	4/01/2016-12/31/2017
Arkansas Community Corrections	11,330.00	0	Utilities/Rest/Transportation/Gift Card incentives/Continuing Education for Drug Court Team	4/1/2016-12/31/2017
Comments/Footnotes: Money from this Grant is deposited every quarter from Arkansas Community Corrections. 1st Deposit was for \$21,167 in April, 2016, with similar amounts being deposited every quarter until funds are depleted				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1901 - Miscellaneous Grants Fund				
	Department 0806 - Drug Ct Accountability Grant				
	<i>Supplies</i>				
2001	General Supplies	.00	.00	1,500.00	1,500.00
2002	Small Equipment	.00	.00	2,500.00	2,500.00
	<i>Supplies Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$4,000.00</u>	<u>\$4,000.00</u>
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	.00	.00	11,330.00	11,330.00
3021	Postage	.00	.00	500.00	500.00
3030	Travel	.00	.00	1,300.00	1,300.00
3031	Common Carrier	.00	.00	3,000.00	3,000.00
3032	Transport	.00	.00	2,700.00	2,700.00
3094	Meals & Lodging	.00	.00	1,200.00	1,200.00
3100	Other Miscellaneous	.00	.00	7,500.00	7,500.00
3101	Training & Education	.00	.00	8,300.00	8,300.00
3158	Special Project	.00	.00	64,250.00	64,250.00
	<i>Other Services and Charges Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$100,080.00</u>	<u>\$100,080.00</u>
	Department 0806 - Drug Ct Accountability Grant Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$104,080.00</u>	<u>\$104,080.00</u>

2017 Budget Information Form

Office/Department: 0807 - Veterans Court
Accountability Grant
Fund: 1901 Miscellaneous Grants

1. Please describe the main functions supported by this budget/department in 300 words or less.

Veterans Court Accountability Grant provides training for team members, provides financial assistance for Veterans Court Participants concerning Rent, Utilities, Transportation and other needs necessary as approved by the Veterans Drug Court Team members. Funds from this grant also are used to purchase gift card incentives promoting from phase to phase, also for awards for the ceremony for Veterans Drug Court Graduation, first one was held August 12, 2016, with the first graduate.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Veterans Court Team members are able to travel to Drug Court Conferences and meet with othe Drug Court leaders across the nation & participate in team meetings discussing new treatments/incentives to help this program succeed with less recidivism rate.

3. Does your office/department receive any grants or other operating subsidies? Yes
Does the County have to continue the funding level if the source is discontinued? No

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
Arkansas Community Corection	10,000.00	0	utilities/Rent/transporation/gift card incentives/continuing education for Vet Ct Team members	4/1/2016-12/31/2017
Comments/Footnotes: Money from this Grant is deposited every quarter from Arkansas Community Corrections. 1st Deposit was \$1,677 in April, 2016, with similar amounts being deposited every quarter until funds are depleted				

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1901 - Miscellaneous Grants Fund					
Department 0807 - Veterans Ct Accountability Grant					
<i>Other Services and Charges</i>					
3158	Special Project	.00	.00	1,059.00	1,059.00
	<i>Other Services and Charges Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,059.00</u>	<u>\$1,059.00</u>
	Department 0807 - Veterans Ct Accountability Grant Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,059.00</u>	<u>\$1,059.00</u>
	Fund 1901 - Miscellaneous Grants Fund Totals	<u>\$120,731.31</u>	<u>\$26,386.00</u>	<u>\$258,843.00</u>	<u>\$232,457.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1902 - Homeland Security Grant				
	Department 0467 - FY15 SHSGP/FSFD/HazMat/WMD				
	<i>Capital Outlay</i>				
4026	Special Projects	.00	.00	94,549.00	94,549.00
	<i>Capital Outlay Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$94,549.00</u>	<u>\$94,549.00</u>
	Department 0467 - FY15 SHSGP/FSFD/HazMat/WMD Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$94,549.00</u>	<u>\$94,549.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1902 - Homeland Security Grant				
	Department 0468 - FY15 LETPA/Swat/CBRNE				
	<i>Capital Outlay</i>				
4026	Special Projects	.00	.00	1,214.00	1,214.00
	<i>Capital Outlay Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,214.00</u>	<u>\$1,214.00</u>
	Department 0468 - FY15 LETPA/Swat/CBRNE Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,214.00</u>	<u>\$1,214.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	1902 - Homeland Security Grant				
	Department 0469 - FY15 LETPA/FSFD/Bomb Squad				
	<i>Capital Outlay</i>				
4026	Special Projects	.00	.00	8,210.00	8,210.00
	<i>Capital Outlay Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$8,210.00</u>	<u>\$8,210.00</u>
	Department 0469 - FY15 LETPA/FSFD/Bomb Squad Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$8,210.00</u>	<u>\$8,210.00</u>
	Fund 1902 - Homeland Security Grant Totals	<u>\$332,179.98</u>	<u>\$0.00</u>	<u>\$103,973.00</u>	<u>\$103,973.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 1903 - Emergency Management Grts					
Department 0314 - FY2016 EMS Trauma Grant					
<i>Other Services and Charges</i>					
3101	Training & Education	1,250.00	.00	398.00	398.00
	<i>Other Services and Charges Totals</i>	<u>\$1,250.00</u>	<u>\$0.00</u>	<u>\$398.00</u>	<u>\$398.00</u>
	<i>Capital Outlay</i>				
4017	Other Equipment Purchase	7,655.18	.00	2,316.00	2,316.00
	<i>Capital Outlay Totals</i>	<u>\$7,655.18</u>	<u>\$0.00</u>	<u>\$2,316.00</u>	<u>\$2,316.00</u>
	Department 0314 - FY2016 EMS Trauma Grant Totals	<u>\$8,905.18</u>	<u>\$0.00</u>	<u>\$2,714.00</u>	<u>\$2,714.00</u>
	Fund 1903 - Emergency Management Grts Totals	<u>\$8,905.18</u>	<u>\$0.00</u>	<u>\$2,714.00</u>	<u>\$2,714.00</u>

2017 Budget Information Form

Office/Department: 0124 - Court
Automation-Circuit
Fund: 3002 Circuit Clerk Automation
Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This fund is established pursuant to Statute 16-13-704 to be used solely for circuit court-related technology.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To continue support of technology services for indirect expenses related to implementation of new court-related technology, including overtime pay, personnel or travel expenses and technology-related supplies, i.e., computers, monitors, printers.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	3002 - Circuit Ct Automation Fnd				
Department	0124 - Court Automation-Circuit				
	<i>1000-Personal Services - Salaries & Benefits</i>				
1002	Salaries,Part Time	7,540.00	7,540.00	9,048.00	1,508.00
1006	Social Security Matching	576.68	577.00	692.00	115.00
1007	Retirement	1,103.05	1,094.00	1,335.00	241.00
1010	Workmen's Compensation	13.77	14.00	14.00	.00
1011	Unemployment Compensation	1,096.00	.00	.00	.00
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$10,329.50	\$9,225.00	\$11,089.00	\$1,864.00
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	7,800.00	.00	.00	.00
3102	Software,Supt/Maint Agmnt	.00	5,566.00	5,566.00	.00
	<i>Other Services and Charges Totals</i>	\$7,800.00	\$5,566.00	\$5,566.00	\$0.00
	<i>Capital Outlay</i>				
4016	Computer Equip Purchase	9,729.96	.00	.00	.00
4017	Other Equipment Purchase	833.67	.00	.00	.00
	<i>Capital Outlay Totals</i>	\$10,563.63	\$0.00	\$0.00	\$0.00
	<i>Interfund Transfers</i>				
9993	Transfers	6,000.00	6,004.00	7,060.00	1,056.00
	<i>Interfund Transfers Totals</i>	\$6,000.00	\$6,004.00	\$7,060.00	\$1,056.00
	Department 0124 - Court Automation-Circuit Totals	\$34,693.13	\$20,795.00	\$21,869.00	\$1,074.00
	Fund 3002 - Circuit Ct Automation Fnd Totals	\$34,693.13	\$20,795.00	\$21,869.00	\$1,074.00

2017 PERSONNEL SCHEDULE

3002 Circuit Ct Automation Fund

0124 Court Automation-Circuit

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
010241201 - Scanning Clerk RPT	RPT - RPT	(1) 200 - Regular Part-Time 29	1	10.00	7.540
Total Positions:	<u>0</u>			Total Regular Part Time:	<u>7.540</u>
				Total Salaries:	<u>7,540</u>

(1) Annual Salary \$15,080 Prorated - Position Count in Dept. 0102
50% (\$7,540) Dept. 0102 Circuit Clerk
50% (\$7,540) Dept. 0124 Court Automation Circuit

2017 Part-time/Seasonal Recap

Office/Department: 0124 - Court
Automation-Circuit
Fund: 3002 Circuit Clerk
Automation Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
010241201 Scanning Clerk RPT	01/01/2017	12/31/2017	29	26	\$10.00	\$12.00	\$7,540	\$9,048	\$1,508
Total:							\$7,540	\$9,048	\$1,508

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

2017 Budget Information Form

Office/Department: 0122 – County Recorder Department

Fund: 3006 Recorder Cost Fund

- 1. Please describe the main functions supported by this budget/department in 300 words or less.**

In accordance with Act 768 of 1995 (ASA 21-6-306), the County Recorder is responsible for the performance of a wide variety of services for which it receives set fees based on the service rendered. These services include recording deeds, trusts, mortgages, powers of attorney, and other recordable instruments. The duty of filing plats, surveys, liens, bonds etc. Such fees are to be transferred to the County Treasury and deposited in the County Recorder’s Cost Fund. The records which are kept by the County Clerk are extremely vital to the efficient and effective operation of County Government. Fees collected from the filing of documents play an important role in assuring that these records are accurately recorded and well maintained. The moneys collected by the Recorder as a fee should be used to offset administrative costs and Twenty-five percent (25%) of the fees collected from recording are specifically designated for the purpose of automation and updating keeping of records. This also offsets the administrative costs associated with recording and filing.

- 2. Please list specific goals, projects or priorities for this department in the 2016 budget year.**

We will continue to utilize the E-Recording software currently in use and ensure the public is aware of its availability as we integrate newer and updated technology. Our stated goal of eventually being fully digital and offering online access to records and files to the public (to the extent allowable by Law) will be dependent on our ability to update and automate using the funds generated through recording and filing. We will strive to continually be good stewards of the tax payers monies entrusted to us and offer customer service that is unparalleled in the state.

- 3. Does your office/department receive any grants or other operating subsidies? No**

- 4. Is your office/department requesting any capital items for this budget year? No**

- 5. Does your office/department have any signed leases, contract or agreements pertaining to this budget cycle? Yes**

Please provide the following detail for each lease, contract or agreement:

Vendor(s)	Amount (\$)	Purpose	Time Period
AIS	\$34,198.00	Maintenance Agreement	1/1/17 – 01/01/18
Fidlar Technologies	\$31,800.00	Software & Replication AGMT	1/1/17 – 01/01/18
Great American FS & GW	\$ 3,658.00	Meter Postage Rental	1/1/17 – 01/01/18
Business Machines	\$ 1,915.00	Support Agreement	1/1/17 – 01/01/18
WAPDD	\$ 1,440.00	County Clerk Website	1/1/17 – 12/30/18

- 6. Does your office/department have a capital replacement sinking fund? No**



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	3006 - Recorder's Cost Fund				
Department	0122 - County Recorder Dept				
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	283,193.83	286,856.00	289,273.00	2,417.00
1002	Salaries,Part Time	9,042.99	9,048.00	9,048.00	.00
1006	Social Security Matching	21,638.85	23,354.00	22,872.00	(482.00)
1007	Retirement	42,863.26	44,266.00	44,100.00	(166.00)
1009	Health Insurance Matching	48,497.00	58,824.00	63,576.00	4,752.00
1010	Workmen's Compensation	550.82	548.00	536.00	(12.00)
1016	Life Insurance	680.76	735.00	729.00	(6.00)
1017	Col/Merit	.00	8,606.00	.00	(8,606.00)
1021	Longevity	720.00	780.00	660.00	(120.00)
1023	Dental Insurance-Matching	2,574.38	4,676.00	5,887.00	1,211.00
1040	Affordable Care Act	675.14	953.00	950.00	(3.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$410,437.03	\$438,646.00	\$437,631.00	(\$1,015.00)
	<i>Supplies</i>				
2001	General Supplies	9,208.86	12,000.00	12,000.00	.00
2002	Small Equipment	6,922.01	3,500.00	3,500.00	.00
2007	Fuel, Oils & Lubricants	540.42	1,700.00	1,700.00	.00
2008	Tires and Tubes	.00	100.00	100.00	.00
2009	Computer Accessories	921.74	1,000.00	1,000.00	.00
2023	Parts & Repairs	382.45	.00	.00	.00
2024	Maint & Service Contracts	42,766.16	52,896.00	73,011.00	20,115.00
2032	Bldg & Improvement-R/M	.00	682.00	682.00	.00
2033	Machinery & Equipment-R/M	.00	1,600.00	1,600.00	.00
2038	Lic & Fees For Vehicles	13.50	8.00	8.00	.00
	<i>Supplies Totals</i>	\$60,755.14	\$73,486.00	\$93,601.00	\$20,115.00
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	9,584.53	45,000.00	45,000.00	.00
3020	Telephone & Fax Landline	2,264.45	.00	.00	.00
3021	Postage	10,000.00	10,000.00	10,000.00	.00
3022	Cell Phone & Pagers	745.96	876.00	876.00	.00
3023	Internet Connection	1,739.40	1,710.00	1,740.00	30.00
3030	Travel	194.40	1,850.00	1,850.00	.00
3031	Common Carrier	1,052.40	2,000.00	2,000.00	.00
3053	Fleet Liability	441.00	471.00	566.00	95.00
3075	Postage Mach/PO Box Rent	1,307.00	2,493.00	2,493.00	.00
3090	Dues & Memberships	160.40	1,500.00	1,500.00	.00
3094	Meals & Lodging	3,848.22	3,100.00	3,100.00	.00
3101	Training & Education	250.00	1,500.00	1,500.00	.00
3117	Sales Tax	399.75	.00	.00	.00
	<i>Other Services and Charges Totals</i>	\$31,987.51	\$70,500.00	\$70,625.00	\$125.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	3006 - Recorder's Cost Fund				
Department	0122 - County Recorder Dept				
	<i>Capital Outlay</i>				
4011	Capital Sales Tax	3,023.10	.00	.00	.00
4016	Computer Equip Purchase	33,965.46	.00	.00	.00
	<i>Capital Outlay Totals</i>	<u>\$36,988.56</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<i>Interfund Transfers</i>				
9993	Transfers	189,787.00	169,768.00	164,460.00	(5,308.00)
9997	Co Clerk Gf Budget Trans	267,006.56	269,976.00	278,318.00	8,342.00
	<i>Interfund Transfers Totals</i>	<u>\$456,793.56</u>	<u>\$439,744.00</u>	<u>\$442,778.00</u>	<u>\$3,034.00</u>
	Department 0122 - County Recorder Dept Totals	<u>\$996,961.80</u>	<u>\$1,022,376.00</u>	<u>\$1,044,635.00</u>	<u>\$22,259.00</u>

2017 PERSONNEL SCHEDULE

3006 Recorder's Cost Fund
0122 County Recorder Dept

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
010112801 - County Clerk	DEO - DEO	(1) 140 - Elected Official			42,575
010108801 - Chief Deputy County Clerk	15 - 15	(2) 104 - Reg. Full-Time Exempt	33,946	50,918	23,418
010133601 - Office Manager County Clerk	11 - 11	(3) 100 - Work Full Time	28,592	42,888	19,725
012244601 - Senior County Clerk/Recorder	09 - 09	100 - Work Full Time	27,535	38,873	44,108
012218601 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	31,038
012218602 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	32,706
012218603 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	31,645
012218604 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	34,590
012218605 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	29,468
Total Positions:	<u>6</u>		Full Time Annual Salaries Subtotal:		<u>289,273</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
012211401 - Clerical	RPT - RPT	(4) 200 - Regular Part-Time 29	1	12.00	9,048
Total Positions:	<u>1</u>		Total Regular Part Time:		<u>9,048</u>
			Total Salaries:		<u>298,321</u>

- (1) Annual Salary \$85,150 Prorated - Position counted in Dept. 0101 County Clerk
 50% (\$42,575) Dept. 0101 County Clerk
 50% (\$42,575) Dept. 0122 County Recorder
- (2) Annual Salary \$46,836 Prorated - Position counted in Dept. 0101 County Clerk
 50% (\$23,418) Dept. 0101 County Clerk
 50% (\$23,418) Dept. 0122 County Recorder
- (3) Annual Salary \$39,450 Prorated - Position counted in Dept. 0101 County Clerk
 50% (\$19,725) Dept. 0101 County Clerk
 50% (\$19,725) Dept. 0122 County Recorder
- (4) Annual Salary \$18,096 Prorated - Position counted in Dept. 0122 County Recorder
 50% (\$ 9,048) Dept. 0101 CountyClerk
 50% (\$ 9,048) Dept. 0122 County Recorder



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 3006 - Recorder's Cost Fund		
Department 0122 - County Recorder Dept		
Account 2024 - Maint & Service Contracts		
3006-0122 2024	Apprentice Information System - CCO-2016-90	34,198.00
3006-0122 2024	Business Machines Systems - CCO-2016-40	1,915.00
3006-0122 2024	Fidlar Technologies - CCO-2016-116	31,800.00
3006-0122 2024	Great American Financial - CCO-2016-18	3,658.00
3006-0122 2024	WAPDD - CCO-2013-31	1,440.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$73,011.00</u>
Account 3023 - Internet Connection		
3006-0122 3023	Interene Services (faster Internet speed FS & GW)	1,740.00
	Account 3023 - Internet Connection Totals	<u>\$1,740.00</u>
	Department 0122 - County Recorder Dept Totals	<u>\$74,751.00</u>
	Fund 3006 - Recorder's Cost Fund Totals	<u>- \$74,751.00</u>

2017 Part-time/Seasonal Recap

Office/Department: 0122 - County

Recorder Dept

Fund: 3006 Records Cost

Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
012211401 Clerical	01/01/2017	12/31/2017	29	26	\$12.00	\$12.00	\$9,048	\$9,048	\$0
Total:							\$9,048	\$9,048	\$0

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

2017 Budget Information Form

Office/Department: 0123 – Automated Records Systems

Fund: 3006 Recorder Cost Fund

- 1. Please describe the main functions supported by this budget/department in 300 words or less.**

The primary function of the Recorder Fund/Imaging department is to ensure the ongoing protection and integrity of the county records by utilization of existing as well as future technology. At least twenty-five (25%) of the monies collected annually from the Recorders Fund shall be used to purchase, maintain and operate an automated records system. The acquisition and update of software for the automated records system shall be a permitted use of these funds. The process of scanning and micro filing records will be continue as we gradually employ an approved system whereas all records currently maintained and held in storage will be digitized for easier storage and access by the public.

- 2. Please list specific goals, projects or priorities for this department in the 2016 budget year.**

The ultimate goal under this department is to store and maintain all permanent records and files in a digitized form. We plan to continue with the scanning of records and files as we simultaneously phase out micro filing of records and files moving toward becoming fully digitized. Reducing the need of excessive storage areas will be a goal that is achieved as we move towards fully digitized records and files storage.

- 3. Does your office/department receive any grants or other operating subsidies? No**
- 4. Is your office/department requesting any capital items for this budget year? No**
- 5. Does your office/department have any signed leases, contract or agreements pertaining to this budget cycle? No**
- 6. Does your office/department have a capital replacement sinking fund? No**



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	3006 - Recorder's Cost Fund				
Department	0123 - Automated Records Systems				
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	1,283.04	40,000.00	40,000.00	.00
3102	Software,Supt/Maint Agmnt	.00	13,400.00	13,400.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$1,283.04</u>	<u>\$53,400.00</u>	<u>\$53,400.00</u>	<u>\$0.00</u>
Department	0123 - Automated Records Systems Totals	<u>\$1,283.04</u>	<u>\$53,400.00</u>	<u>\$53,400.00</u>	<u>\$0.00</u>

2017 BUDGET INFORMATION

Office/Department: 0600 Sebastian County Library

Prepared by: Judy Beth Clevenger

FUND 3008

1. Please describe the main functions supported by this budget/department in 300 words or less:

The Library will continue to meet current information, education, culture and recreation needs through modern library services and technology for the 45,000 residents of the district, which serves all of Sebastian County outside the city limits of Fort Smith. Staff is constantly seeking to use the most economically feasible technology and procedures to provide these services given the restraints of a .5 (5/10) library millage base. Circulation of materials will continue to increase over the 220,000 volumes checked out annually in the past five years. Public access computers will continue to be an important element of library service providing Internet connections and databases. Library services will be expanded at the branches. As funding allows, the Library will continue to participate in the Regional Library with Scott County and the Arkansas State Library.

2. Please list specific goals, projects or priorities for this department in the 2016 budget year:

- A. Offer minimum of 45 hours public service each week at the Greenwood Headquarters; plus additional hours at branches in Lavaca, Hartford and Mansfield. Work toward increasing hours at each location.
- B. Upgrade and/or replace existing public access workstations with current versions of software for compatible information searches connecting to the databases offered by the state library; upgrade the broadband connectivity of public access computers. Add additional public access workstations at Greenwood.
- C. Explore the long range opportunities for extending service into the Barling community.
- D. Continue to offer children's programming in the summer (500 participants in 2016) as well as develop a balanced collection of children's materials.
- E. Work to develop library website.
- F. Continue additional children's programming at the Greenwood Library during the school year.
- G. Work with the state library board to maintain eligibility for state aid.
- H. Work to increase state aid funds through legislative efforts; explore alternative sources of funding.
- I. Continue to increase public awareness of library services and needs within the district and state.
- J. Continue to work with Scott County and the Arkansas State Library to preserve the Regional Library agreement.
- K. Review and implement security systems (tags in books, etc.) to reduce and/or eliminate the theft of materials, and to protect the library staff and users.
- L. Continue with efforts to secure funding for much needed new building. Library is currently operating in 5700 square feet while standards recommend 20,000 for library of this size and population.
- M. Upgrade circulation system to vendor's newest software version, Destiny. Staff training will be necessary. Explore opportunities for extending service to branches.
- N. Explore contractual agreements with cities of Hartford, Lavaca, and Mansfield regarding buildings or facilities for use as Library Branches.
- O. Install additional shelving at all facilities: Greenwood, Hartford, Lavaca and Mansfield

3. Does your department receive any grants or other operating subsidies?

As part of the Scott Sebastian Regional Library, the Sebastian County Library receives state aid for materials and library operations to support regional activity through the two counties. This includes purchasing and processing new materials, professional staffing, children's programming, inter-library loan services, cooperative purchases of equipment, materials and supplies, maintenance and operation of a vehicle, and staff training. State aid for public libraries has existed for over 85 years in Arkansas and was cut by 20% in 2016. This overall budget proposed by the library will allow for the purchase of approximately 5,000 new materials to be added during the year which will be used by the 72,000 library visitors who will be borrowing 220,000 materials during the year. These materials remain in Sebastian County facilities for the use of local patrons.

Within the Regional System, local counties are asked to assume most of the operating costs of each library. The assumption of expenditures that were the responsibility of the Regional Library and the natural growth of services offered to the residents of Sebastian County are slowly reducing the financial reserve that the Sebastian County Library has been able to build over the past years. Scott County pays the Sebastian County a small amount each year (\$3800) as reimbursement for professional services. The city of Greenwood pays an annual stipend (\$1440) to the library for local support and services.

4. Is your office/department requesting any capital items for this budget?

Capital expenditures would come directly from the tax revenues generated by library millage and the library's share of the sales tax---and not from general funds. Equipment needs include metal shelving for books at the Greenwood, Lavaca, Mansfield and Hartford locations. Greenwood also needs storage units for posters and supplies. Four staff computer workstations need to be replaced and/or upgraded. Two workstations dedicated to the online catalog need to be added. These computers must be compatible with the State and Regional Library criteria and software.

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle?

Yes:

Court Order # 2012-49 with West Termite to provide pest management services annually at the rate of \$244.

Court Order #2012-48 with West Termite to provide annual termite control at the rate of \$135 annually

6. Does your office/department have a capital replacement sinking fund?

The library budget has line items for equipment and computer replacement funds as well as reserves.



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 3008 - County Library Fund					
Department 0600 - Sebastian County Library					
<i>1000-Personal Services - Salaries & Benefits</i>					
1001	Salaries Full Time	135,228.34	155,542.00	157,438.00	1,896.00
1003	Extra Help	19,769.57	23,891.00	23,892.00	1.00
1006	Social Security Matching	11,540.05	14,083.00	13,872.00	(211.00)
1007	Retirement	19,638.76	23,230.00	26,746.00	3,516.00
1009	Health Insurance Matching	24,826.00	31,512.00	29,040.00	(2,472.00)
1010	Workmen's Compensation	531.10	586.00	590.00	4.00
1016	Life Insurance	383.46	490.00	486.00	(4.00)
1017	Col/Merit	.00	4,666.00	.00	(4,666.00)
1023	Dental Insurance-Matching	1,056.08	2,889.00	2,392.00	(497.00)
1040	Affordable Care Act	453.65	635.00	633.00	(2.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$213,427.01	\$257,524.00	\$255,089.00	(\$2,435.00)
<i>Supplies</i>					
2001	General Supplies	856.54	2,500.00	2,500.00	.00
2002	Small Equipment	.00	2,500.00	2,500.00	.00
2003	Janitorial Supplies	616.72	750.00	750.00	.00
2009	Computer Accessories	.00	2,000.00	2,000.00	.00
2020	Bldg Materials & Supplies	.00	1,500.00	1,500.00	.00
2021	Paints & Metals	.00	700.00	700.00	.00
2022	Plumbing & Electrical	.00	1,700.00	1,700.00	.00
2024	Maint & Service Contracts	389.60	379.00	379.00	.00
2032	Bldg & Improvement-R/M	227.74	3,000.00	3,000.00	.00
2033	Machinery & Equipment-R/M	.00	2,000.00	2,000.00	.00
2039	Emergency & Contingency	.00	5,000.00	5,000.00	.00
<i>Supplies Totals</i>		\$2,090.60	\$22,029.00	\$22,029.00	\$0.00
<i>Other Services and Charges</i>					
3003	Computer Services	834.10	3,500.00	3,500.00	.00
3009	Oth Professional Services	320.00	10,000.00	10,000.00	.00
3020	Telephone & Fax Landline	1,740.56	2,400.00	2,400.00	.00
3023	Internet Connection	2,199.50	2,750.00	2,750.00	.00
3030	Travel	.00	500.00	500.00	.00
3052	Fire & Extended Coverage	2,900.00	3,000.00	3,000.00	.00
3060	Utilities-Electricity	6,772.93	8,000.00	8,000.00	.00
3061	Utilities-Gas	1,635.13	2,750.00	2,750.00	.00
3062	Utilities-Water	296.28	400.00	400.00	.00
3063	Utilities-Waste Disposal	134.42	200.00	200.00	.00
3090	Dues & Memberships	1,806.24	2,250.00	2,250.00	.00
3094	Meals & Lodging	.00	500.00	500.00	.00
3102	Software,Supt/Maint Agmnt	.00	4,000.00	4,000.00	.00
3104	Books	25,490.19	30,000.00	30,000.00	.00
<i>Other Services and Charges Totals</i>		\$44,129.35	\$70,250.00	\$70,250.00	\$0.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 3008 - County Library Fund					
Department 0600 - Sebastian County Library					
<i>Capital Outlay</i>					
4005	Vehicles	500.00	.00	500.00	500.00
4015	Office Equipment-Purchase	.00	.00	6,216.00	6,216.00
4016	Computer Equip Purchase	.00	.00	5,203.00	5,203.00
4018	Reserve	.00	.00	10,000.00	10,000.00
4019	Equipment Replacement	.00	.00	5,000.00	5,000.00
<i>Capital Outlay Totals</i>		\$500.00	\$0.00	\$26,919.00	\$26,919.00
Department 0600 - Sebastian County Library Totals		\$260,146.96	\$349,803.00	\$374,287.00	\$24,484.00
Fund 3008 - County Library Fund Totals		\$260,146.96	\$349,803.00	\$374,287.00	\$24,484.00

2017 PERSONNEL SCHEDULE

3008 County Library Fund
0600 Sebastian County Library

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
060029401 - Library Director	LIB - LIB	705 - Library Director Exempt			64,283
060001401 - Administrative Assistant Lib	LIB - LIB	700 - Library Full-Time			22,964
060006601 - Branch Clerk I Library GW	LIB - LIB	700 - Library Full-Time			23,660
060006801 - Branch Clerk II Library GW	LIB - LIB	700 - Library Full-Time			24,267
060049201 - Technical Support Clerk	LIB - LIB	700 - Library Full-Time			22,264

Total Positions: 5 Full Time Annual Salaries Subtotal: 157,438

REGULAR PART TIME / SEASONAL / EXTRA HELP

	<u>Grade</u>	<u>Benefit Group</u>	<u>Positions</u>	<u>Rate</u>	<u>Amount</u>
060014801 - Custodian Library	EHP - EHP	900 - No Benefits (26 hrs/year)	1	318.94	8,293
060006401 - Branch Clerk Hartford Library	EHP - EHP	900 - No Benefits (26 hrs/year)	1	116.91	3,040
060007001 - Branch Clerk Lavaca Library	EHP - EHP	900 - No Benefits (26 hrs/year)	1	116.91	3,040
060007201 - Branch Clerk Mansfield Library	EHP - EHP	900 - No Benefits (26 hrs/year)	1	116.91	3,040
060009801 - Children's Program Asst	EHP - EHP	409 - Extra Help 370 Annual hrs.	1	11.85	4,480
060048601 - Summer Part-Time I	EHP - EHP	410 - Extra Help 100 Annual hrs.	1	10.00	1,000
060048801 - Summer Part-Time II	EHP - EHP	410 - Extra Help 100 Annual hrs.	1	10.00	1,000

Total Positions: 7 Total Part Time Extra Help: 23,892

Total Salaries: 181,330

2017 Part-time/Seasonal Recap

Office/Department: 0600 - Sebastian
County Library

Fund: 3008 County Library
Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/ Decrease 2016/2017
060014801 Custodian Library	01/01/2017	12/31/2017	0.5	52	\$318.94	\$318.94	\$8,292	\$8,292	\$0
060006401 Branch Clerk Hartford Library	01/01/2017	12/31/2017	10	52	\$11.69	\$11.69	\$3,040	\$6,079	\$3,039
060007001 Branch Clerk Lavaca Library	01/01/2017	12/31/2017	10	52	\$11.69	\$11.69	\$3,040	\$6,079	\$3,039
06007201 Branch Clerk Mansfield Library	01/01/2017	12/31/2017	10	52	\$11.69	\$11.69	\$3,040	\$6,079	\$3,039
060009801 Children's Program Asst.	01/01/2017	12/31/2017	7.27	52	\$11.85	\$11.85	\$4,480	\$4,480	(\$0)
060048601 Summer Part Time I	01/01/2017	12/31/2017	7.695	13	\$10.00	\$10.00	\$1,000	\$1,000	\$0
060048801 Summer Part Time II	01/01/2017	12/31/2017	7.695	13	\$10.00	\$10.00	\$1,000	\$1,000	\$0
Total:							\$23,892	\$33,009	\$9,117

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 3008 - County Library Fund		
Department 0600 - Sebastian County Library		
Account 2024 - Maint & Service Contracts		
3008-0600 2024	West Termite for annual pest managment at Grd Lib cc 2012-49	244.00
3008-0600 2024	West Termite for annual termite control at Grd Lib cc 2012-48	135.00
		Account 2024 - Maint & Service Contracts Totals \$379.00
Account 4005 - Vehicles		
3008-0600 4005	Annual County match for vehicle replacement fund for Regional U	500.00
		Account 4005 - Vehicles Totals \$500.00
Account 4015 - Office Equipment-Purchase		
3008-0600 4015	42 inch double faced steel shelving for Hartford Branch expansio	1,116.00
3008-0600 4015	66 inch double faced steel shelving for Hartford Branch expansio	1,377.00
3008-0600 4015	66 inch single faced steel shelving for Hartford Branch expansio	968.00
3008-0600 4015	84 inch single faced steel shelving for Hartford Branch exp (6)	1,785.00
3008-0600 4015	canopy top for 42" shelving for Hartford Branch expansion	322.00
3008-0600 4015	study table and chair set for Hartford Branch Library expansion	647.00
		Account 4015 - Office Equipment-Purchase Totals \$6,216.00
Account 4016 - Computer Equip Purchase		
3008-0600 4016	(6) Computer Workstation; hp ProDesk 400 G3 and 24" monitor	5,203.00
		Account 4016 - Computer Equip Purchase Totals \$5,203.00
Account 4018 - Reserve		
3008-0600 4018	Unanticipated Emergencies, Replacements, ets.	10,000.00
		Account 4018 - Reserve Totals \$10,000.00
Account 4019 - Equipment Replacement		
3008-0600 4019	AC Units are 20 Years Old and could need replacement	5,000.00
		Account 4019 - Equipment Replacement Totals \$5,000.00
		Department 0600 - Sebastian County Library Totals \$27,298.00
		Fund 3008 - County Library Fund Totals \$27,298.00

REVENUE WORKSHEET--2017 BUDGET

3008-0600-----SEBASTIAN COUNTY LIBRARY

		2015 ACTUAL	2016 EST	2017 PROJECTED
7004	Property Relief Fund	35,285	35,000	35,000
7107	Nonmilitary Land Min Lease	460	250	250
7201	Property taxes---current	208,599	190,000	200,000
7202	Property taxes---delinq real estate	4,655	7,000	5,000
7203	Property Taxes---delinq---personal	6,579	7,000	6,000
7210	State Land Sales	2,361	1,000	1,500
7501	Interest Income	165	100	100
8601	Assessor's Office	272		200
8702	Excess---Collector's Office	4,132	3,000	2,000
8703	Excess---Treas. Office	2,558		
8724	Seb Co. Library Support			
	Regional Library Transfer	24,000	24,000	24,000
	City of Greenwood	1,330	1,451	1,451
	Scott County	3,876	3,876	3,876
8801	Transfer from Co. General		25,000	25,000
TOTALS		294,272	297,677	304,377

3400-0603 County Library Sales Tax

7501	Interest Income	34	35	35
8801	Library share of sales tax	17,710	15,000	15,000
TOTALS		17,744	15,035	15,035

2017 PROPOSED BUDGET
DEPT. 0600---SEBASTIAN COUNTY LIBRARY
FUND 3008---LIBRARY

DESCRIPTION	2016 BUDGET AMENDED	2017 (WITHOUT SAL INC)	2017 (WITH SAL INC)
DEPARTMENT OPERATING TOTAL	376,762	376,720	396,578
FUND OPERATING TOTAL	376,762	376,720	396,578
SECTION 1000	257,524	257,524	277,382
SECTION 2000-3000	92,280	92,279	92,279
SECTION 4000	26,958	26,917	26,917



Subject Staff Salaries

Judy Clevenger

08/23/2016 01:36:21 PM

Library is asking that staff members be given a 3 % cost of living raise---or the same amount that other county employees are given.

For internal reporting purposes, personnel line items are filled in temporarily. Final numbers will be supplied by the finance department.



Subject extra help salaries and hours

Judy Clevenger

08/23/2016 01:48:02 PM

Library is asking that extra help be given a 3% cost of living increase. Hourly rates have not been increased since 2012. Budget line item is filled in temporarily until Finance Department recommendation is made. In response to requests from mayors and residents, library is asking that an additional 1 day (five hours) per week be added to branch service hours and clerk's time. County would be paying for 2 days and the cities would be paying for a third day in Hartford, Mansfield and Lavaca. (total of 3 days open). Request for this extra time has been forwarded to HR for review. County library share of sales tax funds could possibly be used to fund the branch clerks' increase.

NOTE:

THIS IS THE SALARY SCHEDULE FOR THE LIBRARY (3008-0600) IF A 3% SALARY INCREASE IS APPROVED. BENEFIT LINE ITEMS ARE JUST ESTIMATES WITH THE UNDERSTANDING THAT THE FINANCE DEPARTMENT WILL BE COMPLETING ALL OF THE 1000 LINE ITEMS ONCE SALARIES ARE APPROVED.

LIBRARY IS ASKING THAT BRANCH HOURS BE INCREASED BY 5 HOURS PER WEEK.

THIS WOULD EQUATE TO ONE ADDITIONAL DAY OF SERVICE PER WEEK.

THE EXISTING BRANCH CLERKS WOULD BE GIVEN THE EXTRA HOURS. (FUNDING COULD BE TRANSFERRED FROM THE LIBRARY'S SALES TAX FUND (3400-0603))

From: Steve Hotz/scdomino
To: Judy Clevenger/scdomino@SCDOMINO

Date: Monday, August 22, 2016 03:55PM
Subject: Re: budget

History: ↻ This message has been replied to.

Judy, I'll get with Finance to review your question and let you know what we feel is the best way to handle this.

Thanks,
Steve

☞ Judy Clevenger---08/22/2016 03:24:44 PM---Steve---as I'm trying to finish the library's budget, I wondered if there is anything I need to do/s

From: Judy Clevenger/scdomino
To: Steve Hotz/scdomino@SCDOMINO
Date: 08/22/2016 03:24 PM
Subject: budget

Steve---as I'm trying to finish the library's budget, I wondered if there is anything I need to do/show in my documents regarding the request for more hours for the branch library clerks. I usually don't do anything regarding personnel line items, but didn't know if this was different or not. As I did the sales tax portion of our budget, I discovered a line item we had last year that included \$10,000 in line 3009 for other professional services. This amount will not be needed for 2017 and I wondered if there is some way to transfer it to the library fund (3008) for the proposed increase. If so, is there some way I need to show that? Do I leave that line item as is, reduce it to zero, or what?

I appreciate your help on this. I'm sure you have many things on your plate this late in the budget process.

Judy Clevenger
Library

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Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Amended Budget	2015 Actual Amount	2016 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2017 Department
Fund 3008 - County Library Fund							
Department 0600 - Sebastian County Library							
1001	Salaries Full Time	155,555.00	135,228.34	87,468.72	155,542.00	160,208.00	165,914.00
1003	Extra Help	23,891.00	19,769.57	13,837.34	23,891.00	23,891.00	33,768.00
1006	Social Security Matching	13,728.00	11,540.05	7,473.23	14,083.00	14,083.00	15,000.00
1007	Retirement	22,960.00	19,638.76	12,683.00	23,230.00	23,230.00	25,000.00
1009	Health Insurance Matching	25,200.00	24,826.00	20,318.00	31,512.00	31,512.00	33,000.00
1010	Workmen's Compensation	532.00	531.10	531.38	586.00	586.00	600.00
1016	Life Insurance	486.00	383.46	237.84	490.00	490.00	500.00
1017	Col/Merit	.00	.00	.00	4,666.00	.00	.00
1023	Dental Insurance-Matching	2,512.00	1,056.08	903.68	2,889.00	2,889.00	2,900.00
1040	Affordable Care Act	633.00	453.65	337.60	635.00	635.00	700.00
Department 0600 - Sebastian County Library Totals		\$245,497.00	\$213,427.01	\$143,790.79	\$257,524.00	\$257,524.00	\$277,382.00
Fund 3008 - County Library Fund Totals		\$245,497.00	\$213,427.01	\$143,790.79	\$257,524.00	\$257,524.00	\$277,382.00
Net Grand Totals		\$245,497.00	\$213,427.01	\$143,790.79	\$257,524.00	\$257,524.00	\$277,382.00

-451-

FY 2017
LIBRARY PERSONNEL/SALARY SCHEDULE

OFFICE/DEPT: 0600 SEBASTIAN COUNTY LIBRARY

FUND--3008

1001--FULL TIME POSITIONS

JOB #	POSITION TITLE	2016	2017 (3% increase)
060029401	LIBRARY DIRECTOR	64,283	66,211
060001401	ADMINISTRATIVE ASSISTANT	22,964	23,573
060049201	TECHNICAL SUPPORT CLERK	22,264	22,932
060006601	BRANCH CLERK I--GW	26,428	27,221
060006801	BRANCH CLERK II--GW	24,269	24,977
	SUB TOTAL	160,208	165,914

5103.00--EXTRA HELP/PART TIME POSITIONS

060014801	CUSTODIAN	8,292	8,541
060007001	BRANCH CLERK -- LAVACA	3,040	3,040
060006401	BRANCH CLERK--HARTFORD	3,040	3,040
060007201	BRANCH CLERK -- MANSFIELD	3,040	3,040
060009801	CHILDREN'S PROGRAM ASS'T	4,480	4,614
060048601	SUMMER PART TIME I	1,000	1,000
060048801	SUMMER PART TIME II	1,000	1,000
	SUB TOTAL	23,891	24,548
	TOTAL SALARIES	184,099	190,462

Request that the 3 branch clerks each be given another 5 hours (1 day per week) which would be double what is currently budgeted. Funds could be transferred from the library's sales tax funds. Branch clerks would increase from 3040 annually to 3131 annually

PART-TIME/SEASONAL RECAP
2017

OFFICE/DEPARTMENT---0600 COUNTY LIBRARY

FUND---3008 COUNTY LIBRARY

Does this department have part-time, extra help or seasonal positions? **YES**

POSITION TITLE	2016 DATE START	2016 DATE END	2016 # HRS WEEK	2016 TOTAL WEEKS	2015 RATE	2016 RATE	2015 ANNUAL BUDGET	2016 ANNUAL BUDGET	2017 BUDGET REQUEST
060048801 SUMMER PART-TIME II	1/1/16	12/31/16	7.69	13	10.00	10.00	1,000	1,000	1,000
060048601 SUMMER PART-TIME I	1/1/16	12/31/16	7.69	13	10.00	10.00	1,000	1,000	1,000
060009801 CHILDREN'S PROG ASST	1/1/16	12/31/16	7.27	52	11.85	11.85	4,479	4,479	4,614
060007201 BRANCH CLERK MANSFIELD	1/1/16	12/31/16	1	26	116.91	116.91	3,040	3,040	6,262
060006401 BRANCH CLERK HARTFORD	1/1/16	12/31/16	1	26	116.91	116.91	3,040	3,040	6,262
060007001 BRANCH CLERK LAVACA	1/1/16	12/31/16	1	26	116.91	116.91	3,040	3,040	6,262
060014801 CUSTODIAN LIBRARY	1/1/16	12/31/16	0.5	52	318.94	318.94	8,292	8,292	8,541
TOTAL							23,891	23,891	33,941

COMMENTS: 5 hours per week have been added to the 3 branch clerks for 2017. This proposal includes a 3% cost of living increase for all part-time positions. No salary increases have been awarded to extra help staffers since 2012. Library needs to open the branch facilities an additional day per week (5 hours).

NOTE:

THIS IS THE PERSONNEL SECTION OF THE BUDGET AS SUBMITTED BY THE LIBRARY FOR 2017 WITH THE UNDERSTANDING THAT THE FINANCE DEPARTMENT WILL BE COMPLETING THE CATEGORY AFTER SALARIES HAVE BEEN APPROVED.



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Amended Budget	2015 Actual Amount	2016 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2017 Department
Fund 3008	County Library Fund						
Department 0600	Sebastian County Library						
1001	Salaries Full Time	155,555.00	135,228.34	87,468.72	155,542.00	160,208.00	.00
1003	Extra Help	23,891.00	19,769.57	13,837.34	23,891.00	23,891.00	.00
1006	Social Security Matching	13,728.00	11,540.05	7,473.23	14,083.00	14,083.00	.00
1007	Retirement	22,960.00	19,638.76	12,683.00	23,230.00	23,230.00	.00
1009	Health Insurance Matching	25,200.00	24,826.00	20,318.00	31,512.00	31,512.00	.00
1010	Workmen's Compensation	532.00	531.10	531.38	586.00	586.00	.00
1016	Life Insurance	486.00	383.46	237.84	490.00	490.00	.00
1017	Col/Merit	.00	.00	.00	4,666.00	.00	.00
1023	Dental Insurance-Matching	2,512.00	1,056.08	903.68	2,889.00	2,889.00	.00
1040	Affordable Care Act	633.00	453.65	337.60	635.00	635.00	.00
Department 0600 - Sebastian County Library Totals		\$245,497.00	\$213,427.01	\$143,790.79	\$257,524.00	\$257,524.00	\$0.00
Fund 3008 - County Library Fund Totals		\$245,497.00	\$213,427.01	\$143,790.79	\$257,524.00	\$257,524.00	\$0.00
Net Grand Totals		\$245,497.00	\$213,427.01	\$143,790.79	\$257,524.00	\$257,524.00	\$0.00

-455-

NOTE:

THIS IS THE SUBMITTED BUDGET FOR 2000 AND 3000 LINE ITEMS.

THE ONLY CHANGE IS IN LINE 3027 WHICH POSSIBLY WAS A TYPO? IT HAS BEEN REDUCED TO -0-



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Amended Budget	2015 Actual Amount	2016 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2017 Department
Fund 3008	County Library Fund						
Department 0600	Sebastian County Library						
2001	General Supplies	2,500.00	856.54	.00	2,500.00	2,500.00	2,500.00
2002	Small Equipment	2,500.00	.00	.00	2,500.00	2,500.00	2,500.00
2003	Janitorial Supplies	750.00	616.72	364.29	750.00	750.00	750.00
2009	Computer Accessories	1,800.00	.00	.00	2,000.00	2,000.00	2,000.00
2020	Bldg Materials & Supplies	1,500.00	.00	.00	1,500.00	1,500.00	1,500.00
2021	Paints & Metals	700.00	.00	.00	700.00	700.00	700.00
2022	Plumbing & Electrical	1,500.00	.00	.00	1,700.00	1,700.00	1,700.00
2024	Maint & Service Contracts	394.00	389.60	120.72	379.00	379.00	379.00
2032	Bldg & Improvement-R/M	3,000.00	227.74	.00	3,000.00	3,000.00	3,000.00
2033	Machinery & Equipment-R/M	2,000.00	.00	.00	2,000.00	2,000.00	2,000.00
2039	Emergency & Contingency	5,000.00	.00	.00	5,000.00	5,000.00	5,000.00
3003	Computer Services	3,485.00	834.10	87.80	3,500.00	3,500.00	3,500.00
3009	Oth Professional Services	9,000.00	320.00	175.00	10,000.00	10,000.00	10,000.00
3020	Telephone & Fax Landline	2,400.00	1,740.56	1,204.82	2,400.00	2,400.00	2,400.00
-457-	Internet Connection	2,750.00	2,199.50	1,815.85	2,750.00	2,750.00	2,750.00
	Telephone Purchase/Maint	1.00	.00	.00	.00	1.00	.00
	Travel	500.00	.00	.00	500.00	500.00	500.00
3052	Fire & Extended Coverage	2,900.00	2,900.00	2,955.00	3,000.00	3,000.00	3,000.00
3060	Utilities-Electricity	7,000.00	6,772.93	3,623.05	8,000.00	8,000.00	8,000.00
3061	Utilities-Gas	2,750.00	1,635.13	769.74	2,750.00	2,750.00	2,750.00
3062	Utilities-Water	350.00	296.28	177.92	400.00	400.00	400.00
3063	Utilities-Waste Disposal	240.00	134.42	97.76	200.00	200.00	200.00
3090	Dues & Memberships	2,000.00	1,806.24	1,600.25	2,250.00	2,250.00	2,250.00
3094	Meals & Lodging	500.00	.00	.00	500.00	500.00	500.00
3102	Software,Supt/Maint Agmnt	4,000.00	.00	.00	4,000.00	4,000.00	4,000.00
3104	Books	32,000.00	25,490.19	12,619.21	30,000.00	30,000.00	30,000.00
Department 0600 - Sebastian County Library Totals		\$91,520.00	\$46,219.95	\$25,611.41	\$92,279.00	\$92,280.00	\$92,279.00
Fund 3008 - County Library Fund Totals		\$91,520.00	\$46,219.95	\$25,611.41	\$92,279.00	\$92,280.00	\$92,279.00
Net Grand Totals		\$91,520.00	\$46,219.95	\$25,611.41	\$92,279.00	\$92,280.00	\$92,279.00

IN THE COUNTY COURT
OF
SEBASTIAN COUNTY, ARKANSAS

FILED

MAR 01 2012

SHARON BROOKS
County Clerk & Recorder

BY

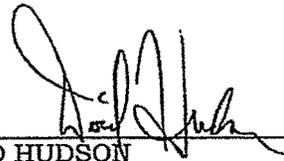
IN THE MATTER OF AN AGREEMENT BETWEEN
SEBASTIAN COUNTY ARKANSAS AND WEST TERMITE
AND PEST MANAGEMENT, INC. TO PROVIDE PEST
CONTROL SERVICE FOR THE SEBASTIAN COUNTY
LIBRARY LOCATED AT 18 N. ADAIR, GREENWOOD, AR

ORDER

On this 29th day of February, 2012, there comes before the Court the matter of an Agreement between Sebastian County and West Termite & Pest Management, Inc. to provide pest control as noted on attached Service Agreement for the Sebastian County Library located in Greenwood, AR.

The Court finds that West Termite & Pest Management, Inc. will provide pest control at the Sebastian County Library in Greenwood as directed on the Service Agreement (copy attached) at the initial rate of \$55 plus applicable tax per quarter as noted on the attached contract.

IT IS THEREFORE CONSIDERED ORDERED AND ADJUDGED THAT the Agreement, copy attached hereto and made a part hereof, between Sebastian County and West Termite & Pest Management, Inc. to provide pest control at the Sebastian County Library located at 18 N. Adair in Greenwood, AR should be and hereby is accepted and approved.



DAVID HUDSON
SEBASTIAN COUNTY JUDGE

Attachment(s): Copy of Agreement & work order

3008-0600-2024



Termites & Pest Management, Inc.
Protecting Your HOME, HEALTH, & PEACE OF MIND!
P.O. Box 1520 • Lowell, AR 72745
(479) 927-9892 • (479) 936-7827

* 36976

PEST CONTROL SERVICE CONTRACT

Billing Information			
Customer: _____			
Address: _____			
City _____	ST _____	ZIP _____	

Service Information			
Customer: <u>Scott Sebastian/Regond</u>			
Address: <u>18 N. Adams St. Library</u>			
City: <u>Greenwood</u>	ST: <u>AR</u>	ZIP: <u>72956</u>	

Main Phone: _____ Att Phone: _____ Work Phone: _____

Service Frequency			
<input type="checkbox"/> Monthly	<input type="checkbox"/> Bi-Monthly	<input checked="" type="checkbox"/> Quarterly	<input type="checkbox"/> Other _____

Service Months		
Q1	Q2	Q3
<input type="checkbox"/> JAN	<input type="checkbox"/> FEB	<input type="checkbox"/> MAR
<input type="checkbox"/> APR	<input type="checkbox"/> MAY	<input type="checkbox"/> JUN
<input type="checkbox"/> JUL	<input type="checkbox"/> AUG	<input type="checkbox"/> SEP
<input type="checkbox"/> OCT	<input type="checkbox"/> NOV	<input type="checkbox"/> DEC

Covered Pest		
<input checked="" type="checkbox"/> Roaches	<input type="checkbox"/> Centipedes	<input checked="" type="checkbox"/> Pantry Pest
<input type="checkbox"/> House Ants	<input type="checkbox"/> Millipedes	_____
<input type="checkbox"/> House Spiders	<input type="checkbox"/> Crickets	_____
<input type="checkbox"/> Rats and Mice	<input type="checkbox"/> Clothes Moths	_____
<input type="checkbox"/> Silverfish	<input type="checkbox"/> Indoor Tick & Flea	_____

Note: Brown Recluse and Black Widow
Spiders may be added to service
contract for an additional charge

Service Charges	
Initial Service Charge.....	\$ <u>55.00</u>
Regular Service Charge.....	\$ <u>55.00</u>
Sub-Total Annual Amount	\$ <u>220.00</u>
Sales Tax	\$ <u>19.80</u>
5% Discount for YIA	\$ _____
Amount Less Discount	\$ <u>339.80</u>

Special Instructions or Directions

Warranty Information: The warranty covers the above marked pest "only" any service for other pest will be at an additional charge. If during the contract term additional service is needed for covered pest, service will be provided free of charge as long as the account is current and has no outstanding balances. If there is a balance then payment must be made when the technician arrives for the additional service request. Service will consist of treatment and recommendations for pest you are currently having a problem with and will be determined by the Pest Technician as to the extent of treatment necessary, West Termites & Pest Management Inc. is not responsible and does not guarantee against present or future damage to the structure or contents, or provides for repair or replacement thereof. This agreement does not provide for the control of termites or any other wood destroying insect or organism.

Terms & Conditions: It is understood that this agreement is for an Initial Period of (12) Months and will continue on a month to month basis unless otherwise cancelled by either party (30) days prior to next scheduled service month. If service is cancelled prior to the end of the initial (12) month period a cancellation fee of 50% of remaining contract term will be charge to the account. The service is to be rendered in the months as marked above under (Service Months). West Termites & Pest Management will make a minimum of (3) attempts to contact you for service either by mail, email, or by phone. After (3) contact attempts the outside of the structure will be treated and a FULL SERVICE CHARGE WILL BE APPLIED TO THE ACCOUNT. The option and responsibility to schedule the inside service (if so desired) is the customers.

Company Representative:

2-27-12
Date:

Customers Signature:

IN THE COUNTY COURT
OF
SEBASTIAN COUNTY, ARKANSAS

IN THE MATTER OF AN AGREEMENT BETWEEN
SEBASTIAN COUNTY ARKANSAS AND WEST TERMITE
AND PEST MANAGEMENT, INC. TO PROVIDE
PROTECTION AGAINST EASTERN SUBTERRANEAN
TERMITE CONTROL SERVICE FOR THE SEBASTIAN
COUNTY LIBRARY LOCATED AT 18 N. ADAIR,
GREENWOOD, AR

FILED

MAR 01 2012

SHARON BROOKS
County Clerk & Recorder

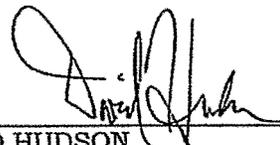
BY

ORDER

On this 29th day of February, 2012, there comes before the Court the matter of an Agreement between Sebastian County and West Termite & Pest Management, Inc. to provide the necessary service to protect the property against Eastern Subterranean Termites as noted on attached Service Agreement for the Sebastian County Library located in Greenwood, AR .

The Court finds that West Termite & Pest Management, Inc. will perform further treatment as necessary at the Sebastian County Library in Greenwood as directed on the Service Agreement (copy attached) at the initial rate of \$530 plus applicable tax per year and extend agreement annually for the specified price of \$135 plus applicable tax, as noted on the agreement, per year if paid on or before agreement end date.

IT IS THEREFORE CONSIDERED ORDERED AND ADJUDGED THAT the Agreement, copy attached hereto and made a part hereof, between Sebastian County and West Termite & Pest Management, Inc. to provide the necessary service to protect the property against Eastern Subterranean Termites at the Sebastian County Library located at 18 N. Adair in Greenwood, AR should be and hereby is accepted and approved.



DAVID HUDSON
SEBASTIAN COUNTY JUDGE

Attachment(s): Copy of Agreement

WEST TERMITE & PEST MANAGEMENT, INC.

P.O. BOX 5249, BELLA VISTA, AR 72714

479-927-9892 or 479-936-7827

TERMITE DAMAGE PROTECTION PLAN

PURCHASER: Scott/Sebastian Pro. Vocal Library TELEPHONE: 479-996-2556

MAILING ADDRESS: P.O. Box 400

CITY: Greenwood STATE: AR ZIP: 72936

DESCRIPTION OF PROPERTY: _____

PROPERTY ADDRESS: 18 N. Alair

CITY: Greenwood STATE: AR ZIP: 72936

Effective 2-1-12 through 2-14-13 for the sum of \$30⁰⁰ + Tax, West Termite and Pest Management Inc. will provide the necessary service to protect the identified property against attack of Eastern Subterranean Termites. (*Reticulitermes spp.*, *Heterotermes spp.*) **THIS PLAN DOES NOT PROTECT AGAINST FORMOSAN TERMITES (*Coptotermes spp.*)**

West Termite and Pest Management will extend protection annually to the purchaser for 135⁰⁰ + Tax per year payable on or before the end of the previous protection period. West Termite and Pest Management reserves the right to revise the annual extension charge at the end of any protection period. West Termite and Pest Management also reserves the right to cancel this protection plan at the end of any protection period with thirty days notice to the purchaser.

During the term of the Plan, any further treatment found necessary will be performed free of charge. West Termite and Pest Management will reinspect the identified property at any time the Purchaser requests or West Termite and Pest Management believes it necessary. Purchaser agrees to make all areas of the property available for such inspections. Failure of Purchaser to make all areas of the property available will cancel the Protection Plan without further notice or consideration and no refund of any renewal payments will be made.

This Protection Plan provides protection against new Subterranean Termite damage to the structure. If new damage occurs during the contract term, West Termite and Pest Management will, upon notification and inspection, arrange for the necessary repairs or replacement by a contractor of our choice and pay the cost of such repairs or replacements up to \$100,000.00. New damage is defined as damage done by Subterranean Termites subsequent to the inception date of the Protection Plan; the definition excludes damage existing at the time of the inception date of this Plan. Unless live termites are found in the damaged area, the damage discovered is old and is not covered under this Protection Plan. This Termite Protection Plan does not provide protection for Drywood Termites, Formosan Termites, Carpenter Ants, Powder Post Beetles or any other wood destroying insect or organism.

CONDUCTIVE CONDITIONS, such as water leakage, dirt against siding etc. are detrimental to protecting the property. Any conductive conditions found by West Termite and Pest Management personnel shall be corrected by Purchaser within 90 days of written or verbal notification. If conditions are not corrected the Protection Plan may be canceled without further notice.

ADDITIONS AND ALTERATIONS: This Protection Plan covers the identified property on the inspection graph as of the date of the initial treatment. In the event the premises are structurally modified, altered or otherwise changed or if soil is removed or added around the foundation, Purchaser will notify West Termite and Pest Management prior to such additions or alterations and will purchase the additional treatment required by the changes incurred. Failure to do so will terminate the Protection Plan automatically without further notice. In the event of any such change, West Termite and Pest Management reserves the right to adjust the annual renewal charge. The failure of West Termite and Pest Management to notice any changes during reinspections or treatment of the property does not release Purchaser from the obligations set forth in this paragraph.

THIS PROPERTY HAS BEEN OR WILL BE TREATED WITH: I Max 1102F

NOTICE: YOU THE PURCHASER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION.

COMPANY REPRESENTATIVE [Signature] DATE: 2-14-12

PURCHASER(S) SIGNATURE [Signature] DATE: 2-14-12

[Signature]
Harris, Clark County, Judge

From: Judy Clevenger/scdomino
To: Melissa Sinclair/scdomino@scdomino

Date: Thursday, August 25, 2016 10:02AM
Subject: budget

Consideration =
Funding for
roof (4002)
Could come from
3009

Melissa---I almost have the budget completed. I do have a question regarding roof repairs. Charity has asked Sam to get a quote for me on either repairs or replacement of the library roof. If I don't get that quote by Friday so that I can include it in line 4002 and put in an attachment, can I go ahead and submit the budget and then send in the changed info as soon as I can get it? I have a line item in mind that could be changed to cover that cost, so I wouldn't be changing the overall totals, just line items. Charity said it had to be in line 4002 or it wouldn't be a problem. I thought it would go in the 3000 category until she said that.

Has the library's request for the annual \$25,000 from general funds been turned down for 2016?

Also, because of the runner's schedule, if I turn in the paper copy of our budget materials on Friday, it won't get to Fort Smith until the Monday deliveries. Is that all right?

Judy Clevenger
County Library

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Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Amended Budget	2015 Actual Amount	2016 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2017 Department
Fund 3008 - County Library Fund							
Department 0600 - Sebastian County Library							
4002	Bldgs(Purchase & Improv)	4,595.00	.00	.00	.00	.00	.00
4005	Vehicles	500.00	500.00	.00	.00	500.00	500.00
	Comments						
	Level						
	Department						Sebastian County's annual contribution to replacement fund for Regional Library vehicle. Matches Scott County and Regional Library contributions.
4015	Office Equipment-Purchase	4,967.00	.00	.00	.00	6,295.00	6,214.00
	Comments						
	Level						
	Department						The city of Hartford is relocating all city offices into an existing building. This will include the library. There will be more floor space, a much needed rest room and better HVAC. Additional shelving will be needed to accommodate the books and materials. For the library branches, the cities provide the space, utilities, and 1 day of staff time. The county provides the shelving, furniture and equipment, books and materials as well as 1 day of staff time.
4016	Computer Equip Purchase	5,166.00	.00	.00	.00	5,163.00	5,203.00
	Comments						
	Level						
	Department						Staff computers are outdated and need to be replaced.
	Reserve	10,000.00	.00	.00	.00	10,000.00	10,000.00
4019	Equipment Replacement	6,317.00	.00	.00	.00	5,000.00	5,000.00
	Department 0600 - Sebastian County Library Totals	\$31,545.00	\$500.00	\$0.00	\$0.00	\$26,958.00	\$26,917.00
	Fund 3008 - County Library Fund Totals	\$31,545.00	\$500.00	\$0.00	\$0.00	\$26,958.00	\$26,917.00
	Net Grand Totals	\$31,545.00	\$500.00	\$0.00	\$0.00	\$26,958.00	\$26,917.00

-463-

SCOTT SEBASTIAN REGIONAL LIBRARY

P. O. BOX 400
GREENWOOD, AR 72936
479-996-2856

December 9, 2015

MEMORANDUM

Sebastian County Library
P. O. Box 400
Greenwood, AR 72936

Payment is now due for Sebastian County's share of the 2015 annual contribution to the Scott Sebastian Regional Library Vehicle Replacement Fund. This payment is matched by Scott County and the Regional Library.

The annual payment is an approved item in the County Library Budget: 3008-0600-4005.

PAYMENT DUE: \$500.00

Check should be made out to: **Scott Sebastian Regional Library Vehicle Replacement Fund**
and mailed to the Library at P. O. Box 400, Greenwood, AR 72936


Judy Beth Clevenger
Library Director

3008-0600-4015

SAVE UP TO 40%! Sale prices end 8/31/16. [Shop Now!](#)



search

Home | Quick Order | International | Help | 800.356.1200

Welcome back Judy Beth!
My Account ^



0 Items

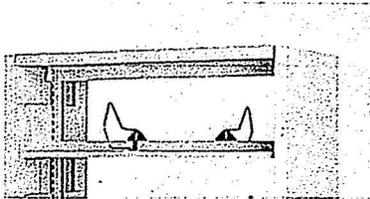
PRODUCTS SOLUTIONS NEW ON SALE! CLEARANCE UPSTART [IDEAS & INSPIRATION](#)

[Shelving](#) > [Steel Cantilever](#) > [DEMCO®](#)



Canopy Tops for DEMCO® Steel Shelving

DEMCO Steel Canopy Tops DF for 20"D Base Shelf
Item #: WF14638990



★★★★★ Write a review

\$80.44

Was: ~~\$86.49~~

Reset Options

Double-faced ▾

20"D ▾

Select Colors



Quantity:

[ADD TO CART](#)

[Add to Wish List](#)

DEMCO STEEL CANTILEVER SHELVING COLLECTION

See all coordinating furniture pieces.

[Shop Now >](#)

FREE USB DESK FAN



Keep your cool and get one with your next \$150 order!

[Shop Now](#)



Product Details

Match accessories to base shelf depths.

Steel Canopy Tops protect books from damaging dust while creating a finished look. Heavy-duty, 18-gauge tops. Depth of top should match base shelf depth. Include brackets.

Videos

Templates

Additional Info

Availability

DEMCO Steel Canopy Tops DF for 20"D Base Shelf

This product ships directly from the manufacturer in approximately 45 working days.

Weight: 16 lbs

Accessories

Similar Items

More BANG
Less Buck

Save year round on 2,000+ of your favorite products.

[Shop Now](#)

DEMCO INTERIORS



Refreshing, remodeling or creating a new space? We can help with a variety of products and services!

[Learn More](#)

SALE!



3008-0600-4015

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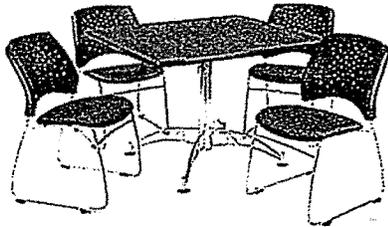
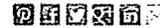
Welcome back Judy Beth!
[My Account](#) ^



0 Items

PRODUCTS SOLUTIONS NEW ON SALE! CLEARANCE UPSTART IDEAS & INSPIRATION

[Furniture](#) > [Tables](#) > [Utility](#)



OFM Tables and Stars Chair Sets
OFM 29-1/2"x 42"x 42" Utility Table w/ 4 Stars Chairs
Item #: WF13670000

★★★★★ Write a review

\$646.35

Was: ~~\$694.99~~

Reset Options

29-1/2"H x 42"W x 42"D

Select Laminate Top color



Select Fabric Seat color



More Views:



Quantity:

[ADD TO CART](#)

[Add to Wish List](#)

Product Details

- Tables feature 1-1/8" thick high pressure laminate tops with a honeycomb core
- Black, 3 mm protective tabletop edge banding
- 4-prong, 16-gauge steel, chrome-plated table base
- Table base includes nylon leveling glides
- Each set includes 4 Stars Stack Chairs

Videos

Templates

Additional Info

Availability

OFM 29-1/2"x 42"x 42" Utility Table w/ 4 Stars Chairs

This product ships directly from the manufacturer in approximately 10 working days.

Weight: 56 lbs

This product ships by truck.

Accessories

OFM TABLE AND CHAIRS SETS

See all coordinating tables & chairs.

[Shop Now >](#)

FREE USB DESK FAN



Keep your cool and get one with your next \$150 order!

[Shop Now](#)

More **BANG** Less Buck

Save year round on 2,000+ of your favorite products.

[Shop Now](#)

SALE!

UP TO **40%** OFF

Check out this month's amazing deals before they're gone!

SHOP NOW

TOP 5 BESTSELLERS

1. [Demco® Processing Labels with Templates](#)
2. [Demco® EM Security Strips](#)



3008-0600-4015

SAVE UP TO 40%! Sale prices end 8/31/16. Shop Now!



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Home | Quick Order | International | Help | 800.356.1200

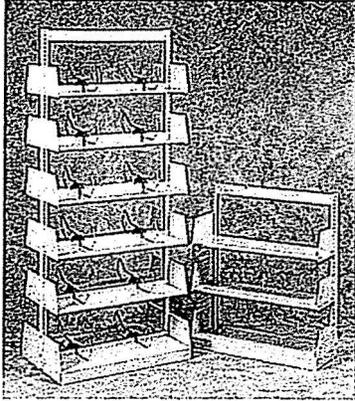
Welcome back Judy Bethl
My Account ^



0 Items

PRODUCTS SOLUTIONS NEW ON SALE! CLEARANCE UPSTART IDEAS & INSPIRATION

Shelving > Steel Cantilever > DEMCO®



Demco® Steel Cantilever Flat Library Shelving

DEMCO SF Flat Shelf Steel Shelving 84"H x 9"D
Item #: WF14638120

★★★★★ 3.7 (3) Write a review

\$297.60

Was: ~~\$379.99~~

Reset Options

Single-faced ▾

84"H ▾

9"D ▾

Select Colors



Quantity:

ADD TO CART

[Add to Wish List](#)

More Views:



Product Details

- 16-gauge, 1-piece welded-steel frames
- 18-gauge shelves hold up to 150 lbs.

Demco shelving provides efficient storage and display of collections. Units are welded from 16-gauge steel into a sturdy, 1-piece frame. Free-standing stability is provided by 1-piece base shelf with a wrap-around design that becomes part of the frame. Build rows by bolting units together, eliminating need for starter and add-ons. Single- and double-faced units include 1 base shelf and choice of adjustable, 18-gauge, 36"W steel flat- or integral-back shelves. Integral-back shelving includes sliding book supports, 1 per shelf. Shelves adjust in 1" increments. Powder-coat paint finish is maintenance free and long lasting. Useable actual shelf depth is 1" less than dimensions given below. It is recommended that all single-face units and double-face units 78"H or taller be anchored to the floor or wall for maximum stability. Wall brackets included with single-faced units.

Videos

Templates

Additional Info

[demcostshelv_assemblyinstructions.pdf](#)

Availability

DEMCO SF Flat Shelf Steel Shelving 84"H x 9"D

This product ships directly from the manufacturer in approximately 45 working days.

Weight: 80 lbs

This product ships by truck.

DEMCO STEEL CANTILEVER SHELVING COLLECTION

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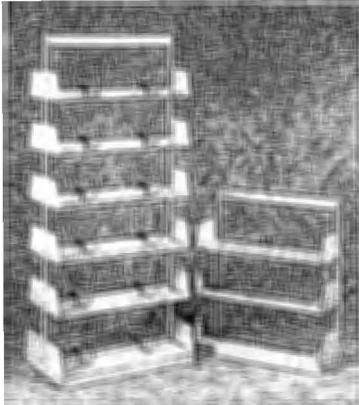
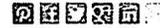
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0 Items

PRODUCTS SOLUTIONS NEW ON SALE! CLEARANCE UPSTART IDEAS & INSPIRATION

Shelving > Steel Cantilever > DEMCO®



Demco® Steel Cantilever Flat Library Shelving
DEMCO SF Flat Shelf Steel Shelving 66"H x 9"D
Item #: WF14638090

★★★★☆ 3.7 (3) Write a review

\$241.80

Was: \$259.99

Reset Options

Single-faced

66"H

9"D

Select Colors



Quantity: 1

ADD TO CART

Add to Wish List

66" Single

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More Views:



Product Details

- 16-gauge, 1-piece welded-steel frames
- 18-gauge shelves hold up to 150 lbs.

Demco shelving provides efficient storage and display of collections. Units are welded from 16-gauge steel into a sturdy, 1-piece frame. Free-standing stability is provided by 1-piece base shelf with a wrap-around design that becomes part of the frame. Build rows by bolting units together, eliminating need for starter and add-ons. Single- and double-faced units include 1 base shelf and choice of adjustable, 18-gauge, 36"W steel flat- or integral-back shelves. Integral-back shelving includes sliding book supports, 1 per shelf. Shelves adjust in 1" increments. Powder-coat paint finish is maintenance free and long lasting. Useable actual shelf depth is 1" less than dimensions given below. It is recommended that all single-face units and double-face units 78"H or taller be anchored to the floor or wall for maximum stability. Wall brackets included with single-faced units.

Videos

Templates

Additional Info

- [demcostshelv_assemblvinstructions.pdf](#)

Availability

DEMCO SF Flat Shelf Steel Shelving 66"H x 9"D

This product ships directly from the manufacturer in approximately 45 working days.

Weight: 63 lbs

This product ships by truck.

More BANG Less Buck

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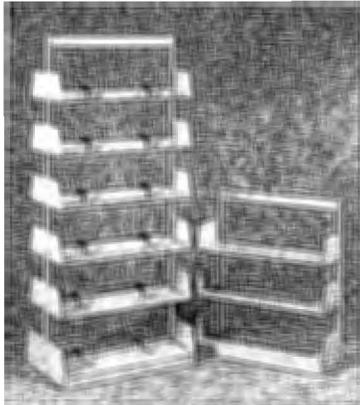
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0 Items

PRODUCTS SOLUTIONS NEW ON SALE! CLEARANCE UPSTART IDEAS & INSPIRATION

Shelving > Steel Cantilever > DEMCO®



Demco® Steel Cantilever Flat Library Shelving

DEMCO DF Flat Shelf Steel Shelving 66"H x 9"D
Item #: WF14638210

★★★★★ 3.7 (3) Write a review

\$344.10

Was: \$369.99

Reset Options

Double-faced

66"H

9"D

Select Colors



Quantity:

ADD TO CART

[Add to Wish List](#)

More Views:



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Product Details

- 16-gauge, 1-piece welded-steel frames
- 18-gauge shelves hold up to 150 lbs.

Demco shelving provides efficient storage and display of collections. Units are welded from 16-gauge steel into a sturdy, 1-piece frame. Free-standing stability is provided by 1-piece base shelf with a wrap-around design that becomes part of the frame. Build rows by bolting units together, eliminating need for starter and add-ons. Single- and double-faced units include 1 base shelf and choice of adjustable, 18-gauge, 36"W steel flat- or integral-back shelves. Integral-back shelving includes sliding book supports, 1 per shelf. Shelves adjust in 1" increments. Powder-coat paint finish is maintenance free and long lasting. Useable actual shelf depth is 1" less than dimensions given below. It is recommended that all single-face units and double-face units 78"H or taller be anchored to the floor or wall for maximum stability. Wall brackets included with single-faced units.

Videos

Templates

Additional Info

[demcostshelv_assemblyinstructions.pdf](#)

Availability

DEMCO DF Flat Shelf Steel Shelving 66"H x 9"D

This product ships directly from the manufacturer in approximately 45 working days.

Weight: 99 lbs

This product ships by truck.

More **BANG** Less Buck

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SALE!



3008-0600-4015

SAVE UP TO 40%! Sale prices end 8/31/16. Shop Now!



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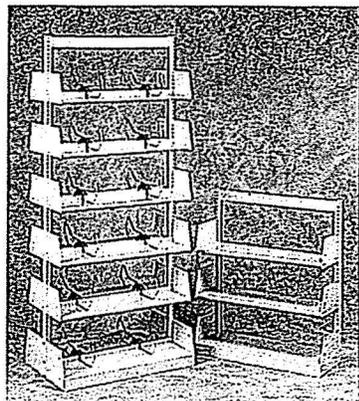
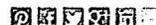
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PRODUCTS SOLUTIONS NEW ON SALE! CLEARANCE UPSTART IDEAS & INSPIRATION

Shelving > Steel Cantilever > DEMCO®



Demco® Steel Cantilever Flat Library Shelving
DEMCO DF Flat Shelf Steel Shelving 42"H x 12"D
Item #: WF14638200

★★★★☆ 3.7 (3) Write a review

\$279.00

Was: \$299.99

42" double

Reset Options

Double-faced

42"H

12"D

Select Colors



More Views:



Quantity: 1

ADD TO CART

▼ Add to Wish List

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Shop Now



Product Details

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- 18-gauge shelves hold up to 150 lbs.

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Videos

Templates

Additional Info

demcostshelv_assemblyinstructions.pdf

Availability

DEMCO DF Flat Shelf Steel Shelving 42"H x 12"D

This product ships directly from the manufacturer in approximately 45 working days.

Weight: 80 lbs

This product ships by truck.

More BANG Less Buck

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SALE!

Techsource, Inc.
 P.O.Box 180763
 Fort Smith, AR 72918
 Ph#479-478-TECH

Proposal

Proposal Date: 8/22/2016
Proposal #: 5226
Project:

Bill To:

Scott Sebastian County Library
 Attn: Judy Clevenger
 PO Box 400
 Greenwood, AR 72936

Description	Est. Hours/Qty.	Rate	Total
HP ProDesk 400 G3 - SFF - 1 x Core i5 6500 / 3.2 GHz - RAM 8 GB - HDD 1 TB - DVD SuperMulti - HD Graphics 530 - GigE - Win 10 Pro 64-bit - Monitor : none	1	645.00	645.00T
Acer 24" LCD Greenwood Sales	1	145.00 9.75%	145.00T 77.03
Total			\$867.03

2017 LINE ITEM JUSTIFICATION FORM

OFFICE/DEPT: 0600---SEBASTIAN COUNTY LIBRARY SIGNATURE: _____
LIBRARY DIRECTOR

FUND 3008

OBJECT CODE #	CLASSIFICATION--DESCRIPTION AND JUSTIFICATION	AMOUNT REQUESTED
2001	PRINTING AND GENERAL SUPPLIES Rising costs of Library forms, stationery, plastic library borrowers' cards, barcode labels copier toner and ink, paper, storage boxes	2,500
2002	SMALL EQUIPMENT Storage equipment, paper cutters, calculators, tables, and chairs for headquarters as well as 3 branches. Furniture will replace worn out items.	2,500
2003	JANITORIAL SUPPLIES Increased rates for rug and mop service; increased prices for cleaning and janitorial supplies.	750
2009	COMPUTER ACCESSORIES Equipment and other items necessary to complete the installation of new workstations and upgrade of existing computers for public access as well as the library staff. Need to replace battery back-ups for workstations. Replace well-worn headphones, mouses, etc.	2,000
2020	BUILDING MATERIALS AND SUPPLIES Maintenance and upkeep on 52 year old building requires more and more attention. AC units are wearing out after hard use.	1,500
2021	PAINTS AND METALS Building needs exterior painting and touch-ups.	700
2022	PLUMBING AND ELECTRICAL SUPPLIES Older building requires more maintenance and repair as well as increased cost of supplies. 3 AC units and 2 rest rooms	1,700
2024	SERVICE CONTRACTS Library only has service contract---for pest control and termites; Rates increased in 2012. CCO 2012-48 and CCO-2012-49	379

2032	BUILDING & IMPROVEMENTS R/M Library headquarters building is now 50 years old and requires more maintenance and repair to keep facilities functional, safe and comfortable. Sidewalks and parking lots need repair. Roof leaks.	3,000
2033	Machinery & Equipment R/M 3 AC units over 20 years old; 2 restrooms	2,000
2039	EMERGENCY AND CONTINGENCY To fund unanticipated needs due to emergencies or needs related to repairs and maintenance of 52 year old building.	5,000
3003	PC SERVICES Professional help to install new computers, backup system and perform upgrades on existing workstations and comply with new broadband connectivity. Installation of Destiny software upgrade to automated circulation. Creation of library website.	3,500
3009	OTHER PROFESSIONAL SERVICES Professional carpet cleaning needed. Web site development	10,000
3020	TELEPHONE/LONG DISTANCE Multiple telephone lines at Greenwood headquarters for business communication and fax machine.	2,400
3023	INTERNET SERVICES Library provides 12 public access workstations at 4 buildings for the Internet as well as 5 staff workstations for administrative use. Wireless connection is in use at Greenwood; upgrades at branches will be put in place when logistically possible and economically feasible. Expansion to broadband services required by Gates Foundation to participate in grant programs.	2,750
3030	TRAVEL Reimbursement for professional consultants working for library;	500
3052	FIRE AND EXTENDED COVERAGE Increased coverage and increases in rates. County covers building in Greenwood and furnishings and equipment in Greenwood and 3 branches	3,000

3060	ELECTRICITY Older two-story building is hard to cool and keep humidity down in order to preserve materials collection and provide comfort for patrons and staff. Extreme heat puts the AC units to the test and usage of electricity drastically increases. Anticipated rate increases for next year.	8,000
3061	GAS Anticipated increased rates and usage of gas to heat old, two-story building.	2,750
3062	WATER Water and sewer service at the Greenwood Library.	400
3063	WASTE DISPOSAL Independent vendor provides weekly service at lower rates.	200
3090	DUES/MEMBERSHIP/SUBSCRIPTIONS Library provides popular magazines and periodicals for patrons to browse and borrow; scholarly and professional titles are available for research and administrative use. Increased rates for several titles.	2,250
3094	MEALS AND LODGING Reimbursement for professional consultant working for library	500
3102	COMPUTER SOFTWARE Upgrades to existing library circulation software and additions of new software for management of public access computers. Upgrades to office management software used in administration of library. Purchase of new software to be installed on new computer in children's room and public access computers. Expansion of circulation software to branches.	4,000
3104	BOOKS Library continues to build and develop book collection for patron usage. Collection available for educational, cultural, recreational and reference needs. Library falls well below national standards for books owned per capita. Population growth of Sebastian County of 15 % over last several years makes it hard to keep up with demand of new materials which now cost an average of \$35 per book. Library continues to make up for materials funds lost over past twelve years with state aid cuts. Collection needs to be updated in areas of science and technology especially.	30,000

4005	VEHICLE PURCHASE Annual contribution matched by Scott County Library and the Scott Sebastian Regional Library for the purchase of a new vehicle. 1994 van was replaced in 2013 and replacement fund was drastically depleted.	500
4015	OFFICE EQUIPMENT Add shelving and storage equipment for Hartford Branch. All libraries need book carts for shelving, processing and storage. Greenwood needs curbside book return and replacement of built-in slot.	6,214
4016	COMPUTER EQUIPMENT PURCHASE Replace and/or upgrade existing work stations (11 public access; 5 staff) and add minimum of 3 public and 2 staff workstations.	5,203
4018	RESERVE Set aside funds for major emergencies, revenue shortfall, or unanticipated needs. Annual deposits will accrue to develop a fund for future growth and needs associated with furnishing new facilities. Some of these funds could go toward the purchase and installation of a security system to prevent the theft of library materials. System would include standing sensors at the front entrance, theft detection labels put into each book, installation and staff training.	10,000
4019	EQUIPMENT REPLACEMENT FUND Set aside funds to implement plans to periodically replace computer equipment at the Greenwood facility as well as the three branches. Funds could also be used to replace copiers, scanners, etc. as needed. This fund will enable the library to demonstrate local sustainability as required by grant sources.	5,000

2017 Budget Information Form

Office/Department: 0427 - Sheriff's Radio
Equipment
Fund: 3014 Communication Facility
& Equip Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

According to ASA 21-6-307, the Sheriff utilizes 25% of all fees collected from serving summonses, writs of execution, court orders, notices to vacate, advertising elections, delivering voter registration books to the various precincts, taking and entering bail or delivery bonds, or performing other similar actions on behalf of the County or the Courts system to establish this fund (the other 75% goes to the County treasury) to establish the Sheriff's Communications Facility & Equipment Fund. These funds may accumulate from year to year as to principal and interest until such time as they are needed by the Sheriff to train operations staff, operate, equip, repair, or replace existing communications equipment, to purchase additional communications equipment, or to otherwise improve a communications facility or system for the Sheriff's department.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

Support County emergency communications via radio, pager, cellular & mobile data terminals. Research and seek funding to enhance operations or to replace mobile data terminals.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	3014 - Comm Equip & Facility Fnd				
Department	0427 - Sheriff's Radio Equipment				
	<i>1000-Personal Services - Salaries & Benefits</i>				
1005	OT & Other Premium Comp	25,661.16	40,000.00	40,000.00	.00
1006	Social Security Matching	1,874.55	3,060.00	3,060.00	.00
1007	Retirement	108.65	5,904.00	.00	(5,904.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	<u>\$27,644.36</u>	<u>\$48,964.00</u>	<u>\$43,060.00</u>	<u>(\$5,904.00)</u>
	<i>Supplies</i>				
2001	General Supplies	69.37	100.00	100.00	.00
2002	Small Equipment	.00	200.00	200.00	.00
2003	Janitorial Supplies	.00	1,000.00	1,000.00	.00
2006	Clothing & Uniforms	335.41	1,500.00	1,500.00	.00
2009	Computer Accessories	641.86	1,000.00	1,000.00	.00
2023	Parts & Repairs	.00	5,000.00	5,000.00	.00
2024	Maint & Service Contracts	15,211.98	24,017.00	.00	(24,017.00)
2033	Machinery & Equipment-R/M	327.65	9,231.00	7,454.00	(1,777.00)
2035	Radio Batteries/Accessory	1,670.01	5,000.00	5,000.00	.00
	<i>Supplies Totals</i>	<u>\$18,256.28</u>	<u>\$47,048.00</u>	<u>\$21,254.00</u>	<u>(\$25,794.00)</u>
	<i>Other Services and Charges</i>				
3003	Computer Services	.00	2,000.00	2,000.00	.00
3009	Oth Professional Services	3,134.50	3,000.00	3,000.00	.00
3020	Telephone & Fax Landline	9,386.17	8,000.00	9,575.00	1,575.00
3022	Cell Phone & Pagers	24,590.99	28,600.00	28,600.00	.00
3023	Internet Connection	17,177.01	19,500.00	19,500.00	.00
3030	Travel	.00	500.00	500.00	.00
3071	Rent-Machinery & Equip	.00	2,000.00	2,000.00	.00
3090	Dues & Memberships	.00	800.00	800.00	.00
3093	Misc Law Enforcement	.00	600.00	600.00	.00
3094	Meals & Lodging	2,697.86	3,000.00	3,000.00	.00
3101	Training & Education	640.00	2,500.00	2,500.00	.00
3102	Software,Supt/Maint Agmnt	219.98	1,000.00	1,000.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$57,846.51</u>	<u>\$71,500.00</u>	<u>\$73,075.00</u>	<u>\$1,575.00</u>
	<i>Capital Outlay</i>				
4016	Computer Equip Purchase	2,177.55	.00	1,100.00	1,100.00
4025	A Win Radio System/Radios	.00	.00	12,862.00	12,862.00
	<i>Capital Outlay Totals</i>	<u>\$2,177.55</u>	<u>\$0.00</u>	<u>\$13,962.00</u>	<u>\$13,962.00</u>
Department	0427 - Sheriff's Radio Equipment Totals	<u>\$105,924.70</u>	<u>\$167,512.00</u>	<u>\$151,351.00</u>	<u>(\$16,161.00)</u>
Fund	3014 - Comm Equip & Facility Fnd Totals	<u>\$105,924.70</u>	<u>\$167,512.00</u>	<u>\$151,351.00</u>	<u>(\$16,161.00)</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 3014 - Comm Equip & Facility Fnd		
Department 0427 - Sheriff's Radio Equipment		
Account 4016 - Computer Equip Purchase		
3014-0427 4016	Computer Replacement Plan (2) Printer	1,100.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$1,100.00</u>
Account 4025 - A Win Radio System/Radios		
3014-0427 4025	APX 4000 Portable w/ charger, program, and speaker mics	9,854.00
3014-0427 4025	XTS 2500 Batteries	3,008.00
	Account 4025 - A Win Radio System/Radios Totals	<u>\$12,862.00</u>
	Department 0427 - Sheriff's Radio Equipment Totals	<u>\$13,962.00</u>
	Fund 3014 - Comm Equip & Facility Fnd Totals	<u>\$13,962.00</u>

2017 Overtime Justification

Office/Department: 0427 - Sheriff's Radio
Equipment

Fund 3014 Communication
Facility & Equip Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
40,000	40,000	0.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

With current staffing and work loads it is not always efficient to use comp time instead of overtime pay. By compensating with overtime pay we do not get into the pattern of accumulating comp time while covering for someone who is taking accumulated comp time off. Law Enforcement overtime is paid once every 28 days. Each non exempt certified officer works 40 hours per week or 160 hours in a 28 day period or those on 12 hour shifts work 168 hours in a 28 day period. Each officer is paid at straight time up to 171 hours in a 28 day period as per FLSA and only receives overtime pay at time and a half after work hours exceed 171 hours. Instead of accumulating as comp hours they are paid each 28 day cycle.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?

(Example: federal funding for special project) Yes No

Capital Justification Form

Office/Department: 0427 - Sheriff's Radio
Equipment
Fund: 3014 Communication Facility
& Equip Fund

Cost Information:

Line Item: 4025 - A WIN Radio
System/Radios
Number of Units: 1
Unit Cost: \$2740.00
Purchase Price: \$2,740.00
Installation
Cost:
Warranty/Maintenance Cost:
Taxes: \$267.15
Total: \$3,007.15

Description of Item Requested:

(20) XTS-2500 batteries, 2700mAh, IP67 High CAP

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Batteries are only good for approximately 1 year, sometimes 2 years. We have approximately 60 portable radios that have to cycle through batteries. Every deputy should have 2 but due to the batteries eventually not holding a charge, most are down to 1 battery.

Capital Justification Form

Office/Department: 0427 - Sheriff's Radio
Equipment
Fund: 3014 Communication Facility
& Equip Fund

Cost Information:

Line Item: 4025 - A WIN Radio
System/Radios
Number of Units: 1
Unit Cost: \$8978.16
Purchase Price: \$8,978.16
Installation Cost:
Warranty/Maintenance Cost:
Taxes: \$875.37
Total: \$9,853.53

Description of Item Requested:

(3) APX 4000 portable w/ accessories, charger, programming and speaker mics

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The radios that we currently use are the XTS2500 which are no longer made. We purchased APX last year through capital and now that we have them in, programmed and in use. We are getting very good feed back on them from the deputies using them in a test capacity.

2017 Budget Information Form

Office/Department: 0429 - Drug Asset Forfeiture

Fund

Fund: 3015 Drug Control Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

These funds support the narcotics investigations and interdiction programs of the Sheriff's Office. The funds are used to support equipment purchases, K-9 operations, travel and tuition for training and pay overtime costs incurred during investigations and arrests related to narcotics cases.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

With the addition of a second K-9 unit the Sheriff's office plan to increase its narcotics interdiction program. Also, the Sheriff's Office is teaming with the Fort Smith Police Department to increase interdiction efforts on County and State Highways entering Fort Smith and Sebastian County.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 3015 - Drug Control Fund					
Department 0429 - Drug Asset Forfeiture Fun					
<i>1000-Personal Services - Salaries & Benefits</i>					
1005	OT & Other Premium Comp	18,971.13	24,500.00	16,500.00	(8,000.00)
1006	Social Security Matching	1,411.18	1,875.00	1,263.00	(612.00)
1007	Retirement	54.45	3,553.00	2,434.00	(1,119.00)
<i>1000-Personal Services - Salaries & Benefits Totals</i>		\$20,436.76	\$29,928.00	\$20,197.00	(\$9,731.00)
<i>Supplies</i>					
2024	Maint & Service Contracts	21,407.20	.00	.00	.00
<i>Supplies Totals</i>		\$21,407.20	\$0.00	\$0.00	\$0.00
<i>Other Services and Charges</i>					
3093	Misc Law Enforcement	8.62	636.00	.00	(636.00)
3117	Sales Tax	306.00	.00	.00	.00
3156	Canine (K-9)	1,668.05	500.00	.00	(500.00)
<i>Other Services and Charges Totals</i>		\$1,982.67	\$1,136.00	\$0.00	(\$1,136.00)
Department 0429 - Drug Asset Forfeiture Fun Totals		\$43,826.63	\$31,064.00	\$20,197.00	(\$10,867.00)
Fund 3015 - Drug Control Fund Totals		\$43,826.63	\$31,064.00	\$20,197.00	(\$10,867.00)

2017 Overtime Justification

Office/Department: 0429 - Drug Asset

Forfeiture Fund

Fund 3015 Drug Control Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
24,500	30,000	5,500.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

There is a very limited staff that can work on narcotics investigation making taking comp or adjusting schedules impractical and unfeasible.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?

(Example: federal funding for special project) Yes No

2017 Budget Information Form

Office/Department: 0504 - County Rescue

Department

Fund: 3019 Boating Safety Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The County Rescue Fund/Department is used by Sebastian County EMS, Sebastian County SAR Team and the Sheriff's Department Rescue for the purpose of providing rescue services as established in Sebastian County Ordinance 91-16. Revenue for this fund is generated through Act 122 of 1987 (ASA 27-101-111). These funds are generated by licensing watercraft, and the state forwards the appropriate amount based on the number of watercrafts licensed in Sebastian County. The funds are split 50 percent to the County Rescue Fund and 50 percent to the City of Fort Smith.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The overall goal for this department is doing the greatest good for the greatest number of people when it comes to Search & Rescue Operations. Also with this funding, the specialized teams will utilize the funds to repair equipment and purchase the necessary tools to support the Search & Rescue Mission.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 3019 - Boating Safety Fund					
Department 0504 - County Rescue Department					
	<i>Supplies</i>				
2002	Small Equipment	455.00	1,000.00	1,000.00	.00
2006	Clothing & Uniforms	2,496.32	3,000.00	3,000.00	.00
2007	Fuel, Oils & Lubricants	254.52	.00	.00	.00
2023	Parts & Repairs	28.25	.00	.00	.00
2033	Machinery & Equipment-R/M	1,443.49	2,000.00	2,000.00	.00
	<i>Supplies Totals</i>	<u>\$4,677.58</u>	<u>\$6,000.00</u>	<u>\$6,000.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	(200.00)	.00	.00	.00
3090	Dues & Memberships	185.00	.00	.00	.00
3098	Judgements & Damages	716.96	.00	.00	.00
3101	Training & Education	(262.00)	2,000.00	2,000.00	.00
3104	Books	669.45	.00	.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$1,109.41</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$0.00</u>
	Department 0504 - County Rescue Department Totals	<u>\$5,786.99</u>	<u>\$8,000.00</u>	<u>\$8,000.00</u>	<u>\$0.00</u>
Fund 3019 - Boating Safety Fund Totals		<u>\$5,786.99</u>	<u>\$8,000.00</u>	<u>\$8,000.00</u>	<u>\$0.00</u>

2017 Budget Information Form

Office/Department: 0501 - 911 Telephone System

Fund: 3020 Emergency 911 Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

This budget provides support for the Emergency 911 telephone system in Sebastian County, and is reviewed by the Sebastian County 911 Board before it is presented to the Quorum Court for adoption. Revenues for the budget are obtained through a fee charged to local telephone service providers, which is 5% of the bill on each line provided. All of the funds are received into the 911 fund. The 911 fund also receives revenues from the Arkansas ETS (Emergency Telephone Services) formerly CMRS board because Sebastian County PSAPs began answering 911 calls from wireless phones on October 30, 2001. Funding is also collected from VOIP (Voice Over Internet Protocol) providers at the rate of 65 cents per month per connection that has a place of primary use within the State of Arkansas (Sebastian County) (Act 1221 - otherwise known as Senate bill 876. Through interlocal agreement, 20% of the dispatcher salaries for 3 PSAPs has been paid by the County 911 budget and is the largest expenses from this budget. The second largest expenses from this budget is the fees charged for the telephone lines used to operate the dispatch centers. Other items such as public education for the 911 system and the training of personnel are included.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

- Track revenues and expenditures
- Maintain an adequate capital and operating reserve fund - past practice has been to allocate \$30,000 per year for equipment reserve.
- Evaluate present organization of dispatch services, FSPD, Sheriff's Department and Fort Smith EMS
- Continue evaluation and maintenance of the equipment and software necessary for Phase II wireless
- Oversee GIS mapping for Sebastian County
- Preparation and printing of up to date 911 maps
- Identify un-collected 911 surcharge reviews
- Explore option to reduce outlays

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	3020 - Emergency 911 Fund				
Department	0501 - 9 1 1 Telephone System				
	<i>1000-Personal Services - Salaries & Benefits</i>				
1024	Personnel Subsidy	388,134.20	409,589.00	434,571.00	24,982.00
1025	OEM Subsidy	28,699.00	29,895.00	32,289.00	2,394.00
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	<u>\$416,833.20</u>	<u>\$439,484.00</u>	<u>\$466,860.00</u>	<u>\$27,376.00</u>
	<i>Supplies</i>				
2001	General Supplies	1,099.86	.00	.00	.00
2002	Small Equipment	1,187.92	2,500.00	2,500.00	.00
2024	Maint & Service Contracts	69,183.00	84,693.00	89,180.00	4,487.00
2033	Machinery & Equipment-R/M	3,581.86	5,670.00	5,670.00	.00
2035	Radio Batteries/Accessory	480.93	500.00	500.00	.00
	<i>Supplies Totals</i>	<u>\$75,533.57</u>	<u>\$93,363.00</u>	<u>\$97,850.00</u>	<u>\$4,487.00</u>
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	95,825.06	86,672.00	86,672.00	.00
3020	Telephone & Fax Landline	3,095.89	7,400.00	3,592.00	(3,808.00)
3023	Internet Connection	51,970.23	37,980.00	37,980.00	.00
3026	Telephone-911	171,768.80	209,000.00	209,000.00	.00
3052	Fire & Extended Coverage	48.73	.00	.00	.00
3061	Utilities-Gas	455.71	.00	.00	.00
3090	Dues & Memberships	208.53	.00	.00	.00
3094	Meals & Lodging	.00	1,000.00	1,000.00	.00
3101	Training & Education	.00	3,000.00	3,000.00	.00
3102	Software,Supt/Maint Agmnt	69.00	.00	.00	.00
3117	Sales Tax	929.62	.00	.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$324,371.57</u>	<u>\$345,052.00</u>	<u>\$341,244.00</u>	<u>(\$3,808.00)</u>
	<i>Capital Outlay</i>				
4013	Small Machinery & Equip	3,200.00	.00	14,246.00	14,246.00
4016	Computer Equip Purchase	.00	.00	4,000.00	4,000.00
	<i>Capital Outlay Totals</i>	<u>\$3,200.00</u>	<u>\$0.00</u>	<u>\$18,246.00</u>	<u>\$18,246.00</u>
	<i>Interfund Transfers</i>				
9993	Transfers	108,028.35	143,514.00	152,840.00	9,326.00
	<i>Interfund Transfers Totals</i>	<u>\$108,028.35</u>	<u>\$143,514.00</u>	<u>152,840.00</u>	<u>9,326.00</u>
	Department 0501 - 9 1 1 Telephone System Totals	<u>\$927,966.69</u>	<u>\$1,021,413.00</u>	<u>\$1,077,040.00</u>	<u>\$55,627.00</u>
	Fund 3020 - Emergency 911 Fund Totals	<u>\$927,966.69</u>	<u>\$1,021,413.00</u>	<u>\$1,077,040.00</u>	<u>\$55,627.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 3020 - Emergency 911 Fund		
Department 0501 - 9 1 1 Telephone System		
Account 2024 - Maint & Service Contracts		
3020-0501 2024	AT&T CCO 2014-158	24,636.00
3020-0501 2024	Blackboard Inc. 2015-150	28,366.00
3020-0501 2024	Corley Electric CCO 2016-147	2,301.00
3020-0501 2024	Motorola CCO 2016-88	25,585.00
3020-0501 2024	Rhodes Lauck and Associates CCO 2014-170	3,842.00
3020-0501 2024	Stancil Corporation CCO 2016-89	1,860.00
3020-0501 2024	WAPDD CCO 2013-122	2,590.00
Account 2024 - Maint & Service Contracts Totals		<u>\$89,180.00</u>
Account 4013 - Small Machinery & Equip		
3020-0501 4013	Emergency replacement of equipment to support	10,000.00
3020-0501 4013	Mobile XG-75M/M7300 Radio, Programming, Installation	4,246.00
Account 4013 - Small Machinery & Equip Totals		<u>\$14,246.00</u>
Account 4016 - Computer Equip Purchase		
3020-0501 4016	Emergency replacement of computer equipment	4,000.00
Account 4016 - Computer Equip Purchase Totals		<u>\$4,000.00</u>
Department 0501 - 9 1 1 Telephone System Totals		<u>\$107,426.00</u>
Fund 3020 - Emergency 911 Fund Totals		<u>\$107,426.00</u>

Capital Justification Form

Office/Department: 0501 - 911 Telephone System

Fund: 3020 Emergency 911 Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$4246.00
Purchase Price: \$4,246.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total: \$4,246.00

Description of Item Requested:

Mobile XG-75M/M7300 Radio with programming and installation

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

2017 Budget Information Form

Office/Department: 0437 - Juvenile Probation

Fees

Fund: 3031 Circuit Ct Juv Div/Juv Pr

1. Please describe the main functions supported by this budget/department in 300 words or less.

To provide services and supplies to juveniles as needed.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To provide services and supplies to juveniles as needed.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 3031 - Circuit Ct Juv Div/Juv Pr	Department 0437 - Juvenile Probation Fees				
	<i>Other Services and Charges</i>				
3009	Oth Professional Services	.00	.00	30,000.00	30,000.00
	<i>Other Services and Charges Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$30,000.00</u>	<u>\$30,000.00</u>
	Department 0437 - Juvenile Probation Fees Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$30,000.00</u>	<u>\$30,000.00</u>
	Fund 3031 - Circuit Ct Juv Div/Juv Pr Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$30,000.00</u>	<u>\$30,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 3031 - Circuit Ct Juv Div/Juv Pr		
Department 0437 - Juvenile Probation Fees		
Account 3009 - Oth Professional Services		
3031-0437 3009	Provide services and supplies to juveniles as needed.	30,000.00
	Account 3009 - Oth Professional Services Totals	<u>\$30,000.00</u>
	Department 0437 - Juvenile Probation Fees Totals	<u>\$30,000.00</u>
	Fund 3031 - Circuit Ct Juv Div/Juv Pr Totals	<u>\$30,000.00</u>

2017 BUDGET INFORMATION

OFFICE/DEPT: 0603 ---SEBASTIAN COUNTY LIBRARY SALES TAX

FUND 3400

1. Please describe the main functions supported by this budget/department:

The County Library's share of the sales tax (1/2%) funds is used for the purchase of equipment and furniture; branch operations; improvements to the headquarters facility in Greenwood; materials, and the support of public access to the Internet. **Funds could also be used to open the three branch libraries an additional day each week.** Greenwood Library needs exterior paint; sidewalk and concrete repair, landscaping, and roof repairs. Over 70,000 individuals visit the library each year. Interior renovations were made to the building (carpet and ceramic tile; new ceiling; electrical fixtures; interior paint; and metal shelving) in 2006-2007. These were the first improvements since 1982 and the building is showing signs of wear and tear. The County Road Department paved the public and staff parking areas.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year:

- A. Upgrade circulation software to vendor's newest version---Destiny; train staff in usage of the software. Incorporate branches into the circulation system where applicable.
- B. Purchase of new steel shelving to replace existing temporary wooden shelving at the Lavaca, Mansfield and Hartford Branches.
- C. Purchase of small copy machines for the 3 Branch Libraries and public access model for Greenwood.
- D. Purchase of steel shelving for the headquarters location in Greenwood.
- E. Continue public access to Internet at the three branches in Lavaca, Mansfield and Hartford.
- F. Replace/upgrade computer workstations at the branches and Greenwood headquarters (both public access and staff units). Purchase compatible software.
- G. Purchase new books for the library's circulating collection.
- H. Purchase new audio CD's and DVD's for the library's circulating collection.

3. Does your office/department receive any grants or other operating subsidies?

No other revenues are added to this fund.

4. Is your office/department requesting any capital items for this budget?

Yes, but only from the library's share of sales tax revenues. Those expenditures would be for shelving, computer workstations, storage units and furniture.

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle?

NO---not from this fund.

6. Does your office/department have a capital replacement sinking fund?

Plans are under way to work with the comptroller to develop a formal plan for equipment replacement and a reserve fund.



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 3400 - Reg Library Sales Tax Fnd					
Department 0603 - Co Library Sales Tax					
	<i>Supplies</i>				
2001	General Supplies	1,047.21	3,750.00	3,750.00	.00
2002	Small Equipment	.00	3,000.00	3,000.00	.00
	<i>Supplies Totals</i>	<u>\$1,047.21</u>	<u>\$6,750.00</u>	<u>\$6,750.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3003	Computer Services	.00	2,000.00	2,000.00	.00
3009	Oth Professional Services	.00	10,000.00	10,000.00	.00
3020	Telephone & Fax Landline	.00	1,200.00	1,200.00	.00
3023	Internet Connection	1,622.07	2,500.00	2,500.00	.00
3040	Advertising & Publication	.00	500.00	500.00	.00
3102	Software,Supt/Maint Agmnt	.00	5,000.00	5,000.00	.00
3104	Books	5,054.40	6,000.00	6,000.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$6,676.47</u>	<u>\$27,200.00</u>	<u>\$27,200.00</u>	<u>\$0.00</u>
	<i>Capital Outlay</i>				
4015	Office Equipment-Purchase	.00	.00	4,541.00	4,541.00
4016	Computer Equip Purchase	.00	.00	5,561.00	5,561.00
4019	Equipment Replacement	.00	.00	6,507.00	6,507.00
	<i>Capital Outlay Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$16,609.00</u>	<u>\$16,609.00</u>
	Department 0603 - Co Library Sales Tax Totals	<u>\$7,723.68</u>	<u>\$33,950.00</u>	<u>\$50,559.00</u>	<u>\$16,609.00</u>
	Fund 3400 - Reg Library Sales Tax Fnd Totals	<u>\$7,723.68</u>	<u>\$33,950.00</u>	<u>\$50,559.00</u>	<u>\$16,609.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 3400 - Reg Library Sales Tax Fnd		
Department 0603 - Co Library Sales Tax		
Account 4015 - Office Equipment-Purchase		
3400-0603 4015	42 inch double faced steel shelving for Lavaca Library expansion	1,116.00
3400-0603 4015	66 inch single faced steel shelving for Lavaca Library expansio	968.00
3400-0603 4015	84 inch single faced steel shelving for Lavaca Library expansion	1,488.00
3400-0603 4015	steel canopy tops for shelving for Lavaca Library expansion	322.00
3400-0603 4015	study table and chairs for Lavaca Library expansion	647.00
	Account 4015 - Office Equipment-Purchase Totals	<u>\$4,541.00</u>
Account 4016 - Computer Equip Purchase		
3400-0603 4016	24 " monitor	640.00
3400-0603 4016	HP Prodesk 400 G3 computer	4,921.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$5,561.00</u>
	Department 0603 - Co Library Sales Tax Totals	<u>\$10,102.00</u>
	Fund 3400 - Reg Library Sales Tax Fnd Totals	<u>\$10,102.00</u>

**2017 PROPOSED BUDGET
SEBASTIAN COUNTY LIBRARY
SALES TAX**

**DEPT. 0603---SEBASTIAN COUNTY LIBRARY
FUND 3400---SALES TAX**

DESCRIPTION	2016BUDGET AMENDED	2017 REQUEST
DEPARTMENT OPERATING TOTAL	50,921	50,558
FUND OPERATING TOTAL	50,921	50,558
SECTION 2000-3000	33,950	33,950
SECTION 4000	16,971	16,608



Subject extra help salaries and hours

Judy Clevenger

08/23/2016 01:48:02 PM

Library is asking that extra help be given a 3% cost of living increase. Hourly rates have not been increased since 2012. Budget line item is filled in temporarily until Finance Department recommendation is made. In response to requests from mayors and residents, library is asking that an additional 1 day (five hours) per week be added to branch service hours and clerk's time. County would be paying for 2 days and the cities would be paying for a third day in Hartford, Mansfield and Lavaca. (total of 3 days open). Request for this extra time has been forwarded to HR for review. County library share of sales tax funds could possibly be used to fund the branch clerks' increase.

NOTE:

THIS IS THE BUDGET FOR SALES TAX AS SUBMITTED ON-LINE. IF BRANCH HOURS ARE INCREASED, LINE ITEM 3009 COULD BE USED TO TRANSFER FUNDS FOR THOSE HOURS.



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Amended Budget	2015 Actual Amount	2016 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2017 Department
Fund 3400	Reg Library Sales Tax Fnd						
Department 0603	Co Library Sales Tax						
2001	General Supplies	3,750.00	1,047.21	1,042.91	3,750.00	3,750.00	3,750.00
2002	Small Equipment	3,000.00	.00	.00	3,000.00	3,000.00	3,000.00
3003	Computer Services	2,000.00	.00	.00	2,000.00	2,000.00	2,000.00
3009	Oth Professional Services	20,000.00	.00	.00	10,000.00	10,000.00	10,000.00
3020	Telephone & Fax Landline	1,200.00	.00	.00	1,200.00	1,200.00	1,200.00
3023	Internet Connection	2,500.00	1,622.07	823.86	2,500.00	2,500.00	2,500.00
3040	Advertising & Publication	500.00	.00	.00	500.00	500.00	500.00
3102	Software,Supt/Maint Agmnt	5,000.00	.00	.00	5,000.00	5,000.00	5,000.00
3104	Books	6,000.00	5,054.40	3,606.90	6,000.00	6,000.00	6,000.00
Department 0603 - Co Library Sales Tax Totals		\$43,950.00	\$7,723.68	\$5,473.67	\$33,950.00	\$33,950.00	\$33,950.00
Fund 3400 - Reg Library Sales Tax Fnd Totals		\$43,950.00	\$7,723.68	\$5,473.67	\$33,950.00	\$33,950.00	\$33,950.00
Net Grand Totals		\$43,950.00	\$7,723.68	\$5,473.67	\$33,950.00	\$33,950.00	\$33,950.00

-501-

Use 3009
for Branch
hours?



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Amended Budget	2015 Actual Amount	2016 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2017 Department
Fund 3400	Reg Library Sales Tax Fnd						
4002	Department 0603 - Co Library Sales Tax Bldgs(Purchase & Improv)	4,595.00	.00	.00	.00	.00	.00
4015	Office Equipment-Purchase	3,967.00	.00	.00	.00	4,697.00	4,540.00
	Comments						
	Level						
	Department						
	City of Lavaca plans to move police department and expand Library into their half of the existing Library Bldg. Library will need new shelves to accommodate additional books and a table for study space. City provides the building, and utilities for library; county provides books, materials, computers, internet and one day of staff time. City being requested to pay for an additional day of staff time.						
4016	Computer Equip Purchase	5,815.00	.00	.00	.00	5,767.00	5,561.00
	Comments						
	Level						
	Department						
	Public access computers at Greenwood Library and three branches need to be replaced and/or upgraded. Need to be compatible with Regional Library System and State Library requirements.						
4019	Equipment Replacement	7,776.00	.00	.00	.00	6,507.00	6,507.00
	Department 0603 - Co Library Sales Tax Totals	\$22,153.00	\$0.00	\$0.00	\$0.00	\$16,971.00	\$16,608.00
	Fund 3400 - Reg Library Sales Tax Fnd Totals	\$22,153.00	\$0.00	\$0.00	\$0.00	\$16,971.00	\$16,608.00
	Net Grand Totals	\$22,153.00	\$0.00	\$0.00	\$0.00	\$16,971.00	\$16,608.00

-502-

3400-0603-4016

Techsource, Inc.
P.O.Box 180763
Fort Smith, AR 72918
Ph#479-478-TECH

Proposal

Proposal Date: 8/22/2016
Proposal #: 5226
Project:

Bill To:

Scott Sebastian County Library
Attn: Judy Clevenger
PO Box 400
Greenwood, AR 72936

Description	Est. Hours/Qty.	Rate	Total
HP ProDesk 400 G3 - SFF - 1 x Core i5 6500 / 3.2 GHz - RAM 8 GB - HDD 1 TB - DVD SuperMulti - HD Graphics 530 - GigE - Win 10 Pro 64-bit - Monitor : none	1	645.00	645.00T
Acer 24" LCD Greenwood Sales	1	145.00 9.75%	145.00T 77.03
Total			\$867.03

3400-0603-4015

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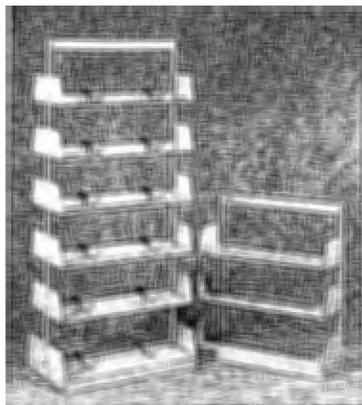
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Welcome back Judy Bethl
My Account ^



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Shelving > Steel Cantilever > DEMCO®



Demco® Steel Cantilever Flat Library Shelving

DEMCO DF Flat Shelf Steel Shelving 42"H x 12"D
Item #: WF14638200

★★★★☆ 3.7 (3) Write a review

\$279.00

Was: ~~\$299.99~~

42" double

Reset Options

Double-faced ▾

42"H ▾

12"D ▾

Select Colors



Quantity:

ADD TO CART

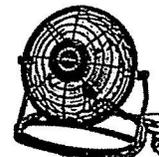
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More Views:



Product Details

- 16-gauge, 1-piece welded-steel frames
- 18-gauge shelves hold up to 150 lbs.

Demco shelving provides efficient storage and display of collections. Units are welded from 16-gauge steel into a sturdy, 1-piece frame. Free-standing stability is provided by 1-piece base shelf with a wrap-around design that becomes part of the frame. Build rows by bolting units together, eliminating need for starter and add-ons. Single- and double-faced units include 1 base shelf and choice of adjustable, 18-gauge, 36"W steel flat- or integral-back shelves. Integral-back shelving includes sliding book supports, 1 per shelf. Shelves adjust in 1" increments. Powder-coat paint finish is maintenance free and long lasting. Useable actual shelf depth is 1" less than dimensions given below. It is recommended that all single-face units and double-face units 78"H or taller be anchored to the floor or wall for maximum stability. Wall brackets included with single-faced units.

Videos

Templates

Additional Info

[demcostshelv_assemblyinstructions.pdf](#)

Availability

DEMCO DF Flat Shelf Steel Shelving 42"H x 12"D

This product ships directly from the manufacturer in approximately 45 working days.

Weight: 80 lbs

This product ships by truck.

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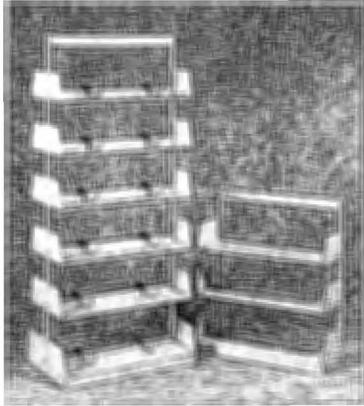
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Shelving > Steel Cantilever > DEMCO®



Demco® Steel Cantilever Flat Library Shelving

DEMCO SF Flat Shelf Steel Shelving 66"H x 9"D
Item #: WF14638090

★★★★☆ 3.7 (3) Write a review

\$241.80

Was: ~~\$259.99~~

Reset Options

Single-faced

66"H

9"D

Select Colors



Quantity:

ADD TO CART

[Add to Wish List](#)

More Views:



Product Details

- 16-gauge, 1-piece welded-steel frames
- 18-gauge shelves hold up to 150 lbs.

Demco shelving provides efficient storage and display of collections. Units are welded from 16-gauge steel into a sturdy, 1-piece frame. Free-standing stability is provided by 1-piece base shelf with a wrap-around design that becomes part of the frame. Build rows by bolting units together, eliminating need for starter and add-ons. Single- and double-faced units include 1 base shelf and choice of adjustable, 18-gauge, 36"W steel flat- or integral-back shelves. Integral-back shelving includes sliding book supports, 1 per shelf. Shelves adjust in 1" increments. Powder-coat paint finish is maintenance free and long lasting. Useable actual shelf depth is 1" less than dimensions given below. It is recommended that all single-face units and double-face units 78"H or taller be anchored to the floor or wall for maximum stability. Wall brackets included with single-faced units.

Videos

Templates

Additional Info

[demcosflshelv_assemblyinstructions.pdf](#)

Availability

DEMCO SF Flat Shelf Steel Shelving 66"H x 9"D

This product ships directly from the manufacturer in approximately 45 working days.

Weight: 63 lbs

This product ships by truck.

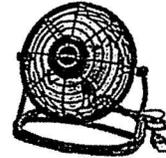


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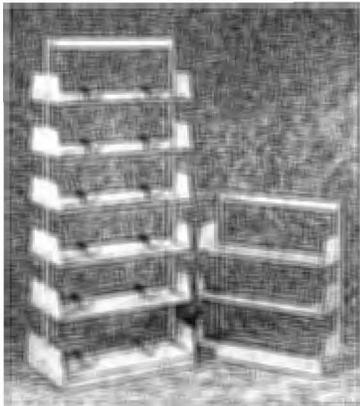
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PRODUCTS SOLUTIONS NEW ON SALE! CLEARANCE UPSTART IDEAS & INSPIRATION

Shelving > Steel Cantilever > DEMCO®



Demco® Steel Cantilever Flat Library Shelving
DEMCO SF Flat Shelf Steel Shelving 84"H x 9"D
Item #: WF14638120

★★★★☆ 3.7 (3) Write a review

\$297.60

Was: \$349.99

Reset Options

Single-faced

84"H

9"D

Select Colors



Quantity: 1

ADD TO CART

▼ Add to Wish List

More Views:



Product Details

- 16-gauge, 1-piece welded-steel frames
- 18-gauge shelves hold up to 150 lbs.

Demco shelving provides efficient storage and display of collections. Units are welded from 16-gauge steel into a sturdy, 1-piece frame. Free-standing stability is provided by 1-piece base shelf with a wrap-around design that becomes part of the frame. Build rows by bolting units together, eliminating need for starter and add-ons. Single- and double-faced units include 1 base shelf and choice of adjustable, 18-gauge, 36"W steel flat- or integral-back shelves. Integral-back shelving includes sliding book supports, 1 per shelf. Shelves adjust in 1" increments. Powder-coat paint finish is maintenance free and long lasting. Useable actual shelf depth is 1" less than dimensions given below. It is recommended that all single-face units and double-face units 78"H or taller be anchored to the floor or wall for maximum stability. Wall brackets included with single-faced units.

Videos

Templates

Additional Info

demcos shelv assemblyinstructions.pdf

Availability

DEMCO SF Flat Shelf Steel Shelving 84"H x 9"D

This product ships directly from the manufacturer in approximately 45 working days.

Weight: 80 lbs

This product ships by truck.

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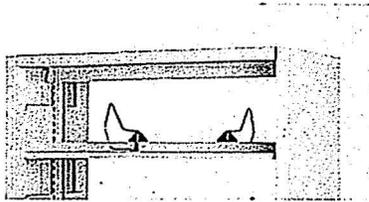
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[Shelving](#) > [Steel Cantilever](#) > [DEMCO®](#)



Canopy Tops for DEMCO® Steel Shelving

DEMCO Steel Canopy Tops DF for 20"D Base Shelf
Item #: WF14638990



★★★★★ Write a review

\$80.44

Was: ~~\$86.49~~

Reset Options

Double-faced ▾

20"D ▾

Select Colors



Quantity:

[ADD TO CART](#)

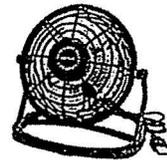
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Product Details

Match accessories to base shelf depths.

Steel Canopy Tops protect books from damaging dust while creating a finished look. Heavy-duty, 18-gauge tops. Depth of top should match base shelf depth. Include brackets.

Videos

Templates

Additional Info

Availability

DEMCO Steel Canopy Tops DF for 20"D Base Shelf

This product ships directly from the manufacturer in approximately 45 working days.

Weight: 16 lbs

Accessories

Similar Items

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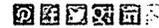
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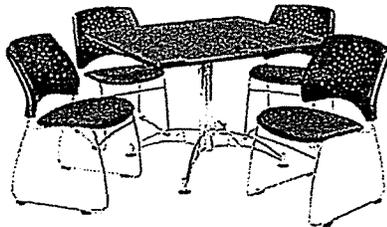
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[Furniture](#) > [Tables](#) > [Utility](#)



OFM Tables and Stars Chair Sets

OFM 29-1/2"x 42"x 42" Utility Table w/ 4 Stars Chairs
Item #: WF13670000



★★★★★ [Write a review](#)

\$646.35

Was: ~~\$694.99~~

[Reset Options](#)

29-1/2"H x 42"W x 42"D

Select Laminate Top color



Select Fabric Seat color



More Views:



Quantity:

[ADD TO CART](#)

[Add to Wish List](#)

Product Details

- Tables feature 1-1/8" thick high pressure laminate tops with a honeycomb core
- Black, 3 mm protective tabletop edge banding
- 4-prong, 16-gauge steel, chrome-plated table base
- Table base includes nylon leveling glides
- Each set includes 4 Stars Stack Chairs

Videos

Templates

Additional Info

Availability

OFM 29-1/2"x 42"x 42" Utility Table w/ 4 Stars Chairs

This product ships directly from the manufacturer in approximately 10 working days.

Weight: 56 lbs

This product ships by truck.

Accessories

OFM TABLE AND CHAIRS SETS

See all coordinating tables & chairs.

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2017 LINE ITEM JUSTIFICATION FORM

FUND 3400 OFFICE/DEPT: 0603---SEBASTIAN COUNTY LIBRARY---SALES TAX

OBJECT CODE #	CLASSIFICATION--DESCRIPTION AND JUSTIFICATION	AMOUNT REQUESTED
2001	General Supplies and Printing Printed forms and stationery; new supply of plastic patron/borrower's cards, barcodes for patron cards, toner for printers and copy machines; storage boxes for audio video materials and archival items.	3,750
2002	Small Equipment Branch libraries need calculators, telephones, storage equipment, shelving, chairs, and book trucks. Greenwood needs tables, desk chairs, storage equipment, and computer workstation desks.	3,000
3003	P/C Services Older PC equipment requires more repair and upgrades to function efficiently; circulation software needs to be upgraded and/or installed. New hardware will need to be installed. Library has no PC specialist on staff. Installation of new circulation software will require additional time from the local PC specialist.	2,000
3009	Other Professional Services Library Board wants to use funds that have accrued in the library's share of sales tax to transfer to the library fund (3008) to provide additional hours at the three branches (1 day=5 hours per week at each branch)	10,000
3020	Telephone Long Distance Telephone lines at all branches need to be installed for communications with headquarters and for inter-library loan.	1,200
3023	Internet Services Continue to provide public access Internet services at all three branches.	2,500
3040	Advertising and Publishing Local advertising for staff vacancies and to promote library Events.	500

3102	<p>Computer Software Purchase new version of circulation software—Destiny; (current version will no longer be supported by vendor.) Library circulation software needs to be updated and extended to branch libraries; office software needs to be upgraded. Filtering systems are required for some situations. Additional public access software is needed. All software needs to be compatible with new hardware.</p>	5,000
3104	<p>Books and materials State aid cuts in 2016 forced the library to stop developing an audio-visual collection of tapes for adults and children. In the meantime, technology has changed the available formats for these popular alternatives to the printed page. This budget line item would permit the library to once again add much requested audio CD's and video DVD's and explore the development of an e-book collection.</p>	6,000
4015	<p>Office Equipment Library needs to purchase additional steel shelving to provide much needed storage space in Greenwood, Hartford, and Mansfield. and Lavaca facilities. Headquarters library needs to replace copy machine. Branches need fax and copy machines. Greenwood needs to add a curbside steel book return for patrons and replace built-in unit adjacent to front entrance.</p>	4,540
4016	<p>Computer Equipment In response to patron usage, Greenwood library needs to add at least 4 new public access computer workstations in the reference area, children's room and young adult areas. Two staff workstations need to be replaced for compatibility with newer technology.</p>	5,561
4019	<p>Equipment Replacement Fund Add to a special account for the replacement of public computers.</p>	6,507

2017 Budget Information Form

Office/Department: 0423 - Federal Forfeiture

Fund: 3401 Federal Forfeiture Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

Monies received from federal forfeiture support narcotics investigation and other law enforcement efforts to include purchase of equipment.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

To support narcotic and general criminal investigation with one time funding, narcotics buy money and purchase of equipment. Contingent on revenues received.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? No

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? No



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	3401 - Federal Forfeiture Fund				
	Department 0423 - Federal Forfeiture				
	<i>Supplies</i>				
2002	Small Equipment	.00	500.00	500.00	.00
	<i>Supplies Totals</i>	<u>\$0.00</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$0.00</u>
	<i>Other Services and Charges</i>				
3093	Misc Law Enforcement	11,992.76	1,000.00	120,000.00	119,000.00
3094	Meals & Lodging	445.50	1,000.00	3,500.00	2,500.00
3101	Training & Education	125.00	320.00	320.00	.00
3155	CI Funds	1,900.00	1,900.00	1,900.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$14,463.26</u>	<u>\$4,220.00</u>	<u>\$125,720.00</u>	<u>\$121,500.00</u>
	Department 0423 - Federal Forfeiture Totals	<u>\$14,463.26</u>	<u>\$4,720.00</u>	<u>\$126,220.00</u>	<u>\$121,500.00</u>
Fund	3401 - Federal Forfeiture Fund Totals	<u>\$14,463.26</u>	<u>\$4,720.00</u>	<u>\$126,220.00</u>	<u>\$121,500.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 3401 - Federal Forfeiture Fund		
Department 0423 - Federal Forfeiture		
Account 3093 - Misc Law Enforcement		
3401-0423 3093	We plan on making several updates in technology	120,000.00
	Account 3093 - Misc Law Enforcement Totals	<u>\$120,000.00</u>
Account 3094 - Meals & Lodging		
3401-0423 3094	Several investigators will require travel for training to update	3,500.00
	Account 3094 - Meals & Lodging Totals	<u>\$3,500.00</u>
	Department 0423 - Federal Forfeiture Totals	<u>\$123,500.00</u>
	Fund 3401 - Federal Forfeiture Fund Totals	<u>\$123,500.00</u>
	EXPENSES Totals	<u>\$6,353,684.49</u>
	Grand Totals	<u>\$6,353,684.49</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 3403	Drug Ct Emergency & Contingency				
Department 0434	Drug Ct Emergency & Contingency				
	<i>Supplies</i>				
2039	Emergency & Contingency	353.24	15,856.00	15,856.00	.00
	<i>Supplies Totals</i>	<u>\$353.24</u>	<u>\$15,856.00</u>	<u>\$15,856.00</u>	<u>\$0.00</u>
	Department 0434 - Drug Ct Emergency & Contingency Totals	\$353.24	\$15,856.00	\$15,856.00	\$0.00
Fund 3403	Drug Ct Emergency & Contingency Totals	<u>\$353.24</u>	<u>\$15,856.00</u>	<u>\$15,856.00</u>	<u>\$0.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund 4800 - General Reserve Fund					
Department 0311 - EMS Facility					
<i>Capital Outlay</i>					
4012	Building Construction	.00	.00	1,246,516.00	1,246,516.00
	<i>Capital Outlay Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,246,516.00</u>	<u>\$1,246,516.00</u>
	Department 0311 - EMS Facility Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,246,516.00</u>	<u>\$1,246,516.00</u>
	Fund 4800 - General Reserve Fund Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,246,516.00</u>	<u>\$1,246,516.00</u>

2017 Budget Information Form

Office/Department: 0200 - County Road

Fund: 2000 Road Fund

1. Please describe the main functions supported by this budget/department in 300 words or less.

The Road Department is responsible for maintenance and construction of the County roads and bridges. The Department is on call 24 hours, 7 days a week for emergency road service due to inclement weather or other issues requiring action supporting the road system. Maintenance of road signs, proper intersection layout and visibility of intersections is important to safety and operation of the County road system. Maintenance of the County road right-of-ways and drainage through mowing and care of our culverts and bridge system is important to operation of the road system and public safety. Effective operation and maintenance of the fleet of Road Department equipment is essential to road department operations.

2. Please list specific goals, projects or priorities for this department in the 2017 budget year.

The budget goals are designed to satisfy these requirements within the resources available to the Road Department and to acquire and maintain the equipment resources necessary to meet these objectives in an economical cost effective manner. Road Department goals for 2017 will be to continue programs put into effect in 2002 for asphalt overlay of 15 miles of County roads, 50 miles of reseal and improvement of multiple bridges. Maintenance of an improved road name signage program will be continued. Continued implementation of improved data processing software to document, maintain and manage Road Department operations will be pursued, including GIS Programming.. Administration of the County Road system through maps keyed to identify roads in the County Road maintenance system and roads not in the County Road maintenance system will be important goals for 2017 also supported by GIS and internet access. The 2010 budget combined Road Capital Budget expenses with the Road Budget to have one budget. Road capital planning will be accounted for in the Road Fund.

3. Does your office/department receive any grants or other operating subsidies? No

4. Is your office/department requesting any capital items for this budget year? Yes

5. Does your office/department have any signed leases, contracts or agreements pertaining to this budget cycle? Yes



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	2000 - Road Fund				
Department	0200 - County Road				
	<i>1000-Personal Services - Salaries & Benefits</i>				
1001	Salaries Full Time	1,002,118.16	1,196,662.00	1,259,372.00	62,710.00
1005	OT & Other Premium Comp	13,521.67	20,000.00	20,000.00	.00
1006	Social Security Matching	77,964.63	106,482.00	104,783.00	(1,699.00)
1007	Retirement	155,991.68	201,830.00	202,033.00	203.00
1009	Health Insurance Matching	297,222.00	342,012.00	360,672.00	18,660.00
1010	Workmen's Compensation	65,390.91	59,683.00	62,574.00	2,891.00
1011	Unemployment Compensation	4,693.24	4,982.00	1,779.00	(3,203.00)
1016	Life Insurance	3,142.80	4,018.00	3,986.00	(32.00)
1017	Col/Merit	.00	85,057.00	.00	(85,057.00)
1018	Salaries, Seasonal PT	51,650.74	85,842.00	85,840.00	(2.00)
1021	Longevity	4,110.00	4,380.00	4,500.00	120.00
1023	Dental Insurance-Matching	15,337.74	29,718.00	31,062.00	1,344.00
1037	Tool Allowance	4,200.00	4,800.00	4,800.00	.00
1040	Affordable Care Act	3,386.43	5,207.00	5,191.00	(16.00)
	<i>1000-Personal Services - Salaries & Benefits Totals</i>	\$1,698,730.00	\$2,150,673.00	\$2,146,592.00	(\$4,081.00)
	<i>Supplies</i>				
2001	General Supplies	5,602.05	4,500.00	9,000.00	4,500.00
2002	Small Equipment	12,665.30	5,000.00	11,000.00	6,000.00
2003	Janitorial Supplies	2,870.42	7,000.00	7,000.00	.00
2004	Medicine & Drugs	409.50	1,500.00	1,500.00	.00
2005	Food/Supplies	1,238.11	1,000.00	1,000.00	.00
2006	Clothing & Uniforms	10,070.14	9,000.00	10,000.00	1,000.00
2007	Fuel, Oils & Lubricants	147,464.11	275,000.00	235,000.00	(40,000.00)
2008	Tires and Tubes	31,312.06	50,000.00	50,000.00	.00
2009	Computer Accessories	130.60	1,000.00	1,000.00	.00
2015	Oxygen	.00	1,500.00	500.00	(1,000.00)
2020	Bldg Materials & Supplies	8,842.36	6,000.00	6,000.00	.00
2021	Paints & Metals	1,430.89	4,000.00	4,000.00	.00
2022	Plumbing & Electrical	844.41	2,000.00	2,000.00	.00
2023	Parts & Repairs	113,478.20	121,000.00	150,000.00	29,000.00
2024	Maint & Service Contracts	7,241.50	11,022.00	10,285.00	(737.00)
2025	Asphalt	1,137,601.84	1,450,000.00	1,335,000.00	(115,000.00)
2026	Culvert & Pipe	51,862.62	86,000.00	80,000.00	(6,000.00)
2027	Gravel, Dirt, and Sand	658,034.24	485,000.00	400,000.00	(85,000.00)
2028	Lumber & Piling	430.51	4,000.00	2,000.00	(2,000.00)
2029	Small Tools	2,013.62	9,500.00	9,500.00	.00
2030	Concrete	7,525.61	.00	2,000.00	2,000.00
2032	Bldg & Improvement-R/M	1,809.24	3,000.00	3,000.00	.00
2033	Machinery & Equipment-R/M	40,064.37	39,428.00	85,000.00	45,572.00
2035	Radio Batteries/Accessory	7.65	300.00	180.00	(120.00)
2036	Road Signs	14,607.56	30,000.00	29,000.00	(1,000.00)
2038	Lic & Fees For Vehicles	634.79	900.00	830.00	(70.00)



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	2000 - Road Fund				
Department	0200 - County Road				
2040	Botanical & Agricultural	8,929.28	10,000.00	10,000.00	.00
2045	Liquid Asphalt	387,355.81	989,070.00	753,000.00	(236,070.00)
	<i>Supplies Totals</i>	<u>\$2,654,476.79</u>	<u>\$3,606,720.00</u>	<u>\$3,207,795.00</u>	<u>(\$398,925.00)</u>
	<i>Other Services and Charges</i>				
3001	Accounting & Auditing	1,048.11	500.00	500.00	.00
3004	Engineering/Architecture	3,287.00	25,000.00	25,000.00	.00
3005	Special Legal	.00	1,000.00	1,000.00	.00
3009	Oth Professional Services	169,625.08	160,000.00	160,000.00	.00
3020	Telephone & Fax Landline	2,097.94	1,080.00	2,050.00	970.00
3021	Postage	.00	250.00	100.00	(150.00)
3022	Cell Phone & Pagers	2,753.22	3,800.00	3,800.00	.00
3025	Data/Video Circuit	5,666.64	5,487.00	5,990.00	503.00
3027	Telephone Purchase/Maint	.00	1,407.00	1,407.00	.00
3030	Travel	.00	150.00	150.00	.00
3031	Common Carrier	356.70	500.00	500.00	.00
3040	Advertising & Publication	288.70	500.00	500.00	.00
3052	Fire & Extended Coverage	56,269.56	60,575.00	60,575.00	.00
3053	Fleet Liability	39,816.45	41,521.00	43,592.00	2,071.00
3060	Utilities-Electricity	11,312.52	10,500.00	10,500.00	.00
3061	Utilities-Gas	4,747.17	13,000.00	13,000.00	.00
3062	Utilities-Water	3,301.89	9,360.00	9,360.00	.00
3063	Utilities-Waste Disposal	8,953.77	22,800.00	22,800.00	.00
3071	Rent-Machinery & Equip	55,306.08	73,140.00	73,140.00	.00
3075	Postage Mach/PO Box Rent	68.00	100.00	100.00	.00
3090	Dues & Memberships	347.20	2,218.00	2,000.00	(218.00)
3094	Meals & Lodging	1,876.63	3,500.00	3,500.00	.00
3098	Judgements & Damages	326.15	4,000.00	2,000.00	(2,000.00)
3100	Other Miscellaneous	147.55	.00	.00	.00
3101	Training & Education	1,365.00	1,000.00	1,000.00	.00
3102	Software,Supt/Maint Agmnt	499.99	2,800.00	2,800.00	.00
3104	Books	285.35	782.00	782.00	.00
3117	Sales Tax	96,786.79	.00	.00	.00
3158	Special Project	783,022.35	350,000.00	350,000.00	.00
	<i>Other Services and Charges Totals</i>	<u>\$1,249,555.84</u>	<u>\$794,970.00</u>	<u>\$796,146.00</u>	<u>\$1,176.00</u>
	<i>Capital Outlay</i>				
4005	Vehicles	36,745.00	200,000.00	130,960.00	(69,040.00)
4007	Co Mtch Adv-Rd Const/Mnt	44,000.00	44,000.00	44,000.00	.00
4011	Capital Sales Tax	693.03	.00	.00	.00
4013	Small Machinery & Equip	3,016.69	.00	2,500.00	2,500.00
4014	Heavy Machinery & Equip	240,098.00	331,000.00	548,266.00	217,266.00
4016	Computer Equip Purchase	.00	3,000.00	1,200.00	(1,800.00)
4017	Other Equipment Purchase	11,017.27	834.00	.00	(834.00)
	<i>Capital Outlay Totals</i>	<u>\$335,569.99</u>	<u>\$578,834.00</u>	<u>\$726,926.00</u>	<u>\$148,092.00</u>



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Finance	Increase/Decrease
Fund	2000 - Road Fund				
	Department 0200 - County Road				
	<i>Interfund Transfers</i>				
9993	Transfers	307,746.00	340,846.00	337,253.00	(3,593.00)
9998	County Judge/Road Allocation	138,071.00	144,131.00	144,497.00	366.00
	<i>Interfund Transfers Totals</i>	<u>\$445,817.00</u>	<u>\$484,977.00</u>	<u>\$481,750.00</u>	<u>(\$3,227.00)</u>
	Department 0200 - County Road Totals	<u>\$6,384,149.62</u>	<u>\$7,616,174.00</u>	<u>\$7,359,209.00</u>	<u>(\$256,965.00)</u>
Fund	2000 - Road Fund Totals	<u>\$6,384,149.62</u>	<u>\$7,616,174.00</u>	<u>\$7,359,209.00</u>	<u>(\$256,965.00)</u>

2017 PERSONNEL SCHEDULE

2000 Road Fund
0200 County Road

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u>Grade Min</u>	<u>Grade Max</u>	<u>Budget Amount</u>
020041001 - Road Superintendent	17 - 17	104 - Reg. Full-Time Exempt	36,621	54,932	51,500
020040801 - Assistant Road Superintendent	12 - 12	104 - Reg. Full-Time Exempt	29,931	44,896	40,751
020046401 - Shop Foreman	10 - 10	100 - Work Full Time	28,318	41,441	52,749
020040601 - Road Dept Office Manager	08 - 08	100 - Work Full Time	26,114	36,867	47,286
020045801 - Senior Motor Patrol Operator	08 - 08	100 - Work Full Time	26,114	36,867	40,060
020045802 - Senior Motor Patrol Operator	08 - 08	100 - Work Full Time	26,114	36,867	37,473
020045201 - Senior HEO/Oil Distributor	08 - 08	100 - Work Full Time	26,114	36,867	32,277
020045401 - Senior HEO/Sign/Database	08 - 08	100 - Work Full Time	26,114	36,867	38,999
020047001 - Sr Heavy Equipment Operator	08 - 08	100 - Work Full Time	26,114	36,867	37,623
020047002 - Sr Heavy Equipment Operator	08 - 08	100 - Work Full Time	26,114	36,867	32,710
020047601 - Sr Heavy Equipment Operator	08 - 08	100 - Work Full Time	26,114	36,867	27,984
020047201 - Sr HEO Bridge Maintenance	08 - 08	100 - Work Full Time	26,114	36,867	35,970
020047401 - Sr HEO Mowing Crew Supervisor	08 - 08	100 - Work Full Time	26,114	36,867	39,037
020024601 - Assistant Shop Foreman	05 - 05	100 - Work Full Time	21,848	30,844	32,924
020045603 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	25,042
020024602 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	45,379
020024603 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	23,722
020024604 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	27,318
020024605 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	24,581
020024606 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	25,235
020024607 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	27,318
020024608 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	27,479
020024609 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	25,042
020024610 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	27,495
020024611 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	25,235
020024612 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	38,425
020024613 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	25,041
020048201 - Parts and Inventory	05 - 05	100 - Work Full Time	21,848	30,844	26,475
020045601 - Senior Mechanic	05 - 05	100 - Work Full Time	21,848	30,844	28,750
020045602 - Senior Mechanic	05 - 05	100 - Work Full Time	21,848	30,844	26,092
020032001 - Mechanic	03 - 03	100 - Work Full Time	19,004	26,830	22,660
020032002 - Mechanic	03 - 03	100 - Work Full Time	19,004	26,830	22,660
020030801 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	22,017
020030802 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	22,017
020030803 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	22,017
020030804 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	22,017
020030805 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	22,017
020030806 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	21,308
020030807 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	21,630
020030808 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	20,687
050503401 - Assistant Admin/Public Safety	16 - 16	(1) 104 - Reg. Full-Time Exempt	35,284	52,926	24,827
050515201 - Dept Emerg Mgmt Coordinator	13 - 13	(2) 104 - Reg. Full-Time Exempt	31,269	46,904	19,543
Total Positions:	40			Full Time Annual Salaries Subtotal:	1,259,372

2017 PERSONNEL SCHEDULE

2000 Road Fund

0200 County Road

REGULAR PART TIME / SEASONAL / EXTRA HELP

<u>Position Number / Title</u>	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Rate</u>	<u>Budget Amount</u>
020042001 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9	10,730
020042002 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9	10,730
020042003 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9	10,730
020042004 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9	10,730
020042005 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9	10,730
020042006 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9	10,730
020042007 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9	10,730
020042008 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9	10,730

Total Positions:

8

Total Part Time Seasonal:

85,840

Total Salaries: 1,345,212

- (1) Annual Salary \$49,656 Prorated - Position counted in Department 0505
 50% (\$24,828) Dept. 0505 - Dept. of Emergency Management
 50% (\$24,828) Dept. 0200 - County Road
- (2) Annual Salary \$39,086 Prorated - Position counted in Department 0505
 50% (\$19,543) Dept. 0505 - Dept. of Emergency Management
 50% (\$19,543) Dept. 0200 - County Road



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund	2000 - Road Fund	
Department	0200 - County Road	
Account	2001 - General Supplies	
2000-0200 2001	Paper, pens, toner, printing	9,000.00
	Account 2001 - General Supplies Totals	<u>\$9,000.00</u>
Account	2002 - Small Equipment	
2000-0200 2002	Flares, streamlights, saws, asphalt rakes, fuel tanks	11,000.00
	Account 2002 - Small Equipment Totals	<u>\$11,000.00</u>
Account	2006 - Clothing & Uniforms	
2000-0200 2006	Pants, shirts, jackets, hats, safety glasses	10,000.00
	Account 2006 - Clothing & Uniforms Totals	<u>\$10,000.00</u>
Account	2023 - Parts & Repairs	
2000-0200 2023	Additional repairs to equipment	150,000.00
	Account 2023 - Parts & Repairs Totals	<u>\$150,000.00</u>
Account	2024 - Maint & Service Contracts	
2000-0200 2024	Corley Electric CCO 2016-147	1,620.00
2000-0200 2024	Motorola CCO 2016-88	5,400.00
2000-0200 2024	Signal Tek CCO 2012-143	1,400.00
2000-0200 2024	Terminix CCO 2015-159	300.00
2000-0200 2024	Terminix Liquid Defend CCO 2015-159	250.00
2000-0200 2024	Wight Office CCO 2016-25	385.00
	Account 2024 - Maint & Service Contracts Totals	<u>\$9,355.00</u>
Account	2033 - Machinery & Equipment-R/M	
2000-0200 2033	Additional repairs to equipment	85,000.00
	Account 2033 - Machinery & Equipment-R/M Totals	<u>\$85,000.00</u>
Account	3071 - Rent-Machinery & Equip	
2000-0200 3071	Backhoe	5,500.00
2000-0200 3071	Compactor	21,600.00
2000-0200 3071	Dozer D5	15,000.00
2000-0200 3071	Mountain Spring Water	200.00
2000-0200 3071	Oxygen Rental	840.00
2000-0200 3071	Rubber Tire Roller	12,000.00
2000-0200 3071	Trackhoe	18,000.00
	Account 3071 - Rent-Machinery & Equip Totals	<u>\$73,140.00</u>
Account	4005 - Vehicles	
2000-0200 4005	4x4 Zone Trucks	50,960.00
2000-0200 4005	Dump Trucks	80,000.00
	Account 4005 - Vehicles Totals	<u>\$130,960.00</u>
Account	4013 - Small Machinery & Equip	
2000-0200 4013	Trash Pump	2,500.00
	Account 4013 - Small Machinery & Equip Totals	<u>\$2,500.00</u>
Account	4014 - Heavy Machinery & Equip	
2000-0200 4014	Caterpillar Bulldozer D5K2 HRC	113,867.00
2000-0200 4014	Caterpillar CBS4B-MN Paving & Compaction Roller	130,000.00
2000-0200 4014	Caterpillar M314F Excavator	220,399.00
2000-0200 4014	Cimline 150 DH Magma Crack Sealer	49,000.00
2000-0200 4014	Trailking TKT50 Backhoe Trailer	35,000.00
	Account 4014 - Heavy Machinery & Equip Totals	<u>\$548,266.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2017

G/L Account	Transaction	Total Amount
EXPENSES		
Fund 2000 - Road Fund		
Department 0200 - County Road		
Account 4016 - Computer Equip Purchase		
2000-0200 4016	Computer Replacement Plan (1) Laptop	1,200.00
	Account 4016 - Computer Equip Purchase Totals	<u>\$1,200.00</u>
Account 2030 - Concrete		
2000-0200 2030	Repair to bridge floors required by state	2,000.00
	Account 2030 - Concrete Totals	<u>\$2,000.00</u>
	Department 0200 - County Road Totals	<u>\$1,032,421.00</u>
	Fund 2000 - Road Fund Totals	<u>\$1,032,421.00</u>

2017 Part-time/Seasonal Recap

Office/Department: 0200 - County Road

Fund: 2000 Road Fund

Does this department have part-time, extra help or seasonal positions? Yes

Position Title	2017 Date Start	2017 Date End	2017 # Hrs Worked Per Week	2017 Total # Weeks	2016 Rate	2017 Rate	2016 Annual Budget	Amount of Annual Request for 2017	Amount of Increase/Decrease 2016/2017
020042001 Seasonal Mower	01/01/2017	12/31/2017	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042002 Seasonal Mower	01/01/2017	12/31/2017	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042003 Seasonal Mower	01/01/2017	12/31/2017	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042004 Seasonal Mower	01/01/2017	12/31/2017	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042005 Seasonal Mower	01/01/2017	12/31/2017	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042006 Seasonal Mower	01/01/2017	12/31/2017	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042007 Seasonal Mower	01/01/2017	12/31/2017	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042008 Seasonal Mower	01/01/2017	12/31/2017	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
Total:							\$85,840	\$85,840	\$0

Please provide an explanation of requested increase or decrease to the annual amount as well as any other comment or explanation of the part-time or seasonal position:

2017 Overtime Justification

Office/Department: 0200 - County Road

Fund 2000 Road Fund

Do you currently budget overtime pay for this department? Yes

2016 Budgeted Overtime	2017 Budget	Difference
20,000	20,000	0.00

Explain why funds are appropriated to pay overtime instead of comp time or schedule adjustment:

The Sebastian County Road Department is on call 24 hours per day, 7 days per week for emergency road service. The Road Department can be called out at any time for inclement weather, natural disasters, hazmat spills, or anything that is concerning the Sebastian County Road System and the safety of the citizens on the road system. Due to the demands of special projects for the Road Department it is not feasible to schedule off comp time approved. When road work is in process, the comp time does not always allow crews to leave at normal time.

Is this overtime request due to a special event or project? Yes No

Has an agreement been signed providing funding for this overtime?

(Example: federal funding for special project) Yes No

Capital Justification Form

Office/Department:0200 - County Road

Fund: 2000 Road Fund

Cost Information:

Line Item: 4014 - Heavy Machinery &
Equipment
Number of Units: 1
Unit Cost: \$113867.00
Purchase Price: \$113,867.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$113,867.00

Description of Item Requested:

Caterpillar Bulldozer D5K2 HRC Track Type Tractors with all standard equipment.

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The 1997 D5MXL Bulldozer is being replaced due to age, this machine has served the County well for close to 20 years. It is in relatively good condition for its age. It is used on a regular basis. I have received quotes for a new comparable dozer from multiple dealers. They all are just shy of \$150,000. I have an informal quote for trade in of \$25,000. If we do not receive a trade of at least \$25,000, I would suggest keeping it for a back up and for big jobs, where 2 dozers would be needed.

Capital Justification Form

Office/Department:0200 - County Road

Fund: 2000 Road Fund

Cost Information:

Line Item: 4005 - Vehicles
Number of 1
Units:
Unit Cost: \$80000.00
Purchase Price: \$80,000.00
Installation
Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$80,000.00

Description of Item Requested:

8 Yard Dump Truck

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Truck 246 is being replaced due to very poor specs. This truck is extremely under powered and almost useless to the Road department. When this truck was purchased it was a first generation of its kind. The 215HP engine is extremely underpowered thus results in drivers riding the clutch more often than usual. Resulting in unusual amount of transmission troubles. I expect a good trade-in with this truck due to age. We have specs for a better truck to replace this with. We want a truck that can haul the heavier loads that we are forced to haul in this era of Road maintenance.

Capital Justification Form

Office/Department:0200 - County Road

Fund: 2000 Road Fund

Cost Information:

Line Item: 4014 - Heavy Machinery &
Equipment
Number of Units: 1
Unit Cost: \$49000.00
Purchase Price: \$49,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$49,000.00

Description of Item Requested:

Cimline 150 DH Magma Crack Sealer, equipped with 150 gallon tank capacity, diesel engine & burner, strobe light, 2" ball hitch

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The 2006 Cimline 110 Magma Crack Sealing machine is being replaced due to age. This machine is crucial to the Road maintenance program. The one we have now is 10 years old. This machine is used during the winter months to fill cracks to preserve asphalt. The vendor does not wish to do a trade-in. We will need to use Gov Deals to dispose of this unit and recover some of the purchase price.

Capital Justification Form

Office/Department:0200 - County Road

Fund: 2000 Road Fund

Cost Information:

Line Item: 4014 - Heavy Machinery &
Equipment
Number of Units: 1
Unit Cost: \$130000.00
Purchase Price: \$130,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$130,000.00

Description of Item Requested:

Caterpillar CB54B-MN Paving and Compaction Roller with all standard equipment

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The 2002 Ingersol DD-90 is being replaced due to age. This machine is used for compaction on dirt jobs as well as asphalt jobs. It is used on a regular basis. Therefore, we would like to keep the older one for dirt jobs and for back-up on asphalt. We would like to trade-in the 2003 Ferguson 11 Wheel Roller.

Capital Justification Form

Office/Department:0200 - County Road

Fund: 2000 Road Fund

Cost Information:

Line Item: 4014 - Heavy Machinery &
Equipment
Number of Units: 1
Unit Cost: \$35000.00
Purchase Price: \$35,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$35,000.00

Description of Item Requested:

Trailking TKT50 Backhoe Trailer

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The 1995 DT255-2EP Backhoe trailer is being replaced due to age and it has too small of a load rating for our heavier equipment. We wish to replace this unit with a tilt type trailer rated for 50,000 lbs. As a pintle hitch trailer it could be used for nearly all of our hauling needs. There are times that we need to transport several pieces of equipment and we just do not have enough heavy rated trailers. We would be selling the trailer we currently have on Gov Deals.

Capital Justification Form

Office/Department:0200 - County Road

Fund: 2000 Road Fund

Cost Information:

Line Item: 4014 - Heavy Machinery &
Equipment
Number of Units: 1
Unit Cost: \$220399.00
Purchase Price: \$220,399.00
Installation
Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$220,399.00

Description of Item Requested:

Caterpillar M314F Excavator

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

The 2000 Gradall is being replaced due to age and maintenance costs. This machine is over 16 years old and in my opinion is a money pit. I believe due to the cost difference between the gradall and a conventional smaller trackhoe or even a rubber tire excavator with the correct attachments will be a considerable savings to the County. The gradall not only costs more to purchase, it is very expensive to maintain and has a more than average "down time" record. My quotes for a replacement gradall have come back at \$315,000 as opposed to just under \$200,000 for a machine that can do the same job and also be used in ther areas of road maintenance. We have been quoted a trade-in value of \$8,000. I would prefer to take our chances on Gov. Deals online auction and bid for Excavator.

Capital Justification Form

Office/Department:0200 - County Road

Fund: 2000 Road Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of Units: 1
Unit Cost: \$2500.00
Purchase Price: \$2,500.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$2,500.00

Description of Item Requested:

Trash Pump for Bridge Crew

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

Trash Pump for Bridge Crew

Capital Justification Form

Office/Department:0200 - County Road

Fund: 2000 Road Fund

Cost Information:

Line Item: 4005 - Vehicles
Number of 2
Units:
Unit Cost: \$25480.00
Purchase Price: \$50,960.00
Installation
Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$50,960.00

Description of Item Requested:

(2) 4 x 4 Zone Trucks, replaces 149, & 151

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

These trucks will replace 149 & 151 and will be placed with our 24 hour on call employees.

Capital Justification Form

Office/Department:0200 - County Road

Fund: 2000 Road Fund

Cost Information:

Line Item: 4007 - County Matching
Advance-Road Cons
Number of Units: 1
Unit Cost: \$44000.00
Purchase Price: \$44,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$44,000.00

Description of Item Requested:

County Matching for State Aid Project

Needs Analysis:

Replacement per capital replacement plan? No
Attach copy of your capital replacement plan:
Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification: