

**2016 PROPOSED BUDGET
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2016 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 2016 budget year.

1. Continue Financial Planning for monitoring year end balance, cash flow, use of balance in annual budget and actual revenues compared to actual revenues. Update the Facilities Master Plan to address current and future uses of the several County-owned facilities.
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 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.
6. Implement updates to various County policies and procedures, specifically the Pay Policy and Computer/Internet Use Policy.
7. Facilitate the development of effective training and safety plans.
8. Improve the general public's accessibility to County facilities, particularly in regard to parking around the courthouses.
9. Continue the improvements to the 4th & Parker Annex to make it a secure and comfortable office and storage environment.
10. Implement reorganization of the Golf Course, and with the Park Board and Park Staff, continue to evaluate golf course fee structure, play policies, marketing strategies, and overall operations within revenues.
11. 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.
12. 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.
13. With the Ambulance Department, continue to evaluate ambulance operations policies, billing and revenues. Evaluate and increase the \$18 Ambulance user fee collected on personal property statements. Complete cost analysis of EMS Facilities to renovate and/or construct EMS building in 2016.
14. 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0100	County Judge			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$217,521.40	\$205,165.00	\$206,056.00	\$891.00
1003	Extra Help	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$16,163.49	\$16,032.00	\$15,782.00	(\$250.00)
1007	Retirement	\$30,901.62	\$30,932.00	\$29,913.00	(\$1,019.00)
1009	Health Insurance Matching	\$24,152.00	\$29,904.00	\$39,936.00	\$10,032.00
1010	Workmen's Compensation	\$385.60	\$471.00	\$552.00	\$81.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$365.48	\$357.00	\$392.00	\$35.00
1017	Col/Merit	\$0.00	\$4,103.00	\$0.00	(\$4,103.00)
1021	Longevity	\$400.00	\$300.00	\$240.00	(\$60.00)
1023	Dental Insurance-Matching	\$3,053.42	\$2,218.00	\$2,597.00	\$379.00
1040	Affordable Care Act	\$378.00	\$507.00	\$508.00	\$1.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$293,321.01	\$289,989.00	\$295,976.00	\$5,987.00
<u>Supplies</u>					
2001	General Supplies	\$5,718.68	\$6,500.00	\$6,500.00	\$0.00
2002	Small Equipment	\$1,481.61	\$750.00	\$750.00	\$0.00
2005	Food/Supplies	\$363.35	\$1,000.00	\$1,000.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$32.91	\$200.00	\$200.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$900.00	\$900.00	\$0.00
2038	Lic & Fees For Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
2040	Botanical & Agricultural	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$7,596.55	\$9,350.00	\$9,350.00	\$0.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3005	Special Legal	\$2,009.00	\$10,000.00	\$10,000.00	\$0.00
3009	Oth Professional Services	\$43.85	\$1,000.00	\$1,000.00	\$0.00
3020	Telephone & Fax Landline	\$2,574.17	\$3,388.00	\$2,028.00	(\$1,360.00)
3021	Postage	\$232.90	\$2,300.00	\$2,300.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$0.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$447.39	\$1,500.00	\$3,000.00	\$1,500.00
3031	Common Carrier	\$1,166.99	\$0.00	\$3,000.00	\$3,000.00
3040	Advertising & Publication	\$0.00	\$3,000.00	\$3,000.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0100	County Judge			
3071	Rent-Machinery & Equip	\$355.59	\$1,700.00	\$1,700.00	\$0.00
3075	Postage Mach/PO Box Rent	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$1,130.47	\$5,870.00	\$5,870.00	\$0.00
3094	Meals & Lodging	\$3,943.02	\$4,000.00	\$5,000.00	\$1,000.00
3098	Judgements & Damages	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$2,100.59	\$3,000.00	\$3,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$273.00	\$300.00	\$300.00	\$0.00
3104	Books	\$0.00	\$0.00	\$0.00	\$0.00
3157	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$14,276.97	\$36,058.00	\$40,198.00	\$4,140.00
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$3,898.11	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$3,898.11	\$0.00	\$0.00	\$0.00
Department Total: County Judge		(\$319,092.64)	(\$335,397.00)	(\$345,524.00)	(\$10,127.00)

2016 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>
010002001 - Administrative Secretary/Recpt	07 - 07	100 - Work Full Time	24,693	34,860	33,774
010012601 - County Administrator	17 - 17	104 - Reg. Full-Time Exempt	36,621	54,932	49,101
010013201 - County Judge	DEO - DEO (1)	140 - Elected Official			88,647
010022601 - Executive Assistant	10 - 10	104 - Reg. Full-Time Exempt	28,318	41,441	34,534
Total Positions:	<u>4</u>			Full Time Annual Salaries Subtotal:	<u>206,056</u>
				Total Salaries:	<u>206,056</u>

(1) Annual Salary \$88,647



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0100 - County Judge			
Account	2001 - General Supplies			
1000-0100 2001	pen pencils paper copy machine general office supplies	1.00	6,500.00	6,500.00
	Account 2001 - General Supplies Totals	Transactions	1	<u>\$6,500.00</u>
Account	2002 - Small Equipment			
1000-0100 2002	calculators transcriber equipment other small office equip	1.00	750.00	750.00
	Account 2002 - Small Equipment Totals	Transactions	1	<u>\$750.00</u>
Account	2005 - Food/Supplies			
1000-0100 2005	food purchased for meetings	1.00	1,000.00	1,000.00
	Account 2005 - Food/Supplies Totals	Transactions	1	<u>\$1,000.00</u>
Account	2009 - Computer Accessories			
1000-0100 2009	Comp. memory/laptopbatteries/cables and power supplies	1.00	200.00	200.00
	Account 2009 - Computer Accessories Totals	Transactions	1	<u>\$200.00</u>
Account	2033 - Machinery & Equipment-R/M			
1000-0100 2033	Repair parts and labor for office equipment	1.00	900.00	900.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions	1	<u>\$900.00</u>
Account	3005 - Special Legal			
1000-0100 3005	contractual legal services as required	1.00	10,000.00	10,000.00
	Account 3005 - Special Legal Totals	Transactions	1	<u>\$10,000.00</u>
Account	3009 - Oth Professional Services			
1000-0100 3009	Professional services that may be required /admin procedures	1.00	1,000.00	1,000.00
	Account 3009 - Oth Professional Services Totals	Transactions	1	<u>\$1,000.00</u>
Account	3020 - Telephone & Fax Landline			
1000-0100 3020	funds to support the lease of telephone lines used by CJ staff	1.00	1,700.00	1,700.00
1000-0100 3020	Long Distance calls by County Judge Staff	1.00	1,688.00	1,688.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions	2	<u>\$3,388.00</u>
Account	3021 - Postage			
1000-0100 3021	Postage cost incurred by County Judge's Office	1.00	2,300.00	2,300.00
	Account 3021 - Postage Totals	Transactions	1	<u>\$2,300.00</u>
Account	3030 - Travel			
1000-0100 3030	Travel Expense for County Judge Office staff	1.00	3,000.00	3,000.00
	Account 3030 - Travel Totals	Transactions	1	<u>\$3,000.00</u>
Account	3031 - Common Carrier			
1000-0100 3031	Air fare for travel for educational training and conferences	1.00	3,000.00	3,000.00
	Account 3031 - Common Carrier Totals	Transactions	1	<u>\$3,000.00</u>
Account	3040 - Advertising & Publication			
1000-0100 3040	Registration for training seminars and conferences for CJ staff	1.00	3,000.00	3,000.00
	Account 3040 - Advertising & Publication Totals	Transactions	1	<u>\$3,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0100 - County Judge				
Account 3071 - Rent-Machinery & Equip	Postage machine rental / lease			
1000-0100 3071		1.00	1,700.00	1,700.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions	1	\$1,700.00
Account 3090 - Dues & Memberships	Dues/membership for professional organizations for CJO staff			
1000-0100 3090		1.00	5,870.00	5,870.00
	Account 3090 - Dues & Memberships Totals	Transactions	1	\$5,870.00
Account 3094 - Meals & Lodging	Meals/lodging/travel for education and professional conferences			
1000-0100 3094		1.00	5,000.00	5,000.00
	Account 3094 - Meals & Lodging Totals	Transactions	1	\$5,000.00
Account 3101 - Training & Education	Registration for training seminars and conferences for CJ staff			
1000-0100 3101		1.00	3,000.00	3,000.00
	Account 3101 - Training & Education Totals	Transactions	1	\$3,000.00
Account 3102 - Software,Supt/Maint Agmnt	Purchase of Software used by County Judge's Staff			
1000-0100 3102		1.00	300.00	300.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions	1	\$300.00
	Department 0100 - County Judge Totals	Transactions	18	\$50,908.00

2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0101	County Clerk			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$141,276.85	\$142,840.00	\$145,701.00	\$2,861.00
1002	Salaries,Part Time	\$7,042.75	\$9,048.00	\$9,048.00	\$0.00
1003	Extra Help	\$3,472.00	\$7,739.00	\$7,739.00	\$0.00
1006	Social Security Matching	\$11,552.95	\$12,448.00	\$12,448.00	\$0.00
1007	Retirement	\$22,201.81	\$22,876.00	\$22,473.00	(\$403.00)
1009	Health Insurance Matching	\$23,313.00	\$17,640.00	\$20,328.00	\$2,688.00
1010	Workmen's Compensation	\$193.28	\$255.00	\$301.00	\$46.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$340.20	\$341.00	\$343.00	\$2.00
1017	Col/Merit	\$0.00	\$2,857.00	\$0.00	(\$2,857.00)
1021	Longevity	\$180.00	\$240.00	\$240.00	\$0.00
1023	Dental Insurance-Matching	\$2,886.68	\$1,737.00	\$1,998.00	\$261.00
1040	Affordable Care Act	\$126.00	\$444.00	\$445.00	\$1.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$212,585.52	\$218,465.00	\$221,064.00	\$2,599.00
<u>Supplies</u>					
2001	General Supplies	\$13,255.02	\$20,000.00	\$20,000.00	\$0.00
2002	Small Equipment	\$4,205.42	\$3,000.00	\$3,000.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2020	Bldg Materials & Supplies	\$551.27	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$32.93	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2032	Bldg & Improvement-R/M	\$0.00	\$126.00	\$126.00	\$0.00
2033	Machinery & Equipment-R/M	\$272.86	\$600.00	\$600.00	\$0.00
<u>Total: Supplies</u>		\$18,317.50	\$23,726.00	\$23,726.00	\$0.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$272.84	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$5,156.35	\$4,582.00	\$2,952.00	(\$1,630.00)
3021	Postage	\$3,808.23	\$10,000.00	\$10,000.00	\$0.00
3022	Cell Phone & Pagers	\$580.03	\$876.00	\$600.00	(\$276.00)
3023	Internet Connection	\$1,724.40	\$1,710.00	\$1,710.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$134.40	\$500.00	\$500.00	\$0.00
3031	Common Carrier	\$488.00	\$0.00	\$1,000.00	\$1,000.00
3040	Advertising & Publication	\$226.50	\$0.00	\$0.00	\$0.00
3050	Official & Deputy Bond	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$441.00	\$441.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3073	Lease-Machinery and Equip	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0101	County Clerk			
3075	Postage Mach/PO Box Rent	\$0.00	\$894.00	\$894.00	\$0.00
3090	Dues & Memberships	\$719.32	\$1,000.00	\$1,000.00	\$0.00
3094	Meals & Lodging	\$402.07	\$1,000.00	\$1,000.00	\$0.00
3101	Training & Education	\$125.00	\$750.00	\$750.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$46.46	\$0.00	\$0.00	\$0.00
3157	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$13,683.60	\$21,753.00	\$20,847.00	(\$906.00)
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$3,250.00	\$3,250.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$3,250.00	\$3,250.00
Department Total: County Clerk		(\$244,586.62)	(\$263,944.00)	(\$268,887.00)	(\$4,943.00)

2016 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>
010108801 - Chief Deputy County Clerk	15 - 15	(2) 104 - Reg. Full-Time Exempt	33,946	50,918	22,736
010112801 - County Clerk	DEO - DEO	(1) 140 - Elected Official Exempt			41,335
010118601 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	30,816
010118602 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	31,663
010133601 - Office Manager County Clerk	11 - 11	(3) 100 - Work Full Time	28,592	42,888	19,151
Total Positions:	<u>5</u>			Full Time Annual Salaries Subtotal:	<u>145,701</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	12.0000	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	100.0000	2,699
010115402 - Deputy County Clerk	EHP - EHP	402 - Extra Help 280 Annual hrs.	1	9.0000	2,520
010115403 - Deputy County Clerk	EHP - EHP	402 - Extra Help 280 Annual hrs.	1	9.0000	2,520
Total Positions:	<u>3</u>		Total Part Time Extra Help:		<u>7,739</u>
			Total Salaries:		<u>162,488</u>

- (1) Annual Salary \$82,669 Prorated - Position counted in Dept. 0101 County Clerk
50% (\$41,335) Dept. 0101 County Clerk
50% (\$41,335) Dept. 0122 County Recorder
- (2) Annual Salary \$45,472 Prorated - Position counted in Dept. 0101 County Clerk
50% (\$22,736) Dept. 0101 County Clerk
50% (\$22,736) Dept. 0122 County Recorder
- (3) Annual Salary \$38,301 Prorated - Position counted in Dept. 0101 County Clerk
50% (\$19,151) Dept. 0101 County Clerk
50% (\$19,151) Dept. 0122 County Recorder
- (4) Annual Salary \$18,096 Prorated - Position counted in Dept. 0122 County Recorder
50% (\$ 9,048) Dept. 0101 County Clerk
50% (\$ 9,048) Dept. 0122 County Recorder

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
012211401 Clerical	01/01/2016	12/31/2016	29	26	\$12.00	\$12.00	\$9,048	\$9,048	\$0
010115401 Deputy Clerk	01/01/2016	12/31/2015	1.038	26	\$100.00	\$100.00	\$2,699	\$2,699	(\$0)
010115402 Deputy Clerk	01/01/2016	12/31/2016	10.77	26	\$9.00	\$9.00	\$2,520	\$2,520	\$0
010115403 Deputy Clerk	01/01/2016	12/31/2016	10.77	26	\$9.00	\$9.00	\$2,520	\$2,520	\$0
Total:							\$16,787	\$16,787	\$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:



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0101 - County Clerk				
Account 2001 - General Supplies				
1000-0101 2001	Preprinted materials, pens, Copier paper, etc	1.00	20,000.00	20,000.00
	Account 2001 - General Supplies Totals	Transactions 1		\$20,000.00
Account 2002 - Small Equipment				
1000-0101 2002	small equipment, dictaphones, file cabinets etc	1.00	3,000.00	3,000.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$3,000.00
Account 2032 - Bldg & Improvement-R/M				
1000-0101 2032	Maintenance and Repairs	1.00	126.00	126.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		\$126.00
Account 2033 - Machinery & Equipment-R/M				
1000-0101 2033	Maintenance and Repair for Equipment	1.00	600.00	600.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$600.00
Account 3020 - Telephone & Fax Landline				
1000-0101 3020	Line Lease for AT&T and Office Telephone LD	1.00	4,582.00	4,582.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$4,582.00
Account 3021 - Postage				
1000-0101 3021	Postage machine for daily operations and elections	1.00	10,000.00	10,000.00
	Account 3021 - Postage Totals	Transactions 1		\$10,000.00
Account 3022 - Cell Phone & Pagers				
1000-0101 3022	Cellular Phone (Sharon)	1.00	876.00	876.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$876.00
Account 3023 - Internet Connection				
1000-0101 3023	Cox Internet Services for Fort Smith and Greenwood Office	1.00	1,710.00	1,710.00
	Account 3023 - Internet Connection Totals	Transactions 1		\$1,710.00
Account 3030 - Travel				
1000-0101 3030	Travel for employee mileage, training seminars, etc	1.00	500.00	500.00
	Account 3030 - Travel Totals	Transactions 1		\$500.00
Account 3031 - Common Carrier				
1000-0101 3031	Conference and Meeting airfare	1.00	1,000.00	1,000.00
	Account 3031 - Common Carrier Totals	Transactions 1		\$1,000.00
Account 3053 - Fleet Liability				
1000-0101 3053	Auto Liability Insurance Premiums	1.00	441.00	441.00
	Account 3053 - Fleet Liability Totals	Transactions 1		\$441.00
Account 3075 - Postage Mach/PO Box Rent				
1000-0101 3075	Postage Rentals	1.00	894.00	894.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 1		\$894.00
Account 3090 - Dues & Memberships				
1000-0101 3090	Membership fee and dues	1.00	1,000.00	1,000.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$1,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0101 - County Clerk			
Account	3094 - Meals & Lodging			
1000-0101 3094	Lodging and meals for out of town meetings	1.00	1,000.00	1,000.00
	Account 3094 - Meals & Lodging Totals	Transactions	1	<u>\$1,000.00</u>
Account	3101 - Training & Education			
1000-0101 3101	Registration fees for continue education	1.00	750.00	750.00
	Account 3101 - Training & Education Totals	Transactions	1	<u>\$750.00</u>
Account	4016 - Computer Equip Purchase			
1000-0101 4016	Computer Replacement Plan (5) Printer	1.00	3,250.00	3,250.00
	Account 4016 - Computer Equip Purchase Totals	Transactions	1	<u>\$3,250.00</u>
	Department 0101 - County Clerk Totals	Transactions	16	<u>\$49,729.00</u>
	Fund 1000 - General Fund Totals	Transactions	34	<u>\$100,637.00</u>
	EXPENSES Totals	Transactions	34	<u>\$100,637.00</u>
	Grand Totals	Transactions	34	<u>\$100,637.00</u>

2016 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 recordation 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 2016 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 for.

Projects/Priorities:

- 1) Software conversion to JustWare went live on June 15, 2015. It is anticipated full transition may take four to six months as conversion of our records was not included. We are therefore doing conversion as cases are scheduled and/or reopened. Our goal is that other departments that interface with our office will go live in JustWare as well to complete the transition.
- 2) Review and modification of deputy job descriptions as well as updating desk-manuals to reflect any legislative changes in procedures for the various divisions of circuit court. All documentation has been submitted to HR, meetings have been scheduled and a final report should be completed in November or December for the Quorum Courts consideration.
3. Conversion from CMS to Contexte for providing the State with case statistics pursuant to AOC regulations.
4. Digitizing of court records prior to 2009 so that case history is not lost in all divisions of court.
5. Continue to monitor record storage. Additional shelving was added in 2013 to the 4th and Parker facility which helped tremendously. Record storage in the Greenwood Courthouse is again a priority for 2016 and needs the attention of the County Judge's office to assist in providing this office additional space in that facility;
6. 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 2016 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 Commissioner's Fees Account	1,000.00	0	Supplies/Replacement of Machinery Equip, i.e., Latham Date/Time Stamps	01/01/16-12/31/16
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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0102	Circuit Clerk			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$610,497.85	\$616,165.00	\$628,445.00	\$12,280.00
1002	Salaries, Part Time	\$22,650.73	\$23,385.00	\$23,374.00	(\$11.00)
1003	Extra Help	\$0.00	\$0.00	\$0.00	\$0.00
1005	OT & Other Premium Comp	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$47,000.05	\$48,835.00	\$50,071.00	\$1,236.00
1007	Retirement	\$93,981.95	\$94,223.00	\$94,905.00	\$682.00
1009	Health Insurance Matching	\$91,618.00	\$115,800.00	\$125,976.00	\$10,176.00
1010	Workmen's Compensation	\$775.69	\$964.00	\$1,207.00	\$243.00
1011	Unemployment Compensation	\$34,833.00	\$451.00	\$0.00	(\$451.00)
1016	Life Insurance	\$1,644.30	\$1,653.00	\$1,666.00	\$13.00
1017	Col/Merit	\$0.00	\$12,323.00	\$0.00	(\$12,323.00)
1021	Longevity	\$2,340.00	\$2,340.00	\$2,700.00	\$360.00
1023	Dental Insurance-Matching	\$10,829.70	\$8,462.00	\$9,732.00	\$1,270.00
1029	Retirement Matching EO	\$2,026.18	\$2,027.00	\$2,067.00	\$40.00
1040	Affordable Care Act	\$1,512.00	\$2,153.00	\$2,159.00	\$6.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$919,709.45	\$928,781.00	\$942,302.00	\$13,521.00
<u>Supplies</u>					
2001	General Supplies	\$33,902.30	\$39,321.00	\$40,000.00	\$679.00
2002	Small Equipment	\$599.46	\$1,000.00	\$1,000.00	\$0.00
2005	Food/Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$767.76	\$800.00	\$1,000.00	\$200.00
2008	Tires and Tubes	\$0.00	\$500.00	\$500.00	\$0.00
2009	Computer Accessories	\$293.04	\$700.00	\$700.00	\$0.00
2023	Parts & Repairs	\$557.41	\$300.00	\$300.00	\$0.00
2024	Maint & Service Contracts	\$214.01	\$26,524.00	\$26,524.00	\$0.00
2033	Machinery & Equipment-R/M	\$3,351.74	\$2,500.00	\$4,000.00	\$1,500.00
2038	Lic & Fees For Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$39,685.72	\$71,645.00	\$74,024.00	\$2,379.00
<u>Other Services and Charges</u>					
3005	Special Legal	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$1,639.47	\$2,500.00	\$2,500.00	\$0.00
3020	Telephone & Fax Landline	\$5,872.80	\$5,500.00	\$3,384.00	(\$2,116.00)
3021	Postage	\$6,270.30	\$6,383.00	\$6,383.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$0.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$2,151.92	\$1,960.00	\$1,960.00	\$0.00
3027	Telephone Purchase/Maint	\$1,035.56	\$455.00	\$500.00	\$45.00
3030	Travel	\$47.96	\$200.00	\$500.00	\$300.00
3031	Common Carrier	\$0.00	\$0.00	\$1,000.00	\$1,000.00
3040	Advertising & Publication	\$1,357.00	\$700.00	\$1,500.00	\$800.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0102	Circuit Clerk			
3053	Fleet Liability	\$732.00	\$775.00	\$775.00	\$0.00
3071	Rent-Machinery & Equip	\$5,190.29	\$200.00	\$200.00	\$0.00
3075	Postage Mach/PO Box Rent	\$690.43	\$2,500.00	\$2,500.00	\$0.00
3090	Dues & Memberships	\$1,604.67	\$800.00	\$1,000.00	\$200.00
3094	Meals & Lodging	\$752.27	\$500.00	\$500.00	\$0.00
3101	Training & Education	\$125.00	\$0.00	\$750.00	\$750.00
3102	Software,Supt/Maint Agmnt	\$13,765.00	\$15,000.00	\$15,000.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3157	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$41,234.67	\$37,473.00	\$38,452.00	\$979.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$1,830.00	\$1,830.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$26,558.39	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$26,558.39	\$0.00	\$1,830.00	\$1,830.00
Department Total: Circuit Clerk		(\$1,027,188.23)	(\$1,037,899.00)	(\$1,056,608.00)	(\$18,709.00)

2016 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>
010208401 - Chief Deputy Circuit Clerk	15 - 15	104 - Reg. Full-Time Exempt	33,946	50,918	45,472
010210001 - Circuit Clerk	DEO - DEO	142 - Elected Official-New 7/01/11			82,669
010216401 - Deputy Clerk	07 - 07	100 - Work Full Time	24,693	34,860	38,106
010216402 - Deputy Clerk	07 - 07	100 - Work Full Time	24,693	34,860	29,357
010216403 - Deputy Clerk	07 - 07	100 - Work Full Time	24,693	34,860	36,333
010216404 - Deputy Clerk	07 - 07	100 - Work Full Time	24,693	34,860	34,528
010216801 - Deputy Clerk/Chancery	07 - 07	100 - Work Full Time	24,693	34,860	41,411
010217001 - Deputy Clerk/Circuit	07 - 07	100 - Work Full Time	24,693	34,860	35,652
010217002 - Deputy Clerk/Circuit	07 - 07	100 - Work Full Time	24,693	34,860	28,049
010217201 - Deputy Clerk/Civil	07 - 07	100 - Work Full Time	24,693	34,860	27,802
010217401 - Deputy Clerk/Criminal	07 - 07	100 - Work Full Time	24,693	34,860	26,206
010217402 - Deputy Clerk/Criminal	07 - 07	100 - Work Full Time	24,693	34,860	29,536
010217601 - Deputy Clerk/Juvenile	07 - 07	100 - Work Full Time	24,693	34,860	28,803
010217801 - Deputy Clerk/Records Mgmt	07 - 07	100 - Work Full Time	24,693	34,860	29,978
010234201 - Office Mgr. Circuit Clerk	12 - 12	100 - Work Full Time	29,931	44,896	48,220
010247801 - Sr. Deputy Clerk/Criminal	08 - 08	100 - Work Full Time	26,114	36,867	32,227
010248001 - Sr. Deputy Clerk/Juvenile	08 - 08	100 - Work Full Time	26,114	36,867	34,102
Total Positions:	<u>17</u>			Full Time Annual Salaries Subtotal:	<u>628,451</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	10.5000	15,834
010241201 - Scanning Clerk	RPT - RPT	(1) 200 - Regular Part-Time 29	1	10.0000	7,540
Total Positions:	<u>2</u>		Total Regular Part Time:		<u>23,374</u>
			Total Salaries:		<u>651,825</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

PERSONNEL JUSTIFICATION FOR 2016 BUDGET

Office/Department: 0102 – Circuit Clerk
Fund: 1000 – General Fund

Request is for an additional staff member for 2016 Budget Year: Full-Time

1. Recommended Job Title
DEPUTY CIRCUIT CLERK, JUVENILE DIVISION
2. Does this job title already exist:
YES
3. Please state in short summary your justification to add additional staff:
Justification is necessary to assist the Juvenile Division of Circuit Court primarily by data entry of all orders, pleadings, statistical reporting, opening cases, docket entry of case proceedings, and distribution of records. Sebastian County ranked first across the State of total new cases filed in the juvenile division for 2014, surpassing filings in Pulaski County. The Dependent/Neglect cases have seen the largest rise, from 2014 to 2015 with an increase of 33%. Based on these statistics and the absence of one Deputy (who is required to be present in court five days a week leaving one juvenile deputy in the office to cover the entire workload) it is necessary to seek an additional position to support Juvenile Court.
4. What specific new areas of responsibility and day-to-day duties require or justify a new staff member?
Because of a new change in software and not having converted case files to the new software, it is necessary to do conversion one file at a time which, in juvenile cases, is extremely complex, requires an enormous amount of time, and creates backlog of current case filings which come in daily. The day-to-day duties remain the same but are compounded by the necessity of recreating data entry that previously was in existence in the old software and converting it to the new software as cases are reopened.
5. Explain why a part-time job of 29 hours or less per week will not meet your staffing needs.
Certainly a part-time job of 29 hours per week, rather than no assistance at all, would be helpful, however, a full time position is preferred to meet the needs of the juvenile division of Circuit Court with the increase in caseloads and the demands of in court duties.
6. If this position will generate additional income, how much income is projected from this additional personnel in the first budgeted year and one year thereafter.
Juvenile filings are primarily from the prosecuting attorney's office and the Department of Human Services which require no filing fee. There are rare instances where a private attorney may file an action in juvenile court with a filing fee of \$165.00, which would account for less than one percent of the total juvenile caseload.
7. List each job that has been added to your staff in the past five years by job title and budget year.
None.

Dated: JULY 28, 2015


DENORA COOMER, CIRCUIT CLERK



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0102 - Circuit Clerk				
Account 2001 - General Supplies				
1000-0102 2001	Toner/Copy Paper/Water/File Folders/Pens/Air Cans/Post It Pads	1.00	40,000.00	40,000.00
	Account 2001 - General Supplies Totals	Transactions 1		\$40,000.00
Account 2002 - Small Equipment				
1000-0102 2002	Desk top calculators replacement/items less than \$500	1.00	1,000.00	1,000.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$1,000.00
Account 2007 - Fuel, Oils & Lubricants				
1000-0102 2007	Fuel/Motor Oil/Lubricants/Antifreeze/Oil Chg/Filter	1.00	1,000.00	1,000.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		\$1,000.00
Account 2008 - Tires and Tubes				
1000-0102 2008	Tires/Tubes for County Vehicle	1.00	500.00	500.00
	Account 2008 - Tires and Tubes Totals	Transactions 1		\$500.00
Account 2009 - Computer Accessories				
1000-0102 2009	Battery Backups/Mouse/Cables	1.00	700.00	700.00
	Account 2009 - Computer Accessories Totals	Transactions 1		\$700.00
Account 2023 - Parts & Repairs				
1000-0102 2023	Parts used to replace & repair, as a specific need arises	1.00	300.00	300.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		\$300.00
Account 2024 - Maint & Service Contracts				
1000-0102 2024	F&E Check Protector-CCO2014-163	1.00	1,404.00	1,404.00
1000-0102 2024	Genus Technologies-CCO-2013-17	1.00	12,500.00	12,500.00
1000-0102 2024	Leaf - CCO-2013-149	1.00	4,608.00	4,608.00
1000-0102 2024	Milam Business Systems-CCO2014-107	1.00	4,212.00	4,212.00
1000-0102 2024	Wight Office Machines-CCO-2013-149 (Auto Renew)	5,000.00	.76	3,800.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 5		\$26,524.00
Account 2033 - Machinery & Equipment-R/M				
1000-0102 2033	Parts/Labor Costs for Services Performed	1.00	4,000.00	4,000.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$4,000.00
Account 3009 - Oth Professional Services				
1000-0102 3009	Vault Storage/Central Records Serv/Notary/Cleaning	1.00	2,500.00	2,500.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$2,500.00
Account 3020 - Telephone & Fax Landline				
1000-0102 3020	Telephone/Long Distance/Lease/Fax	1.00	5,500.00	5,500.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$5,500.00
Account 3021 - Postage				
1000-0102 3021	Stamps/Credits for Postage Meter machine/Prestamped Env	1.00	6,383.00	6,383.00
	Account 3021 - Postage Totals	Transactions 1		\$6,383.00
Account 3025 - Data/Video Circuit				
1000-0102 3025	Modem data communications/computers/computer circuits	1.00	1,960.00	1,960.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		\$1,960.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0102 - Circuit Clerk				
Account 1000-0102 3027	3027 - Telephone Purchase/Maint Replacement or Addition of Telephone in Offices	1.00	500.00	500.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		\$500.00
Account 1000-0102 3030	3030 - Travel Mileage/Parking/Cab/Shuttle Fees	1.00	500.00	500.00
	Account 3030 - Travel Totals	Transactions 1		\$500.00
Account 1000-0102 3031	3031 - Common Carrier Common commercial Carrier in performance of official duties	1.00	1,000.00	1,000.00
	Account 3031 - Common Carrier Totals	Transactions 1		\$1,000.00
Account 1000-0102 3040	3040 - Advertising & Publication Legal Publications/Probate per Court Order	1.00	1,500.00	1,500.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		\$1,500.00
Account 1000-0102 3053	3053 - Fleet Liability Ins Premium for County Vehicle	1.00	732.00	732.00
	Account 3053 - Fleet Liability Totals	Transactions 1		\$732.00
Account 1000-0102 3071	3071 - Rent-Machinery & Equip Rental of Equip/Mach w/Contract/Crt Order/Water Cooler Rent	1.00	12,500.00	12,500.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 1		\$12,500.00
Account 1000-0102 3075	3075 - Postage Mach/PO Box Rent Postage Machine Lease/POB Rentals	1.00	2,500.00	2,500.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 1		\$2,500.00
Account 1000-0102 3090	3090 - Dues & Memberships Dues/Memberships-Relative to County job functions	1.00	1,000.00	1,000.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$1,000.00
Account 1000-0102 3094	3094 - Meals & Lodging Expenses incurred while on County business (see travel policies)	1.00	500.00	500.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$500.00
Account 1000-0102 3101	3101 - Training & Education Registration fees for conferences/education & training material	1.00	750.00	750.00
	Account 3101 - Training & Education Totals	Transactions 1		\$750.00
Account 1000-0102 3102	3102 - Software,Supt/Maint Agmnt Developed software packages & related services	1.00	15,000.00	15,000.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		\$15,000.00
Account 1000-0102 4013	4013 - Small Machinery & Equip 3-LT TIME/DATE STAMPS	3.00	610.00	1,830.00
	Account 4013 - Small Machinery & Equip Totals	Transactions 1		\$1,830.00
	Department 0102 - Circuit Clerk Totals	Transactions 28		\$128,679.00

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
010219001 Deputy Circuit Clerk	01/01/2016	12/31/2016	29	52	\$10.50	\$10.50	\$15,834	\$15,834	\$0
010241201 Scanning Clerk	01/01/2016	12/31/2016	29	26	\$10.00	\$10.00	\$7,540	\$7,540	\$0
Total:							\$23,374	\$23,374	\$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:

Capital Justification Form

Office/Department:0102 - Circuit Clerk

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of 3
Units:
Unit Cost: \$610.00
Purchase Price: \$1,830.00
Installation \$0.00
Cost:
Warranty/Maint \$0.00
enance Cost:
Taxes:
Total:\$1,830.00

Description of Item Requested:

Latham Date/Time Stamps

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:

This request is to implement a five year replacement plan for the 15 Latham Date/Time stamps at 3 per year. Current stamps are over ten years old and require constant maintenance and repair.

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0107	Quorum Court			
<u>Personal Services - Salaries & Benefits</u>					
1002	Salaries,Part Time	\$86,825.44	\$86,826.00	\$88,569.00	\$1,743.00
1006	Social Security Matching	\$5,774.84	\$6,643.00	\$6,775.00	\$132.00
1009	Health Insurance Matching	\$85,569.00	\$65,520.00	\$75,504.00	\$9,984.00
1010	Workmen's Compensation	\$108.28	\$136.00	\$164.00	\$28.00
1011	Unemployment Compensation	\$272.98	\$105.00	\$0.00	(\$105.00)
1017	Col/Merit	\$0.00	\$1,737.00	\$0.00	(\$1,737.00)
1023	Dental Insurance-Matching	\$10,639.58	\$3,832.00	\$4,407.00	\$575.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$882.00	\$0.00	\$889.00	\$889.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$190,072.12	\$164,799.00	\$176,308.00	\$11,509.00
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2002	Small Equipment	\$8,375.31	\$0.00	\$0.00	\$0.00
2005	Food/Supplies	\$0.00	\$600.00	\$600.00	\$0.00
<u>Total: Supplies</u>		\$8,375.31	\$2,600.00	\$2,600.00	\$0.00
<u>Other Services and Charges</u>					
3030	Travel	\$568.08	\$705.00	\$705.00	\$0.00
3090	Dues & Memberships	\$195.00	\$195.00	\$195.00	\$0.00
3094	Meals & Lodging	\$666.65	\$650.00	\$650.00	\$0.00
3101	Training & Education	\$250.00	\$480.00	\$480.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$1,816.18	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$3,495.91	\$2,030.00	\$2,030.00	\$0.00
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Quorum Court		(\$201,943.34)	(\$169,429.00)	(\$180,938.00)	(\$11,509.00)

2016 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	264.6200	6,813
010726402 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	264.6200	6,813
010726403 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	264.6200	6,813
010726404 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	264.6200	6,813
010726405 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	264.6200	6,813
010726406 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	264.6200	6,813
010726407 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	264.6200	6,813
010726408 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	264.6200	6,813
010726409 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	264.6200	6,813
010726410 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	264.6200	6,813
010726411 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	264.6200	6,813
010726412 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	264.6200	6,813
010726413 - Justice of Peace	RPT - RPT	901 - Quorum Court / 26 Annual hrs.	1	264.6200	6,813
Total Positions:	<u>13</u>		Total Regular Part Time:		<u>88,569</u>
			Total Salaries:		<u>88,569</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0107 - Quorum Court				
Account 2001 - General Supplies				
1000-0107 2001	Printing for Budget and Plaques, office supplies	1.00	2,000.00	2,000.00
	Account 2001 - General Supplies Totals	Transactions 1		\$2,000.00
Account 2005 - Food/Supplies				
1000-0107 2005	Food for Quorum Court Meetings	1.00	600.00	600.00
	Account 2005 - Food/Supplies Totals	Transactions 1		\$600.00
Account 3030 - Travel				
1000-0107 3030	Travel to Conferences for Quorum Court Members	1.00	705.00	705.00
	Account 3030 - Travel Totals	Transactions 1		\$705.00
Account 3090 - Dues & Memberships				
1000-0107 3090	Membership dues for Quorum Court Members	1.00	195.00	195.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$195.00
Account 3094 - Meals & Lodging				
1000-0107 3094	Meals for Quorum Court Members that go to Conferences	1.00	650.00	650.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$650.00
Account 3101 - Training & Education				
1000-0107 3101	Training Registration for Quorum Court Members	1.00	480.00	480.00
	Account 3101 - Training & Education Totals	Transactions 1		\$480.00
	Department 0107 - Quorum Court Totals	Transactions 6		\$4,630.00

2016 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 Courthouse Maintenance Department provides services, as an extension of the County Judge's office, to all County facilities and each department of County government 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 general county funds. The Maintenance staff serves as technicians on building systems, as a construction crew for various projects, as troubleshooters for building problems, and as movers of equipment & furniture around as requested. Routine tasks such as groundskeeping 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 & appearance of existing facilities and the replacement of aging equipment as funds and requirements permit.

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

An ongoing goal for 2016 is the operation of the Courts Building. This project will directly impact planning and work for the next few years in the Fort Smith Courthouse, as this building becomes the "Administrative Offices". 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 2016 budget include interior improvements on the second and third floor. Work will also continue in the Greenwood Courthouse for interior upgrades and remodeling. Other specific goals include continuing work on the Parker Annex focusing on restrooms, storage of voting equipment, 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 2016. Another goal is to 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. Vo-tech classes are available in this area that would be beneficial to department employees in performing their jobs. A final goal of the Maintenance department is to continue to provide small-scale remodeling projects in various County facilities as needed. In the last few years, Courthouse Maintenance 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. Some of these projects are budgeted, some are contracted, and others arise throughout the course of the year and are performed by staff or contract as funding is 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? Yes

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0108	Courthouse Maintenance			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$197,411.93	\$203,810.00	\$207,891.00	\$4,081.00
1005	OT & Other Premium Comp	\$1,274.61	\$7,000.00	\$7,000.00	\$0.00
1006	Social Security Matching	\$14,736.69	\$16,503.00	\$16,512.00	\$9.00
1007	Retirement	\$29,574.31	\$31,841.00	\$31,298.00	(\$543.00)
1009	Health Insurance Matching	\$34,942.00	\$51,336.00	\$53,448.00	\$2,112.00
1010	Workmen's Compensation	\$4,035.63	\$4,403.00	\$6,290.00	\$1,887.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$639.90	\$681.00	\$686.00	\$5.00
1017	Col/Merit	\$0.00	\$4,076.00	\$0.00	(\$4,076.00)
1018	Salaries, Seasonal PT	\$0.00	\$0.00	\$0.00	\$0.00
1021	Longevity	\$840.00	\$840.00	\$960.00	\$120.00
1023	Dental Insurance-Matching	\$4,057.04	\$4,140.00	\$4,761.00	\$621.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$693.00	\$887.00	\$889.00	\$2.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$288,205.11	\$325,517.00	\$329,735.00	\$4,218.00
<u>Supplies</u>					
2001	General Supplies	\$1,735.95	\$5,000.00	\$5,000.00	\$0.00
2002	Small Equipment	\$2,666.86	\$3,513.00	\$3,513.00	\$0.00
2003	Janitorial Supplies	\$15,432.28	\$15,000.00	\$15,000.00	\$0.00
2004	Medicine & Drugs	\$0.00	\$0.00	\$0.00	\$0.00
2005	Food/Supplies	\$156.49	\$500.00	\$500.00	\$0.00
2006	Clothing & Uniforms	\$1,156.99	\$2,100.00	\$2,100.00	\$0.00
2007	Fuel, Oils & Lubricants	\$2,947.21	\$9,500.00	\$9,500.00	\$0.00
2008	Tires and Tubes	\$480.71	\$1,000.00	\$1,000.00	\$0.00
2009	Computer Accessories	\$18.53	\$216.00	\$216.00	\$0.00
2015	Oxygen	\$0.00	\$1,000.00	\$1,000.00	\$0.00
2020	Bldg Materials & Supplies	\$14,417.59	\$20,000.00	\$20,000.00	\$0.00
2021	Paints & Metals	\$1,507.10	\$4,000.00	\$4,000.00	\$0.00
2022	Plumbing & Electrical	\$977.19	\$12,000.00	\$12,000.00	\$0.00
2023	Parts & Repairs	\$2,640.75	\$1,000.00	\$1,000.00	\$0.00
2024	Maint & Service Contracts	\$61,163.29	\$63,214.00	\$52,104.00	(\$11,110.00)
2027	Gravel, Dirt, and Sand	\$0.00	\$0.00	\$0.00	\$0.00
2029	Small Tools	\$2,316.48	\$3,560.00	\$3,560.00	\$0.00
2032	Bldg & Improvement-R/M	\$27,446.65	\$30,954.00	\$30,954.00	\$0.00
2033	Machinery & Equipment-R/M	\$4,837.79	\$20,140.00	\$20,140.00	\$0.00
2038	Lic & Fees For Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
2040	Botanical & Agricultural	\$494.25	\$600.00	\$600.00	\$0.00
2046	Building Permit Fees	\$0.00	\$500.00	\$500.00	\$0.00
<u>Total: Supplies</u>		\$140,396.11	\$193,797.00	\$182,687.00	(\$11,110.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0108	Courthouse Maintenance			
<u>Other Services and Charges</u>					
3002	Management Consulting	\$0.00	\$0.00	\$0.00	\$0.00
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3004	Engineering/Architecture	\$0.00	\$1,500.00	\$1,500.00	\$0.00
3005	Special Legal	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$11,906.51	\$10,000.00	\$10,000.00	\$0.00
3020	Telephone & Fax Landline	\$8,717.28	\$6,000.00	\$2,016.00	(\$3,984.00)
3021	Postage	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$4,528.64	\$3,600.00	\$3,600.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$800.00	\$800.00	\$0.00
3029	Telephone & PC Cabling	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3030	Travel	\$0.00	\$0.00	\$0.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$0.00	\$200.00	\$200.00	\$0.00
3051	Boilers & Machinery Ins	\$0.00	\$7,000.00	\$7,000.00	\$0.00
3052	Fire & Extended Coverage	\$56,044.93	\$60,045.00	\$60,045.00	\$0.00
3053	Fleet Liability	\$1,367.00	\$1,600.00	\$1,900.00	\$300.00
3060	Utilities-Electricity	\$113,402.15	\$115,000.00	\$115,000.00	\$0.00
3061	Utilities-Gas	\$49,159.53	\$60,000.00	\$60,000.00	\$0.00
3062	Utilities-Water	\$18,868.31	\$18,246.00	\$18,246.00	\$0.00
3063	Utilities-Waste Disposal	\$3,630.75	\$3,000.00	\$3,000.00	\$0.00
3070	Rent-Land & Buildings	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$291.90	\$4,774.00	\$4,774.00	\$0.00
3075	Postage Mach/PO Box Rent	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$64.00	\$1,590.00	\$1,590.00	\$0.00
3094	Meals & Lodging	\$0.00	\$0.00	\$0.00	\$0.00
3098	Judgements & Damages	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$100.00	\$2,000.00	\$2,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$789.00	\$789.00	\$0.00
3104	Books	\$0.00	\$0.00	\$0.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3158	Special Project	\$4,331.35	\$10,000.00	\$10,000.00	\$0.00
3160	Misc Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$272,412.35	\$307,144.00	\$303,460.00	(\$3,684.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$4,135.65	\$0.00	\$260,000.00	\$260,000.00
4003	Improv Oth Than Buildings	\$0.00	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0108	Courthouse Maintenance			
4013	Small Machinery & Equip	\$603.61	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4022	Capital Purchases-Misc	\$953.73	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$5,692.99	\$0.00	\$260,000.00	\$260,000.00
Department Total: Courthouse Maintenance		(\$706,706.56)	(\$826,458.00)	(\$1,075,882.00)	(\$249,424.00)

2016 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>
010805801 - Bldg Maint Tech Finish Carpnt	05 - 05	100 - Work Full Time	21,848	30,844	34,027
010807401 - Building Engineer/Supervisor	11 - 11	104 - Reg. Full-Time Exempt	28,592	42,888	37,357
010807601 - Building Maintenance Tech	06 - 06	100 - Work Full Time	23,270	32,852	28,616
010814201 - Custodian	02 - 02	100 - Work Full Time	17,584	24,824	21,523
010822801 - General Maintenance/Laborer	05 - 05	100 - Work Full Time	21,848	30,844	26,219
010822802 - General Maintenance/Laborer	05 - 05	100 - Work Full Time	21,848	30,844	35,147
010828401 - Lead Custodian	04 - 04	100 - Work Full Time	20,426	28,837	25,002

Total Positions: 7 **Full Time Annual Salaries Subtotal:** 207,891

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	12.0000	-
010841602 - Seasonal Maintenance	SPT - SPT	(1) 305 - Seasonal Part Time 1500 hrs.	1	12.0000	-

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

Total Salaries: 207,891

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



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0108 - Courthouse Maintenance				
Account 2001 - General Supplies				
1000-0108 2001	Paper, folders, pens and normal office supplies for dept oper	1.00	5,000.00	5,000.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$5,000.00</u>
Account 2002 - Small Equipment				
1000-0108 2002	Small hand tools and items less than \$500	1.00	3,513.00	3,513.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$3,513.00</u>
Account 2003 - Janitorial Supplies				
1000-0108 2003	Mops, mats, custodial consumables and rugs	1.00	15,000.00	15,000.00
	Account 2003 - Janitorial Supplies Totals	Transactions 1		<u>\$15,000.00</u>
Account 2005 - Food/Supplies				
1000-0108 2005	Provision for office events, water, food , incidentals, etc	1.00	500.00	500.00
	Account 2005 - Food/Supplies Totals	Transactions 1		<u>\$500.00</u>
Account 2006 - Clothing & Uniforms				
1000-0108 2006	Departmental uniforms as described in uniform policy	1.00	2,100.00	2,100.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		<u>\$2,100.00</u>
Account 2007 - Fuel, Oils & Lubricants				
1000-0108 2007	Gas and oil for maintenance vehicles on call and between facilit	1.00	9,500.00	9,500.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		<u>\$9,500.00</u>
Account 2008 - Tires and Tubes				
1000-0108 2008	Tire replacement for county maintenance vehicles	1.00	1,000.00	1,000.00
	Account 2008 - Tires and Tubes Totals	Transactions 1		<u>\$1,000.00</u>
Account 2009 - Computer Accessories				
1000-0108 2009	Accessories for maintenace computer support	1.00	216.00	216.00
	Account 2009 - Computer Accessories Totals	Transactions 1		<u>\$216.00</u>
Account 2015 - Oxygen				
1000-0108 2015	Oxygen and acetylene for torches on metal projects	1.00	1,000.00	1,000.00
	Account 2015 - Oxygen Totals	Transactions 1		<u>\$1,000.00</u>
Account 2020 - Bldg Materials & Supplies				
1000-0108 2020	Repairs and supplies for normal building Maintenance and clean	1.00	20,000.00	20,000.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions 1		<u>\$20,000.00</u>
Account 2021 - Paints & Metals				
1000-0108 2021	paints and metals for projects done by maintenance inhouse	1.00	4,000.00	4,000.00
	Account 2021 - Paints & Metals Totals	Transactions 1		<u>\$4,000.00</u>
Account 2022 - Plumbing & Electrical				
1000-0108 2022	Plumbing and electrical supplies for maintenace inhouse proj	1.00	12,000.00	12,000.00
	Account 2022 - Plumbing & Electrical Totals	Transactions 1		<u>\$12,000.00</u>
Account 2023 - Parts & Repairs				
1000-0108 2023	Miscellaneous parts and repairs for maintenance projects	1.00	3,000.00	3,000.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		<u>\$3,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund: 1000 - General Fund				
Department: 0108 - Courthouse Maintenance				
Account: 2024 - Maint & Service Contracts				
1000-0108 2024	Chem Aqua Chemicals for water maintenance 2015-17	1.00	3,600.00	3,600.00
1000-0108 2024	Cintas 2012-187	1.00	1,900.00	1,900.00
1000-0108 2024	Corley Electric generator service and maintenance 2015-145	1.00	1,100.00	1,100.00
1000-0108 2024	Fout A/C Maint FSCH Gwood 4th 2015-12	1.00	3,804.00	3,804.00
1000-0108 2024	Guardtronic 2001-25/2005-20	1.00	600.00	600.00
1000-0108 2024	Otis elevator agreement FSCH Gwood 4th 2012-19	1.00	36,000.00	36,000.00
1000-0108 2024	Terminix FSCH Gwood and 4th 2014-152	1.00	3,200.00	3,200.00
1000-0108 2024	Waste Management GWOOD 2014-73	1.00	1,900.00	1,900.00
	Account: 2024 - Maint & Service Contracts Totals	Transactions	8	\$52,104.00
Account: 2029 - Small Tools				
1000-0108 2029	Maintenance required small tools under 500.00	1.00	3,560.00	3,560.00
	Account: 2029 - Small Tools Totals	Transactions	1	\$3,560.00
Account: 2032 - Bldg & Improvement-R/M				
1000-0108 2032	Repairs and Maintenance for buildings as needed	1.00	30,954.00	30,954.00
	Account: 2032 - Bldg & Improvement-R/M Totals	Transactions	1	\$30,954.00
Account: 2033 - Machinery & Equipment-R/M				
1000-0108 2033	Repairs and Maintenance for equipment and machines	1.00	20,140.00	20,140.00
	Account: 2033 - Machinery & Equipment-R/M Totals	Transactions	1	\$20,140.00
Account: 2040 - Botanical & Agricultural				
1000-0108 2040	plants for old court house fort smith	1.00	600.00	600.00
	Account: 2040 - Botanical & Agricultural Totals	Transactions	1	\$600.00
Account: 2046 - Building Permit Fees				
1000-0108 2046	building fees for projects for county projects	1.00	500.00	500.00
	Account: 2046 - Building Permit Fees Totals	Transactions	1	\$500.00
Account: 3004 - Engineering/Architecture				
1000-0108 3004	engineering and architectural fees for special projects	1.00	1,500.00	1,500.00
	Account: 3004 - Engineering/Architecture Totals	Transactions	1	\$1,500.00
Account: 3009 - Oth Professional Services				
1000-0108 3009	Labor only repairs on building items requiring outside firms	1.00	10,000.00	10,000.00
	Account: 3009 - Oth Professional Services Totals	Transactions	1	\$10,000.00
Account: 3020 - Telephone & Fax Landline				
1000-0108 3020	telephone and fax line lease and rentals	1.00	6,000.00	6,000.00
	Account: 3020 - Telephone & Fax Landline Totals	Transactions	1	\$6,000.00
Account: 3022 - Cell Phone & Pagers				
1000-0108 3022	cell phones and pagers for maintenance	1.00	3,800.00	3,800.00
	Account: 3022 - Cell Phone & Pagers Totals	Transactions	1	\$3,800.00
Account: 3027 - Telephone Purchase/Maint				
1000-0108 3027	Purchase of additional cell phones and peripheries	1.00	800.00	800.00
	Account: 3027 - Telephone Purchase/Maint Totals	Transactions	1	\$800.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0108 - Courthouse Maintenance				
Account 1000-0108 3029	Account 3029 - Telephone & PC Cabling cabling computer/telephone wiring	1.00	1,000.00	1,000.00
	Account 3029 - Telephone & PC Cabling Totals	Transactions 1		\$1,000.00
Account 1000-0108 3040	Account 3040 - Advertising & Publication advertising and publication ads for employment, etc	1.00	200.00	200.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		\$200.00
Account 1000-0108 3051	Account 3051 - Boilers & Machinery Ins boilers and machinery insurance for FSCH and GWood	1.00	7,000.00	7,000.00
	Account 3051 - Boilers & Machinery Ins Totals	Transactions 1		\$7,000.00
Account 1000-0108 3052	Account 3052 - Fire & Extended Coverage fire and extended coverage yearly insurance	1.00	50,385.00	50,385.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		\$50,385.00
Account 1000-0108 3053	Account 3053 - Fleet Liability Insurance for Fleet	1.00	1,900.00	1,900.00
	Account 3053 - Fleet Liability Totals	Transactions 1		\$1,900.00
Account 1000-0108 3060	Account 3060 - Utilities-Electricity electricity for FSCH, Gwood and 4th and Parker	1.00	115,000.00	115,000.00
	Account 3060 - Utilities-Electricity Totals	Transactions 1		\$115,000.00
Account 1000-0108 3061	Account 3061 - Utilities-Gas Gas for FSCH, Gwood and 4th and Parker	1.00	60,000.00	60,000.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		\$60,000.00
Account 1000-0108 3062	Account 3062 - Utilities-Water Water and service for FSCH, Gwood and 4th and Parker	1.00	18,246.00	18,246.00
	Account 3062 - Utilities-Water Totals	Transactions 1		\$18,246.00
Account 1000-0108 3063	Account 3063 - Utilities-Waste Disposal waste disposal Service for FSCH, Gwood and 4th and Parker	1.00	3,000.00	3,000.00
	Account 3063 - Utilities-Waste Disposal Totals	Transactions 1		\$3,000.00
Account 1000-0108 3071	Account 3071 - Rent-Machinery & Equip equipment rentals for Special Projects	1.00	4,774.00	4,774.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 1		\$4,774.00
Account 1000-0108 3090	Account 3090 - Dues & Memberships dues and membership for Maintenance	1.00	1,590.00	1,590.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$1,590.00
Account 1000-0108 3101	Account 3101 - Training & Education Training and continuing education for Maintenance dept	1.00	2,000.00	2,000.00
	Account 3101 - Training & Education Totals	Transactions 1		\$2,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0108 - Courthouse Maintenance			
Account	3102 - Software,Supt/Maint Agmnt			
1000-0108 3102	comp. software support	1.00	789.00	789.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions	1	<u>789.00</u>
Account	3158 - Special Project			
1000-0108 3158	special projects as deemed necessary throughout the year	1.00	10,000.00	10,000.00
	Account 3158 - Special Project Totals	Transactions	1	<u>\$10,000.00</u>
Account	4002 - Bldgs(Purchase & Improv)			
1000-0108 4002	Bathroom Remodel for 4th and Parker	1.00	50,000.00	50,000.00
1000-0108 4002	Exterior Clean and Seal for FSCH	1.00	160,000.00	160,000.00
1000-0108 4002	Integrated Security System for FSCH	1.00	50,000.00	50,000.00
	Account 4002 - Bldgs(Purchase & Improv) Totals	Transactions	3	<u>\$260,000.00</u>
	Department 0108 - Courthouse Maintenance Totals	Transactions	48	<u>\$742,671.00</u>

2016 Overtime Justification

Office/Department: 0108 - Courthouse

Maintenance

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 Budget	Difference
7,000	7,000	0.00

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

There are not enough employees to allow for 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:0108 - Courthouse

Maintenance

Fund: 1000 General Fund

Cost Information:

Line Item: 4002 - Buildings(Purchase & Improvements)
Number of Units: 1
Unit Cost: \$50000.00
Purchase Price: \$50,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$50,000.00

Description of Item Requested:

Integrated Security System for Fort Smith Courthouse. This will provide new cameras, panic buttons and a dvr that can be expanded on to add other features for the future.

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 is to improve the overall security of the Fort Smith Courthouse.

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: \$50000.00
Purchase Price: \$50,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$50,000.00

Description of Item Requested:

Bathroom Remodel for 4th and Parker. This will enable the County to build three new bathrooms at the building at 4th and Parker.

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:

Bathroom expansions are needed at 4th and Parker for the employees that work in this area, including the Public Defenders Office, Election Commission, Circuit Clerks, Maintenance as well as the auditors from the State.

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: \$160000.00

Purchase Price: \$160,000.00

Installation

Cost:

Warranty/Maintenance Cost:

ence Cost:

Taxes:

Total:\$160,000.00

Description of Item Requested:

Exterior clean and seal of the Fort Smith Courthouse according to specifications provided by Guest Reddick Architects.

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 Courthouse on 6th and Rogers needs the exterior cleaned and sealed.

2016 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 main functions supported by this budget/department include all scheduled federal, state, county, municipal and school elections in Sebastian County, along with special election requests from these entities. The even numbered years of the election cycle a minimum of three elections -- primary, school and general -- are scheduled. Primary and general elections are the most expensive and complicated since there are at least three separate ballots for the primary -- Democrat, Republican and Judicial -- and proposed constitutional amendments, in addition to federal, state and local candidates, for the general. Special elections may be called at any time during the year by different units of government to decide tax issues or fill vacant, unexpired terms. The election commission will hire, train and complete the necessary data entry to pay poll workers, maintain the election equipment, deliver the equipment to the polls and pick it up, program the voting machines, order ballots, tabulate and certify election results in a timely manner and complete all required state and federal reports. The commission also is responsible for obtaining reimbursements of election costs where applicable.

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

1. Implementation of new voting equipment and the use of new electronic poll books, working closely with the County Clerk's Office for pollworkers use of new poll books.
2. Implement the inclement weather policy for early voting and election days.
3. Evaluate voting precincts, ADA accessibility and consider polling sites.
4. Conducting each election in accordance with all applicable federal, state and local laws is a top priority.
5. A goal to evaluate all current procedures related to elections to determine that all election laws are being followed.
6. Revise, correct and update current election procedures to comply with current election law.
7. Review current office procedures to determine ways to be more productive and professional when communicating with the public and other departments.
8. To attend training on election software and programming.

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0109	Election			
<u>Personal Services - Salaries & Benefits</u>					
1002	Salaries, Part Time	\$36,700.17	\$30,001.00	\$29,999.00	(\$2.00)
1003	Extra Help	\$38,785.20	\$45,037.00	\$45,428.00	\$391.00
1005	OT & Other Premium Comp	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$5,774.63	\$5,741.00	\$5,770.00	\$29.00
1007	Retirement	\$4,850.69	\$4,428.00	\$4,350.00	(\$78.00)
1010	Workmen's Compensation	\$286.72	\$162.00	\$213.00	\$51.00
1011	Unemployment Compensation	\$342.30	\$87.00	\$28.00	(\$59.00)
1016	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00
1017	Col/Merit	\$0.00	\$0.00	\$0.00	\$0.00
1019	Election Poll Workers	\$88,871.62	\$19,565.00	\$123,260.00	\$103,695.00
1020	Reserve Overtime	\$0.00	\$0.00	\$0.00	\$0.00
1022	Retirement-Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$175,611.33	\$105,021.00	\$209,048.00	\$104,027.00
<u>Supplies</u>					
2001	General Supplies	\$1,797.58	\$1,300.00	\$1,700.00	\$400.00
2002	Small Equipment	\$583.49	\$1,400.00	\$6,600.00	\$5,200.00
2005	Food/Supplies	\$203.36	\$300.00	\$495.00	\$195.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$990.00	\$0.00	(\$990.00)
2023	Parts & Repairs	\$59.74	\$2,000.00	\$0.00	(\$2,000.00)
2024	Maint & Service Contracts	\$2,846.26	\$3,529.00	\$0.00	(\$3,529.00)
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$5,490.43	\$9,519.00	\$8,795.00	(\$724.00)
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$2,710.53	\$1,771.00	\$432.00	(\$1,339.00)
3021	Postage	\$170.45	\$100.00	\$100.00	\$0.00
3022	Cell Phone & Pagers	\$580.86	\$400.00	\$500.00	\$100.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$390.32	\$500.00	\$1,000.00	\$500.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3035	Travel-Rental Car	\$0.00	\$125.00	\$0.00	(\$125.00)
3040	Advertising & Publication	\$193.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$2,832.13	\$2,950.00	\$2,950.00	\$0.00
3053	Fleet Liability	\$66.00	\$75.00	\$75.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0109	Election			
3090	Dues & Memberships	\$200.00	\$200.00	\$200.00	\$0.00
3094	Meals & Lodging	\$220.75	\$1,127.00	\$1,841.00	\$714.00
3098	Judgements & Damages	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$3,000.00	\$0.00	(\$3,000.00)
3102	Software,Supt/Maint Agmnt	\$0.00	\$500.00	\$0.00	(\$500.00)
3105	Elections	\$47,424.54	\$0.00	\$47,700.00	\$47,700.00
3106	Elections-Primary	\$53,151.86	\$0.00	\$52,500.00	\$52,500.00
3107	Elections-School	\$4,965.67	\$7,500.00	\$7,500.00	\$0.00
3108	Elections-Fort Smith	\$61.50	\$30,000.00	\$15,000.00	(\$15,000.00)
3109	Elections-Special	\$4,874.46	\$0.00	\$5,000.00	\$5,000.00
3110	Elections-State	\$0.00	\$0.00	\$0.00	\$0.00
3111	Preferential Primary	\$0.00	\$0.00	\$0.00	\$0.00
3112	Elections-Cities	\$633.63	\$0.00	\$0.00	\$0.00
3115	Poll Workers Training	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$118,475.70	\$48,248.00	\$134,798.00	\$86,550.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$653.01	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4022	Capital Purchases-Misc	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$653.01	\$0.00	\$0.00	\$0.00
Department Total: Election		(\$300,230.47)	(\$162,788.00)	(\$352,641.00)	(\$189,853.00)

2016 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	25.9721	29,999
Total Positions:	<u>1</u>		Total Regular Part Time:		<u>29,999</u>
010901201 - Administrative Assistant	EHP - EHP	404 - Extra Help 520 Annual hrs.	1	12.3600	6,428
010938401 - Programmer	EHP - EHP	403 - Extra Help 624 Annual hrs.	1	15.0000	9,360
010949001 - Technical Operations Director	EHP - EHP	404 - Extra Help 520 Annual hrs.	1	15.0000	7,800
010949277 - Trouble Shooter	EHP - EHP	406 - Extra Help 260 Annual hrs	5	10.0000	2,600
010949477 - Warehouse Worker	EHP - EHP	404 - Extra Help 520 Annual hrs.	3	10.0000	5,200
010949677 - Poll Worker Callers	EHP - EHP	404 - Extra Help 520 Annual hrs.	2	8.0000	4,160
010949877 - Delivery/Pickup	EHP - EHP	405 - Extra Help 988 Annual hrs.	8	10.0000	9,880
Total Positions:	<u>21</u>		Total Part Time Extra Help:		<u>45,428</u>
			Total Salaries:		<u>75,427</u>

(1) This position is Exempt.



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0109 - Election			
Account	2001 - General Supplies			
1000-0109 2001	folders, pens, gen office supplies	1.00	1,700.00	1,700.00
	Account	2001 - General Supplies Totals		
		Transactions	1	<u>\$1,700.00</u>
Account	2002 - Small Equipment			
1000-0109 2002	Rolling election supplies bins	40.00	165.00	6,600.00
	Account	2002 - Small Equipment Totals		
		Transactions	1	<u>\$6,600.00</u>
Account	2005 - Food/Supplies			
1000-0109 2005	snacks for commissioners and poll workers	1.00	495.00	495.00
	Account	2005 - Food/Supplies Totals		
		Transactions	1	<u>\$495.00</u>
Account	3094 - Meals & Lodging			
1000-0109 3094	meals per diem for consultant	13.00	43.00	559.00
1000-0109 3094	2 days lodging in Little Rock for Election Coordinator mtg	2.00	100.00	200.00
1000-0109 3094	2 days meals in Little Rock	2.00	61.00	122.00
1000-0109 3094	days lodging for consultant	10.00	96.00	960.00
	Account	3094 - Meals & Lodging Totals		
		Transactions	4	<u>\$1,841.00</u>
Account	3108 - Elections-Fort Smith			
1000-0109 3108	FS Special	1.00	15,000.00	15,000.00
	Account	3108 - Elections-Fort Smith Totals		
		Transactions	1	<u>\$15,000.00</u>
	Department	0109 - Election Totals		
		Transactions	8	<u>\$25,636.00</u>

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/Decrease 2015/2016
010949877 Delivery/Pickup	01/01/2016	12/31/2016	19	52	\$10.00	\$10.00	\$9,880	\$9,880	\$0
010901201 Administrative Assistant	01/01/2016	12/31/2016	10	52	\$12.36	\$12.36	\$6,427	\$6,427	\$0
010938401 Programmer	01/01/2016	12/31/2016	12	52	\$15.00	\$15.00	\$9,360	\$9,360	\$0
010949001 Technical Operations Director	01/01/2016	12/31/2016	10	52	\$15.00	\$15.00	\$7,800	\$7,800	\$0
010949277 Trouble Shooter	01/01/2016	12/31/2016	5	52	\$10.00	\$10.00	\$2,600	\$2,600	\$0
010949477 Warehouse Worker	01/01/2016	12/31/2016	10	52	\$10.00	\$10.00	\$5,200	\$5,200	\$0
010949677 Poll Worker Callers	01/01/2016	12/31/2016	10	52	\$7.50	\$8.00	\$3,770	\$4,160	\$390
Total:							\$45,037	\$45,427	\$390

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 2015 the Arkansas Minimum Wage has been raised to \$7.50 per hour. The minimum wage is also scheduled to rise again to \$8.00 per hour in January 2016

2016 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 2016 budget year.

Monitor the revenue projections for the budget year. Monitor cash flow projections and fund balance. 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. 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0113	Financial Management			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$189,733.01	\$189,563.00	\$181,980.00	(\$7,583.00)
1002	Salaries,Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$13,999.94	\$14,842.00	\$13,958.00	(\$884.00)
1007	Retirement	\$27,525.16	\$28,636.00	\$26,456.00	(\$2,180.00)
1009	Health Insurance Matching	\$27,972.00	\$44,136.00	\$56,280.00	\$12,144.00
1010	Workmen's Compensation	\$228.37	\$280.00	\$337.00	\$57.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1014	Cobraserv	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$477.90	\$486.00	\$490.00	\$4.00
1017	Col/Merit	\$0.00	\$3,791.00	\$0.00	(\$3,791.00)
1021	Longevity	\$660.00	\$660.00	\$480.00	(\$180.00)
1022	Retirement-Delinquent	\$150.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$3,388.50	\$3,551.00	\$4,391.00	\$840.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1028	Cafeteria Fees	\$1,140.00	\$3,000.00	\$3,000.00	\$0.00
1039	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$504.00	\$633.00	\$635.00	\$2.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$265,778.88	\$289,578.00	\$288,007.00	(\$1,571.00)
<u>Supplies</u>					
2001	General Supplies	\$7,521.13	\$6,300.00	\$6,300.00	\$0.00
2002	Small Equipment	\$932.85	\$150.00	\$150.00	\$0.00
2005	Food/Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$250.00	\$250.00	\$0.00
2021	Paints & Metals	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$347.91	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$329.25	\$400.00	\$400.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$9,131.14	\$7,100.00	\$7,100.00	\$0.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$31.17	\$500.00	\$500.00	\$0.00
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$1,375.84	\$1,220.00	\$960.00	(\$260.00)
3021	Postage	\$625.83	\$900.00	\$900.00	\$0.00
3022	Cell Phone & Pagers	\$620.61	\$1,500.00	\$1,500.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$323.65	\$1,000.00	\$1,000.00	\$0.00
3031	Common Carrier	\$706.00	\$0.00	\$2,000.00	\$2,000.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0113	Financial Management			
3040	Advertising & Publication	\$691.00	\$500.00	\$500.00	\$0.00
3090	Dues & Memberships	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3094	Meals & Lodging	\$365.00	\$1,900.00	\$1,900.00	\$0.00
3098	Judgements & Damages	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$3,939.00	\$3,180.00	\$3,180.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
3104	Books	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$8,678.10	\$11,700.00	\$13,440.00	\$1,740.00
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$571.75	\$0.00	\$4,000.00	\$4,000.00
<u>Total: Capital Outlay</u>		\$571.75	\$0.00	\$4,000.00	\$4,000.00
Department Total: Financial Management		(\$284,159.87)	(\$308,378.00)	(\$312,547.00)	(\$4,169.00)

2016 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>
011300601 - Accts Payable Administrator	09 - 09	100 - Work Full Time	27,535	38,873	32,395
011300801 - Accts Payable/Payroll Assist	05 - 05	100 - Work Full Time	21,848	30,844	29,050
011303601 - Assistant Comptroller	14 - 14	104 - Reg. Full-Time Exempt	32,607	48,910	40,758
011312401 - Comptroller	16 - 16	104 - Reg. Full-Time Exempt	35,284	52,926	46,733
011337401 - Payroll Coordinator	09 - 09	100 - Work Full Time	27,535	38,873	33,044
Total Positions:	<u>5</u>			Full Time Annual Salaries Subtotal:	<u>181,980</u>
				Total Salaries:	<u>181,980</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0113 - Financial Management				
Account 2001 - General Supplies				
1000-0113 2001	Paper, pens, binders, calendars, tape, folders, etc	1.00	5,700.00	5,700.00
1000-0113 2001	Printing W-2's, 1099's, office stationary	1.00	600.00	600.00
	Account 2001 - General Supplies Totals	Transactions 2		<u>\$6,300.00</u>
Account 2002 - Small Equipment				
1000-0113 2002	Calculators, etc...	1.00	150.00	150.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$150.00</u>
Account 2009 - Computer Accessories				
1000-0113 2009	Battery Back-ups	1.00	250.00	250.00
	Account 2009 - Computer Accessories Totals	Transactions 1		<u>\$250.00</u>
Account 2024 - Maint & Service Contracts				
1000-0113 2024	Wight KM3035 Copier - CCO-2015-47	1.00	400.00	400.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 1		<u>\$400.00</u>
Account 3001 - Accounting & Auditing				
1000-0113 3001	Yearly Federal Grant Audit	1.00	500.00	500.00
	Account 3001 - Accounting & Auditing Totals	Transactions 1		<u>\$500.00</u>
Account 3020 - Telephone & Fax Landline				
1000-0113 3020	Long Distance Charges	1.00	200.00	200.00
1000-0113 3020	Telephone Line Lease	1.00	1,020.00	1,020.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 2		<u>\$1,220.00</u>
Account 3021 - Postage				
1000-0113 3021	Postage	1.00	900.00	900.00
	Account 3021 - Postage Totals	Transactions 1		<u>\$900.00</u>
Account 3022 - Cell Phone & Pagers				
1000-0113 3022	iPhone Service \$125/mo.	12.00	125.00	1,500.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		<u>\$1,500.00</u>
Account 3030 - Travel				
1000-0113 3030	Mileage paid for ongoing training/education	1.00	1,000.00	1,000.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$1,000.00</u>
Account 3031 - Common Carrier				
1000-0113 3031	Airfare to conferences for ongoing training/education	1.00	2,000.00	2,000.00
	Account 3031 - Common Carrier Totals	Transactions 1		<u>\$2,000.00</u>
Account 3040 - Advertising & Publication				
1000-0113 3040	Publishing of the Annual Report	1.00	500.00	500.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		<u>\$500.00</u>
Account 3090 - Dues & Memberships				
1000-0113 3090	APA	1.00	500.00	500.00
1000-0113 3090	Payroll Alert	1.00	500.00	500.00
	Account 3090 - Dues & Memberships Totals	Transactions 2		<u>\$1,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0113 - Financial Management				
Account 3094 - Meals & Lodging				
1000-0113 3094	Expenses for ongoing training/education	1.00	1,900.00	1,900.00
	Account 3094 - Meals & Lodging Totals	Transactions 1	<u>1,900.00</u>	<u>\$1,900.00</u>
Account 3101 - Training & Education				
1000-0113 3101	Registration for ongoing training/education	1.00	3,180.00	3,180.00
	Account 3101 - Training & Education Totals	Transactions 1	<u>3,180.00</u>	<u>\$3,180.00</u>
Account 4016 - Computer Equip Purchase				
1000-0113 4016	Computer Replacement Plan (4) CPU	1.00	4,000.00	4,000.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1	<u>4,000.00</u>	<u>\$4,000.00</u>
	Department 0113 - Financial Management Totals	Transactions 18	<u>18,000.00</u>	<u>\$24,800.00</u>

2016 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 Child Support Division of the Circuit Clerk's Office is used 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 2016 budget year.

The primary goal is to monitor space to ensure there exists enough room for filing case files from the main office. 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0114	Child Support			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$65,267.72	\$65,767.00	\$67,084.00	\$1,317.00
1006	Social Security Matching	\$4,843.52	\$5,164.00	\$5,173.00	\$9.00
1007	Retirement	\$9,734.77	\$9,963.00	\$9,805.00	(\$158.00)
1009	Health Insurance Matching	\$10,832.00	\$10,080.00	\$11,616.00	\$1,536.00
1010	Workmen's Compensation	\$79.79	\$98.00	\$124.00	\$26.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$194.40	\$195.00	\$196.00	\$1.00
1017	Col/Merit	\$0.00	\$1,315.00	\$0.00	(\$1,315.00)
1021	Longevity	\$420.00	\$420.00	\$540.00	\$120.00
1023	Dental Insurance-Matching	\$1,241.22	\$590.00	\$679.00	\$89.00
1040	Affordable Care Act	\$126.00	\$254.00	\$254.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$92,739.42	\$93,846.00	\$95,471.00	\$1,625.00
<u>Supplies</u>					
2001	General Supplies	\$244.39	\$300.00	\$300.00	\$0.00
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$244.39	\$300.00	\$300.00	\$0.00
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3021	Postage	\$600.00	\$600.00	\$600.00	\$0.00
3025	Data/Video Circuit	\$1,959.92	\$1,960.00	\$1,960.00	\$0.00
3027	Telephone Purchase/Maint	\$463.38	\$455.00	\$500.00	\$45.00
3030	Travel	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$3,023.30	\$3,015.00	\$3,060.00	\$45.00
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Child Support		(\$96,007.11)	(\$97,161.00)	(\$98,831.00)	(\$1,670.00)

2016 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	37,329
011416901 - Deputy Clerk/Child Support	07 - 07	100 - Work Full Time	24,693	34,860	29,755
Total Positions:	<u>2</u>			Full Time Annual Salaries Subtotal:	<u>67,084</u>
				Total Salaries:	<u>67,084</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0114 - Child Support				
Account 2001 - General Supplies				
1000-0114 2001	Supplies necessary to operate/maintain office:copy paper/toner/	1.00	300.00	300.00
	Account 2001 - General Supplies Totals	Transactions 1		\$300.00
Account 3021 - Postage				
1000-0114 3021	Stamps/Credit for Postage Meter/Post Cards/Registration Fee	1.00	600.00	600.00
	Account 3021 - Postage Totals	Transactions 1		\$600.00
Account 3025 - Data/Video Circuit				
1000-0114 3025	Modem Data for computer/computer circuits	1.00	1,960.00	1,960.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		\$1,960.00
Account 3027 - Telephone Purchase/Maint				
1000-0114 3027	Telephone purchase/maintenance	1.00	500.00	500.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		\$500.00
	Department 0114 - Child Support Totals	Transactions 4		\$3,360.00

2016 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 & 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 & 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 & 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 & 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 2016 budget year.

- Continue support of the new Enterprise Application software project. This will include developing documents and reports as required or requested by departments, user training and system management.
- Continue pledge to provide outstanding customer service throughout the County.

- Continue evaluation and improvement of County Network and all Servers
- Implement a wireless management system to ensure security for the County Network with wireless access points.
- Implement a disaster recovery site at the EOC that can have all departments up and running in two days or less.

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	01/01/2016 - 12/31/2016
Cost Allocation	793,449.00	0	General operations	01/01/2016-12/31/2016
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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0115	Computer/IS Department			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$317,713.89	\$315,285.00	\$320,493.00	\$5,208.00
1006	Social Security Matching	\$23,291.65	\$24,675.00	\$24,564.00	(\$111.00)
1007	Retirement	\$45,377.48	\$47,608.00	\$46,559.00	(\$1,049.00)
1009	Health Insurance Matching	\$31,859.00	\$51,288.00	\$59,808.00	\$8,520.00
1010	Workmen's Compensation	\$389.85	\$473.00	\$586.00	\$113.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$518.49	\$584.00	\$588.00	\$4.00
1017	Col/Merit	\$0.00	\$6,306.00	\$0.00	(\$6,306.00)
1021	Longevity	\$1,050.00	\$960.00	\$600.00	(\$360.00)
1022	Retirement-Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$3,723.38	\$4,364.00	\$5,019.00	\$655.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$630.00	\$760.00	\$762.00	\$2.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$424,553.74	\$452,303.00	\$458,979.00	\$6,676.00
<u>Supplies</u>					
2001	General Supplies	\$3,147.60	\$8,000.00	\$8,000.00	\$0.00
2002	Small Equipment	\$1,857.50	\$1,000.00	\$1,000.00	\$0.00
2005	Food/Supplies	\$242.10	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$3,158.26	\$6,000.00	\$6,000.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2022	Plumbing & Electrical	\$0.00	\$2,500.00	\$2,500.00	\$0.00
2024	Maint & Service Contracts	\$61,857.73	\$73,388.00	\$75,441.00	\$2,053.00
2032	Bldg & Improvement-R/M	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$3,327.80	\$1,000.00	\$1,000.00	\$0.00
<u>Total: Supplies</u>		\$73,590.99	\$91,888.00	\$93,941.00	\$2,053.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$42,973.62	\$66,688.00	\$64,126.00	(\$2,562.00)
3009	Oth Professional Services	\$5,475.00	\$5,000.00	\$5,000.00	\$0.00
3020	Telephone & Fax Landline	\$6,350.85	\$3,900.00	\$2,904.00	(\$996.00)
3021	Postage	\$346.47	\$100.00	\$100.00	\$0.00
3022	Cell Phone & Pagers	\$3,637.15	\$3,600.00	\$3,600.00	\$0.00
3023	Internet Connection	\$34,246.85	\$27,396.00	\$47,252.00	\$19,856.00
3025	Data/Video Circuit	\$82,102.02	\$37,214.00	\$74,053.00	\$36,839.00
3029	Telephone & PC Cabling	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$2,668.17	\$3,000.00	\$3,000.00	\$0.00
3031	Common Carrier	\$1,879.00	\$0.00	\$1,500.00	\$1,500.00
3040	Advertising & Publication	\$536.00	\$0.00	\$0.00	\$0.00
3050	Official & Deputy Bond	\$0.00	\$500.00	\$500.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0115	Computer/IS Department			
3090	Dues & Memberships	\$15.00	\$450.00	\$450.00	\$0.00
3094	Meals & Lodging	\$1,501.01	\$5,500.00	\$5,500.00	\$0.00
3101	Training & Education	\$3,005.00	\$10,000.00	\$10,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$46,095.48	\$49,035.00	\$49,035.00	\$0.00
3104	Books	\$0.00	\$0.00	\$0.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$230,831.62	\$212,383.00	\$267,020.00	\$54,637.00
<u>Capital Outlay</u>					
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$5,940.00	\$5,940.00
4016	Computer Equip Purchase	\$45,745.57	\$0.00	\$47,000.00	\$47,000.00
<u>Total: Capital Outlay</u>		\$45,745.57	\$0.00	\$52,940.00	\$52,940.00
Department Total: Computer/IS Department		(\$774,721.92)	(\$756,574.00)	(\$872,880.00)	(\$116,306.00)

2016 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>
011502601 - Applications Administrator	12 - 12	104 - Reg. Full-Time Exempt	29,931	44,896	46,832
011507801 - Business/Analyst	MB - MB	(1) 104 - Reg. Full-Time Exempt			55,000
011520401 - Director of Technology Service	16 - 16	104 - Reg. Full-Time Exempt	35,284	52,926	69,342
011525601 - Infrastructure Administrator	MB - MB	(2) 104 - Reg. Full-Time Exempt			62,424
011532801 - Network Administrator	10 - 10	104 - Reg. Full-Time Exempt	28,318	41,441	51,670
011549401 - Technology Support Specialist	10 - 10	104 - Reg. Full-Time Exempt	28,318	41,441	35,225
Total Positions:	<u>6</u>				
				Full Time Annual Salaries Subtotal:	<u>320,493</u>
				Total Salaries:	<u>320,493</u>

(01) Market Base \$55,000 approved for the 2012 Budget.

(02) Market Base \$60,000 approved for the 2012 Budget.



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0115 - Computer/IS Department				
Account 2001 - General Supplies				
1000-0115 2001	Paper & toner for printers, copier & fax machine	1.00	3,000.00	3,000.00
1000-0115 2001	Pens, paper clips, staples, magnetic backup tapes	1.00	5,000.00	5,000.00
	Account 2001 - General Supplies Totals	Transactions 2		<u>\$8,000.00</u>
Account 2002 - Small Equipment				
1000-0115 2002	Calculators, telephones, small office equipment. Less than \$500	1.00	1,000.00	1,000.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$1,000.00</u>
Account 2009 - Computer Accessories				
1000-0115 2009	Network equipment - Routers, Switches, Battery backup units.	1.00	10,000.00	10,000.00
	Account 2009 - Computer Accessories Totals	Transactions 1		<u>\$10,000.00</u>
Account 2022 - Plumbing & Electrical				
1000-0115 2022	Cabling supplies - Cable, adapters, jacks, connectors.	1.00	2,500.00	2,500.00
	Account 2022 - Plumbing & Electrical Totals	Transactions 1		<u>\$2,500.00</u>
Account 2024 - Maint & Service Contracts				
1000-0115 2024	Envision - desktop, monitor, printer - CCO 2015-003	1.00	41,486.00	41,486.00
1000-0115 2024	IBM Hardware Maintenance - CCO 2013-188	1.00	33,605.00	33,605.00
1000-0115 2024	Wight Office Supply - copier maintenance - CCO2015-024	1.00	350.00	350.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 3		<u>\$75,441.00</u>
Account 2033 - Machinery & Equipment-R/M				
1000-0115 2033	Service and labor performed by other than County employees	1.00	1,000.00	1,000.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		<u>\$1,000.00</u>
Account 3003 - Computer Services				
1000-0115 3003	Anderson - iSeries Support - Troubleshooting and System Mgmt.	1.00	6,000.00	6,000.00
1000-0115 3003	AT&T Security Assessment - (Cost Increased in 2015)	1.00	2,826.00	2,826.00
1000-0115 3003	Cisco Firewall SmartNet	1.00	4,000.00	4,000.00
1000-0115 3003	Fawcett Programming - Prog. for iSeries (Elections, Amb Billing)	1.00	12,000.00	12,000.00
1000-0115 3003	Richland Group - Website Support - CO-2015-010	1.00	3,000.00	3,000.00
1000-0115 3003	TDS - SAN, VMWare Support - CO 2015-2	1.00	12,000.00	12,000.00
1000-0115 3003	TDS - Support for Servers, LAN, WAN, Firewall, Remote Access	1.00	13,800.00	13,800.00
1000-0115 3003	TDS - Support for Tivoli backup/recovery - CO2015-1	1.00	10,500.00	10,500.00
	Account 3003 - Computer Services Totals	Transactions 8		<u>\$64,126.00</u>
Account 3009 - Oth Professional Services				
1000-0115 3009	Temp. Office help, or other professional scvics for projects	1.00	5,000.00	5,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		<u>\$5,000.00</u>
Account 3020 - Telephone & Fax Landline				
1000-0115 3020	Telephone - Monthly charges for local voice service	1.00	3,900.00	3,900.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$3,900.00</u>
Account 3021 - Postage				
1000-0115 3021	Stamps, Parcel service	1.00	100.00	100.00
	Account 3021 - Postage Totals	Transactions 1		<u>\$100.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0115 - Computer/IS Department				
Account 3022 - Cell Phone & Pagers	Cellular Voice and Data Service	1.00	3,600.00	3,600.00
1000-0115 3022				
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$3,600.00
Account 3023 - Internet Connection	AT&T Managed Internet Service	1.00	38,849.00	38,849.00
1000-0115 3023				
1000-0115 3023	AT&T Secure EMail Gateway	1.00	4,917.00	4,917.00
1000-0115 3023	AT&T Web Security - Content filtering service- CO-2015-108	1.00	3,486.00	3,486.00
	Account 3023 - Internet Connection Totals	Transactions 3		\$47,252.00
Account 3025 - Data/Video Circuit	AT&T - ASE Wide Area Network (Upgraded 2015)	1.00	34,321.00	34,321.00
1000-0115 3025				
1000-0115 3025	AT&T - MPLS FS Courthouse	1.00	20,958.00	20,958.00
1000-0115 3025	AT&T - MPLS GW Courthouse	1.00	18,774.00	18,774.00
	Account 3025 - Data/Video Circuit Totals	Transactions 3		\$74,053.00
Account 3030 - Travel	Training sessions or remote user support	1.00	3,000.00	3,000.00
1000-0115 3030				
	Account 3030 - Travel Totals	Transactions 1		\$3,000.00
Account 3031 - Common Carrier	Transportation by commercial carrier for employee training.	1.00	1,500.00	1,500.00
1000-0115 3031				
	Account 3031 - Common Carrier Totals	Transactions 1		\$1,500.00
Account 3050 - Official & Deputy Bond	Expenditure for bonding of employees as required by law	1.00	500.00	500.00
1000-0115 3050				
	Account 3050 - Official & Deputy Bond Totals	Transactions 1		\$500.00
Account 3090 - Dues & Memberships	Employee Dues for River Valley IT Professionals	1.00	450.00	450.00
1000-0115 3090				
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$450.00
Account 3094 - Meals & Lodging	Meal and Lodging when employee is out for business or training	1.00	5,500.00	5,500.00
1000-0115 3094				
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$5,500.00
Account 3101 - Training & Education	Seminars, Conferences, and Training for employees	1.00	10,000.00	10,000.00
1000-0115 3101				
	Account 3101 - Training & Education Totals	Transactions 1		\$10,000.00
Account 3102 - Software,Supt/Maint Agmnt	IBM Content Manager	1.00	14,540.00	14,540.00
1000-0115 3102				
1000-0115 3102	IBM Passport Advantage - 10% Cost increase	1.00	28,470.00	28,470.00
1000-0115 3102	Kaspersky Anti-Virus	1.00	4,153.00	4,153.00
1000-0115 3102	LogMeIn Remote Support - CO-2015-11	1.00	1,872.00	1,872.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 4		\$49,035.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0115 - Computer/IS Department			
Account	4015 - Office Equipment-Purchase			
1000-0115 4015	Wight Office - Copier, Color, Kyocera 30151C1	1.00	5,940.00	5,940.00
	Account 4015 - Office Equipment-Purchase Totals	Transactions	1	<u>\$5,940.00</u>
Account	4016 - Computer Equip Purchase			
1000-0115 4016	Capital replacement - including switches, storage & blades	1.00	35,000.00	35,000.00
1000-0115 4016	Computer Replacement Plan (2) Laptops	2.00	1,000.00	2,000.00
1000-0115 4016	Emergency and Contingency	1.00	10,000.00	10,000.00
	Account 4016 - Computer Equip Purchase Totals	Transactions	3	<u>\$47,000.00</u>
	Department 0115 - Computer/IS Department Totals	Transactions	41	<u>\$418,897.00</u>

Capital Justification Form

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

Cost Information:

Line Item: 4015 - Office
Equipment-Purchase
Number of 1
Units:
Unit Cost: \$5940.00
Purchase Price: \$5,940.00
Installation
Cost:
Warranty/Maint
enance Cost:
Taxes:
Total:\$5,940.00

Description of Item Requested:

Kyocera TaskAlfa 3015ci color copier with three year warranty

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:

Existing copier purchased in 2010 and was a refurbished unit when we aquired it. It is requiring fequent service calls. New unit has lower consumables costs.

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

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 increase file storage and to replace the older Servers running Windows Server 2003, which is not supported by any longer.

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

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0116	Grants-In-Aid-General			
<u>Other Services and Charges</u>					
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3120	Inactive Non-Profits	\$0.00	\$0.00	\$0.00	\$0.00
3121	Comprehensive Juvenile Sv	\$34,750.00	\$34,750.00	\$34,750.00	\$0.00
3122	Crawford-Seb Comm.Dev.	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00
3123	Seb. Co. Fair Association	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00
3124	Seb. Co. 4-H	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
3125	Seb.Co.Soil Conservation	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
3126	Crisis Ctr/Battered Women	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
3127	Westark Plan P Dev. Dist.	\$15,500.00	\$15,500.00	\$15,500.00	\$0.00
3128	Buckner Park	\$3,500.00	\$3,500.00	\$5,000.00	\$1,500.00
3130	Fountain of Youth	\$2,400.00	\$2,400.00	\$2,400.00	\$0.00
3148	W.J. Hamilton Museum	\$0.00	\$0.00	\$0.00	\$0.00
3149	Area Agency On Aging	\$24,000.00	\$24,000.00	\$24,000.00	\$0.00
3150	Seb Co Historical Society	\$0.00	\$0.00	\$20,000.00	\$20,000.00
3151	First Tee	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00
3159	Harbor House	\$16,000.00	\$16,000.00	\$16,000.00	\$0.00
3168	Hackett Historical Society Museum	\$0.00	\$0.00	\$0.00	\$0.00
3170	Roo Doo's Wildlife Park	\$0.00	\$0.00	\$142,000.00	\$142,000.00
<u>Total: Other Services and Charges</u>		\$170,150.00	\$170,150.00	\$333,650.00	\$163,500.00
Department Total: Grants-In-Aid-General		(\$170,150.00)	(\$170,150.00)	(\$333,650.00)	(\$163,500.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0116 - Grants-In-Aid-General				
Account 1000-0116 3121	Account 3121 - Comprehensive Juvenile Sv Comprehensive Juvenile Services	1.00	34,750.00	34,750.00
	Account 3121 - Comprehensive Juvenile Sv Totals	Transactions	1	<u>\$34,750.00</u>
Account 1000-0116 3122	Account 3122 - Crawford-Seb Comm.Dev. Crawford-Sebastian Community Development Council	1.00	7,500.00	7,500.00
	Account 3122 - Crawford-Seb Comm.Dev. Totals	Transactions	1	<u>\$7,500.00</u>
Account 1000-0116 3123	Account 3123 - Seb. Co. Fair Association Sebastian County Fair Association	1.00	45,000.00	45,000.00
	Account 3123 - Seb. Co. Fair Association Totals	Transactions	1	<u>\$45,000.00</u>
Account 1000-0116 3124	Account 3124 - Seb. Co. 4-H Sebastian County 4-H	1.00	2,000.00	2,000.00
	Account 3124 - Seb. Co. 4-H Totals	Transactions	1	<u>\$2,000.00</u>
Account 1000-0116 3125	Account 3125 - Seb.Co.Soil Conservation Sebastian County Soil Conservation	1.00	25,000.00	25,000.00
	Account 3125 - Seb.Co.Soil Conservation Totals	Transactions	1	<u>\$25,000.00</u>
Account 1000-0116 3126	Account 3126 - Crisis Ctr/Battered Women Crisis Center for Battered Women	1.00	6,000.00	6,000.00
	Account 3126 - Crisis Ctr/Battered Women Totals	Transactions	1	<u>\$6,000.00</u>
Account 1000-0116 3127	Account 3127 - Westark Plan P Dev. Dist. Western Arkansas Planning & Development District	1.00	15,500.00	15,500.00
	Account 3127 - Westark Plan P Dev. Dist. Totals	Transactions	1	<u>\$15,500.00</u>
Account 1000-0116 3128	Account 3128 - Buckner Park Buckner Park	1.00	5,000.00	5,000.00
	Account 3128 - Buckner Park Totals	Transactions	1	<u>\$5,000.00</u>
Account 1000-0116 3130	Account 3130 - Fountain of Youth Fountain of Youth	1.00	2,400.00	2,400.00
	Account 3130 - Fountain of Youth Totals	Transactions	1	<u>\$2,400.00</u>
Account 1000-0116 3149	Account 3149 - Area Agency On Aging Area Agency On Aging	1.00	24,000.00	24,000.00
	Account 3149 - Area Agency On Aging Totals	Transactions	1	<u>\$24,000.00</u>
Account 1000-0116 3150	Account 3150 - Seb Co Historical Society Sebastian County Historical Society	1.00	20,000.00	20,000.00
	Account 3150 - Seb Co Historical Society Totals	Transactions	1	<u>\$20,000.00</u>
Account 1000-0116 3151	Account 3151 - First Tee First Tee	1.00	10,000.00	10,000.00
	Account 3151 - First Tee Totals	Transactions	1	<u>\$10,000.00</u>
Account 1000-0116 3159	Account 3159 - Harbor House Harbor House	1.00	16,000.00	16,000.00
	Account 3159 - Harbor House Totals	Transactions	1	<u>\$16,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
FUND 1000 - General Fund				
	Department 0116 - Grants-In-Aid-General Totals	Transactions	13	<u>\$213,150.00</u>

Non Profit Organization Request for Funds 2016 Sebastian County Budget

Name of Organization Area Agency on Aging of Western Arkansas, Inc.
Address: 524 Garrison Ave Fort Smith, AR. 72901
Contact Person: Shannon D. Montez
Telephone Number: 479-783-4500 ext2211
Organization's Email Address: smontez@agingwest.org

Provide a brief summary for each section below.

I. Amount requested: \$24,000.00

II. Organization's purpose:

To assist older individuals in maintaining desired lifestyles through accessible and affordable services. We provide In-Home health care services for the frail, elderly, and disabled residents of Sebastian County.

III. Need and intended use of funds requested:

The funds will be used to help provide In-Home health care services for the frail, elderly, and disabled residents of Sebastian County. These funds are exempt from use for anyone that can have services paid for by state or federal funding. No administrative or indirect cost are allocated to these In-Home funds; 100% of In-Home funding goes to providing direct services to county residents.

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.

In the first seven months of 2015 the funds received have been used for the following: We have provided 432 hours of Homemaker Services; 244 hours of Personal Care Services; 174 hours of Respite Care; Purchased a set of twin mattresses and box springs, a washing machine, and paid utility bills. In the first seven months of 2015 we served 11 clients, of those 8 were frail with advanced age and 3 were physically disabled.

I have attached the 2014 IHA Allocation Financial Statement.

Created Date 08/31/2015 03:07:42 PM

Modified Date

08/31/2015 03:07:42 PM

Jennifer Hallum
Interim CEO

John Bogner
Vice President of
Transportation

Janet Loyd
Vice President of Finance
and Human Resources

**Area Agency on Aging
Of Western Arkansas, Inc.
Corporate Office
524 Garrison Avenue
P.O. Box 1724
Fort Smith, Arkansas 72902
(479) 783-4500**

Marcy Hamilton
Vice President of Finance
and Medical Systems

Sabrina Swilling
Administrator
Home Health and Hospice
Vice President of Nursing

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SEP 08 2015

SEBASTIAN COUNTY
JUDGE

August 31, 2015

Honorable David Hudson
Sebastian County Quorum Court
35 South 6th Street, Room 106
Fort Smith, AR 72901

Dear Judge Hudson,

Please accept this letter as the Area Agency on Aging of Western Arkansas, Inc.'s request for the year 2016 In-Home Assistance Allocation of \$24,000.00 to provide in-home health care services for the frail, elderly, and disabled residents of Sebastian County.

This revenue will enable Area Agency on Aging of Western Arkansas, Inc. to continue serving the residents of Sebastian County whom would not otherwise be covered by State or Federal funding.

Regarding our In-Home Assistance request, please remember that we will not use any of the \$24,000.00 for administrative charges. We will not use it for anyone that can have services paid for the by the State or Federal funds. The type of services we will provide are assistance with personal care, homemaking, minor home repair, dentures, eye glasses, medication assistance, wheel chair ramps, shower chairs, etc.

Thank you and the Quorum Court for your continued support of the elderly and disabled residents of Sebastian County.

Sincerely,



Jennifer Hallum,
Interim CEO

JH/sm

Area Agency on Aging of Western Arkansas
Statement of Financial Position
For the Period Ending Dec. 31, 2014

ASSETS

Cash & Cash Equivalents	\$1,908,860.29
Certificates of Deposit	215,603.79
Accounts Receivable	1,255,593.70
Prepaid Expenses	89,922.05
Furniture, Fixtures and Equipment	260,300.83
Transportation Equipment	6,843,190.92
Real Estate	3,219,160.34
Software	547,310.15
Less Accumulated Depreciation	(5,808,108.87)

TOTAL ASSETS

8,531,833.20

LIABILITIES AND NET ASSETS

Liabilities

Accounts Payable	283,189.31
Payroll Related Payable	450,047.81
Due to Providers Agencies	160,470.00
Accrued Compensated Absences	174,181.74
Deferred Income	182,661.42

TOTAL LIABILITIES

1,250,550.28

Net Assets

Undesignated	7,281,282.92
--------------	--------------

TOTAL NET ASSETS

7,281,282.92

TOTAL LIABILITIES AND NET ASSETS

8,531,833.20

Non Profit Organization Request for Funds 2016 Sebastian County Budget

Name of Organization CCFW/Buckner Park
Address: 18 Buckner Way Huntington AR 72940
Contact Person: Theresa Whiley
Telephone Number: (479) 462-5335
Organization's Email Address: twhiley@gmail.com

Provide a brief summary for each section below.

I. Amount requested: \$5,000.00

II. Organization's purpose:

Maintain park buildings and grounds. Keeping community building and other buildings and facilities in good condition for those using the park or buildings.

III. Need and intended use of funds requested:

Supplement repairs. Add additional park benches, replace tables and chairs in community building, and add heat and air conditioning to small rock historic building.

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

Not at this time

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

Buckner Park use continues to grow. Residents throughout the county use the community building and grounds. The ball field within the park was used by 5 teams as a practice field throughout the summer. The community building was booked for family events, school groups, and scouts. The park grounds and building is used for a summer long weekly children's activity event and a week long sports camp.

Will submit budget by mail.

Created Date 08/20/2015 11:20:59 PM

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08/20/2015 11:20:59 PM

Non Profit Organization Request for Funds 2016 Sebastian County Budget

Name of Organization Comprehensive Juvenile Services, Inc.
Address: 1606 South J Street, Fort Smith, Ar. 72901
Contact Person: John L. Furness
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 professionally serve the social service needs of local delinquent and at-risk youth who are entering the juvenile court system due to act of juvenile delinquency and/or family and school related problems.

The Mission 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 Justice 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 CJS services to the youth and their parents or legal guardians in Sebastian County.

To match funds for Federal grants.

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.

The services provided by CJS for Sebastian County youth and families are: Casework, Mentoring, Emergency Shelter, Electronic Monitoring/Home Detention, Community Services Supervision, Intensive Supervision for Delinquent Youth, Parenting, Residential treatment, and Mental Health Counseling.

In 2014, 573 Sebastian County youth and their families received services to include:

Casework: 64

Intensive Supervision for Delinquent Youth: 64

Mentoring: 27

Emergency Shelter: 34

Residential Treatment: 20

community Service Supervision: 253

Electronic Monitoring/Home Detention: 111

Mental Health: 45

C:\Users\John\Documents\15-16 Budget Revenue Expense Statement.doc

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COMPREHENSIVE JUVENILE SERVICES, INC.
Budget Revenue & Expense Statement
FY 2015-16

REVENUES:

State Funds –	
Judicial District 12th	\$733,007.00
Judicial District 18th	\$189,982.00
Judicial District 21st	\$379,363.00
Federal Funds –	
Emergency Solutions Grant	\$16,199.00
Runaway Grant	\$124,485.00
Special Nutrition	\$12,900.00
JABG Electronic Monitoring	\$33,333.00
JJDP Mentoring	\$23,576.00
County Funds –	
Sebastian, Crawford, Scott, Logan	\$51,670.00
Contracted Services -	
Community Services, Inc.	\$210,580.00
Donations/Anticipated Revenues	<u>\$13,500.00</u>
	<u>\$1,788,595.00</u>

EXPENSES:

Direct Services	\$769,023.00
Subcontract Services	\$223,536.00
<hr/>	
Admin/Regional Services	\$401,714.00
WAYS Shelter Services	<u>\$394,322.00</u>
	<u>\$1,788,595.00</u>

Non Profit Organization Request for Funds 2016 Sebastian County Budget

Name of Organization Crawford-Sebastian Community Development Council, Inc.
Address: PO Box 4069, Fort Smith, AR 72914
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: \$7,500.00

II. Organization's purpose:

Crawford-Sebastian Community Development Council, Inc. (C-SCDC) is a community action agency whose purpose is to make improvements in the lives of low-income individuals and families and the communities in which they live. Our goal for our clients is self-sufficient living.

III. Need and intended use of funds requested:

Funds requested will be used to help where there is a shortfall in other funding such as for utilities and other expenses to keep our doors open.

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

These funds are not intended to match federal grant dollars.

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

C-SCDC provides services such as food assistance to area food pantries, homeownership assistance, homelessness prevention, assistance to daycare homes and child care centers to serve nutritious meals to children, utility assistance, weatherizing homes and a dental clinic. All of these services are available to low-to- moderate income individuals and families in Sebastian County along with other surrounding areas. In the fiscal year ended 9/30/14, we served 16,449 individuals. Statistics are not kept by county but since Sebastian County is the largest in our service area, we know that a great number of those served reside in Sebastian County.

Attached is our latest Balance Sheet (as of July 31, 2015) along with our agency wide budget for 2015.

Created Date 08/20/2015 11:42:13 AM

Modified Date

08/20/2015 11:42:13 AM

Crawford Sebastian Community Development Council

Balance Sheet

July 31, 2015

Assets

10-0-1001	General Account Cash in Bank	\$298,488.51
10-0-1002	Community Dental Clinic Cash in Bank	\$36,210.18
10-0-1003	Weatherization Cash in Bank	\$195,299.29
10-0-1004	HEAP Cash in Bank	\$50,444.88
10-0-1005	River Valley Regional Food Bank Cash in Bank	\$303,859.22
10-0-1006	HOME Account Cash in Bank	\$278,936.17
10-0-1007	Self Help Account Cash in Bank	\$231.90
10-0-1009	SHOP Cash in Bank (FNB)	\$238.61
10-0-1010	Emergency Food & Shelter Cash in Bank	\$9,720.81
10-0-1011	Petty Cash	\$350.00
10-0-1012	Payroll Account Cash in Bank	\$180.35
10-0-1013	BOO IDA Account Cash in Bank	\$54,664.71
10-0-1014	Regional Housing Solutions (Arvest)	\$13,500.01
10-0-1015	SHOP Cash in Bank (Arvest)	\$8,239.13
10-0-1105	Accounts Receivable	\$5.00
10-0-1102	Shared Maintenance Receivable	\$62,366.89
10-0-1103	Home Loans Receivable	\$37,920.07
10-0-1105	AWP Receivable	\$372.63
10-0-1120	Grant Funds Receivable	\$124,196.11
10-0-1190	Construction in Progress	\$40,358.89
10-0-1201	Inventory - Materials	\$8,258.76
10-0-1202	Inventory - Food	\$1,611,033.56
10-0-1203	Inventory - Land-	\$762,803.35
10-0-1204	Inventory - Homes-	\$439,585.86
10-0-1301	Prepaid Office Expense	\$196.46
10-0-1303	Prepaid Travel Expense	(\$391.60)
10-0-1305	Prepaid Client Expense	\$4,192.03
10-0-1306	Prepaid Insurance	\$74,744.54
10-0-1501	Land	\$31,639.21
10-0-1502	Buildings	\$3,649,508.38
10-0-1505	Equipment	\$705,696.41
10-0-1511	Accumulated Depreciation	(\$879,505.43)
10-0-1999	Due to/From Other Programs	(\$21,642.85)
	Total Assets	<u>\$7,901,702.04</u>

Liabilities and Fund Balance

10-0-2001	Accounts Payable	\$36,000.94
10-0-2103	Deferred Home Loans	\$11,703.10
10-0-2120	SUTA Tax Payable	\$721.55
10-0-2130	Workers Comp Payable	(\$11,069.83)
10-0-2250	Employee Annuity Withholding	\$21.43
10-0-2260	Group Insurance Payable (BCBS)	\$0.00
10-0-2261	Vision Insurance Payable (VSP)	(\$53.96)
10-0-2262	AFLAC Insurance Payable	\$0.03
10-0-2263	Life Insurance Payable (BML)	\$18.19
10-0-2264	Voluntary Insurance Payable (Reliance)-	\$260.69
10-0-2265	Voluntary Insurance Payable (TransAmeri-	(\$55.40)
10-0-2266	Voluntary Insurance Payable (USAb)-	\$14.02
10-0-2305	Accrued Employee Leave	\$65,974.52
10-0-2310	Accrued Employee Fringe	\$4,997.50
10-0-2311	Accrued Landlord Fees	\$500.00
10-0-2410	Garnishment Payable	\$0.00
10-0-2412	United Way Payable	\$0.00
10-0-2413	Employee Loan Payable	(\$40.91)
10-0-2500	Accrued Payroll-	\$7,873.22
10-0-2503	HAC (Housing Asst. Council) Loan Payabl-	\$328,500.00
10-0-2504	Loan Payable-	\$429,927.52
10-0-2505	Accrued Interest	\$1,003.52
10-0-2506	Insurance Payable-	\$65,662.20
10-0-2507	NW Capital Funding - Loans Given	\$26,217.00
10-0-2508	BancorpSouth - Loan Payable	\$266,616.13
10-0-2999	Intercompany Transfers	(\$44,901.00)
	Total Liabilities	<u>\$1,189,890.46</u>
	Fund Balances	
10-0-3001	Fund Balance	\$1,392,902.80
10-0-3002	Fund Balance - Buildings	\$3,441,908.34
10-0-3003	Fund Balance - Equipment	\$115,406.28
10-0-3004	Fund Balance - Inventory	\$1,211,834.20
10-0-3005	Fund Balance - Land	\$549,759.96
	Total Fund Balance	<u>\$6,711,811.58</u>
	Total Liabilities and Fund Balance	<u>\$7,901,702.04</u>

Crawford-Sebastian Community Development Council, Inc.

Total Agency Budget by Department
 October 1, 2014 - September 30, 2015

Anticipated Homeownership Promotion Revenue	
DPA Fee Income, ADFA Home to Own, Fort Smith DPA, Affordable Housing Program DPA, Homebuyer Equity Leveraging Program (HELP), AFI IDA, DWS IDA, Miscellaneous Fee Income, Interest Income	\$ 310,291
Anticipated Expenditures	
Salaries & Fringe	\$ 44,239
Audit	\$ 1,000
Down Payment, Small Business, Education, Home Repair Assistance	\$ 250,493
Other Contract Services	\$ 1,000
Travel/Transportation	\$ 5,000
Space Cost	\$ 0
Consumable Supplies	\$ 2,409
Maintenance Agreements	\$ 2,000
Advertising/Outreach	\$ 2,000
Telephone	\$ 1,100
Postage/FedEx	\$ 1,050
Total Homeownership Promotion Expenditures	\$ 310,291

Anticipated Homeownership Preservation Revenue	
Arkansas Development Finance Authority Rehab, Special Needs Assessment Program (SNAP), Inspection Fees, AHP Rehab, Mortgage Default counseling	\$ 664,544
Anticipated Expenditures	
Salaries & Fringe	\$ 45,667
Audit	\$ 1,500
Rehabilitation/Repair Costs	\$ 601,596
Consumable Supplies	\$ 6,853
Interest Expense on Line of Credit	\$ 1,000
Total Homeownership Preservation Expenditures	\$ 656,616

Crawford-Sebastian Community Development Council, Inc.

Total Agency Budget by Department

October 1, 2014 - September 30, 2015

Anticipated Real Estate Development Revenue	
Mutual Self-Help Housing, Developer Fees on Acquisition/Rehab, Neighborworks, Enterprise Rural Initiative	\$ 323,211
Anticipated Expenditures	
Salaries & Fringe	\$ 171,297
Audit	\$ 2,000
Rehabilitation/Repair of Homes	\$ 96,212
Advertising/Outreach	\$ 15,000
Space Cost	\$ 6,696
Telephone	\$ 5,000
Meetings	\$ 5,000
Consumable Supplies	\$ 7,715
Travel	\$ 10,000
Equipment	\$ 2,930
Total Real Estate Development Expenditures	\$ 321,850

Anticipated Rental Revenue	
Emergency Solutions Grant (ESG)	\$ 112,700
Anticipated Expenditures	
Salaries & Fringe	\$ 39,774
Audit	\$ 2,000
Financial Assistance to Clients (Rent, Utilities, Moving Costs)	\$ 30,239
Stabilization Services to Clients (Credit Repair, HQS & Lead Inspections)	\$ 33,487
Travel/Transportation	\$ 2,000
Consumable Supplies	\$ 3,350
Telephone	\$ 1,000
Postage/FedEx	\$ 850
Total Rental Expenditures	\$ 112,700

Crawford-Sebastian Community Development Council, Inc.

Total Agency Budget by Department

October 1, 2014 - September 30, 2015

Community Services Block Grant (CSBG) Revenue (9 month)	\$ 261,480
Expenditures	
Salaries & Fringe	\$ 202,196
Professional Services	\$ 17,500
Travel/Transportation	\$ 8,163
Space Cost	\$ 5,961
Lease/Purchase Equipment	\$ 1,773
Consumable Supplies	\$ 12,392
Insurance	\$ 4,500
Subscriptions, Dues & Advertising	\$ 2,200
Maintenance Agreement	\$ 2,025
Telephone	\$ 1,405
Postage	\$ 865
Other Expenditures	\$ 2,500
Total CSBG Expenditures	\$ 261,480

Department of Energy (DOE) Revenue	\$ 1,088,672
Expenditures	\$
Salaries & Fringe	\$ 228,400
Materials	\$ 441,124
Fuel & Vehicle Maintenance	\$ 19,000
Tools & Equipment	\$ 7,600
Contract Labor	\$ 0
Audit	\$ 950
Health & Safety	\$ 142,832
Insurance	\$ 19,556
Administrative Costs	\$ 59,338
Capital Intensive Efficiency	\$ 108,903
T & TA	\$ 6,534
Total DOE Expenditures	\$ 1,034,237

Crawford-Sebastian Community Development Council, Inc.

Total Agency Budget by Department

October 1, 2014 - September 30, 2015

Community Dental Clinic Anticipated Revenue	\$ 232,885
Anticipated Expenditures	\$
Salaries & Fringe	\$ 131,453
Professional Services	\$ 32,361
Travel/Transportation	\$ 373
Utilities, Maintenance & Janitorial	\$ 2,324
Consumable Supplies	\$ 6,957
Dentures, Partials, Relines	\$ 30,312
Dental Supplies	\$ 4,488
Equipment Rent (alarm system)	\$ 215
Equipment Purchase	\$ 7,759
Advertising	\$ 96
Prescriptions	\$ 192
Insurance	\$ 1,950
Telephone	\$ 1,405
Postage	\$ 542
Total Dental Clinic Expenditures	\$ 220,427

Low-income Home Energy Assistance Program (LIHEAP) Anticipated Revenue	\$ 1,047,785
Anticipated Expenditures	\$
Salaries & Fringe	\$ 51,081
Professional Services	\$ 3,956
Travel/Transportation	\$ 2,627
Space Cost	\$ 3,429
Consumable Supplies	\$ 10,014
Telephone	\$ 847
Postage	\$ 6,497
Utility Assistance - Regular	\$ 727,412
Utility Assistance - Crisis	\$ 241,922
Total LIHEAP Expenditures	\$ 1,047,785

Crawford-Sebastian Community Development Council, Inc.

Total Agency Budget by Department

October 1, 2014 - September 30, 2015

River Valley Regional Food Bank Anticipated Revenue	\$ 1,234,756
Anticipated Expenditures	
Salaries & Fringe	\$ 283,438
Professional Services	\$ 18,288
Building Expenses	\$ 0
Vehicle Expense	\$ 4,275
Shipping/Freight	\$ 76,000
Travel/Transportation	\$ 34,229
Utilities, Janitorial, Pest Control, Maintenance	\$ 42,239
Consumable Supplies	\$ 43,971
Equipment Purchased/Rented	\$ 160,113
Space Cost	\$ 7,980
Insurance	\$ 16,565
Maintenance Agreements/Membership Fees	\$ 11,852
Building & Equipment Repairs	\$ 14,963
Telephone	\$ 2,280
Postage	\$ 1,995
Food Purchases	\$ 338,308
Fundraising Expenses	\$ 87,825
Other Expenses	\$ 28,698
Total Food Bank Expenditures	\$ 1,173,019

Child & Adult Care Food Program (CACFP) Revenue	\$ 596,000
Expenditures	
Salaries & Fringe	\$ 43,937
Professional Services	\$ 950
Travel/Transportation	\$ 6,907
Space Cost	\$ 3,657
Consumable Supplies	\$ 4,152
Training Supplies	\$ 3,135
Printing (Forms, etc.)	\$ 3,420
Telephone	\$ 380
Postage	\$ 694
Membership Dues	\$ 219
Reimbursements to Homes & Centers	\$ 498,750
Total CACFP Expenditures	\$ 566,201

Crawford-Sebastian Community Development Council, Inc.

Total Agency Budget by Department

October 1, 2014 - September 30, 2015

Non-Federal Anticipated Revenue	\$ 131,326
Anticipated Expenditures	
Salaries & Fringe	\$ 23,038
Tools & Equipment	\$ 839
Professional Services	\$ 6,539
Vehicle Expense	\$ 646
Travel/Transportation	\$ 996
Utilities, Pest Control, Maintenance	\$ 8,908
Consumable Supplies	\$ 36,218
Space Cost	\$ 1,412
Equipment Purchased/Rented	\$ 6,587
Insurance	\$ 4,940
Real Estate & Property Taxes	\$ 461
Maintenance Agreements	\$ 8,510
Dues, Publications	\$ 6,982
Repairs	\$ 5,352
Telephone	\$ 1,416
Postage	\$ 9,792
Other Costs	\$ 2,122
Total Non-Federal Expenditures	\$ 124,758

Building Fund (Zero St. Renovation) - based on cash balance @ 9/25/14	\$ 479,484
Expenditures (based on cash balance @ 9/25/14)	
Materials & Labor	\$ 479,484
Total Building Fund Expenditures	\$ 479,484

Total Agency Anticipated Revenue	\$ 6,483,134
Total Agency Anticipated Expenditures	\$ 6,308,848

Non Profit Organization Request for Funds 2016 Sebastian County Budget

Name of Organization Crisis Intervention Center
Address: 5603 South 14th Street
Contact Person: Kathleen Cates
Telephone Number: 782-1821
Organization's Email Address: kathleen@fscic.org

Provide a brief summary for each section below.

I. Amount requested: \$6,000.00

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 6 core components:

1. Crisis Hotline Support- 24 hours/365 days each 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 houses 32 clients serving 3 hot meals/day.
3. Licensed daycare for children of clients
4. Sexual Assault Exams-provide Forensic exams at CIC for sexual assault victims.
5. Client-driven advocacy to establish and implement a individual Case Management Plan for each client.
6. Prevention Program teaches a five-day curriculum in junior and senior high schools, residential treatment facilities, and juvenile detention centers. They teach throughout the 9 county service area.

III. Need and intended use of funds requested:

The CIC operates a 22,451 square foot facility that house 32 clients and children each night. Our census has been at capacity the last three months with a waiting list.

Naturally, when the shelter is at capacity, the agency's utility costs continue to rise. We have no other grants that provide funding for utilities since the City of Ft Smith defunded their Outside Agency Grant. The annual expenditure for utilities to run the facility is in excess of \$40,000 per year.

We are the ONLY Safe Shelter for Domestic Violence/Sexual Assault victims in a 9 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 2014 the Crisis Intervention Center:

1. Sheltered 260 clients and children for 4,862 nights
2. Served 14,586 meals
3. The vast majority, over 85%, of our clients were from Sebastian
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, both federal, state and local donations are declining because of economic pressures and increased demand for human services in Sebastian County.

We have no other grants that provide funding for utilities since the City of Ft Smith defunded their Outside Agency Grant.

The Donald W. Reynolds funds are restricted funds are not accessible.

Crisis Intervention Center, Inc
Profit & Loss Budget Overview
 October 2014 through September 2015

	Oct '14 - Sep 15
Ordinary Income/Expense	
Income	
44000 · 1Fundraiser/Special Events	48,000.00
45000 · Contributions	56,500.00
46100 · Grants - Federal	182,661.00
46200 · Grants- State	126,026.00
46300 · Grants - City/County	23,500.00
46400 · Grants-Foundations	61,500.00
46500 · Grants-United Way	75,111.00
47100 · DHS Childcare Program	6,500.00
47200 · SANE Program-SA Exams	43,905.00
47300 · Thrift Store	55,301.00
48000 · Misc Income	144.00
Total Income	679,148.00
Gross Profit	679,148.00
Expense	
61100 · Client Services Program Exp	10,481.00
61200 · SANE Program Exp	21,700.00
61300 · Daycare Program Exp	1,500.00
62000 · Fundraising Expense	14,700.00
63000 · Occupancy	76,096.00
64000 · General Expenses	45,095.00
66000 · Salaries & Benefits	559,400.00
Total Expense	728,972.00
Net Ordinary Income	-49,824.00
Other Income/Expense	
Other Expense	
63180 · Depreciation Expense	186,000.00
Total Other Expense	186,000.00
Net Other Income	-186,000.00
Net Income	-235,824.00

Non Profit Organization Request for Funds 2016 Sebastian County Budget

Name of Organization Harbor House, Inc.
Address: 615 N 19th Street
Contact Person: Jimmie Wooding
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 treatment services since 1974. The two organizations merged in July, 2011 as one, private non-profit. We continue to provide treatment for more than 1,200 clients per year, and countless others who benefit from our prevention services.

III. Need and intended use of funds requested:

The Harbor House, a long-standing institution in our community has been required to modernize our record-keeping by upgrading to electronic health records to meet accrediting standards. We are requesting funds for the added expense of monthly fees for technical support. We are also starting to grow our Out Patient Program and need help with the supplies expense and training.

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 of 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, Transitional Living for men and transitional living for women; and women and their children housing with treatment.

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

Clients from counties include:

Sebastian County	50%
Crawford County	15%
Franklin County	4%
Logan County	3%
Polk County	3%
Scott County	2%
Other Counties	12%

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Harbor House, Inc. Budget	
7/1/2015 - 6/30/2016	
Income	
RPP Funds	110,000
SNAP	58,416
WACGC	300,000
Quapaw House	150,000
Oklahoma Dept of Corrections	33,000
Ark Drug Courts	40,000
Washington/Madison Co DC	45,000
Cherokee Nation	425,000
Offender ReEntry	5,000
Parole & Probation	7,500
Room and Board (Rent)	100,000
Insurance	150,000
Self Pay	200,000
Driver Control Certificates	1,200
Food Stamps	30,000
Quorum Court	16,000
Pioneer Rent	1,200
Contributions	30,000
UnitedWay	90,000
Interest Income	500
Cokes and Juices	7,500
Race for Recovery	10,000
Miscellaneous income	3,500
Total Income	1,813,816
Expenses	
Health Insurance	135,000
Salaries & Wages	875,000
Taxes - payroll	95,000
Vacation Accrual	15,000

Employee Medical	500
Accounting - Audit	10,800
Advertising	6,500
Auto expense	10,000
Bank charges	5,000
Administration Fees	14,000
Bad debt expense	50,000
Contract Labor	7,500
Cokes & Juices	5,500
Depreciation	116,000
Dues and subscriptions	4,000
Educational Materials	1,500
Food	76,950
Kitchen supplies	5,500
Building insurance	20,090
Vehicle insurance	10,000
Directors insurance	4,500
Workmans comp	11,000
Gen Liab/Crime/Umb	12,450
Consultation	3,000
Licenses and fees	10,000
Meals and entertainment	9,800
Client Medical expenses	8,500
Miscellaneous	100
Office supplies	50,000
Copier	4,000
Postage	3,000
Printing	250
Program Materials	1,600
Repairs	40,000
Security	3,000
Software Fees	32,400
Cleaning supplies	400
Supplies	30,000
Electric	38,000
Water	22,000

Gas	17,000
Cable	8,300
Telephone	16,500
Travel	13,000
Workshops	8,500
Total Expenses	1,811,140
Profit	2,676

Non Profit Organization Request for Funds 2016 Sebastian County Budget

Name of Organization Sebastian County 4-H Foundation
Address: P.O. Box 1092
Contact Person: Kay Voss
Telephone Number: (469) 996-4131
Organization's Email Address: kvoss@valuelinx.net

Provide a brief summary for each section below.

I. Amount requested: \$2,000.00

II. Organization's purpose:

The 4-H program is 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:

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 at events and an annual achievement banquet of 4-H members' achievements in the year is made through presentation of ribbons, plaques, certificates, etc. The current economic situation has put our current investment return in a negative situation with an increased cost of registration fees and supply cost. 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.

Sebastian County 4-H continues to grow. There are currently over 230 enrolled as traditional club members in our 7 units throughout the county assisted by the work of 35 registered adult volunteer leaders. Additionally, 1234 youth in schools in all parts of the county were served.

Members participate at local, regional and state events. Sebastian County 4-H was proudly represented by multiple winners at the district and state levels. Sebastian County had the top state Family and Consumer Science Skill-a-Thon Judging team which was invited to represent Arkansas at the National Western Stock Show and Educational Event. The team from Sebastian County took home national honors. Sebastian County also had two more youth named to the Arkansas 4-H Teen Star and one recognized as 4-H Ambassador. With less than 60 Teen Stars named state wide and less than 25 4-Hers named as ambassadors every year this is another accomplishment for the county program.

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 and Next Step Day Room. They also hosted petting zoos to help increase agriculture awareness and assisted with numerous beautification projects in the county.

Sebastian County hosted 5 camps in 2014: County wide camps were held in areas of Safety, Forestry, outdoor cooking, canning, sewing and shooting sports. Overall more than 100 members benefited from the summer camp program. Sebastian County 4-H members were also able to participate in various out of state trips. The Animal Science camp exposed 4-h members to beef feed lots, sheep

and goat production and the Bakery department at Kansas State University. The Poultry Projects continue to grow in the county and the Extension office has provided training to new project participants and our poultry project continues to be one of the largest in the state. As the program grows, we continue to see an increase in exhibits by members at the county, district, and state fairs. 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 assistance with payment of fees associated with participation in district, state, regional, and national events.

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Category	2015 Budget
Activity Insurance	\$300
Awards and Recognition	\$4,100
County Educational Programs	\$ 1,500
County Leadership Development	\$ 100
District Educational Programs	\$200
Educational Materials and Supplies	\$1,000
Promotion and Expansion	\$1,000
Regional/National Programs	\$1,000
Scholarships	\$5,000
State Educational Programs	\$3,000
Total	20,000

Total Income - \$9,769.72

Total Revenue sources include: Direct Mail Contributions, individual donations, interest from investments accounts, and fundraisers.

Total expenses - \$11,723.00

Total Expenses include: County 4-H Scholarships, county camps, District, State and National Trips and promotion and expansion expenses.

Total Assets \$162.750

General Fund \$46,970

Scholarship fund \$115.780

Total Assets \$162.750

The Sebastian County 4-h Foundation has no Liabilities.

Non Profit Organization Request for Funds 2016 Sebastian County Budget

Name of Organization Sebastian County Conservation District
Address: 3913 Brooken Hill Drive
Contact Person: Nina Prater
Telephone Number: 479-646-8300 x110
Organization's Email Address: nina.prater@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 tens of 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. 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 will issue an e-newsletter, and is building a website to improve the organization's internet and social media presence, in order to reach out to the public throughout the county. Rural efforts this year will include a feral hog management education day, poultry production support, row crop and grassland nutrient assessments, and tree-planting education. 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 through a Rain Barrel Construction workshop we are organizing in Fort Smith.

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 (currently 23 active contracts in Sebastian County, and more in Crawford and Scott Counties) that provide federal cost-share dollars for farmers applying conservation practices. 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. This year the SCCD is organizing a Feral Hog Management education program, a Rain Barrel Construction workshop, and will be partnering with the Janet Huckabee Nature Center to provide education on watersheds and water quality issues.

The SCCD is participating in a poster contest and a photography contest for area youth, in partnership with the National Association of Conservation Districts.

The SCCD sponsors a \$500 scholarship program for Sebastian County students attending college, and the winning student will be eligible to compete at a state and national level for further scholarships.

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

Created Date 08/31/2015 11:19:05 AM

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 Cash Basis

Sebastian County Conservation District
Profit & Loss Budget Overview

July 2015 through June 2016

Jul '15 - Jun 16

Ordinary Income/Expense	
Income	
District	
District Sales & Services	
Total District	4,620.00
Governmental	
Sebastian County	
Quorum Court Appropriation	25,000.00
Total Sebastian County	<u>25,000.00</u>
AR Assoc Conservation Districts	
License Plate Fees	200.00
Total AR Assoc Conservation Districts	<u>200.00</u>
AR Natural Resources Commission	
Water Quality Technician	
WQT Appropriation	30,000.00
Vehicle Insurance Reimbursement	1,000.00
Total Water Quality Technician	<u>31,000.00</u>
Line Item (General Operations)	10,022.24
Grants to District	
Education	1,000.00
Total Grants to District	<u>1,000.00</u>
Beaver Control	500.00
Total AR Natural Resources Commission	<u>42,522.24</u>
NRCS	
Conservation Technical Services	23,795.16
TSP-Technical Service Provider	3,500.00
Total NRCS	<u>27,295.16</u>
Total Governmental	<u>95,017.40</u>
Interest Income	420.00
Total Income	<u>100,057.40</u>
Cost of Goods Sold	
Total COGS	<u>2,750.00</u>
Gross Profit	<u>97,307.40</u>
Expense	
Total Employee Expenses	81,744.47
Governance Obligations	
AACD Area, State, NACD Meetings	2,300.00
District Director Meetings	1,560.00
District Director Elections	200.00
Dues; RC&D, AACD Area, Etc.	60.00
Total Governance Obligations	<u>4,120.00</u>
Total General & Administrative	4,375.86
Programs & Projects	
Total Education	<u>5,050.00</u>
Total Programs & Projects	<u>5,050.00</u>
AR Game & Fish Act 893	760.00
Beaver Control Payments	500.00
Donations and Contributions	
Scholarship	500.00
Total Donations and Contributions	<u>500.00</u>
Total Expense	<u>97,050.33</u>
Net Ordinary Income	<u>257.07</u>
Net Income	<u><u>257.07</u></u>

Non Profit Organization Request for Funds 2016 Sebastian County Budget

Name of Organization Sebastian County Fair Association
Address: PO Box 12
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 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 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 Count 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.

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Sebastian County Fair Budget
2014

Income

County Funds	\$30,000.00
Building Rental	\$2,500.00
Gate	\$21,825.00
Carnival	\$7,226.00
Vending	\$1,500.00
Total Income	\$63,051.00

Expenses

Insurance - building	\$2,250.00
Insurance - bond	\$283.00
Insurance - liability	\$180.00
Lawn Care	\$3,600.00
Electric	\$7,400.00
Water	\$2,500.00
Trash	\$1,000.00
AOG	\$1,500.00
Chamber Membership	\$125.00
Fair Managers	\$240.00
IFMA	\$100.00
Software	\$450.00
Website	\$250.00
Taxes on Gate	\$873.00
Security	\$800.00
Property Upgrade	\$10,000.00
Computer	\$1,100.00
Advertising	\$1,500.00
Light Towers	\$500.00
Fair Entertainment	\$6,500.00
Awards	\$1,000.00
Window Installation	\$700.00
Bull Ride	\$5,000.00
Picnic Tables	\$500.00
<hr/>	
Trees	\$125.00
Floor Maintenance	\$1,500.00
Fair Supplies	\$1,000.00
Maintenance Labor	\$650.00
Equipment Rental	\$1,000.00
Total Expenses	\$52,626.00

Net Income/Loss **\$10,425.00**

Non Profit Organization Request for Funds 2016 Sebastian County Budget

Name of Organization Sebastian Retired Citizens Association, Inc.
Address: P.O. Box 181030 Fort Smith, AR 72918-1030
Contact Person: Deanna Rice, Executive Director
Telephone Number: (479) 648-9970
Organization's Email Address: srca1@sebastian.kscoxmail.com
Provide a brief summary for each section below.

I. Amount requested: \$67,893.00

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 cooked and delivered daily to those with the greatest social, economical, physical, and psychological needs. This allows the homebound the security to know they will have at least one nutritious meal a day while receiving the peace of mind knowing they are being checked on daily, as most have no other contact with a single person for days at a time.

A hot home delivered meal daily is all that stands between some homebound elderly remaining independent in their homes before being forced into a nursing home.

III. Need and intended use of funds requested:

The funding from Sebastian County is detrimental to the nine centers. As rising food cost continue and the demand to care for our seniors keep rising it is a great challenge to meet then needs of feeding our seniors and for most their one RDA meal daily.

SRCA's intended use for the funds is to help with the overall operations of the nine senior centers. Funds help with growing food cost, van fuel, packaging for HDM, maintenance expenses, and any other short falls in the program operations.

Funding also helps us keep our most frail and elderly seniors off waiting list for something very important to them as their only meal of the day. This is a huge reality in Sebastian County that are seniors are in great dire straits for food insecurities; meaning they are just plain hungry!

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. is a non-profit by donation only entity providing services to anyone 60 years of age or older, the spouse of an individual 60 years of age or older, and the disabled dependent of an individual 60 years of age or older residing in the household. SRCA, Inc. absolutely can not ask any qualifying senior for money for a meal.

SRCA, Inc. provides meals to 2,307 unduplicated senior citizens. An average of 26,173 meals are prepared monthly with 9% going to verified households falling below the 200% Federal Poverty guidelines. Many of these households are unable to contribute any donation for their meal.

Besides the Congregate and Home Delivered Meals SRCA, Inc. provides Transportation (777 units, monthly average), Socialization (4022 units, monthly average) and Information/Referral Assistance (492 units, monthly average). SRCA, Inc. utilizes other community programs to enhance the over all well being of our seniors. These come in the form of Caregiver meetings sponsored by Area Agency on Aging, AAA nurses and UAFS students to do blood pressure clinics and Medicare updates and information to our Seniors. Also, provided are flu clinics.

SRCA, INC.
Custom Summary Report 2015
July 2014 through June 2015
Jul '14 - Jun 15

Income

4000 · SSBG	62,690.00
4010 · C1	134,666.00
4020 · C2	61,961.00
4030 · 111B	55,968.00
4031 · 111E CAREGIVER	28,200.00
4035 · UNITED WAY	48,218.72
4036 · SGR	120,227.00
4039 · CIGARETTE TAX	59,663.00
4040 · USDA	196,937.00
4042 · TITLE XX PI	204,604.82
4045 · CENTER FUNDS	16,068.53
4049 · ELDER CHOICE	167,365.49
4053 · CITY OF FORT SMITH	159,787.55
4054 · CITY OF GREENWOOD	15,000.00
4056 · SEB. COUNTY	153,845.75
4057 · CITY OF BARLING	15,996.00
4058 · STATE OF ARKANSAS	9,242.44
4066 · REVENUES LEGISLATIVE	3,436.99
4067 · SCOTT CO. REVENUE	5,004.00
4071 · WAPDA GRANT	3,004.46
9000 · Interest Income	148.78
9020 · MISC. INCOME	1,803.33
Total Income	1,523,838.86

Expense

INSURANCE-HEALTH medical	42.80
6000 · SALARIES & WAGES	645,753.90
6030 · FRINGE BENIFITS	55,817.44
6040 · TRAVEL	1,345.40
6050 · UTILITIES & RENT	84,990.15
6060 · Office Supplies	7,711.95
6070 · PROGRAM SUPPLIES/ EXPENSES	13,291.77
6080 · JANITORIAL SUPPLIES	6,252.77
6090 · CONSUMABLE SUPPLIES	17,550.86
6095 · CONSUMABLE SUPPLIES H.D.	33,210.68
6096 · FUEL CHARGES	2,500.58
6100 · NON-CONSUMABLE SUPPLIES	14.93
6110 · AUTO GAS & OIL	42,410.90
6120 · AUTO REPAIRS	10,104.71
6130 · COMMUNICATIONS	17,710.23
6150 · AUDIT/ACCOUNTING	4,242.49
6160 · INSURANCE	28,402.33
6170 · EQUIP. RENTAL	1,725.71
6180 · Advertising	2,024.89

SRCA, INC.
Custom Summary Report 2015

July 2014 through June 2015

Jul '14 - Jun 15

6190 · OFFICE EQUIPMENT	251.27
6195 · KITCHEN EQUIPMENT	4,965.39
6200 · REPAIRS & MAINT.-BUILD	11,892.12
6210 · PEST CONTROL	4,777.53
6220 · OTHER TAXES & LICENSE	1,956.00
6230 · RAW FOOD	471,130.41
9030 · Miscellaneous	1,454.05
9031 · DRUG TESTS EMPLOYEES	70.00
Total Expense	<u>1,471,601.26</u>
Net Income	<u><u>52,237.60</u></u>

Non Profit Organization Request for Funds 2016 Sebastian County Budget

Name of Organization South Sebastian County Historical Society
Address: 307 E. Center Street/P.O. Box 523
Contact Person: Cinda Bell
Telephone Number: (479) 996-2129
Organization's Email Address: curator.sschistoricalsociety@gmail.com
Provide a brief summary for each section below.

I. Amount requested: \$20,000.00

II. Organization's purpose:

The purpose of the Society is the preservation and marking of local landmarks, compiling and preservation of dates concerning past events of local interest; the establishment of a museum to house mementos of the area and times; and to publish a periodical which would remain a legacy for future generations. We are a tourist attraction in Greenwood, receiving over 1600 guests per season (May-October).

III. Need and intended use of funds requested:

Our aging facilities need maintenance and improvement. We propose to 1.) refurbish and repair the restrooms in the small building to the west of the Old Jail Museum, 2.) repair/replace existing fencing on the west side of the Old Jail Museum, 3.)replace the existing sign at the eastern entrance drive to the facility (our sign was removed by the VFW when the tank was refurbished and we are told we cannot replace it in that location)and 4.) make repairs to the porch of the 1848 log cabin.

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.

Our museum and grounds are open to the general public from May 1- October 31 of each year. We are open 2-3 days per week (due to limited number of volunteers) and receive over 1600 visitors per season. We provide guided tours of the facility to all visitors during regular business hours and provide special tours to individuals and groups outside regular hours and dates of operation upon request. We provide tours to elementary school children from Greenwood and surrounding communities during the period April-May.

We provide educational programs addressing local and area history to the public and members the third week of each month.

~~We provide several history-related events to the public each year to promote the appreciation of local history and gain community involvement including Buried Treasure Graveside Tales, Christmas in the Cabin, Music on the Porch, and Trolley Tours on Historic Greenwood at Freedom Fest.~~

SOUTH SEBASTIAN COUNTY HISTORICAL SOCIETY

2015 Operating Budget

PROPOSED INCOME PROPOSED EXPENSES

Operating Income Operating Expenses

Grants and Donations-Other 560.00 \$	General Museum Donations 800.00 \$
Administration 25.00 \$	Member Donation 2,800.00 \$
250.00 \$	Advertising 175.00 \$
4,410.00 \$	Cemetery Funds 200.00 \$
Dues and Subscriptions Sales Chamber of Commerce 125.00 \$	Friends of the Library 25.00 \$
Magazine 2,000.00 \$	Key Lock Box 28.00 \$
203.00 \$	Post Office Box 25.00 \$
Other Misc 180.00 \$	Books, T Shirts 290.00 \$
	Cookbooks, Other Publications 240.00 \$
	2,710.00 \$

Non Profit Organization Request for Funds -
2

Insurance 3,519.00 \$ Special Events/Fundraisers Utilities 2,000.00 \$ Christmas Dinner 80.00 \$
Fall Festival 35.00 \$ Key Magazine Quilt Show 2,600.00 \$ Postage 300.00 \$ Music on
the Porch \$ Editor Supplies 125.00 \$ Buried Treasure 260.00 \$ 2,975.00 \$ Reprint
Past Issues 220.00 \$ 645.00 \$
Other Income Museum Interest 1,200.00 \$ Equipment and Supplies 600.00 \$ Historian 200.00 \$
Postage 100.00 \$ Printing and Production 500.00 \$ 1,400.00 \$
Repairs and Improvements Barn 500.00 \$ Cabin 500.00 \$ Jail Museum 500.00 \$ School 500.00 \$
Restrooms 100.00 \$ Misc 258.00 \$ 2,358.00 \$
Miscellaneous Christmas Dinner 350.00 \$ Christmas Tea 25.00 \$ Volunteer Tea 50.00 \$ Music on
the Porch \$ Quilt Show 200.00 \$ Flower Fund 150.00 \$ Misc Other 145.00 \$ Buried Treasure
50.00 \$ 970.00 \$
TOTAL PROJECTED INCOME 11,295.00 \$ TOTAL PROJECTED EXPENSES 11,295.00

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08/12/15
Cash Basis

South Sebastian County Historical Society
Balance Sheet
As of August 12, 2015

	Aug 12, 15
ASSETS	
Current Assets	
Checking/Savings	
Cabin Endowment CD #44477	6,756.39
Coal Miners CD	21,910.17
District Endowment CD	20,908.82
Farmers Bank Checking	
Norwood Cemetery Fund	492.83
Sand Ridge Cemetery Fund	1,500.00
Farmers Bank Checking - Other	4,696.54
Total Farmers Bank Checking	6,689.37
Farmers Bank MM Investment	19,245.86
First National Checking	10,086.96
Key Magazine CD.#27577	7,902.16
Total Checking/Savings	93,499.73
Total Current Assets	93,499.73
TOTAL ASSETS	93,499.73
LIABILITIES & EQUITY	
Equity	
Beginning Yr Bal Equity	99,619.91
Net Income	-6,120.18
Total Equity	93,499.73
TOTAL LIABILITIES & EQUITY	93,499.73

Non Profit Organization Request for Funds 2016 Sebastian County Budget

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

Provide a brief summary for each section below.

I. Amount requested: \$10,000.00

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, the elimination of city funding and 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 2015-2016 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 6-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 throughout the entire county.

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 have 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 2014, over

10,000 children were impacted by our program in FORT SMITH ALONE. In 2015 we expanded 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.

2015 Chapter Budget

REVENUE

Operating

Golf Course	\$9,651.00
Driving Range/Practice Area	\$7,583.00
Golf Shop/Clubhouse	\$5,428.00
Instruction (Non-TFT)	\$1,570.00
Total Operating Revenue	\$24,232.00

Program

Participant Fees	\$20,115.00
Group Fees	\$1,800.00
Total Program Revenue	\$21,915.00

Fundraising

Designated Capital Campaign	\$25,000.00
Chapter Matching Grant Program Payout	
Government Grants	\$15,500.00
Foundation and Association Grants	\$10,000.00
Corporate Contributions	\$80,000.00
Individual Contributions	\$30,000.00
Golf Outings and Events	\$72,000.00
Non-Golf Events	\$25,000.00
LPGA/PGA Event Proceeds	\$540.00
Investments	
In-Kind	\$25,000.00
Total Fundraising Revenue	\$283,040.00

Total Revenue \$329,187.00

2015 Chapter Budget

EXPENSES

Non Profit Organization Request for Funds -

3

Operating

Operating Salary and Wages	\$77,750.00
Rent/Office Space/Golf Course	
Driving Range/Practice Area	
Golf Shop/Clubhouse	\$4,000.00
Utilities	\$8,000.00
Clubhouse/Pro-shop Maintenance	\$500.00
Golf Course Maintenance	\$25,000.00
In-Kind (Operations)	
Total Operating Expense	\$115,250.00

Program

Program Salary and Wages	\$47,500.00
Camps/Clinics/Life Skills Education	\$15,000.00
Teaching Aids and Supplies	\$1,500.00
Communications and Marketing	\$7,500.00
Technology	\$1,200.00
Transportation	\$250.00
Education Travel and Entertainment	\$4,000.00
In-Kind (Program)	
Total Program Expense	\$76,950.00

Fundraising

Fundraising Salary & Wages	\$28,750.00
Golf Outings and Events	\$18,000.00
Non-Golf Events	\$15,000.00
In-Kind Fundraising	
Other Fundraising	
Total Fundraising Expense	\$61,750.00

Administration

Administrative Salary and Wages	\$20,000.00
Professional Fees	\$5,000.00
Supplies	\$1,000.00
Administrative Travel and Entertainment	\$500.00
Dues and Subscriptions	\$1,000.00
Investment Fees and Interest	
Insurance	\$23,625.00
In-Kind Administration	
Total Administrative	\$51,125.00

Total Expense \$305,075.00

Created Date 08/20/2015 04:23:15 PM

Modified Date

08/20/2015 04:23:15 PM

Non Profit Organization Request for Funds 2016 Sebastian County Budget

Name of Organization Western Arkansas Planning & Development District, Inc.
Address: P.O. Box 2067
Contact Person: Amanda Moses, Financial Officer
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 08/18/2015 09:55:23 AM

Modified Date

08/18/2015 09:55:23 AM

COMPOSITE BUDGET -FISCAL YEAR 2016- WAPDD/FRONTIER MPO
CONTINUED:

REVENUE CATEGORIES

PROJECTS	Federal Grants-Direct	Federal Grants-Indirect	State Un-restricted Funds	Local Match WAPDD & FRONTIER	Community, Contractor, and Other Sources	Total Budgeted Project Revenue
Workforce Investment Act -"Passthrough" Funds	\$0	\$2,960,894	\$0	\$0	\$0	\$2,960,894
Workforce Investment Act -WAPDD Staff	0	223,600	0	0	0	223,600
Economic Development-EDA Planning Grant	60,000	0	45,000	15,000	0	120,000
Grants Admin. Services-ACEDP	0	75,000	0	0	0	75,000
Grants Admin. Services-Other Projects	0	0	0	0	98,300	98,300
Frontier Transportation-Arkansas Project	0	252,000	30,000	33,000		315,000
Frontier Transit-City of Fort Smith	0	0	0	12,500	50,000	62,500
Western Arkansas Intermodal Authority	0	0	0	0	142,000	142,000
Frontier Transportation-Oklahoma Project	0	21,000	0	5,250	0	26,250
"Passthrough" Arkansas General Improvement	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	22,280	22,280
Various GPS/GIS Projects	0	0	0	0	20,660	20,660
Reimbursing Agreements & Local Items	0	0	0	0	5,000	5,000
COMBINED REVENUE TOTALS	\$60,000	\$3,532,494	\$910,000	\$65,750	\$501,240	\$5,069,484

WAPDD/FRONTIER
07/01/2015
Schedule #2

2016 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 requisitions, purchase orders, claims, administers the county bid process organizes auction of surplus items, handles the counties fleet and property insurance, and monitors or manages many ongoing county 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, provides 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 2016 budget year.

Continue to improve customer service by developing a reputation of responsiveness and fairness
Provide 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. Continue to integrate technology in to the department to increase efficiencies Continue to improve County purchasing procedures Focus on fixed assets for accountability and implementation in to New Worlds system Continue to review county insurance practices with a goal of acquiring insurance coverage that is competitively priced Provide assistance to the Road Department in execution of road and capital improvement projects Continue 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 Continue professional development in the areas necessary to support County operations
Maintain annual Fixed Asset Inventory and continue to monitor Issues PO's for all capital purchases and ensure compliance with state law and grant guidelines Maintain policy to issue PO's for small equipment, building renovations and lease contracts, agreement to comply with county policy and monitor county contractual obligations. Continue to evaluate, administer and improve the salary administration program. Continue 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0117	Purchasing/HR			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$181,458.79	\$194,227.00	\$201,168.00	\$6,941.00
1002	Salaries,Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$13,474.29	\$15,156.00	\$15,417.00	\$261.00
1007	Retirement	\$26,401.62	\$29,241.00	\$29,221.00	(\$20.00)
1009	Health Insurance Matching	\$21,320.00	\$31,512.00	\$36,264.00	\$4,752.00
1010	Workmen's Compensation	\$914.02	\$345.00	\$1,292.00	\$947.00
1011	Unemployment Compensation	\$1,046.40	\$0.00	\$3,695.00	\$3,695.00
1016	Life Insurance	\$397.17	\$486.00	\$490.00	\$4.00
1017	Col/Merit	\$0.00	\$3,885.00	\$0.00	(\$3,885.00)
1021	Longevity	\$85.00	\$0.00	\$360.00	\$360.00
1023	Dental Insurance-Matching	\$2,243.87	\$2,625.00	\$3,019.00	\$394.00
1040	Affordable Care Act	\$378.00	\$633.00	\$635.00	\$2.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$247,719.16	\$278,110.00	\$291,561.00	\$13,451.00
<u>Supplies</u>					
2001	General Supplies	\$15,136.13	\$15,000.00	\$15,000.00	\$0.00
2002	Small Equipment	\$2,838.85	\$3,200.00	\$3,200.00	\$0.00
2005	Food/Supplies	\$1,589.98	\$5,700.00	\$5,700.00	\$0.00
2007	Fuel, Oils & Lubricants	\$32.40	\$150.00	\$150.00	\$0.00
2009	Computer Accessories	\$208.47	\$300.00	\$300.00	\$0.00
2023	Parts & Repairs	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$2,659.67	\$4,500.00	\$10,506.00	\$6,006.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$22,465.50	\$28,850.00	\$34,856.00	\$6,006.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3005	Special Legal	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3009	Oth Professional Services	\$7,939.17	\$23,350.00	\$23,350.00	\$0.00
3020	Telephone & Fax Landline	\$806.33	\$650.00	\$984.00	\$334.00
3021	Postage	\$243.43	\$150.00	\$150.00	\$0.00
3022	Cell Phone & Pagers	\$1,241.73	\$2,400.00	\$2,400.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$354.19	\$2,000.00	\$2,000.00	\$0.00
3031	Common Carrier	\$2,212.70	\$0.00	\$5,000.00	\$5,000.00
3035	Travel-Rental Car	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$15,597.14	\$14,500.00	\$14,500.00	\$0.00
3052	Fire & Extended Coverage	\$44.68	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$6,363.27	\$7,000.00	\$7,000.00	\$0.00
3075	Postage Mach/PO Box Rent	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0117	Purchasing/HR			
3090	Dues & Memberships	\$5,144.17	\$8,500.00	\$8,500.00	\$0.00
3094	Meals & Lodging	\$1,305.24	\$4,000.00	\$4,000.00	\$0.00
3098	Judgements & Damages	\$0.00	\$350.00	\$350.00	\$0.00
3101	Training & Education	\$11,982.42	\$3,500.00	\$3,500.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$9.99	\$1,000.00	\$2,000.00	\$1,000.00
3104	Books	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$53,244.46	\$68,400.00	\$74,734.00	\$6,334.00
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$3,390.06	\$0.00	\$1,000.00	\$1,000.00
<u>Total: Capital Outlay</u>		\$3,390.06	\$0.00	\$1,000.00	\$1,000.00
Department Total: Purchasing/HR		(\$326,819.18)	(\$375,360.00)	(\$402,151.00)	(\$26,791.00)

2016 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>
011704001 - Assistant Purchasing Agent	09 - 09	100 - Work Full Time	27,535	38,873	32,395
011704601 - Purchasing/Facilities Admin.	16 - 16	104 - Reg. Full-Time Exempt	35,284	52,926	44,104
011725001 - Human Resource Assistant	09 - 09	100 - Work Full Time	27,535	38,873	39,302
011725201 - Human Resource Coordinator	10 - 10	104 - Reg. Full-Time Exempt	28,318	41,441	37,144
011725401 - Human Resource Director	15 - 15	104 - Reg. Full-Time Exempt	33,946	50,918	48,223
Total Positions:	<u>5</u>			Full Time Annual Salaries Subtotal:	<u>201,168</u>
				Total Salaries:	<u>201,168</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0117 - Purchasing/HR				
Account 2001 - General Supplies				
1000-0117 2001	Printing, Business Cards, Forms, Daily Office Supplies,	1.00	15,000.00	15,000.00
	Account 2001 - General Supplies Totals	Transactions 1		\$15,000.00
Account 2002 - Small Equipment				
1000-0117 2002	Office Equipment as needed	1.00	3,200.00	3,200.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$3,200.00
Account 2005 - Food/Supplies				
1000-0117 2005	Food for meetings and events	1.00	5,700.00	5,700.00
	Account 2005 - Food/Supplies Totals	Transactions 1		\$5,700.00
Account 2007 - Fuel, Oils & Lubricants				
1000-0117 2007	Necessary if Fuel Card Will not work	1.00	150.00	150.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		\$150.00
Account 2009 - Computer Accessories				
1000-0117 2009	Batteries, keyboards, thumb drives	1.00	300.00	300.00
	Account 2009 - Computer Accessories Totals	Transactions 1		\$300.00
Account 2024 - Maint & Service Contracts				
1000-0117 2024	Leaf Capital Funding CCO 2014-70	1.00	6,006.00	6,006.00
1000-0117 2024	Wight Office CCO 2015-143	1.00	4,500.00	4,500.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 2		\$10,506.00
Account 3005 - Special Legal				
1000-0117 3005	AAC Legal Deductible As Needed	1.00	1,000.00	1,000.00
	Account 3005 - Special Legal Totals	Transactions 1		\$1,000.00
Account 3009 - Oth Professional Services				
1000-0117 3009	Consulting, Engineering, Architect, Permitting	1.00	23,350.00	23,350.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$23,350.00
Account 3020 - Telephone & Fax Landline				
1000-0117 3020	AT&T	1.00	650.00	650.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$650.00
Account 3021 - Postage				
1000-0117 3021	Business Mail	1.00	150.00	150.00
	Account 3021 - Postage Totals	Transactions 1		\$150.00
Account 3022 - Cell Phone & Pagers				
1000-0117 3022	Cell Phone Service	1.00	2,400.00	2,400.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$2,400.00
Account 3030 - Travel				
1000-0117 3030	Training for Purchasing and Human Resources	1.00	4,000.00	4,000.00
	Account 3030 - Travel Totals	Transactions 1		\$4,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0117 - Purchasing/HR				
Account 3031 - Common Carrier	Travel for Purchasing & Human Resources Training	1.00	5,000.00	5,000.00
1000-0117 3031		Transactions	1	\$5,000.00
	Account 3031 - Common Carrier Totals			
Account 3040 - Advertising & Publication	Job Advertising, Bids, Ordinances & Appropriations	1.00	16,000.00	16,000.00
1000-0117 3040		Transactions	1	\$16,000.00
	Account 3040 - Advertising & Publication Totals			
Account 3071 - Rent-Machinery & Equip	LEAF Capital Funding, LLC Rental/Lease CCO 2014-20	1.00	7,000.00	7,000.00
1000-0117 3071		Transactions	1	\$7,000.00
	Account 3071 - Rent-Machinery & Equip Totals			
Account 3090 - Dues & Memberships	NIGP, Plk Dir, Sams Club, AAC, EHC, Shrm, Thomp	1.00	9,000.00	9,000.00
1000-0117 3090		Transactions	1	\$9,000.00
	Account 3090 - Dues & Memberships Totals			
Account 3094 - Meals & Lodging	Travel for Training (NIGP and New World)	1.00	4,000.00	4,000.00
1000-0117 3094		Transactions	1	\$4,000.00
	Account 3094 - Meals & Lodging Totals			
Account 3098 - Judgements & Damages	Repair Damage to Public Property	1.00	350.00	350.00
1000-0117 3098		Transactions	1	\$350.00
	Account 3098 - Judgements & Damages Totals			
Account 3101 - Training & Education	NIGP, AAC, SHRM, New World Conferences & Training	1.00	4,000.00	4,000.00
1000-0117 3101		Transactions	1	\$4,000.00
	Account 3101 - Training & Education Totals			
Account 3102 - Software,Supt/Maint Agmnt	DB Squared CCO 2015-44	1.00	2,000.00	2,000.00
1000-0117 3102		Transactions	1	\$2,000.00
	Account 3102 - Software,Supt/Maint Agmnt Totals			
Account 4016 - Computer Equip Purchase	Computer Replacement Plan (1) Laptop	1.00	1,000.00	1,000.00
1000-0117 4016		Transactions	1	\$1,000.00
	Account 4016 - Computer Equip Purchase Totals			
Account 3052 - Fire & Extended Coverage	Insurance for Kyoceria Copier	1.00	55.00	55.00
1000-0117 3052		Transactions	1	\$55.00
	Account 3052 - Fire & Extended Coverage Totals			
	Department 0117 - Purchasing/HR Totals	Transactions	23	\$114,811.00

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0119	Other Co Expenses			
<u>Supplies</u>					
2039	Emergency & Contingency	\$27,575.89	\$30,000.00	\$30,000.00	\$0.00
<u>Total: Supplies</u>		\$27,575.89	\$30,000.00	\$30,000.00	\$0.00
<u>Other Services and Charges</u>					
3098	Judgements & Damages	\$0.00	\$0.00	\$0.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Other Co Expenses		(\$27,575.89)	(\$30,000.00)	(\$30,000.00)	\$0.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0119 - Other Co Expenses			
Account	2039 - Emergency & Contingency			
1000-0119 2039	Emergency & Contingency for Unexpected Issues	1.00	30,000.00	30,000.00
	Account 2039 - Emergency & Contingency Totals	Transactions 1		<u>\$30,000.00</u>
	Department 0119 - Other Co Expenses Totals	Transactions 1		<u>\$30,000.00</u>

2016 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.

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

The goal is to continue to update and maintain the New World and New Dawn 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? No

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0121	Enterprise Software Proje			
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$200,109.00	\$200,120.00	\$200,120.00	\$0.00
3158	Special Project	\$60,445.22	\$52,674.00	\$0.00	(\$52,674.00)
<u>Total: Other Services and Charges</u>		\$260,554.22	\$252,794.00	\$200,120.00	(\$52,674.00)
<u>Capital Outlay</u>					
4010	Information Systems Proj	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Enterprise Software Proje		(\$260,554.22)	(\$252,794.00)	(\$200,120.00)	\$52,674.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0121 - Enterprise Software Proje			
Account	3102 - Software,Supt/Maint Agmnt			
1000-0121 3102	Aegis Maintenance Year 4	1.00	71,230.00	71,230.00
1000-0121 3102	New Dawn Maintenance Year 4	1.00	48,530.00	48,530.00
1000-0121 3102	New World Maintenance Year 5	1.00	80,240.00	80,240.00
1000-0121 3102	NorthPointe Maintenance (New World)	1.00	120.00	120.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions	4	<u>\$200,120.00</u>
	Department 0121 - Enterprise Software Proje Totals	Transactions	4	<u>\$200,120.00</u>

2016 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. 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). 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). Budget for 2016 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 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). 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). The following will go on in 2016 Umarex \$12,000 for Real Property (Resolution 2008-6) and \$26,121 for Personal Property (Resolution 2011-18).

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0129	Fort Chaffee Redevelopmen			
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3015	Renew Contracts/Agrmnts	\$93,009.53	\$99,492.00	\$106,492.00	\$7,000.00
<u>Total: Other Services and Charges</u>		\$93,009.53	\$99,492.00	\$106,492.00	\$7,000.00
Department Total: Fort Chaffee Redevelopmen		(\$93,009.53)	(\$99,492.00)	(\$106,492.00)	(\$7,000.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0129 - Fort Chaffee Redevelopmen			
Account	3015 - Renew Contracts/Agmmts			
1000-0129 3015	Graphics Packaging	1.00	31,000.00	31,000.00
1000-0129 3015	Mars \$8,345 Real, \$29,026 Personal	1.00	37,371.00	37,371.00
1000-0129 3015	Umarex \$12,000 Real, \$26,121 Personal	1.00	38,121.00	38,121.00
Account	3015 - Renew Contracts/Agmmts Totals	Transactions	3	<u>\$106,492.00</u>
Department	0129 - Fort Chaffee Redevelopmen Totals	Transactions	3	<u>\$106,492.00</u>

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0130	Western Arkansas Intermod			
	<u>Other Services and Charges</u>				
3100	Other Miscellaneous	\$50,000.00	\$37,025.00	\$40,000.00	\$2,975.00
	<u>Total: Other Services and Charges</u>	\$50,000.00	\$37,025.00	\$40,000.00	\$2,975.00
Department Total: Western Arkansas Intermod		(\$50,000.00)	(\$37,025.00)	(\$40,000.00)	(\$2,975.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0130 - Western Arkansas Intermod			
Account	3100 - Other Miscellaneous			
1000-0130 3100	Intermodal Transfer	1.00	40,000.00	40,000.00
	Account 3100 - Other Miscellaneous Totals	Transactions 1		<u>\$40,000.00</u>
	Department 0130 - Western Arkansas Intermod Totals	Transactions 1		<u>\$40,000.00</u>

Western Arkansas Intermodal Authority
1109 South 16th Street
Fort Smith, AR 72901
(479) 785-2651 Fax (479) 785-1964

June 05, 2015

The Honorable David Hudson
Sebastian County Judge
35 South 6th Street, Room 106
Fort Smith, AR 72901

Dear Judge Hudson:

On behalf of the RITA Board, we are estimating a request to be included in the Sebastian County 2016 budget for \$40,000. However, we will submit a formal request during your regularly scheduled budget process. As discussed in the last RITA Board meeting on May 6, 2015; the USACE has requested an additional, unexpected \$33,000 for the Feasibility Study Agreement. WAPDD has been able to secure funding sources for this request; therefore no additional request will be made to Sebastian County for this USACE request. Hope this letter finds you well. Please call me if you have any questions, comments, or concerns. As always, thank you for your continued financial support of RITA.

Sincerely,



Sasha Grist, Service Agent
Western Arkansas Intermodal Authority

2016 Budget Information Form

Office/Department: 0134 - Jail Commissary

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, addl underwear, socks, etc.; it is a source of revenue thru the jail by profiting from each order at a current rate of 31%.

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.

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

Continuing to provide commissary to inmates for the year 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0134	Jail Commissary			
<u>Supplies</u>					
2005	Food/Supplies	\$352,058.88	\$225,000.00	\$225,000.00	\$0.00
2010	Inmate Phone Cards	\$95,000.00	\$70,000.00	\$70,000.00	\$0.00
<u>Total: Supplies</u>		\$447,058.88	\$295,000.00	\$295,000.00	\$0.00
<u>Other Services and Charges</u>					
3021	Postage	\$0.00	\$0.00	\$0.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3157	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Jail Commissary		(\$447,058.88)	(\$295,000.00)	(\$295,000.00)	\$0.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0134 - Jail Commissary			
Account	2005 - Food/Supplies			
1000-0134 2005	Aramark Correctional Services CCO 2011-100	1.00	225,000.00	225,000.00
	Account 2005 - Food/Supplies Totals	Transactions	1	<u>\$225,000.00</u>
Account	2010 - Inmate Phone Cards			
1000-0134 2010	Value Added Communications(VAC)CCO 2011-209	1.00	70,000.00	70,000.00
	Account 2010 - Inmate Phone Cards Totals	Transactions	1	<u>\$70,000.00</u>
	Department 0134 - Jail Commissary Totals	Transactions	2	<u>\$295,000.00</u>

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0137	JABG(Juv Acct Blk Grant)			
<u>Supplies</u>					
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$0.00	\$0.00	\$30,000.00	\$30,000.00
3030	Travel	\$0.00	\$0.00	\$0.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3094	Meals & Lodging	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$3,333.00	\$3,333.00
3101	Training & Education	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$0.00	\$33,333.00	\$33,333.00
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: JABG(Juv Acct Blk Grant)		\$0.00	\$0.00	(\$33,333.00)	(\$33,333.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0137 - JABG(Juv Acct BIK Grant)				
Account 3009 - Oth Professional Services JABG Grant Funds		1.00	30,000.00	30,000.00
1000-0137 3009		Transactions	1	<u>\$30,000.00</u>
Account 3096 - County Matching Funds County Share		1.00	3,333.00	3,333.00
1000-0137 3096		Transactions	1	<u>\$3,333.00</u>
	Account 3009 - Oth Professional Services Totals	Transactions		<u>\$30,000.00</u>
	Account 3096 - County Matching Funds Totals	Transactions		<u>\$3,333.00</u>
	Department 0137 - JABG(Juv Acct BIK Grant) Totals	Transactions	2	<u>\$33,333.00</u>

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0300	City County Health			
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3103	Grants In Aid	\$54,009.10	\$63,215.00	\$58,500.00	(\$4,715.00)
3158	Special Project	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$54,009.10	\$63,215.00	\$58,500.00	(\$4,715.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: City County Health		(\$54,009.10)	(\$63,215.00)	(\$58,500.00)	\$4,715.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0300 - City County Health			
Account	3103 - Grants In Aid			
1000-0300 3103	50% of projected budget provided by the City of Fort Smith	1.00	58,500.00	58,500.00
	Account 3103 - Grants In Aid Totals	Transactions	1	\$58,500.00
	Department 0300 - City County Health Totals	Transactions	1	\$58,500.00

City of Fort Smith
Program Title: Health Services
Program Number: 6101

Personnel

		2016 Budget	2017 Budget
Code	Description	Requests	Projections
101	Regular Salaries	0	0
102	Overtime	0	0
103	Retirement	0	0
104	Social Security	0	0
105	Health Insurance	0	0
106	Longevity	0	0
107	Medical Expenses	0	0
108	Other	0	0
109	Employee Allowance	0	0
111	Worker's Compensation	0	0
Total Personnel Costs:		\$0	\$0

Operating Accounts

		2016 Budget	2017 Budget
Code	Description	Requests	Projections
201	Office Supplies	8,000	8,400
202	Small Equipment	8,600	9,030
203	Fuel, Oil, Lube	0	0
204	Clothing	0	0
205	Custodial Equipment and Supplies	12,500	13,130
206	Materials	800	840
207	Repair of Equipment	600	630
208	Repair of Buildings	60,680	63,710
209	Merchandise	0	0
210	Communications	10,000	10,500
211	Utilities	28,000	29,400
212	Bonds, Insurance, Licenses	3,800	3,990
213	Postage	2,500	2,630
214	Advertising, Printing, Photo	500	530
215	Travel	330	350
216	Education, Memberships, Subscriptions	500	530
217	Lease, Rent, Taxes	4,000	4,200
218	Claims	0	0
219	Other	0	0
220	Examinations	0	0
Total Operating Costs		\$140,810	\$147,870

If replacement, MUST include model & year being replaced. If Addition- note on request

CAPITAL OUTLAY	2016 Budget Requests	2017 Budget Projections
1	\$0.00	
2	\$0.00	
3	\$0.00	
4	\$0.00	
5	\$0.00	
Total Capital Expenses	\$0	\$0
Grand Total (All accounts)	\$140,810	\$147,870

Schedule of Personnel			# of Positions 2017
Position Title	# of Positions 2015	# of Positions 2016	
Total Positions	0	0	0

2016 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 department budget support the Sebastian County EMS & Rescue Operation 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 2016 budget year.

Our primary goals are to create and maintain our organizations to be receptive to change and always seek to improve the protection we deliver to our customers, within authorized resources. As such, the value of Sebastian County EMS emphasizes service to the community, and goals provide directions for the departments in providing that service. 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 in the communities we serve by creating and participating in all opportunities for direct interaction and feedback to ensure we are meeting their needs and expectations. In doing this it is our goal to be inclusive of all people we serve. The highest priority for Sebastian County in 2016 is to provide a strategic plan for building a new headquarters for ambulance response. The new headquarter s will help Sebastian County maintain and deliver financially and stable life safety and emergency medical services to the communities we serve.

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
EMS & Rescue Trauma Grant	15,000.00	0	Medical Equipment and Education	8/15/15 through 6/12/16
Arkansas Ambulance Association	6,100.00	0	Medical Equipemtn and Education	2015-2016
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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0301	Ambulance Service			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$568,878.04	\$573,734.00	\$596,536.00	\$22,802.00
1002	Salaries,Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1003	Extra Help	\$25,486.00	\$34,944.00	\$34,944.00	\$0.00
1005	OT & Other Premium Comp	\$176,895.24	\$187,040.00	\$187,040.00	\$0.00
1006	Social Security Matching	\$56,433.96	\$61,847.00	\$62,763.00	\$916.00
1007	Retirement	\$111,310.47	\$114,170.00	\$118,963.00	\$4,793.00
1009	Health Insurance Matching	\$107,472.00	\$140,232.00	\$158,136.00	\$17,904.00
1010	Workmen's Compensation	\$19,774.08	\$15,399.00	\$34,475.00	\$19,076.00
1011	Unemployment Compensation	(\$7.46)	\$0.00	\$0.00	\$0.00
1012	Other Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$1,547.10	\$1,556.00	\$1,568.00	\$12.00
1017	Col/Merit	\$0.00	\$11,475.00	\$0.00	(\$11,475.00)
1021	Longevity	\$1,260.00	\$1,260.00	\$1,920.00	\$660.00
1022	Retirement-Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$13,356.58	\$11,465.00	\$13,185.00	\$1,720.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$2,394.00	\$2,026.00	\$2,032.00	\$6.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$1,084,800.01	\$1,155,148.00	\$1,211,562.00	\$56,414.00
<u>Supplies</u>					
2001	General Supplies	\$3,354.93	\$4,200.00	\$4,200.00	\$0.00
2002	Small Equipment	\$34.45	\$2,500.00	\$2,500.00	\$0.00
2003	Janitorial Supplies	\$4,237.67	\$3,000.00	\$3,000.00	\$0.00
2004	Medicine & Drugs	\$39,081.74	\$42,500.00	\$42,500.00	\$0.00
2005	Food/Supplies	\$57.13	\$0.00	\$0.00	\$0.00
2006	Clothing & Uniforms	\$3,836.05	\$4,500.00	\$4,500.00	\$0.00
2007	Fuel, Oils & Lubricants	\$21,843.38	\$24,400.00	\$24,400.00	\$0.00
2008	Tires and Tubes	\$5,086.82	\$4,000.00	\$4,000.00	\$0.00
2009	Computer Accessories	\$142.64	\$1,000.00	\$1,000.00	\$0.00
2015	Oxygen	\$8,345.59	\$8,000.00	\$8,000.00	\$0.00
2020	Bldg Materials & Supplies	\$1,027.97	\$1,000.00	\$1,000.00	\$0.00
2021	Paints & Metals	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$4,839.85	\$3,000.00	\$3,000.00	\$0.00
2024	Maint & Service Contracts	\$21,241.99	\$24,712.00	\$25,179.00	\$467.00
2029	Small Tools	\$1,021.39	\$800.00	\$800.00	\$0.00
2032	Bldg & Improvement-R/M	\$1,873.32	\$2,500.00	\$2,500.00	\$0.00
2033	Machinery & Equipment-R/M	\$23,502.77	\$17,500.00	\$17,500.00	\$0.00
2035	Radio Batteries/Accessory	\$170.63	\$1,000.00	\$1,000.00	\$0.00
2038	Lic & Fees For Vehicles	(\$105.00)	\$3,000.00	\$3,000.00	\$0.00
<u>Total: Supplies</u>		\$139,593.32	\$147,612.00	\$148,079.00	\$467.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0301	Ambulance Service			
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$12,569.65	\$8,000.00	\$8,000.00	\$0.00
3020	Telephone & Fax Landline	\$3,929.20	\$2,500.00	\$696.00	(\$1,804.00)
3021	Postage	\$780.37	\$1,500.00	\$1,500.00	\$0.00
3022	Cell Phone & Pagers	\$372.07	\$550.00	\$550.00	\$0.00
3023	Internet Connection	\$1,566.35	\$750.00	\$750.00	\$0.00
3025	Data/Video Circuit	\$7,941.29	\$5,486.00	\$5,486.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$350.00	\$350.00	\$0.00
3030	Travel	\$19.60	\$750.00	\$750.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$0.00	\$1,500.00	\$1,500.00	\$0.00
3052	Fire & Extended Coverage	\$7,595.29	\$8,040.00	\$8,040.00	\$0.00
3053	Fleet Liability	\$9,611.00	\$11,956.00	\$11,956.00	\$0.00
3060	Utilities-Electricity	\$10,124.53	\$10,000.00	\$10,000.00	\$0.00
3061	Utilities-Gas	\$2,609.73	\$2,000.00	\$2,000.00	\$0.00
3063	Utilities-Waste Disposal	\$8,948.19	\$4,200.00	\$4,200.00	\$0.00
3071	Rent-Machinery & Equip	\$802.94	\$4,500.00	\$4,500.00	\$0.00
3073	Lease-Machinery and Equip	\$0.00	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$92.00	\$125.00	\$125.00	\$0.00
3090	Dues & Memberships	\$674.32	\$700.00	\$700.00	\$0.00
3094	Meals & Lodging	\$2,299.05	\$3,000.00	\$3,000.00	\$0.00
3098	Judgements & Damages	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$2,218.71	\$5,400.00	\$5,400.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$1,051.00	\$350.00	\$350.00	\$0.00
3114	Ambulance-Reimbursement	\$1,804.08	\$2,000.00	\$2,000.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3157	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00
3158	Special Project	\$0.00	\$500.00	\$500.00	\$0.00
<u>Total: Other Services and Charges</u>		\$75,009.37	\$74,157.00	\$72,353.00	(\$1,804.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$0.00	\$0.00	\$250,000.00	\$250,000.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$650.00	\$650.00
4019	Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$250,650.00	\$250,650.00
Department Total: Ambulance Service		(\$1,299,402.70)	(\$1,376,917.00)	(\$1,682,644.00)	(\$305,727.00)

2016 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>
030105401 - Billing Clerk	05 - 05	100 - Work Full Time	21,848	30,844	38,062
030105601 - Billing Coordinator EMS	06 - 06	100 - Work Full Time	23,270	32,852	30,062
030128801 - Lead Paramedic	11 - 11	102 - Reg. Full-Time Paid OT	28,592	42,888	41,198
030128802 - Lead Paramedic	11 - 11	102 - Reg. Full-Time Paid OT	28,592	42,888	43,682
030128803 - Lead Paramedic	11 - 11	102 - Reg. Full-Time Paid OT	28,592	42,888	47,992
030134801 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	35,930
030134802 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	34,532
030134803 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	35,930
030134804 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	35,567
030134805 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	38,527
030134806 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	35,410
030134807 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	35,938
030134808 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	37,008
030134809 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	35,566
030134810 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	35,566
030134811 - Paramedic	10 - 10	102 - Reg. Full-Time Paid OT	28,318	41,441	35,566
Total Positions:	<u>16</u>			Full Time Annual Salaries Subtotal:	<u>596,536</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	12,0000	34,944
Total Positions:	<u>21</u>			Total Part Time Extra Help:	<u>34,944</u>
				Total Salaries:	<u>631,480</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0301 - Ambulance Service				
Account 2001 - General Supplies				
1000-0301 2001	paper, printing, paperclips, tape, staplers, letter trays, toner	1.00	4,200.00	4,200.00
	Account 2001 - General Supplies Totals	Transactions 1		\$4,200.00
Account 2002 - Small Equipment				
1000-0301 2002	purchase of office equipment having a cost of \$500.00 or less.	1.00	2,500.00	2,500.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$2,500.00
Account 2003 - Janitorial Supplies				
1000-0301 2003	Cleaning supplies such as soap, solvents, disinfectants, deodori	1.00	3,000.00	3,000.00
	Account 2003 - Janitorial Supplies Totals	Transactions 1		\$3,000.00
Account 2004 - Medicine & Drugs				
1000-0301 2004	Drugs and medications used for treatment of disease and first ai	1.00	42,500.00	42,500.00
	Account 2004 - Medicine & Drugs Totals	Transactions 1		\$42,500.00
Account 2006 - Clothing & Uniforms				
1000-0301 2006	Items of clothing and linen supplies such as uniforms , badges,	1.00	4,500.00	4,500.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		\$4,500.00
Account 2007 - Fuel, Oils & Lubricants				
1000-0301 2007	Gasoline, diesel fuel, for county vehicles, equipment and machin	1.00	24,400.00	24,400.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		\$24,400.00
Account 2008 - Tires and Tubes				
1000-0301 2008	Tires and tubes needed for County vehicles and equipment	1.00	4,000.00	4,000.00
	Account 2008 - Tires and Tubes Totals	Transactions 1		\$4,000.00
Account 2009 - Computer Accessories				
1000-0301 2009	Memory, communication cards, external floppy drives, cd read/wri	1.00	1,000.00	1,000.00
	Account 2009 - Computer Accessories Totals	Transactions 1		\$1,000.00
Account 2015 - Oxygen				
1000-0301 2015	Bottled oxygen for medical or commercial/construction applicatio	1.00	8,000.00	8,000.00
	Account 2015 - Oxygen Totals	Transactions 1		\$8,000.00
Account 2020 - Bldg Materials & Supplies				
1000-0301 2020	Lock sets, doorknobs, screws and other hardware	1.00	1,000.00	1,000.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions 1		\$1,000.00
Account 2023 - Parts & Repairs				
1000-0301 2023	Parts used to replace & repair as a specific need arises	1.00	3,000.00	3,000.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		\$3,000.00
Account 2024 - Maint & Service Contracts				
1000-0301 2024	Airgas Lease EMS, CCO-2015-126	1.00	1,700.00	1,700.00
1000-0301 2024	Corley Electric Generac 36KW Agreement, CCO-2015-145	1.00	990.00	990.00
1000-0301 2024	Fout Air Conditioning, CCO-2015-12	1.00	1,650.00	1,650.00
1000-0301 2024	Motorola Service Agreement, CCO-2015-37	1.00	2,640.00	2,640.00
1000-0301 2024	Physio Control Life Pak, Lucas Compr CCO-2014-172	1.00	4,834.00	4,834.00
1000-0301 2024	Terminix Service Agreement, CCO-2014-152	1.00	525.00	525.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0301 - Ambulance Service				
Account 2024 - Maint & Service Contracts				
1000-0301 2024	Tritech Medical Systems, CCO-2015-110	1.00	10,710.00	10,710.00
1000-0301 2024	Waste Management CCO-2014-73	1.00	1,800.00	1,800.00
1000-0301 2024	Wight Office Machine Copier Agreement, CCO-2015-27	1.00	330.00	330.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 9		\$25,179.00
Account 2029 - Small Tools				
1000-0301 2029	Purchase of minor tools generally \$100.00 or less	1.00	800.00	800.00
	Account 2029 - Small Tools Totals	Transactions 1		\$800.00
Account 2032 - Bldg & Improvement-R/M				
1000-0301 2032	Service and labor & related parts performed by other than county	1.00	2,500.00	2,500.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		\$2,500.00
Account 2033 - Machinery & Equipment-R/M				
1000-0301 2033	Service,labor&parts performed by other than county emp	1.00	17,500.00	17,500.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$17,500.00
Account 2035 - Radio Batteries/Accessory				
1000-0301 2035	Radio batteries/Accessories(Battery backup,Mouse)	1.00	1,000.00	1,000.00
	Account 2035 - Radio Batteries/Accessory Totals	Transactions 1		\$1,000.00
Account 2038 - Lic & Fees For Vehicles				
1000-0301 2038	License/Fees for vehicle	1.00	3,000.00	3,000.00
	Account 2038 - Lic & Fees For Vehicles Totals	Transactions 1		\$3,000.00
Account 3009 - Oth Professional Services				
1000-0301 3009	Services such as Lawyers/Doctors(No parts)	1.00	8,000.00	8,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$8,000.00
Account 3020 - Telephone & Fax Landline				
1000-0301 3020	Includes telephone,fax,radio telephone service, modem	1.00	2,500.00	2,500.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$2,500.00
Account 3021 - Postage				
1000-0301 3021	Stamps, credits for postage meter machines, postage cards	1.00	1,500.00	1,500.00
	Account 3021 - Postage Totals	Transactions 1		\$1,500.00
Account 3022 - Cell Phone & Pagers				
1000-0301 3022	Cellular and Pager services	1.00	550.00	550.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$550.00
Account 3023 - Internet Connection				
1000-0301 3023	Internet Services	1.00	750.00	750.00
	Account 3023 - Internet Connection Totals	Transactions 1		\$750.00
Account 3025 - Data/Video Circuit				
1000-0301 3025	Modem data communications for the computer, where required	1.00	5,486.00	5,486.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		\$5,486.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0301 - Ambulance Service				
Account 1000-0301 3027	Account 3027 - Telephone Purchase/Maint Telephone maintenance	1.00	350.00	350.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		\$350.00
Account 1000-0301 3030	Account 3030 - Travel Transportation other than common carrier, such as employee mileage	1.00	750.00	750.00
	Account 3030 - Travel Totals	Transactions 1		\$750.00
Account 1000-0301 3031	Account 3031 - Common Carrier Common carrier/Airfare	1.00	2,266.00	2,266.00
	Account 3031 - Common Carrier Totals	Transactions 1		\$2,266.00
Account 1000-0301 3040	Account 3040 - Advertising & Publication Advertising, posters, public of public notices, ordinances, bid invi	1.00	1,500.00	1,500.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		\$1,500.00
Account 1000-0301 3052	Account 3052 - Fire & Extended Coverage Insurance premiums for real property, buildings & contents	1.00	7,284.00	7,284.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		\$7,284.00
Account 1000-0301 3053	Account 3053 - Fleet Liability Insurance premiums for small vehicles & heavy equipment	1.00	9,611.00	9,611.00
	Account 3053 - Fleet Liability Totals	Transactions 1		\$9,611.00
Account 1000-0301 3060	Account 3060 - Utilities-Electricity Electricity furnished by franchise operators	1.00	10,000.00	10,000.00
	Account 3060 - Utilities-Electricity Totals	Transactions 1		\$10,000.00
Account 1000-0301 3061	Account 3061 - Utilities-Gas Gas furnished by franchise operators	1.00	2,000.00	2,000.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		\$2,000.00
Account 1000-0301 3063	Account 3063 - Utilities-Waste Disposal Wastewater & garbage disposal furnished by franchise or municipa	1.00	4,200.00	4,200.00
	Account 3063 - Utilities-Waste Disposal Totals	Transactions 1		\$4,200.00
Account 1000-0301 3071	Account 3071 - Rent-Machinery & Equip Lease & rental of machinery & equipment for specific use	1.00	4,500.00	4,500.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 1		\$4,500.00
Account 1000-0301 3075	Account 3075 - Postage Mach/PO Box Rent Postage machine/P.O. box rental	1.00	125.00	125.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 1		\$125.00
Account 1000-0301 3090	Account 3090 - Dues & Memberships dues&memberships in professional organizations/subscriptions	1.00	700.00	700.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$700.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0301 - Ambulance Service				
Account 3094 - Meals & Lodging				
1000-0301 3094	Pymts tyo employees for expenses incurred while on county busine	1.00	3,000.00	3,000.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>\$3,000.00</u>
Account 3101 - Training & Education				
1000-0301 3101	Education & training/reg	1.00	5,400.00	5,400.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$5,400.00</u>
Account 3102 - Software,Supt/Maint Agmnt				
1000-0301 3102	Purchase of developed software pkgs.&related services not capita	1.00	350.00	350.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		<u>\$350.00</u>
Account 3114 - Ambulance-Reimbursement				
1000-0301 3114	Use to reimburse ins. companies&private citizens for overpymts	1.00	2,000.00	2,000.00
	Account 3114 - Ambulance-Reimbursement Totals	Transactions 1		<u>\$2,000.00</u>
Account 3158 - Special Project				
1000-0301 3158	Special projects	1.00	500.00	500.00
	Account 3158 - Special Project Totals	Transactions 1		<u>\$500.00</u>
Account 4005 - Vehicles				
1000-0301 4005	2016-Ford F-350 Horton Ambulance	1.00	250,000.00	250,000.00
	Account 4005 - Vehicles Totals	Transactions 1		<u>\$250,000.00</u>
Account 4016 - Computer Equip Purchase				
1000-0301 4016	Computer Replacement Plan (1) Printer	1.00	650.00	650.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		<u>\$650.00</u>
	Department 0301 - Ambulance Service Totals	Transactions 50		<u>\$472,051.00</u>

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
030122477 Emergency Medical Technician	01/01/2016	12/31/2016	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:

2016 Overtime Justification

Office/Department: 0301 - Ambulance
Service

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 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 over time 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 Units: 1
Unit Cost: \$250000.00
Purchase Price: \$250,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$250,000.00

Description of Item Requested:

2016 Ford F-550 Horton Ambulance

Needs Analysis:

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

Needs Analysis Justification:

Per ambulance replacement plan, 2003 Ford Ambulance will be replaced with a 2016 Ford Ambulance

2016 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 2016 budget year.

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.

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
Mini Jag Grant	4,200.00	0	Equipment/Clothing	02/01/15 - 04/30/15
Big Jag Grant w/ FSPD	38,242.00	0	Equipment	06/26/15 - 06/26/16
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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0400	Sheriff			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$1,458,548.57	\$1,470,109.00	\$1,485,785.00	\$15,676.00
1002	Salaries,Part Time	\$11,856.00	\$11,856.00	\$11,856.00	\$0.00
1003	Extra Help	\$11,856.00	\$11,856.00	\$11,856.00	\$0.00
1005	OT & Other Premium Comp	\$40,636.28	\$42,000.00	\$42,000.00	\$0.00
1006	Social Security Matching	\$112,251.97	\$121,738.00	\$120,746.00	(\$992.00)
1007	Retirement	\$223,906.90	\$233,132.00	\$228,864.00	(\$4,268.00)
1009	Health Insurance Matching	\$247,688.00	\$360,612.00	\$372,924.00	\$12,312.00
1010	Workmen's Compensation	\$24,553.70	\$27,788.00	\$34,936.00	\$7,148.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1012	Other Fringe Benefits	\$2,896.00	\$3,300.00	\$3,300.00	\$0.00
1016	Life Insurance	\$3,742.12	\$3,776.00	\$3,871.00	\$95.00
1017	Col/Merit	\$0.00	\$29,402.00	\$0.00	(\$29,402.00)
1020	Reserve Overtime	\$13,598.20	\$20,000.00	\$20,000.00	\$0.00
1021	Longevity	\$6,562.50	\$6,120.00	\$6,900.00	\$780.00
1022	Retirement-Delinquent	\$8,308.59	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$30,648.86	\$28,513.00	\$32,790.00	\$4,277.00
1026	OT Special Assignment	\$7,019.36	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$7,245.00	\$5,001.00	\$5,017.00	\$16.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$2,211,318.05	\$2,375,203.00	\$2,380,845.00	\$5,642.00
<u>Supplies</u>					
2001	General Supplies	\$20,553.89	\$20,700.00	\$20,700.00	\$0.00
2002	Small Equipment	\$1,348.01	\$4,700.00	\$4,700.00	\$0.00
2003	Janitorial Supplies	\$1,868.99	\$2,000.00	\$2,000.00	\$0.00
2004	Medicine & Drugs	\$0.00	\$1,200.00	\$1,200.00	\$0.00
2005	Food/Supplies	\$269.44	\$750.00	\$1,500.00	\$750.00
2006	Clothing & Uniforms	\$25,111.16	\$38,000.00	\$31,000.00	(\$7,000.00)
2007	Fuel, Oils & Lubricants	\$162,485.24	\$187,500.00	\$180,000.00	(\$7,500.00)
2008	Tires and Tubes	\$16,377.88	\$16,000.00	\$16,000.00	\$0.00
2009	Computer Accessories	\$399.46	\$500.00	\$500.00	\$0.00
2020	Bldg Materials & Supplies	\$571.38	\$0.00	\$500.00	\$500.00
2023	Parts & Repairs	\$1,683.83	\$4,000.00	\$4,000.00	\$0.00
2024	Maint & Service Contracts	\$3,454.44	\$1,094.00	\$24,173.00	\$23,079.00
2029	Small Tools	\$153.65	\$1,000.00	\$1,000.00	\$0.00
2032	Bldg & Improvement-R/M	\$732.01	\$2,000.00	\$1,000.00	(\$1,000.00)
2033	Machinery & Equipment-R/M	\$23,873.89	\$27,300.00	\$27,300.00	\$0.00
2035	Radio Batteries/Accessory	\$0.00	\$0.00	\$0.00	\$0.00
2038	Lic & Fees For Vehicles	\$90.25	\$200.00	\$200.00	\$0.00
<u>Total: Supplies</u>		\$258,973.52	\$306,944.00	\$315,773.00	\$8,829.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$35.79	\$1,500.00	\$1,500.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0400	Sheriff			
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3005	Special Legal	\$0.00	\$0.00	\$500.00	\$500.00
3006	Med, Dental, and Hospital	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$16,736.01	\$23,400.00	\$23,400.00	\$0.00
3020	Telephone & Fax Landline	\$13,646.03	\$12,710.00	\$5,832.00	(\$6,878.00)
3021	Postage	\$6,207.00	\$6,700.00	\$6,700.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$0.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$1,000.00	\$1,000.00
3025	Data/Video Circuit	\$2,991.05	\$2,730.00	\$2,730.00	\$0.00
3027	Telephone Purchase/Maint	\$2,336.71	\$2,800.00	\$2,800.00	\$0.00
3030	Travel	\$56.96	\$2,000.00	\$2,000.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$29,771.12	\$27,824.00	\$28,776.00	\$952.00
3053	Fleet Liability	\$26,642.00	\$27,270.00	\$27,270.00	\$0.00
3060	Utilities-Electricity	\$14,687.64	\$15,500.00	\$15,500.00	\$0.00
3061	Utilities-Gas	\$1,251.24	\$1,100.00	\$1,350.00	\$250.00
3062	Utilities-Water	\$2,617.77	\$3,000.00	\$5,390.00	\$2,390.00
3063	Utilities-Waste Disposal	\$0.00	\$0.00	\$0.00	\$0.00
3070	Rent-Land & Buildings	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$3,650.89	\$4,400.00	\$3,252.00	(\$1,148.00)
3075	Postage Mach/PO Box Rent	\$788.32	\$3,000.00	\$3,000.00	\$0.00
3090	Dues & Memberships	\$962.98	\$1,000.00	\$1,000.00	\$0.00
3093	Misc Law Enforcement	\$23,313.65	\$29,800.00	\$22,800.00	(\$7,000.00)
3094	Meals & Lodging	\$6,984.21	\$5,906.00	\$15,000.00	\$9,094.00
3098	Judgements & Damages	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$1,974.00	\$3,000.00	\$3,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3119	Extradition	\$27,928.02	\$25,000.00	\$25,000.00	\$0.00
3156	Canine (K-9)	\$0.00	\$0.00	\$0.00	\$0.00
3157	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00
3158	Special Project	\$1,345.34	\$0.00	\$6,589.00	\$6,589.00
<u>Total: Other Services and Charges</u>		\$183,926.73	\$198,640.00	\$204,389.00	\$5,749.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$1,923.00	\$1,923.00
4005	Vehicles	\$243,767.57	\$223,949.00	\$216,522.00	(\$7,427.00)
4011	Capital Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$7,814.00	\$7,814.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$1,463.37	\$0.00	\$18,550.00	\$18,550.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0400	Sheriff			
4017	Other Equipment Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$245,230.94	\$223,949.00	\$244,809.00	\$20,860.00
Department Total: Sheriff		(\$2,899,449.24)	(\$3,104,736.00)	(\$3,145,816.00)	(\$41,080.00)

2016 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			44,324
040000401 - Accounting Clerk	06 - 06	100 - Work Full Time	23,270	32,852	36,367
040001001 - Admin Assistant Secretary	10 - 10	100 - Work Full Time	28,318	41,441	35,930
040009201 - Chief Deputy Sheriff	17 - 17	104 - Reg. Full-Time Exempt	36,621	54,932	49,055
040010801 - Civil Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	32,924
040010802 - Civil Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	31,965
040010803 - Civil Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	41,227
040011001 - Civil Division Secretary	04 - 04	100 - Work Full Time	20,426	28,837	35,574
040011201 - Division Commander	09 - 09	122 - Sheriff Full-Time Exempt	27,535	38,873	55,406
040014001 - Crim Investigation Div Command	13 - 13	122 - Sheriff Full-Time Exempt	31,269	46,904	53,610
040021001 - Division Commander	11 - 11	120 - Law Enforcement FT No Holiday	28,592	42,888	40,475
040026201 - Investigator Sgt.	10 - 10	120 - Law Enforcement FT No Holiday	28,318	41,441	37,010
040026202 - Investigator Sgt.	10 - 10	120 - Law Enforcement FT No Holiday	28,318	41,441	37,007
040026203 - Investigator Sgt.	10 - 10	120 - Law Enforcement FT No Holiday	28,318	41,441	40,165
040031001 - Lt Lead Investigator-CID	11 - 11	120 - Law Enforcement FT No Holiday	28,592	42,888	39,598
040031601 - Major of Operations	16 - 16	122 - Sheriff Full-Time Exempt	35,284	52,926	54,104
040036601 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	35,627
040036602 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	36,995
040036603 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	31,965
040036604 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	32,924
040036605 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	29,426
040036606 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	33,585
040036607 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	31,965
040036608 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	34,589
040036609 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	33,584
040036610 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	35,572
040036611 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	32,924
040036612 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	31,965
040036613 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Holiday	26,114	36,867	31,965
040037001 - Patrol Deputy Supervisor	10 - 10	120 - Law Enforcement FT No Holiday	28,318	41,441	37,007
040037002 - Patrol Deputy Supervisor	10 - 10	120 - Law Enforcement FT No Holiday	28,318	41,441	46,120
040037003 - Patrol Deputy Supervisor	10 - 10	120 - Law Enforcement FT No Holiday	28,318	41,441	35,226
040037004 - Patrol Deputy Supervisor	10 - 10	120 - Law Enforcement FT No Holiday	28,318	41,441	46,402
040037201 - Division Commander	12 - 12	122 - Sheriff Full-Time Exempt	29,931	44,896	50,563
040039001 - Records/Validation Deputy	05 - 05	100 - Work Full Time	21,848	30,844	23,881
040039002 - Records/Validation Deputy	05 - 05	100 - Work Full Time	21,848	30,844	39,110
040039003 - Records/Validation Deputy	05 - 05	100 - Work Full Time	21,848	30,844	23,881
040039004 - Records/Validation Deputy	05 - 05	100 - Work Full Time	21,848	30,844	33,910
040039005 - Records/Validation Deputy	05 - 05	100 - Work Full Time	21,848	30,844	23,762
040043801 - Secretary Deputy	05 - 05	100 - Work Full Time	21,848	30,844	28,096

Total Positions:

40

Full Time Annual Salaries Subtotal:

1,485,785

2016 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	12.0000	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	12.0000	11,856
Total Positions:	<u>1</u>		Total Part Time Extra Help:		<u>11,856</u>
			Total Salaries:		<u>1,509,497</u>

(1) Annual Salary \$88,648 Prorated - Position counted in Dept. 0400
50% (\$44,324) Dept. 0400 Sheriff's Dept.
50% (\$44,324) Dept. 0418 Adult Detention Center



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0400 - Sheriff				
Account 2001 - General Supplies				
1000-0400 2001	General Office Supplies & Printing, pens, paper, ink toner...etc	1.00	20,700.00	20,700.00
	Account 2001 - General Supplies Totals	Transactions 1		\$20,700.00
Account 2002 - Small Equipment				
1000-0400 2002	Purchase of office equipment under \$500 (desk, files, chairs.etc	1.00	4,700.00	4,700.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$4,700.00
Account 2003 - Janitorial Supplies				
1000-0400 2003	Cleaning supplies (soap, disinfectant, paper towels..etc)	1.00	2,000.00	2,000.00
	Account 2003 - Janitorial Supplies Totals	Transactions 1		\$2,000.00
Account 2004 - Medicine & Drugs				
1000-0400 2004	Purchase of drugs and medications and first aid supplies	1.00	1,200.00	1,200.00
	Account 2004 - Medicine & Drugs Totals	Transactions 1		\$1,200.00
Account 2005 - Food/Supplies				
1000-0400 2005	Purchase of food and essential supplies for serving food	1.00	1,500.00	1,500.00
	Account 2005 - Food/Supplies Totals	Transactions 1		\$1,500.00
Account 2006 - Clothing & Uniforms				
1000-0400 2006	Employee uniforms, badges, alterations, shoes, boots..etc	1.00	31,000.00	31,000.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		\$31,000.00
Account 2007 - Fuel, Oils & Lubricants				
1000-0400 2007	fuel for units, oil changes, lubricants, air filters	1.00	180,000.00	180,000.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		\$180,000.00
Account 2008 - Tires and Tubes				
1000-0400 2008	tires, tubes, balances, rotations and alignments	1.00	16,000.00	16,000.00
	Account 2008 - Tires and Tubes Totals	Transactions 1		\$16,000.00
Account 2009 - Computer Accessories				
1000-0400 2009	flash drives, tokens or in car cameras, keyboards, mouse	1.00	500.00	500.00
	Account 2009 - Computer Accessories Totals	Transactions 1		\$500.00
Account 2020 - Bldg Materials & Supplies				
1000-0400 2020	paint, keys and general repair and maintenance	1.00	500.00	500.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions 1		\$500.00
Account 2023 - Parts & Repairs				
1000-0400 2023	brakes, batteries, other misc auto repair parts	1.00	4,000.00	4,000.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		\$4,000.00
Account 2024 - Maint & Service Contracts				
1000-0400 2024	Cintas-Services to maintain rugs CCO-2012-187	1.00	400.00	400.00
1000-0400 2024	L3 Communications/Mobile Vision in-car camers CCO-2013-187	1.00	3,500.00	3,500.00
1000-0400 2024	Leads Online Service Package CCO2013-170	1.00	3,500.00	3,500.00
1000-0400 2024	Leaf, Inc Kyocera 5500i CCO 2012-114	1.00	1,100.00	1,100.00
1000-0400 2024	Praetorian Group Police One CCO2013-167	1.00	2,395.00	2,395.00
1000-0400 2024	Terminix pest control CCO-2013-166	1.00	293.00	293.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0400 - Sheriff				
Account 2024 - Maint & Service Contracts				
1000-0400 2024	Thomson Reuters West Publishing CCO2015-136	1.00	6,720.00	6,720.00
1000-0400 2024	Watch System Offender Notification CCO-2013-173	1.00	5,864.00	5,864.00
1000-0400 2024	Wight Office Machines, Inc KM2530 CCO-2015-141	1.00	401.00	401.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 9		\$24,173.00
Account 2029 - Small Tools				
1000-0400 2029	Misc tools, such as wrenches, hammers drills...etc	1.00	1,000.00	1,000.00
	Account 2029 - Small Tools Totals	Transactions 1		\$1,000.00
Account 2032 - Bldg & Improvement-R/M				
1000-0400 2032	General repair and maintenance such as painting	1.00	1,000.00	1,000.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		\$1,000.00
Account 2033 - Machinery & Equipment-R/M				
1000-0400 2033	Vehicle repair/maintenance to include transmission, alignment et	1.00	27,300.00	27,300.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$27,300.00
Account 2038 - Lic & Fees For Vehicles				
1000-0400 2038	Fees to license vehicles	1.00	200.00	200.00
	Account 2038 - Lic & Fees For Vehicles Totals	Transactions 1		\$200.00
Account 3001 - Accounting & Auditing				
1000-0400 3001	Accounting and auditing fees	1.00	1,500.00	1,500.00
	Account 3001 - Accounting & Auditing Totals	Transactions 1		\$1,500.00
Account 3009 - Oth Professional Services				
1000-0400 3009	Services performed by outside professionals.i.e, vets, cleaners	1.00	23,400.00	23,400.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$23,400.00
Account 3020 - Telephone & Fax Landline				
1000-0400 3020	Long distance and fax line services	1.00	13,710.00	13,710.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$13,710.00
Account 3021 - Postage				
1000-0400 3021	Postage and shipping	1.00	6,700.00	6,700.00
	Account 3021 - Postage Totals	Transactions 1		\$6,700.00
Account 3023 - Internet Connection				
1000-0400 3023	Internet Connection	1.00	1,000.00	1,000.00
	Account 3023 - Internet Connection Totals	Transactions 1		\$1,000.00
Account 3025 - Data/Video Circuit				
1000-0400 3025	Data/video circuit costs	1.00	2,730.00	2,730.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		\$2,730.00
Account 3027 - Telephone Purchase/Maint				
1000-0400 3027	Telephone line maintenance	1.00	2,800.00	2,800.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		\$2,800.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0400 - Sheriff				
Account 3030 - Travel				
1000-0400 3030	For mileage, hotel parking, cab fare	1.00	2,000.00	2,000.00
	Account 3030 - Travel Totals	Transactions 1		\$2,000.00
Account 3052 - Fire & Extended Coverage				
1000-0400 3052	Insurance premiums for real property, buildings its contents	1.00	28,776.00	28,776.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		\$28,776.00
Account 3053 - Fleet Liability				
1000-0400 3053	Insurance premiums on small vehicles and heavy equipment	1.00	27,270.00	27,270.00
	Account 3053 - Fleet Liability Totals	Transactions 1		\$27,270.00
Account 3060 - Utilities-Electricity				
1000-0400 3060	Electricity-OG&E	1.00	15,500.00	15,500.00
	Account 3060 - Utilities-Electricity Totals	Transactions 1		\$15,500.00
Account 3061 - Utilities-Gas				
1000-0400 3061	Gas-AOG	1.00	1,500.00	1,500.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		\$1,500.00
Account 3062 - Utilities-Water				
1000-0400 3062	Water-City of Fort Smith	1.00	5,390.00	5,390.00
	Account 3062 - Utilities-Water Totals	Transactions 1		\$5,390.00
Account 3071 - Rent-Machinery & Equip				
1000-0400 3071	Leaf Capt Fund/Wight's Maint. for Kyocera 5500i CCO-2012-114	1.00	3,252.00	3,252.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 1		\$3,252.00
Account 3075 - Postage Mach/PO Box Rent				
1000-0400 3075	Postage machine/PO Box rental CCO2013-153	1.00	3,000.00	3,000.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 1		\$3,000.00
Account 3090 - Dues & Memberships				
1000-0400 3090	Dues and membership in professional organizations & subscription	1.00	1,000.00	1,000.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$1,000.00
Account 3093 - Misc Law Enforcement				
1000-0400 3093	supplies, decals, hand-cuffs, ammunition, cameras, weapons, etc	1.00	22,800.00	22,800.00
	Account 3093 - Misc Law Enforcement Totals	Transactions 1		\$22,800.00
Account 3094 - Meals & Lodging				
1000-0400 3094	For meals and lodging paid to employees on County business	1.00	15,000.00	15,000.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$15,000.00
Account 3101 - Training & Education				
1000-0400 3101	Registrations to conferences, educational & training materials	1.00	3,000.00	3,000.00
	Account 3101 - Training & Education Totals	Transactions 1		\$3,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0400 - Sheriff				
Account 3119 - Extradition				
1000-0400 3119	Cost of travel, lodging,,extradition co. for extraditions	1.00	25,000.00	25,000.00
	Account 3119 - Extradition Totals	Transactions 1		\$25,000.00
Account 3158 - Special Project				
1000-0400 3158	Special Projects, events, hosted or participated by the SO	1.00	6,589.00	6,589.00
	Account 3158 - Special Project Totals	Transactions 1		\$6,589.00
Account 4002 - Bldgs(Purchase & Improv)				
1000-0400 4002	Replace carpet In Special Services and Accounting Clerk area	1.00	1,922.83	1,922.83
	Account 4002 - Bldgs(Purchase & Improv) Totals	Transactions 1		\$1,922.83
Account 4005 - Vehicles				
1000-0400 4005	(2) 15" large console with faceplates	1.00	472.06	472.06
1000-0400 4005	(2) 17" coax w NMO end	1.00	43.90	43.90
1000-0400 4005	(2) 2015+ Tahoe floor plate	1.00	248.25	248.25
1000-0400 4005	(2) 2015+ Tahoe pushbumber	1.00	823.13	823.13
1000-0400 4005	(2) 2015+Tahoe Cargo barrier	1.00	910.93	910.93
1000-0400 4005	(2) 2015+Tahoe Space Cereator Partition	1.00	1,426.75	1,426.75
1000-0400 4005	(2) 3 dioxide surface mount light	1.00	263.40	263.40
1000-0400 4005	(2) 3 dioxide surface mount light head Blue	1.00	263.40	263.40
1000-0400 4005	(2) ABS dual cup holder faceplate mount	1.00	79.44	79.44
1000-0400 4005	(2) Console accessory arm rest	1.00	177.22	177.22
1000-0400 4005	(2) dual head license palte bracket	1.00	54.88	54.88
1000-0400 4005	(2) Installation & manufacturing of custom graphics	1.00	878.00	878.00
1000-0400 4005	(2) Installation of equipment	1.00	2,370.60	2,370.60
1000-0400 4005	(2) plug & play headlight & taillight flasher for Chevy Tahoe	1.00	160.13	160.13
1000-0400 4005	(2) RayZR light stick 4 head	1.00	392.91	392.91
1000-0400 4005	(2) Tahoe strap kit	1.00	173.73	173.73
1000-0400 4005	(4) headliner mount for MMAX204P dash lights	1.00	138.29	138.29
1000-0400 4005	(4) 100W Compact loud speaker w/2 piece Universal bracket	1.00	667.06	667.06
1000-0400 4005	(4) 12dioxide extreme micro max 2	1.00	860.70	860.70
1000-0400 4005	(4) 17" coax w NMO end	1.00	87.80	87.80
1000-0400 4005	(4) 3 dioside surface mount light head	1.00	526.80	526.80
1000-0400 4005	(4) 6 dioxide surface mount mini spector in blue/blue	1.00	710.74	710.74
1000-0400 4005	(4) Installation of equipment	1.00	2,370.60	2,370.60
1000-0400 4005	(4) L brackets for single head MS6	1.00	105.36	105.36
1000-0400 4005	(4) L-brackets for MS3	1.00	80.78	80.78
1000-0400 4005	(4)100/200 watt hand held siren & light controller	1.00	1,248.78	1,248.78
1000-0400 4005	(6) replacement vehicles 2015 Tahoes	1.00	199,668.92	199,668.92
1000-0400 4005	Paint of one Unit-Clifton	1.00	1,317.00	1,317.00
	Account 4005 - Vehicles Totals	Transactions 28		\$216,521.56



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0400 - Sheriff				
Account 4013 - Small Machinery & Equip				
1000-0400 4013	(2) Raptor series Dual KA mobile radar w wireless remote	1.00	4,080.06	4,080.06
1000-0400 4013	(3) Tasers #11003 yellow w/ power magazines/holsters/cartridges	1.00	3,733.85	3,733.85
	Account 4013 - Small Machinery & Equip Totals	Transactions 2		<u>\$7,813.91</u>
Account 4016 - Computer Equip Purchase				
1000-0400 4016	Computer Replacement Plan (12) CPU	1.00	12,000.00	12,000.00
1000-0400 4016	Computer Replacement Plan (2) Laptops	1.00	2,000.00	2,000.00
1000-0400 4016	Computer Replacement Plan (7) Printers	1.00	4,550.00	4,550.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 3		<u>\$18,550.00</u>
	Department 0400 - Sheriff Totals	Transactions 79		<u>\$772,498.30</u>

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
040044201 Secretary GW	01/01/2016	12/31/2016	19	52	\$12.00	\$12.00	\$11,856	\$11,856	\$0
040049601 Transcriptionist	01/01/2016	12/31/2016	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:

2016 Overtime Justification

Office/Department: 0400 - Sheriff

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 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 28days. 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

2016 Overtime Justification

Office/Department: 0400 - Sheriff

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 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: 6
Unit Cost: \$33278.15
Purchase Price: \$199,668.90
Installation Cost: \$16,852.66
Warranty/Maintenance Cost:
Taxes:
Total:\$216,521.56

Description of Item Requested:

(6) replacement vehicles fully outfitted to replace older Units: 2002 Dodge w 12kK mile, 2004 Chavy Tahoe w 184K miles, 2006 Dodge Durango w 130K miles, (2) 2007 Dodge Durango w 120K miles, 2008 Ford Explorer w 100K miles

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 vehicles we are equesting for replacement all have high mileage and repairs will be very costly to maintain the vehicles.

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: \$1752.01
Purchase Price: \$1,752.01
Installation Cost:
Warranty/Maintenance Cost:
Taxes: \$170.82
Total:\$1,922.83

Description of Item Requested:

Carpet in Special Services division, to include the accounting clerk's office, has not been replaced in over 16 years. It is severely worn due to daily high traffic. It is an area seen by the public and is has become unsightly.

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:0400 - Sheriff

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery & Equipment
Number of Units: 2
Unit Cost: \$1798.80
Purchase Price: \$3,597.60
Installation Cost: \$120.00
Warranty/Maintenance Cost:
Taxes: \$362.46
Total:\$4,080.06

Description of Item Requested:

(2) Raptor series Dual KA mobile radar with wireless remote. Square head antenna

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:0400 - Sheriff

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery & Equipment
Number of Units: 3
Unit Cost: \$1244.62
Purchase Price: \$3,733.86
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Taxes: \$0.00
Total:\$3,733.86

Description of Item Requested:

(3) Taser #11003, Yellow X26P ECD, Extended Power Performance Magazine, Blackhawk Holster, & Cartridge

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:

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: \$594.32
Purchase Price: \$594.32
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes: \$57.95
Total: \$652.27

Justification

Please state the justification for this equipment purchase: The high volume of subpoenas, evictions notices...etc. are in excess of 2000 documents a month and the current printer is unable to keep up with the current volume. It repeatedly jams and and constant repair is needed resulting from the high volume printerd from this printer.

Replacement: Replacement of existing equipment? No Yes

2016 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 2016 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? No

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0401	Circuit Court-Div I			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$3,032.10	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$231.95	\$0.00	\$0.00	\$0.00
1007	Retirement	\$450.21	\$0.00	\$0.00	\$0.00
1009	Health Insurance Matching	\$0.00	\$0.00	\$0.00	\$0.00
1010	Workmen's Compensation	\$5.45	\$0.00	\$0.00	\$0.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$3,719.71	\$0.00	\$0.00	\$0.00
<u>Supplies</u>					
2001	General Supplies	\$1,636.31	\$3,408.00	\$3,408.00	\$0.00
2002	Small Equipment	\$98.75	\$215.00	\$215.00	\$0.00
2009	Computer Accessories	\$97.68	\$125.00	\$125.00	\$0.00
2024	Maint & Service Contracts	\$437.91	\$438.00	\$439.00	\$1.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$2,270.65	\$4,186.00	\$4,187.00	\$1.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$1,383.40	\$1,500.00	\$672.00	(\$828.00)
3021	Postage	\$490.00	\$700.00	\$700.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$0.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$96.00	\$96.00	\$0.00
3030	Travel	\$256.96	\$208.00	\$208.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$565.00	\$565.00
3090	Dues & Memberships	\$985.85	\$3,187.00	\$3,187.00	\$0.00
3091	Court Appointed Attorneys	\$0.00	\$0.00	\$0.00	\$0.00
3094	Meals & Lodging	\$634.58	\$500.00	\$500.00	\$0.00
3101	Training & Education	\$70.00	\$1,000.00	\$1,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$3,820.79	\$7,191.00	\$6,928.00	(\$263.00)
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$2,122.48	\$0.00	\$650.00	\$650.00
<u>Total: Capital Outlay</u>		\$2,122.48	\$0.00	\$650.00	\$650.00
Department Total: Circuit Court-Div I		(\$11,933.63)	(\$11,377.00)	(\$11,765.00)	(\$388.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0401 - Circuit Court-Div I				
1000-0401 2001	Account 2001 - General Supplies office supplies, pens, paper, staples, stationery, printed matte	1.00	3,408.00	3,408.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$3,408.00</u>
1000-0401 2002	Account 2002 - Small Equipment office/computer equip. having a cost of \$500 or less	1.00	215.00	215.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$215.00</u>
1000-0401 2009	Account 2009 - Computer Accessories Battery backup, mouse, etc.	1.00	125.00	125.00
	Account 2009 - Computer Accessories Totals	Transactions 1		<u>\$125.00</u>
1000-0401 2024	Account 2024 - Maint & Service Contracts Milan Business Systems-maintenance typewriter CCO-2015-69	1.00	109.00	109.00
1000-0401 2024	Wight Office Machines - mainten copier-CCO-2015-46	1.00	330.00	330.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 2		<u>\$439.00</u>
1000-0401 3020	Account 3020 - Telephone & Fax Landline telephone, long distance & fax line for copier	1.00	1,500.00	1,500.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$1,500.00</u>
1000-0401 3021	Account 3021 - Postage stamps, postage cards, prestamped envelopes, bulk rate permits	1.00	700.00	700.00
	Account 3021 - Postage Totals	Transactions 1		<u>\$700.00</u>
1000-0401 3027	Account 3027 - Telephone Purchase/Maint purchase & maintenance	1.00	96.00	96.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		<u>\$96.00</u>
1000-0401 3030	Account 3030 - Travel transp. other than common carrier, mileage, hotel parking, etc	1.00	208.00	208.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$208.00</u>
1000-0401 3031	Account 3031 - Common Carrier Transp. by commerical carrier in performance of official duties	1.00	565.00	565.00
	Account 3031 - Common Carrier Totals	Transactions 1		<u>\$565.00</u>
1000-0401 3090	Account 3090 - Dues & Memberships dues & memberships, subscrips to periodicals; publicat. supplica	1.00	3,187.00	3,187.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		<u>\$3,187.00</u>
1000-0401 3094	Account 3094 - Meals & Lodging pmts for expenses incurred while on county business	1.00	500.00	500.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>\$500.00</u>
1000-0401 3101	Account 3101 - Training & Education registrations for conferences,educational & training materials	1.00	1,000.00	1,000.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$1,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0401 - Circuit Court-Div I			
Account	4016 - Computer Equip Purchase			
1000-0401 4016	Computer Replacement Plan (1) Printer	1.00	650.00	650.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		<u>\$650.00</u>
	Department 0401 - Circuit Court-Div I Totals	Transactions 14		<u>\$12,593.00</u>

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0402	Circuit Court-Div II			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$0.00	\$0.00	\$0.00	\$0.00
1007	Retirement	\$0.00	\$0.00	\$0.00	\$0.00
1009	Health Insurance Matching	\$0.00	\$0.00	\$0.00	\$0.00
1010	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00
1017	Col/Merit	\$0.00	\$0.00	\$0.00	\$0.00
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Supplies</u>					
2001	General Supplies	\$3,183.46	\$2,588.00	\$2,588.00	\$0.00
2002	Small Equipment	\$479.05	\$0.00	\$0.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2032	Bldg & Improvement-R/M	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$220.05	\$150.00	\$150.00	\$0.00
<u>Total: Supplies</u>		\$3,882.56	\$2,738.00	\$2,738.00	\$0.00
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$1,396.08	\$1,150.00	\$672.00	(\$478.00)
3021	Postage	\$931.00	\$900.00	\$900.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$358.40	\$300.00	\$300.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$144.87	\$180.00	\$180.00	\$0.00
3090	Dues & Memberships	\$1,100.00	\$1,500.00	\$1,500.00	\$0.00
3094	Meals & Lodging	\$432.74	\$750.00	\$750.00	\$0.00
3101	Training & Education	\$460.00	\$490.00	\$490.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$500.00	\$1,500.00	\$1,500.00	\$0.00
<u>Total: Other Services and Charges</u>		\$5,323.09	\$6,770.00	\$6,292.00	(\$478.00)
<u>Capital Outlay</u>					
4011	Capital Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0402	Circuit Court-Div II			
4016	Computer Equip Purchase	\$1,465.91	\$0.00	\$1,000.00	\$1,000.00
	<u>Total: Capital Outlay</u>	\$1,465.91	\$0.00	\$1,000.00	\$1,000.00
Department Total: Circuit Court-Div II		(\$10,671.56)	(\$9,508.00)	(\$10,030.00)	(\$522.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0402 - Circuit Court-Div II				
Account 1000-0402 2001	Account 2001 - General Supplies Misc office supplies, toner and printing	1.00	2,600.00	2,600.00
	Account 2001 - General Supplies Totals	Transactions 1		\$2,600.00
Account 1000-0402 2033	Account 2033 - Machinery & Equipment-R/M necessary equipment repairs	1.00	200.00	200.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$200.00
Account 1000-0402 3021	Account 3021 - Postage office postage	1.00	900.00	900.00
	Account 3021 - Postage Totals	Transactions 1		\$900.00
Account 1000-0402 3030	Account 3030 - Travel CMP training and CLE	1.00	700.00	700.00
	Account 3030 - Travel Totals	Transactions 1		\$700.00
Account 1000-0402 3071	Account 3071 - Rent-Machinery & Equip water cooler rent	1.00	180.00	180.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 1		\$180.00
Account 1000-0402 3090	Account 3090 - Dues & Memberships misc. dues and subscriptions	1.00	1,500.00	1,500.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$1,500.00
Account 1000-0402 3094	Account 3094 - Meals & Lodging for cmp training and cle	1.00	750.00	750.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$750.00
Account 1000-0402 3101	Account 3101 - Training & Education cmp and other registrations	1.00	500.00	500.00
	Account 3101 - Training & Education Totals	Transactions 1		\$500.00
Account 1000-0402 3102	Account 3102 - Software,Supt/Maint Agmnt software upgrades for court reporter	1.00	1,500.00	1,500.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		\$1,500.00
Account 1000-0402 4016	Account 4016 - Computer Equip Purchase Computer Replacement Plan (1) Laptop	1.00	1,000.00	1,000.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		\$1,000.00
	Department 0402 - Circuit Court-Div II Totals	Transactions 10		\$9,830.00

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0403	Circuit Court-Div III			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$0.00	\$0.00	\$0.00	\$0.00
1007	Retirement	\$0.00	\$0.00	\$0.00	\$0.00
1009	Health Insurance Matching	\$0.00	\$0.00	\$0.00	\$0.00
1010	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00
1017	Col/Merit	\$0.00	\$0.00	\$0.00	\$0.00
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Supplies</u>					
2001	General Supplies	\$3,054.26	\$4,780.00	\$4,780.00	\$0.00
2002	Small Equipment	\$0.00	\$500.00	\$500.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$300.00	\$300.00	\$0.00
2023	Parts & Repairs	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$329.25	\$400.00	\$400.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$185.00	\$185.00	\$0.00
<u>Total: Supplies</u>		\$3,383.51	\$6,165.00	\$6,165.00	\$0.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$150.00	\$150.00	\$0.00
3020	Telephone & Fax Landline	\$1,723.11	\$1,350.00	\$552.00	(\$798.00)
3021	Postage	\$980.00	\$1,700.00	\$1,700.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$0.00	\$500.00	\$500.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3070	Rent-Land & Buildings	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$1,988.98	\$1,750.00	\$1,750.00	\$0.00
3094	Meals & Lodging	\$0.00	\$700.00	\$700.00	\$0.00
3101	Training & Education	\$0.00	\$500.00	\$500.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$4,692.09	\$6,650.00	\$5,852.00	(\$798.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0403	Circuit Court-Div III			
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$373.15	\$0.00	\$3,000.00	\$3,000.00
<u>Total: Capital Outlay</u>		\$373.15	\$0.00	\$3,000.00	\$3,000.00
Department Total: Circuit Court-Div III		(\$8,448.75)	(\$12,815.00)	(\$15,017.00)	(\$2,202.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0403 - Circuit Court-Div III				
Account 1000-0403 2001	Account 2001 - General Supplies General Supplies	1.00	4,780.00	4,780.00
	Account 2001 - General Supplies Totals	Transactions 1		\$4,780.00
Account 1000-0403 2009	Account 2009 - Computer Accessories computer accessories	1.00	300.00	300.00
	Account 2009 - Computer Accessories Totals	Transactions 1		\$300.00
Account 1000-0403 2024	Account 2024 - Maint & Service Contracts Wights - Copystar/CS-2560 CCO2013-88	1.00	400.00	400.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 1		\$400.00
Account 1000-0403 2033	Account 2033 - Machinery & Equipment-R/M Machinery & Equipment	1.00	185.00	185.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$185.00
Account 1000-0403 3009	Account 3009 - Oth Professional Services Other Professional Services	1.00	150.00	150.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$150.00
Account 1000-0403 3020	Account 3020 - Telephone & Fax Landline Telephone & Fax Landline	1.00	1,350.00	1,350.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$1,350.00
Account 1000-0403 3021	Account 3021 - Postage Postage	1.00	1,700.00	1,700.00
	Account 3021 - Postage Totals	Transactions 1		\$1,700.00
Account 1000-0403 3030	Account 3030 - Travel Travel	1.00	500.00	500.00
	Account 3030 - Travel Totals	Transactions 1		\$500.00
Account 1000-0403 3090	Account 3090 - Dues & Memberships Dues & Memberships	1.00	1,750.00	1,750.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$1,750.00
Account 1000-0403 3094	Account 3094 - Meals & Lodging Meals & Lodgings	1.00	700.00	700.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$700.00
Account 1000-0403 3101	Account 3101 - Training & Education Training & Education	1.00	500.00	500.00
	Account 3101 - Training & Education Totals	Transactions 1		\$500.00
Account 1000-0403 4016	Account 4016 - Computer Equip Purchase Computer Replacement Plan (3) CPU	1.00	3,000.00	3,000.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		\$3,000.00
	Department 0403 - Circuit Court-Div III Totals	Transactions 12		\$15,315.00

2016 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

2. Please list specific goals, projects or priorities for this department in the 2016 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? Yes

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0404	Circuit Court-Div V			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$0.00	\$0.00	\$0.00	\$0.00
1007	Retirement	\$0.00	\$0.00	\$0.00	\$0.00
1009	Health Insurance Matching	\$0.00	\$0.00	\$0.00	\$0.00
1010	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1017	Col/Merit	\$0.00	\$0.00	\$0.00	\$0.00
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Supplies</u>					
2001	General Supplies	\$1,036.04	\$2,000.00	\$2,000.00	\$0.00
2002	Small Equipment	\$479.05	\$1,500.00	\$1,500.00	\$0.00
2006	Clothing & Uniforms	\$378.95	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$329.25	\$330.00	\$330.00	\$0.00
2033	Machinery & Equipment-R/M	\$65.85	\$400.00	\$400.00	\$0.00
<u>Total: Supplies</u>		\$2,289.14	\$4,230.00	\$4,230.00	\$0.00
<u>Other Services and Charges</u>					
3020	Telephone & Fax Landline	\$1,397.85	\$1,000.00	\$552.00	(\$448.00)
3021	Postage	\$441.00	\$500.00	\$500.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$0.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$357.70	\$1,200.00	\$1,200.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$1,697.96	\$1,250.00	\$1,250.00	\$0.00
3094	Meals & Lodging	\$374.40	\$850.00	\$850.00	\$0.00
3101	Training & Education	\$0.00	\$850.00	\$850.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$4,268.91	\$5,650.00	\$5,202.00	(\$448.00)
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$200.85	\$0.00	\$2,000.00	\$2,000.00
<u>Total: Capital Outlay</u>		\$200.85	\$0.00	\$2,000.00	\$2,000.00
Department Total: Circuit Court-Div V		(\$6,758.90)	(\$9,880.00)	(\$11,432.00)	(\$1,552.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0404 - Circuit Court-Div V			
Account	2001 - General Supplies			
1000-0404 2001	General Office Supplies and Printing	1.00	2,030.00	2,030.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$2,030.00</u>
Account	2002 - Small Equipment			
1000-0404 2002	scanners etc	1.00	1,500.00	1,500.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$1,500.00</u>
Account	2024 - Maint & Service Contracts			
1000-0404 2024	Wights-Kyocera Mita Copier-CCO2015-50	1.00	330.00	330.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 1		<u>\$330.00</u>
Account	2033 - Machinery & Equipment-R/M			
1000-0404 2033	machinery and equipment repair and maintenance	1.00	400.00	400.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		<u>\$400.00</u>
Account	3020 - Telephone & Fax Landline			
1000-0404 3020	telephone / long distance	1.00	1,000.00	1,000.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$1,000.00</u>
Account	3021 - Postage			
1000-0404 3021	postage	1.00	500.00	500.00
	Account 3021 - Postage Totals	Transactions 1		<u>\$500.00</u>
Account	3030 - Travel			
1000-0404 3030	travel	1.00	1,200.00	1,200.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$1,200.00</u>
Account	3090 - Dues & Memberships			
1000-0404 3090	dues and membership	1.00	1,750.00	1,750.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		<u>\$1,750.00</u>
Account	3094 - Meals & Lodging			
1000-0404 3094	meals and lodging	1.00	850.00	850.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>\$850.00</u>
Account	3101 - Training & Education			
1000-0404 3101	training and education	1.00	850.00	850.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$850.00</u>
Account	4016 - Computer Equip Purchase			
1000-0404 4016	Computer Replacement Plan (2) CPU	1.00	2,000.00	2,000.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		<u>\$2,000.00</u>
	Department 0404 - Circuit Court-Div V Totals	Transactions 11		<u>\$12,410.00</u>

2016 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.

Administering 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 2016 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? Yes

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0405	Circuit Court-Div VI			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$0.00	\$0.00	\$0.00	\$0.00
1007	Retirement	\$0.00	\$0.00	\$0.00	\$0.00
1009	Health Insurance Matching	\$0.00	\$0.00	\$0.00	\$0.00
1010	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Supplies</u>					
2001	General Supplies	\$1,616.30	\$3,556.00	\$3,000.00	(\$556.00)
2002	Small Equipment	\$454.54	\$3,200.00	\$3,200.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$329.25	\$370.00	\$370.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$2,400.09	\$7,126.00	\$6,570.00	(\$556.00)
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$1,698.83	\$1,320.00	\$672.00	(\$648.00)
3021	Postage	\$490.00	\$601.00	\$601.00	\$0.00
3022	Cell Phone & Pagers	\$602.01	\$664.00	\$664.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$0.00	\$800.00	\$800.00	\$0.00
3031	Common Carrier	\$440.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$2,058.77	\$2,616.00	\$2,616.00	\$0.00
3094	Meals & Lodging	\$510.72	\$1,260.00	\$1,260.00	\$0.00
3101	Training & Education	\$35.00	\$100.00	\$100.00	\$0.00
3102	Software, Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
3104	Books	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$5,835.33	\$7,361.00	\$6,713.00	(\$648.00)
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$200.85	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$200.85	\$0.00	\$0.00	\$0.00
Department Total: Circuit Court-Div VI		(\$8,436.27)	(\$14,487.00)	(\$13,283.00)	\$1,204.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0405 - Circuit Court-Div VI				
Account 2001 - General Supplies				
1000-0405 2001	Paper, Ink, pens, water, envelopes, letterhead,	1.00	3,556.00	3,556.00
	Account 2001 - General Supplies Totals	Transactions 1		\$3,556.00
Account 2002 - Small Equipment				
1000-0405 2002	Touch Screens monitors for jury room, wireless microphone,	1.00	3,200.00	3,200.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$3,200.00
Account 2024 - Maint & Service Contracts				
1000-0405 2024	Service Contract Wight office KM-2560, CCO 2014-146	1.00	370.00	370.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 1		\$370.00
Account 3020 - Telephone & Fax Landline				
1000-0405 3020	Land line in office and fax line	1.00	1,320.00	1,320.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$1,320.00
Account 3021 - Postage				
1000-0405 3021	Postage Stamps	1.00	601.00	601.00
	Account 3021 - Postage Totals	Transactions 1		\$601.00
Account 3022 - Cell Phone & Pagers				
1000-0405 3022	Wireless Service in office	1.00	664.00	664.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$664.00
Account 3030 - Travel				
1000-0405 3030	Airline tickets for Office staff for training	1.00	800.00	800.00
	Account 3030 - Travel Totals	Transactions 1		\$800.00
Account 3031 - Common Carrier				
1000-0405 3031	Travel for office staff for training	1.00	440.00	440.00
	Account 3031 - Common Carrier Totals	Transactions 1		\$440.00
Account 3090 - Dues & Memberships				
1000-0405 3090	Court Staff memberships	1.00	2,616.00	2,616.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$2,616.00
Account 3094 - Meals & Lodging				
1000-0405 3094	Meals and Lodging for Office Staff when having to attend trainin	1.00	1,260.00	1,260.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$1,260.00
Account 3101 - Training & Education				
1000-0405 3101	Education cost for office staff	1.00	100.00	100.00
	Account 3101 - Training & Education Totals	Transactions 1		\$100.00
	Department 0405 - Circuit Court-Div VI Totals	Transactions 11		\$14,927.00

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0407	Circuit Court-Div IV			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$0.00	\$0.00	\$0.00	\$0.00
1007	Retirement	\$0.00	\$0.00	\$0.00	\$0.00
1009	Health Insurance Matching	\$0.00	\$0.00	\$0.00	\$0.00
1010	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00
1017	Col/Merit	\$0.00	\$0.00	\$0.00	\$0.00
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Supplies</u>					
2001	General Supplies	\$2,657.15	\$3,455.00	\$3,455.00	\$0.00
2002	Small Equipment	\$479.05	\$500.00	\$500.00	\$0.00
2005	Food/Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$150.00	\$150.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$164.63	\$250.00	\$250.00	\$0.00
<u>Total: Supplies</u>		\$3,300.83	\$4,355.00	\$4,355.00	\$0.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3005	Special Legal	\$6,865.50	\$23,236.00	\$23,236.00	\$0.00
3009	Oth Professional Services	\$85.00	\$500.00	\$500.00	\$0.00
3020	Telephone & Fax Landline	\$1,015.88	\$860.00	\$552.00	(\$308.00)
3021	Postage	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$544.88	\$600.00	\$600.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$560.64	\$700.00	\$700.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$1,030.00	\$1,030.00
3035	Travel-Rental Car	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$1,511.71	\$1,750.00	\$1,750.00	\$0.00
3094	Meals & Lodging	\$673.52	\$1,300.00	\$1,300.00	\$0.00
3101	Training & Education	\$300.00	\$1,500.00	\$1,500.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$11,557.13	\$30,446.00	\$31,168.00	\$722.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0407	Circuit Court-Div IV			
4016	Computer Equip Purchase	\$186.58	\$0.00	\$2,000.00	\$2,000.00
	<u>Total: Capital Outlay</u>	\$186.58	\$0.00	\$2,000.00	\$2,000.00
Department Total: Circuit Court-Div IV		(\$15,044.54)	(\$34,801.00)	(\$37,523.00)	(\$2,722.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0407 - Circuit Court-Div 1V				
Account 2001 - General Supplies				
1000-0407 2001	Copy paper, pens, post-its, file folders, etc.	1.00	3,455.00	3,455.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$3,455.00</u>
Account 2002 - Small Equipment				
1000-0407 2002	Small equipment purchases	1.00	500.00	500.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$500.00</u>
Account 2009 - Computer Accessories				
1000-0407 2009	Computer accessories	1.00	150.00	150.00
	Account 2009 - Computer Accessories Totals	Transactions 1		<u>\$150.00</u>
Account 2033 - Machinery & Equipment-R/M				
1000-0407 2033	Machinery maintenance	1.00	250.00	250.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		<u>\$250.00</u>
Account 3005 - Special Legal				
1000-0407 3005	Attorney services, etc	1.00	23,236.00	23,236.00
	Account 3005 - Special Legal Totals	Transactions 1		<u>\$23,236.00</u>
Account 3009 - Oth Professional Services				
1000-0407 3009	Professional services	1.00	500.00	500.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		<u>\$500.00</u>
Account 3020 - Telephone & Fax Landline				
1000-0407 3020	Phone and fax line services	1.00	860.00	860.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$860.00</u>
Account 3022 - Cell Phone & Pagers				
1000-0407 3022	Cellular phone service	1.00	600.00	600.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		<u>\$600.00</u>
Account 3030 - Travel				
1000-0407 3030	Travel expenses	1.00	700.00	700.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$700.00</u>
Account 3031 - Common Carrier				
1000-0407 3031	Carrier and airfare expenses	1.00	1,030.00	1,030.00
	Account 3031 - Common Carrier Totals	Transactions 1		<u>\$1,030.00</u>
Account 3090 - Dues & Memberships				
1000-0407 3090	Annual dues, subscriptions	1.00	1,750.00	1,750.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		<u>\$1,750.00</u>
Account 3094 - Meals & Lodging				
1000-0407 3094	Travel related meals & lodging	1.00	1,300.00	1,300.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>\$1,300.00</u>
Account 3101 - Training & Education				
1000-0407 3101	Training fees & registration	1.00	1,500.00	1,500.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$1,500.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

GL Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0407 - Circuit Court-Div IV				
Account 4016 - Computer Equip Purchase				
1000-0407 4016	Computer Replacement Plan (2) CPU	1.00	2,000.00	2,000.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		<u>\$2,000.00</u>
	Department 0407 - Circuit Court-Div IV Totals	Transactions 14		<u>\$37,831.00</u>

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0410	Ft Smith District Court			
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$223.75	\$5,000.00	\$0.00	(\$5,000.00)
3015	Renew Contracts/Agmnts	\$49,368.46	\$53,660.00	\$49,925.00	(\$3,735.00)
3129	Fort Smith Reimb-District	\$369,941.21	\$472,593.00	\$455,235.00	(\$17,358.00)
<u>Total: Other Services and Charges</u>		\$419,533.42	\$531,253.00	\$505,160.00	(\$26,093.00)
Department Total: Ft Smith District Court		(\$419,533.42)	(\$531,253.00)	(\$505,160.00)	\$26,093.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0410 - Ft Smith District Court				
Account 3015 - Renew Contracts/Agrmnts				
1000-0410 3015	FS District Ct Contract - Deputy Clerk Position	1.00	49,925.00	49,925.00
	Account 3015 - Renew Contracts/Agrmnts Totals	Transactions 1		<u>\$49,925.00</u>
Account 3129 - Fort Smith Reimb-District				
1000-0410 3129	County funds 30% of Budget \$1,517,450	1.00	455,235.00	455,235.00
	Account 3129 - Fort Smith Reimb-District Totals	Transactions 1		<u>\$455,235.00</u>
	Department 0410 - Ft Smith District Court Totals	Transactions 2		<u>\$505,160.00</u>

City of Fort Smith
Program Title: District Court
Program Number: 4206

Personnel			
Code	Description	2016 Budget Requests	2017 Budget Projections
101	Regular Salaries	37,430	39,300
102	Overtime	4,360	4,580
103	Retirement	4,190	4,400
104	Social Security	3,210	3,370
105	Health Insurance	6,210	6,380
106	Longevity	130	130
107	Medical Expenses	0	0
108	Other	0	0
109	Employee Allowance	0	0
111	Worker's Compensation	100	110
Total Personnel Costs:		\$55,630	\$58,270

Operating Accounts			
Code	Description	2016 Budget Requests	2017 Budget Projections
201	Office Supplies	0	0
202	Small Equipment	0	0
203	Fuel, Oil, Lube	0	0
204	Clothing	0	0
205	Custodial Equipment and Supplies	0	0
206	Materials	0	0
207	Repair of Equipment	0	0
208	Repair of Buildings	0	0
209	Merchandise	0	0
210	Communications	0	0
211	Utilities	0	0
212	Bonds, Insurance, Licenses	0	0
213	Postage	0	0
214	Advertising, Printing, Photo	0	0
215	Travel	0	0
216	Education, Memberships, Subscriptions	0	0
217	Lease, Rent, Taxes	0	0
218	Claims	0	0
219	Other	0	0
220	Examinations	0	0
Total Operating Costs		\$0	\$0

RECEIVED

AUG 28 2015

SEBASTIAN CO. FINANCE

If replacement, MUST include model & year being replaced. If Addition- note on request

CAPITAL OUTLAY	2016 Budget Requests	2017 Budget Projections
1	\$0.00	
2	\$0.00	
3	\$0.00	
4	\$0.00	
5	\$0.00	
Total Capital Expenses	\$0	\$0
Grand Total (All accounts)	\$55,630	\$58,270

Schedule of Personnel			# of Positions 2017
Position Title	# of Positions 2015	# of Positions 2016	
Deputy Clerk I	1	1	1
Total Positions	1	1	1

City of Fort Smith									
2016 Budget Detail									
District Court - 4206									
Personnel									
Code 101 - Regular Salaries									
Title	Range	# of Emps	X	Est. Reg Hours	X	Hourly Rate	=	Annual Pay	
Deputy Clerk I	6	1	X	808	X	17.54	=	14,170	
5/24/10 (LM)				1280	X	18.17	=	23,260	
								Total 101	\$37,430
Code 102 - Overtime Salaries									
Title	# of Emps		O.T. Rate	Est #OT Hrs		Est Overtime			
Deputy Clerk I	1	X	27.26	X	160.00	=	4,360		
								Total 102	\$4,360
Reason for requested overtime									
Balancing and verification of daily collections after close of business and fluctuating workloads.									
Code 103 - Retirement (Schedule #1)								\$4,192.00	
(101) 37,430	41,920		\$4,192						
(102) 4,360	x .10	Sched 1	\$0						
(106) 130	4,192.00		\$4,192						
\$41,920									
Code 104 - FICA (Schedule #2)								\$3,210.00	
(101) 37,430			\$41,920.00						
(102) 4,360			X .0765						
(106) 130			\$3,206.88						
\$41,920.00		Rounded		\$3,210					
Code 105 - Insurance (Schedule #3)						YR 2016	YR 2017		
						\$6,210.00	\$6,380.00		
Code 106 - Longevity (Schedule #4)						YR 2016	YR 2017		
						\$130.00	\$130.00		
Code 107 - Medical Expenses						\$0.00	\$0.00		
Code 108 - Other (Schedule #5)						\$0.00	\$0.00		
Code 109 - Employee Allowance						\$0.00	\$0.00		
Code 111 - Worker's Compensation (Schedule #6)						YR 2016	YR 2017		
						\$100	\$110		

City of Fort Smith
Program Title: District Court
Program Number: 4201

Personnel			
		2016 Budget	2017 Budget
Code	Description	Requests	Projections
101	Regular Salaries	812,980	853,630
102	Overtime	14,360	15,080
103	Retirement	84,190	88,400
104	Social Security	63,890	67,080
105	Health Insurance	147,630	151,470
106	Longevity	2,530	2,650
107	Medical Expenses	0	0
108	Other	196,000	196,000
109	Employee Allowance	0	0
111	Worker's Compensation	1,800	1,840
	Total Personnel Costs:	\$1,323,380	\$1,376,150

Operating Accounts			
		2016 Budget	2017 Budget
Code	Description	Requests	Projections
201	Office Supplies	11,000	11,550
202	Small Equipment	5,000	5,250
203	Fuel, Oil, Lube	0	0
204	Clothing	1,000	1,050
205	Custodial Equipment and Supplies	2,000	2,100
206	Materials	0	0
207	Repair of Equipment	3,000	3,150
208	Repair of Buildings	0	0
209	Merchandise	0	0
210	Communications	3,800	3,990
211	Utilities	0	0
212	Bonds, Insurance, Licenses	0	0
213	Postage	13,000	13,650
214	Advertising, Printing, Photo	9,000	9,450
215	Travel	9,500	9,980
216	Education, Memberships, Subscriptions	6,000	6,300
217	Lease, Rent, Taxes	166,000	174,300
218	Claims	0	0
219	Other	38,800	40,740
220	Examinations	0	0
	Total Operating Costs	\$268,100	\$281,510

RECEIVED

AUG 28 2015

SEBASTIAN CO. FINANCE

If replacement, MUST include model & year being replaced. If Addition- note on request

CAPITAL OUTLAY	2016 Budget Requests	2017 Budget Projections
1	\$0.00	
2	\$0.00	
3	\$0.00	
4	\$0.00	
5	\$0.00	
Total Capital Expenses	\$0	\$0
Grand Total (All accounts)	\$1,591,480	\$1,657,660

Schedule of Personnel			
Position Title	# of Positions 2015	# of Positions 2016	# of Positions 2017
District Judge (Note 1)	0	0	0
District Court Clerk	1	1	1
Senior Deputy Clerk	1	1	1
Financial Administrator	1	1	1
Deputy Clerk II	7	7	7
Court Bailiff	2	2	2
Deputy Clerk I	4	4	4
Interpreter (Note 2)	1	1	1
Records Clerk	1	1	1
File Clerk	1	1	1
Total Positions	19	19	19

Note 1: Per the 2007 agreement between the City and the State, the judges are State employees, however the City and the County are responsible for half of each salary. The City's share of gross salary is \$58,650 for each judge (total \$175,950) and is included in account 108. 30% of this amount is reimbursed to the City by the County on an annual basis.

Note 2: The Interpreter salary was previously included in account 108. For auditing purposes, this salary was transferred to account 101. The interpreter position is a part-time position that works 25 hours per week and does not earn any employee benefits.

2015 Reduced Budget = \$1,551,370 and an additional \$12,000 was requested to be cut from 2016 = \$1,539,370
 2016 Actual Proposed Budget = \$1,591,480 which is \$52,110 more than the reduced 2016 figure.
 This is the least amount possible to request in personnel and operating expenses. Any and all reductions to the 2016 proposed budget will have to be accomplished through employee furloughs. One day off without pay for each employee will reduce the budget by approximately \$3060. Therefore, approximately seventeen (17) days off without pay will have to be mandated on each employee in 2016. This will likely cause the office to have to close one day per month throughout the year.

City of Fort Smith
Program Title: District Court
Program Number: 4201

Personnel

		2016 Budget	2017 Budget
Code	Description	Requests	Projections
101	Regular Salaries	812,980	853,630
102	Overtime	14,360	15,080
103	Retirement	84,190	88,400
104	Social Security	63,890	67,080
105	Health Insurance	147,630	151,470
106	Longevity	2,530	2,650
107	Medical Expenses	0	0
108	Other	196,000	196,000
109	Employee Allowance	0	0
111	Worker's Compensation	1,800	1,840
Total Personnel Costs:		\$1,323,380	\$1,376,150

Operating Accounts

		2016 Budget	2017 Budget
Code	Description	Requests	Projections
201	Office Supplies	11,000	11,550
202	Small Equipment	5,000	5,250
203	Fuel, Oil, Lube	0	0
204	Clothing	1,000	1,050
205	Custodial Equipment and Supplies	2,000	2,100
206	Materials	0	0
207	Repair of Equipment	3,000	3,150
208	Repair of Buildings	0	0
209	Merchandise	0	0
210	Communications	3,800	3,990
211	Utilities	0	0
212	Bonds, Insurance, Licenses	0	0
213	Postage	13,000	13,650
214	Advertising, Printing, Photo	9,000	9,450
215	Travel	9,500	9,980
216	Education, Memberships, Subscriptions	6,000	6,300
217	Lease, Rent, Taxes	166,000	174,300
218	Claims	0	0
219	Other	38,800	40,740
220	Examinations	0	0
Total Operating Costs		\$268,100	\$281,510

If replacement, MUST include model & year being replaced. If Addition- note on request

CAPITAL OUTLAY	2016 Budget Requests	2017 Budget Projections
1	\$0.00	
2	\$0.00	
3	\$0.00	
4	\$0.00	
5	\$0.00	
Total Capital Expenses	\$0	\$0
Grand Total (All accounts)	\$1,591,480	\$1,657,660

Schedule of Personnel			# of Positions 2017
Position Title	# of Positions 2015	# of Positions 2016	
District Judge (Note 1)	0	0	0
District Court Clerk	1	1	1
Senior Deputy Clerk	1	1	1
Financial Administrator	1	1	1
Deputy Clerk II	7	7	7
Court Bailiff	2	2	2
Deputy Clerk I	4	4	4
Interpreter (Note 2)	1	1	1
Records Clerk	1	1	1
File Clerk	1	1	1
Total Positions	19	19	19
<p>Note 1: Per the 2007 agreement between the City and the State, the judges are State employees, however the City and the County are responsible for half of each salary. The City's share of gross salary is \$58,650 for each judge (total \$175,950) and is included in account 108. 30% of this amount is reimbursed to the City by the County on an annual basis.</p>			
<p>Note 2: The Interpreter salary was previously included in account 108. For auditing purposes, this salary was transferred to account 101. The interpreter position is a part-time position that works 25 hours per week and does not earn any employee benefits.</p>			

2015 Reduced Budget = \$1,551,370 and an additional \$12,000 was requested to be cut from 2016 = \$1,539,370
 2016 Actual Proposed Budget = \$1,591,480 which is \$52,110 more than the reduced 2016 figure.
 This is the least amount possible to request in personnel and operating expenses. Any and all reductions to the 2016 proposed budget will have to be accomplished through employee furloughs. One day off without pay for each employee will reduce the budget by approximately \$3060. Therefore, approximately seventeen (17) days off without pay will have to be mandated on each employee in 2016. This will likely cause the office to have to close one day per month throughout the year.

**District Court
City of Fort Smith**

Update: August 7, 2015

OPERATING BUDGET		
Code 201	Office Supplies	Amount Req.
		0
Total Code 201		\$0
Refer to Memo "Estimated Prices for 2016 from Purchasing"		
Code 202	Small Equipment	Amount Req.
		0
Total Code 202		\$0
Refer to Memo "Estimated Prices for 2016 from Purchasing"		
Code 203	Fuel, Oil, Lube	Amount Req.
		0
Total Code 203		\$0
Refer to Memo "Estimated Prices for 2016 from Purchasing"		
Code 204	Clothing	Amount Req.
		0
Total Code 204		\$0
Refer to Memo "Estimated Prices for 2016 from Purchasing"		
Code 205	Custodial Equipment and Supplies	Amount Req.
		0
Total Code 205		\$0
Refer to Memo "Estimated Prices for 2016 from Purchasing"		
Code 206	Materials	Amount Req.
		0
Total Code 206		\$0

**District Court
City of Fort Smith**

Update: August 7, 2015

Code 207	Equipment Repair	Amount Req.
		0
Total Code 207		\$0
Code 208	Building Repairs	Amount Req.
		0
Total Code 208		\$0
Code 209	Merchandise	Amount Req.
		0
Total Code 209		\$0
Code 210	Communications	Amount Req.
		0
Total Code 210		\$0
Code 211	Utilities	Amount Req.
		0
Total Code 211		\$0
	Budget Schedule #7	
Code 212	Bonds, Insurance, Licenses	Amount Req.
		0
Total Code 212		\$0

**District Court
City of Fort Smith**

Update: August 7, 2015

Code 213	Postage	Amount Req.
		0
Total Code 213		\$0
Code 214	Advertising, Printing, Photo	Amount Req.
		0
Total Code 214		\$0
Code 215	Travel	Amount Req.
		0
Total Code 215		\$0
Code 216	Education, Memberships, Subscriptions	Amount Req.
		0
Total Code 216		\$0
Code 217	Lease, Rent, Taxes	Amount Req.
		0
Total Code 217		\$0
Code 218	Claims	Amount Req.
		0
Total Code 218		\$0

**District Court
City of Fort Smith**

Update: August 7, 2015

Code 219		
Code 219	Other	Amount Req.
		0
Total Code 219		\$0
Code 220		
Code 220	Examinations	Amount Req.
		0
Total Code 220		\$0
Refer to Memo "Estimated Prices for 2016 from Purchasing"		
CAPITAL OUTLAY		
If replacment, include model & year being replaced. If new, indicate "Addition "		
Item, description, reason requested		Amount Req.
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
Prepared By: Rachel J. Sims District Court Clerk		
		Date: August 12, 2015
Reviewed By: Audra Joplin Financial Administrator		
		Date: August 12, 2015
Department Head		
Rachel J. Sims District Court Clerk		
Finance Director		

2016 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 2016 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? No

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0414	Juvenile Probation			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$315,021.39	\$315,523.00	\$300,498.00	(\$15,025.00)
1006	Social Security Matching	\$22,934.86	\$24,753.00	\$23,098.00	(\$1,655.00)
1007	Retirement	\$46,942.68	\$47,759.00	\$43,781.00	(\$3,978.00)
1009	Health Insurance Matching	\$45,279.00	\$69,000.00	\$78,648.00	\$9,648.00
1010	Workmen's Compensation	\$4,274.34	\$4,784.00	\$5,756.00	\$972.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$10,824.00	\$10,824.00
1016	Life Insurance	\$785.70	\$778.00	\$784.00	\$6.00
1017	Col/Merit	\$0.00	\$6,310.00	\$0.00	(\$6,310.00)
1021	Longevity	\$1,740.00	\$1,740.00	\$1,440.00	(\$300.00)
1023	Dental Insurance-Matching	\$5,535.40	\$4,954.00	\$5,698.00	\$744.00
1040	Affordable Care Act	\$1,323.00	\$1,013.00	\$1,016.00	\$3.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$443,836.37	\$476,614.00	\$471,543.00	(\$5,071.00)
<u>Supplies</u>					
2001	General Supplies	\$6,829.46	\$6,500.00	\$6,500.00	\$0.00
2002	Small Equipment	\$958.10	\$1,200.00	\$1,650.00	\$450.00
2004	Medicine & Drugs	\$0.00	\$0.00	\$0.00	\$0.00
2006	Clothing & Uniforms	\$482.90	\$500.00	\$500.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$32.79	\$0.00	\$209.00	\$209.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$50.00	\$50.00	\$0.00
<u>Total: Supplies</u>		\$8,303.25	\$8,250.00	\$8,909.00	\$659.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3006	Med, Dental, and Hospital	\$0.00	\$0.00	\$0.00	\$0.00
3007	Drug Testing	\$5,069.86	\$5,000.00	\$5,000.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$3,260.50	\$3,600.00	\$1,440.00	(\$2,160.00)
3021	Postage	\$2,089.73	\$1,500.00	\$1,500.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$464.54	\$1,215.00	\$1,215.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$5,673.89	\$6,000.00	\$6,000.00	\$0.00
3075	Postage Mach/PO Box Rent	\$964.63	\$884.00	\$884.00	\$0.00
3090	Dues & Memberships	\$40.00	\$120.00	\$175.00	\$55.00
3094	Meals & Lodging	\$884.07	\$1,000.00	\$1,240.00	\$240.00
3101	Training & Education	\$260.00	\$1,000.00	\$1,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$254.89	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0414	Juvenile Probation			
	<u>Total: Other Services and Charges</u>	\$18,962.11	\$20,319.00	\$18,454.00	(\$1,865.00)
	<u>Capital Outlay</u>				
4002	Bidgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$450.00	\$450.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$10,294.15	\$0.00	\$0.00	\$0.00
	<u>Total: Capital Outlay</u>	\$10,294.15	\$0.00	\$450.00	\$450.00
Department Total: Juvenile Probation		(\$481,395.88)	(\$505,183.00)	(\$499,356.00)	\$5,827.00

2016 PERSONNEL SCHEDULE

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>
041404401 - Assoc.Dir.Juv.Services/Intake	11 - 11	100 - Work Full Time	28,592	42,888	49,975
041409601 - Chief Juv Probation Officer	10 - 10	100 - Work Full Time	28,318	41,441	52,962
041420601 - Director Juvenile Services	13 - 13	104 - Reg. Full-Time Exempt	31,269	46,904	44,294
041425801 - Intake Coordinator/Legal Sec	05 - 05	100 - Work Full Time	21,848	30,844	25,704
041427601 - Juvenile Probation Officer	08 - 08	100 - Work Full Time	26,114	36,867	36,356
041427602 - Juvenile Probation Officer	08 - 08	100 - Work Full Time	26,114	36,867	30,722
041427603 - Juvenile Probation Officer	08 - 08	100 - Work Full Time	26,114	36,867	31,869
041440401 - Restitution/Fees Bookkeeper	06 - 06	100 - Work Full Time	23,270	32,852	28,616
Total Positions:	<u>8</u>			Full Time Annual Salaries Subtotal:	<u>300,498</u>
				Total Salaries:	<u>300,498</u>

PERSONNEL JUSTIFICATION FOR 2016 BUDGET

Office/Department: 0414 – Juvenile Probation

Fund: 1000 – General Fund

Request is for an additional staff member for the 2016 Budget Year: Full-Time

1. Recommended Job Title: Juvenile Probation Officer
2. Does this job title already exist: YES
3. Please state in short summary your justification to add additional staff: An additional probation officer is necessary in order to provide more timely and efficient services to juveniles on probation or under supervision in our county. We are currently at a deficit compared to nearby counties of similar or smaller size. As is the case with current probation officer positions, the State of Arkansas will pay ½ of the salary, up to \$15,000, beginning in the second year of employment.
4. What specific new areas of responsibility and day-to-day duties require or justify a new staff member? Probation officers provide supervision of delinquent and FINS cases. They meet with juveniles regularly, counsel them, administer drug screens, communicate with school officials, therapists and community-based providers (i.e. Comprehensive Juvenile Services, Girls Shelter, Children’s Emergency Shelter), visit schools and day treatment programs, and make home visits when necessary. The duties have not changed. There are simply more juveniles to monitor.
5. Explain why a part-time job of 29 hours or less per week will not meet your staffing needs. A part-time probation officer would certainly be better than no additional probation officer; however, there is no provision for reimbursement for a part-time employee.
6. If this position will generate additional income, how much income is projected from this additional personnel in the first budgeted year and one year thereafter. There is no income associated with this position.
7. List each job that has been added to your staff in the past five years by job title and budget year. We have had no staff additions in the past five years.



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0414 - Juvenile Probation				
Account 2001 - General Supplies				
1000-0414 2001	paper, toners for printers, copier, fax, pens, office supplies,	1.00	6,500.00	6,500.00
	Account 2001 - General Supplies Totals	Transactions 1		\$6,500.00
Account 2002 - Small Equipment				
1000-0414 2002	fax machine, shredder, etc.	1.00	1,200.00	1,200.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$1,200.00
Account 2006 - Clothing & Uniforms				
1000-0414 2006	Juvenile Officers identification to public	1.00	500.00	500.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		\$500.00
Account 2033 - Machinery & Equipment-R/M				
1000-0414 2033	Repair equipment as needed	1.00	50.00	50.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$50.00
Account 3007 - Drug Testing				
1000-0414 3007	Court ordered drug testing	1.00	5,000.00	5,000.00
	Account 3007 - Drug Testing Totals	Transactions 1		\$5,000.00
Account 3020 - Telephone & Fax Landline				
1000-0414 3020	Telephone and fax lines, 2 offices	1.00	3,600.00	3,600.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$3,600.00
Account 3021 - Postage				
1000-0414 3021	Mail and court service by certified mail	1.00	1,500.00	1,500.00
	Account 3021 - Postage Totals	Transactions 1		\$1,500.00
Account 3030 - Travel				
1000-0414 3030	job and training for state certification and salaries	1.00	2,000.00	2,000.00
	Account 3030 - Travel Totals	Transactions 1		\$2,000.00
Account 3031 - Common Carrier				
1000-0414 3031	airfare, transportation	1.00	546.00	546.00
	Account 3031 - Common Carrier Totals	Transactions 1		\$546.00
Account 3071 - Rent-Machinery & Equip				
1000-0414 3071	Copy Machine Lease & copy charges CCO-2012-119	1.00	6,000.00	6,000.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 1		\$6,000.00
Account 3075 - Postage Mach/PO Box Rent				
1000-0414 3075	Postage Machine Lease CCO-2012-116	4.00	221.00	884.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 1		\$884.00
Account 3090 - Dues & Memberships				
1000-0414 3090	Officer certification requirement dues & registration fees	1.00	120.00	120.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$120.00
Account 3094 - Meals & Lodging				
1000-0414 3094	Officer training meal and training expense	1.00	2,000.00	2,000.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$2,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0414 - Juvenile Probation			
Account	3101 - Training & Education			
1000-0414 3101	Officer state certification training expense	1.00	1,000.00	1,000.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$1,000.00</u>
	Department 0414 - Juvenile Probation Totals	Transactions 14		<u>\$30,900.00</u>

2016 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 2016 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	54,208.54	0	Breakfast and Lunch for juvenile inmates	07/01/2015 through 06/30/2016
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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0415	Juvenile Detention Center			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$453,903.14	\$462,381.00	\$457,012.00	(\$5,369.00)
1002	Salaries, Part Time	\$28,332.00	\$57,096.00	\$57,096.00	\$0.00
1003	Extra Help	\$0.00	\$0.00	\$0.00	\$0.00
1005	OT & Other Premium Comp	\$14,947.63	\$15,600.00	\$20,800.00	\$5,200.00
1006	Social Security Matching	\$37,136.36	\$41,765.00	\$41,012.00	(\$753.00)
1007	Retirement	\$73,189.27	\$80,581.00	\$77,735.00	(\$2,846.00)
1009	Health Insurance Matching	\$81,291.00	\$95,208.00	\$107,328.00	\$12,120.00
1010	Workmen's Compensation	\$8,209.38	\$8,873.00	\$11,809.00	\$2,936.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$1,362.78	\$1,458.00	\$1,470.00	\$12.00
1017	Col/Merit	\$0.00	\$9,248.00	\$0.00	(\$9,248.00)
1021	Longevity	\$1,690.00	\$1,620.00	\$1,200.00	(\$420.00)
1023	Dental Insurance-Matching	\$9,017.47	\$7,129.00	\$8,199.00	\$1,070.00
1040	Affordable Care Act	\$1,260.00	\$1,899.00	\$1,905.00	\$6.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$710,339.03	\$782,858.00	\$785,566.00	\$2,708.00
<u>Supplies</u>					
2001	General Supplies	\$17,883.25	\$17,940.00	\$19,000.00	\$1,060.00
2002	Small Equipment	\$1,308.70	\$1,000.00	\$1,000.00	\$0.00
2003	Janitorial Supplies	\$1,709.85	\$1,000.00	\$1,000.00	\$0.00
2004	Medicine & Drugs	\$0.00	\$1,500.00	\$1,500.00	\$0.00
2005	Food/Supplies	\$0.00	\$430.00	\$430.00	\$0.00
2006	Clothing & Uniforms	\$2,515.23	\$2,785.00	\$2,785.00	\$0.00
2007	Fuel, Oils & Lubricants	\$2,693.54	\$2,800.00	\$2,800.00	\$0.00
2008	Tires and Tubes	\$0.00	\$800.00	\$800.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$100.00	\$100.00	\$0.00
2021	Paints & Metals	\$0.00	\$0.00	\$0.00	\$0.00
2022	Plumbing & Electrical	\$0.00	\$500.00	\$500.00	\$0.00
2023	Parts & Repairs	\$153.60	\$200.00	\$200.00	\$0.00
2024	Maint & Service Contracts	\$329.25	\$1,065.00	\$1,065.00	\$0.00
2032	Bldg & Improvement-R/M	\$440.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$1,997.56	\$4,000.00	\$4,000.00	\$0.00
<u>Total: Supplies</u>		\$29,030.98	\$34,120.00	\$35,180.00	\$1,060.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3005	Special Legal	\$0.00	\$500.00	\$500.00	\$0.00
3006	Med, Dental, and Hospital	\$100.00	\$2,000.00	\$2,000.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3015	Renew Contracts/Agmnts	\$54,208.54	\$68,000.00	\$68,000.00	\$0.00
3020	Telephone & Fax Landline	\$3,040.42	\$2,570.00	\$1,836.00	(\$734.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0415	Juvenile Detention Center			
3021	Postage	\$1,120.15	\$1,200.00	\$1,200.00	\$0.00
3022	Cell Phone & Pagers	\$2,131.46	\$2,550.00	\$2,550.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$2,991.04	\$2,730.00	\$2,730.00	\$0.00
3027	Telephone Purchase/Maint	\$2,074.21	\$2,025.00	\$2,025.00	\$0.00
3030	Travel	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$0.00	\$150.00	\$150.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$951.00	\$951.00	\$992.00	\$41.00
3060	Utilities-Electricity	\$9,199.01	\$13,005.00	\$13,005.00	\$0.00
3061	Utilities-Gas	\$6,061.88	\$10,000.00	\$10,000.00	\$0.00
3062	Utilities-Water	\$11,566.82	\$16,500.00	\$16,500.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3073	Lease-Machinery and Equip	\$0.00	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$515.66	\$450.00	\$450.00	\$0.00
3090	Dues & Memberships	\$150.00	\$300.00	\$300.00	\$0.00
3093	Misc Law Enforcement	\$0.00	\$300.00	\$300.00	\$0.00
3094	Meals & Lodging	\$0.00	\$1,500.00	\$1,500.00	\$0.00
3098	Judgements & Damages	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$1,500.00	\$1,500.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
3104	Books	\$0.00	\$0.00	\$0.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3158	Special Project	\$0.00	\$800.00	\$800.00	\$0.00
<u>Total: Other Services and Charges</u>		\$94,110.19	\$128,031.00	\$127,338.00	(\$693.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4003	Improv Oth Than Buildings	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$5,500.00	\$5,500.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$1,446.04	\$0.00	\$0.00	\$0.00
4017	Other Equipment Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$1,446.04	\$0.00	\$5,500.00	\$5,500.00
Department Total: Juvenile Detention Center		(\$834,926.24)	(\$945,009.00)	(\$953,584.00)	(\$8,575.00)

2016 PERSONNEL SCHEDULE

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>
041526601 - Juv Det Assist Administrator	09 - 09	112 - Jail Full-Time Exempt	27,535	38,873	35,784
041527001 - Juvenile Detention Admin/Capt	12 - 12	112 - Jail Full-Time Exempt	29,931	44,896	49,473
041527201 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	25,691
041527202 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,462
041527203 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	24,693
041527204 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	24,693
041527205 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	25,187
041527206 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	25,691
041527207 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	28,634
041527208 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	30,998
041527209 - Juvenile Detention Officer	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	24,693
041546001 - Sgt/Juv Det Deputy Supervisor	08 - 08	110 - Jail/Sheriff/JDC FT No holiday	26,114	36,867	39,100
041546002 - Sgt/Juv Det Deputy Supervisor	08 - 08	110 - Jail/Sheriff/JDC FT No holiday	26,114	36,867	30,723
041546003 - Sgt/Juv Det Deputy Supervisor	08 - 08	110 - Jail/Sheriff/JDC FT No holiday	26,114	36,867	33,168
041546004 - Sgt/Juv Det Deputy Supervisor	08 - 08	110 - Jail/Sheriff/JDC FT No holiday	26,114	36,867	32,022
Total Positions:	<u>15</u>			Full Time Annual Salaries Subtotal:	<u>457,012</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	12.0000	11,856
041519801 - Detention Deputy	RPT - RPT	204 - Regular Part-Time 20	1	12.0000	12,480
041519802 - Detention Deputy	RPT - RPT	204 - Regular Part-Time 20	1	12.0000	12,480
041529801 - Licensed Practical Nurse	RPT - RPT	201 - Regular PT No Holiday 26	1	15.0000	20,280
Total Positions:	<u>4</u>		Total Regular Part Time:		<u>57,096</u>
			Total Salaries:		<u>514,108</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0415 - Juvenile Detention Center				
Account 2001 - General Supplies				
1000-0415 2001	Pens, Paper, Awards, hygiene items, laundry items	1.00	19,000.00	19,000.00
	Account 2001 - General Supplies Totals	Transactions 1		\$19,000.00
Account 2002 - Small Equipment				
1000-0415 2002	Fax machine, vacumm cleaner, camera	1.00	1,000.00	1,000.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$1,000.00
Account 2003 - Janitorial Supplies				
1000-0415 2003	Cleaning supplies such as soap, solvents, disinfectants, etc..	1.00	1,000.00	1,000.00
	Account 2003 - Janitorial Supplies Totals	Transactions 1		\$1,000.00
Account 2004 - Medicine & Drugs				
1000-0415 2004	Over the counter medication, band aids, ointments, prescriptions	1.00	2,500.00	2,500.00
	Account 2004 - Medicine & Drugs Totals	Transactions 1		\$2,500.00
Account 2005 - Food/Supplies				
1000-0415 2005	food/supplies	1.00	430.00	430.00
	Account 2005 - Food/Supplies Totals	Transactions 1		\$430.00
Account 2006 - Clothing & Uniforms				
1000-0415 2006	uniforms for staff	1.00	3,300.00	3,300.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		\$3,300.00
Account 2007 - Fuel, Oils & Lubricants				
1000-0415 2007	Gasoline, diesel fuel, motor oil, lubricants and oil changes	1.00	2,800.00	2,800.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		\$2,800.00
Account 2008 - Tires and Tubes				
1000-0415 2008	Tires and tubes needed for county vehicles	1.00	800.00	800.00
	Account 2008 - Tires and Tubes Totals	Transactions 1		\$800.00
Account 2020 - Bldg Materials & Supplies				
1000-0415 2020	Materials and supplies required for proper maintenance/repair	1.00	1,500.00	1,500.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions 1		\$1,500.00
Account 2022 - Plumbing & Electrical				
1000-0415 2022	Plumbing and Electrical supplies used to maintain facility	1.00	500.00	500.00
	Account 2022 - Plumbing & Electrical Totals	Transactions 1		\$500.00
Account 2023 - Parts & Repairs				
1000-0415 2023	Parts used to replace and repair	1.00	200.00	200.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		\$200.00
Account 2024 - Maint & Service Contracts				
1000-0415 2024	Wight Office Machines KM-2560 CCO-2014-76	1.00	1,065.00	1,065.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 1		\$1,065.00
Account 2033 - Machinery & Equipment-R/M				
1000-0415 2033	Part and labor cost for services done by non county employee	1.00	4,000.00	4,000.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$4,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0415 - Juvenile Detention Center				
Account 3005 - Special Legal				
1000-0415 3005	Legal fee's not covered by the county	1.00	500.00	500.00
	Account 3005 - Special Legal Totals	Transactions 1		<u>\$500.00</u>
Account 3006 - Med, Dental, and Hospital				
1000-0415 3006	Medical, dental, hospital bills not covered by insurance	1.00	2,000.00	2,000.00
	Account 3006 - Med, Dental, and Hospital Totals	Transactions 1		<u>\$2,000.00</u>
Account 3015 - Renew Contracts/Agrmnts				
1000-0415 3015	Aramark Correctional Services CCO-2013-185	1.00	67,780.48	67,780.00
1000-0415 3015	Terminix CCO-214-52	1.00	219.52	220.00
	Account 3015 - Renew Contracts/Agrmnts Totals	Transactions 2		<u>\$68,000.00</u>
Account 3020 - Telephone & Fax Landline				
1000-0415 3020	Includes telephone, long distance, radio service, fire alarm	1.00	2,570.00	2,570.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$2,570.00</u>
Account 3021 - Postage				
1000-0415 3021	Stamps, credit for postage meters, post cards, postage due	1.00	1,200.00	1,200.00
	Account 3021 - Postage Totals	Transactions 1		<u>\$1,200.00</u>
Account 3022 - Cell Phone & Pagers				
1000-0415 3022	Cell phone charges	1.00	2,550.00	2,550.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		<u>\$2,550.00</u>
Account 3025 - Data/Video Circuit				
1000-0415 3025	Modem data communication for computers	1.00	2,730.00	2,730.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		<u>\$2,730.00</u>
Account 3027 - Telephone Purchase/Maint				
1000-0415 3027	Telephone purchase/maintenance	1.00	2,025.00	2,025.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		<u>\$2,025.00</u>
Account 3030 - Travel				
1000-0415 3030	Transportation other than common carrier	1.00	1,000.00	1,000.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$1,000.00</u>
Account 3031 - Common Carrier				
1000-0415 3031	Transportation by common (commercial) carrier	1.00	300.00	300.00
	Account 3031 - Common Carrier Totals	Transactions 1		<u>\$300.00</u>
Account 3040 - Advertising & Publication				
1000-0415 3040	Includes cost of advertising, posters, publications of notices	1.00	150.00	150.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		<u>\$150.00</u>
Account 3053 - Fleet Liability				
1000-0415 3053	Insurance for county vehicles	1.00	992.00	992.00
	Account 3053 - Fleet Liability Totals	Transactions 1		<u>\$992.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0415 - Juvenile Detention Center				
Account 3060 - Utilities-Electricity	Electricity - OG&E	1.00	13,005.00	13,005.00
1000-0415 3060		Transactions	1	<u>13,005.00</u>
	Account 3060 - Utilities-Electricity Totals			\$13,005.00
Account 3061 - Utilities-Gas	Gas - AOG	1.00	10,000.00	10,000.00
1000-0415 3061		Transactions	1	<u>10,000.00</u>
	Account 3061 - Utilities-Gas Totals			\$10,000.00
Account 3062 - Utilities-Water	Water - City of Fort Smith	1.00	16,500.00	16,500.00
1000-0415 3062		Transactions	1	<u>16,500.00</u>
	Account 3062 - Utilities-Water Totals			\$16,500.00
Account 3075 - Postage Mach/PO Box Rent	Postage machine rental	1.00	450.00	450.00
1000-0415 3075		Transactions	1	<u>450.00</u>
	Account 3075 - Postage Mach/PO Box Rent Totals			\$450.00
Account 3090 - Dues & Memberships	Dues and memberships in organizations and subscriptions	1.00	300.00	300.00
1000-0415 3090		Transactions	1	<u>300.00</u>
	Account 3090 - Dues & Memberships Totals			\$300.00
Account 3093 - Misc Law Enforcement	Film, film processing, photographic supplies, decals, ammo	1.00	300.00	300.00
1000-0415 3093		Transactions	1	<u>300.00</u>
	Account 3093 - Misc Law Enforcement Totals			\$300.00
Account 3094 - Meals & Lodging	Includes payments to employees for expences incurred	1.00	1,500.00	1,500.00
1000-0415 3094		Transactions	1	<u>1,500.00</u>
	Account 3094 - Meals & Lodging Totals			\$1,500.00
Account 3101 - Training & Education	Registration for conferences, educational and training materials	1.00	1,500.00	1,500.00
1000-0415 3101		Transactions	1	<u>1,500.00</u>
	Account 3101 - Training & Education Totals			\$1,500.00
Account 3158 - Special Project	Special projects that would benifit the county and facility	1.00	800.00	800.00
1000-0415 3158		Transactions	1	<u>800.00</u>
	Account 3158 - Special Project Totals			\$800.00
Account 4013 - Small Machinery & Equip	Purchase 4 new radio's	1.00	5,500.00	5,500.00
1000-0415 4013		Transactions	1	<u>5,500.00</u>
	Account 4013 - Small Machinery & Equip Totals			\$5,500.00
	Department 0415 - Juvenile Detention Center Totals	Transactions	36	<u>\$171,967.00</u>

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
041526801 Juvenile Chaplain	01/01/2016	12/31/2016	19	52	\$12.00	\$12.00	\$11,856	\$11,856	\$0
041519801 Detention Deputy	01/01/2016	12/31/2016	20	52	\$12.00	\$12.00	\$12,480	\$12,480	\$0
041519802 Detention Deputy	01/01/2016	12/31/2016	20	52	\$12.00	\$12.00	\$12,480	\$12,480	\$0
041529801 License Practical Nurse	01/01/2016	12/31/2016	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:

2016 Overtime Justification

Office/Department: 0415 - Juvenile
Detention Center

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 Budget	Difference
15,600	20,800	5,200.00

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

Around the middle of the year, we run out of overtime. When a Deputy takes medical leave or is sick, someone has to fill in.

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: \$5500.00
Purchase Price: \$5,500.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$5,500.00

Description of Item Requested:

4 handheld motorola radios with microphones and additional batteries

Needs Analysis:

Replacement per capital replacement plan? No
 Attach copy of your capital replacement plan:



2016 Radio's request.pdf

Present equipment worn out? Yes
 Expanded service? No
 New service? No
 New personnel? No

Needs Analysis Justification:

The radio's that are in currently in use are having to be repaired or replaced due to years of usage. Some of the radio's were not able to be repaired and we require new ones to replace those. The current radio's we are using 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 have to be digital. Estimated cost to purchase these items are \$5,059.42.

2016 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 2016 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)	109,884.66	25	DTF Coordinator, DTF Investigator for SO and DTF Investigator for FSPD	7/1/15 to 6/30/16
VOCA	33,570.96	20	Victim Witness Assistant	10/1/15 to 9/30/16
VAWA	26,501.71	25	Victim Witness Domestic Violence	10/1/15 to 9/30/16
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? Yes

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0416	Prosecuting Attorney			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$471,770.47	\$473,920.00	\$507,205.00	\$33,285.00
1003	Extra Help	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$34,808.39	\$37,063.00	\$38,920.00	\$1,857.00
1007	Retirement	\$69,334.67	\$71,509.00	\$73,770.00	\$2,261.00
1009	Health Insurance Matching	\$90,798.00	\$118,344.00	\$144,312.00	\$25,968.00
1010	Workmen's Compensation	\$581.87	\$712.00	\$930.00	\$218.00
1011	Unemployment Compensation	\$0.00	\$6,975.00	\$0.00	(\$6,975.00)
1016	Life Insurance	\$1,393.20	\$1,458.00	\$1,567.00	\$109.00
1017	Col/Merit	\$0.00	\$9,478.00	\$0.00	(\$9,478.00)
1021	Longevity	\$1,320.00	\$1,080.00	\$1,560.00	\$480.00
1023	Dental Insurance-Matching	\$11,307.32	\$9,984.00	\$11,482.00	\$1,498.00
1040	Affordable Care Act	\$2,205.00	\$1,899.00	\$2,032.00	\$133.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$683,518.92	\$732,422.00	\$781,778.00	\$49,356.00
<u>Supplies</u>					
2001	General Supplies	\$26,283.76	\$24,150.00	\$24,150.00	\$0.00
2002	Small Equipment	\$592.64	\$1,000.00	\$1,000.00	\$0.00
2009	Computer Accessories	\$97.68	\$4,800.00	\$4,800.00	\$0.00
2023	Parts & Repairs	\$71.10	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$500.00	\$500.00	\$0.00
<u>Total: Supplies</u>		\$27,045.18	\$30,450.00	\$30,450.00	\$0.00
<u>Other Services and Charges</u>					
3005	Special Legal	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$8,753.93	\$7,800.00	\$7,596.00	(\$204.00)
3021	Postage	\$11,660.00	\$9,900.00	\$9,900.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$0.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$1,954.45	\$5,244.00	\$5,244.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$6,523.33	\$7,788.00	\$7,788.00	\$0.00
3090	Dues & Memberships	\$6,269.16	\$6,360.00	\$6,360.00	\$0.00
3092	Jurors & Witnesses	\$1,825.70	\$1,878.00	\$1,878.00	\$0.00
3094	Meals & Lodging	\$1,138.26	\$1,500.00	\$1,500.00	\$0.00
3101	Training & Education	\$3,515.00	\$6,000.00	\$6,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$1,055.00	\$1,055.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0416	Prosecuting Attorney			
3119	Extradition	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Total: Other Services and Charges</u>	\$41,639.83	\$47,525.00	\$47,321.00	(\$204.00)
	<u>Capital Outlay</u>				
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$186.58	\$0.00	\$8,000.00	\$8,000.00
	<u>Total: Capital Outlay</u>	\$186.58	\$0.00	\$8,000.00	\$8,000.00
Department Total: Prosecuting Attorney		(\$752,390.51)	(\$810,397.00)	(\$867,549.00)	(\$57,152.00)

2016 PERSONNEL SCHEDULE

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>
041603201 - Asset Forfeiture/Records Admin	07 - 07	100 - Work Full Time	24,693	34,860	31,130
041610401 - Circuit Court Coordinator	09 - 09	100 - Work Full Time	27,535	38,873	34,188
041610601 - Circuit Court Fine Clerk	04 - 04	100 - Work Full Time	20,426	28,837	24,401
041611801 - Commit & Civil Forf/Exec Secr	09 - 09	100 - Work Full Time	27,535	38,873	34,201
041620801 - District Court Coordinator	08 - 08	100 - Work Full Time	26,114	36,867	31,965
041629001 - Legal Secretary	03 - 03	100 - Work Full Time	19,004	26,830	22,808
041629202 - Legal Secretary PA	03 - 03	100 - Work Full Time	19,004	26,830	22,358
041633001 - Office Administrator	13 - 13	104 - Reg. Full-Time Exempt	31,269	46,904	49,075
041634001 - Office Manager-GW/Forfeited Pr	05 - 05	100 - Work Full Time	21,848	30,844	28,096
041634401 - Overdraft Administrator	07 - 07	100 - Work Full Time	24,693	34,860	41,226
041639601 - Research & Record Coordinator	05 - 05	100 - Work Full Time	21,848	30,844	26,219
041639801 - Restitution Administrator	11 - 11	104 - Reg. Full-Time Exempt	28,592	42,888	37,992
041640001 - Restitution Bookkeeper	08 - 08	100 - Work Full Time	26,114	36,867	31,338
041640201 - Restitution Secretary	07 - 07	100 - Work Full Time	24,693	34,860	31,754
041650801 - Victims/Witness Coordinator	08 - 08	100 - Work Full Time	26,114	36,867	32,919
0416NEW - Juvenile Court Coordinator/Detainee/Post C	09 - 09 (1)	100 - Work Full Time	27,535	38,873	27,535

Total Positions: 16

Full Time Annual Salaries Subtotal: 507,205

(1) New Position in 2016

Total Salaries: 507,205

2016 Personnel Justification

Office/Department: 0416 - Prosecuting
Attorney

Fund: 1000 General Fund

Justification of new personnel request (full-time or part-time):

Are you asking for a new staff member for the 2016 budget year? Yes

Recommended Job Title: Juvenile Court Coordinator and Detainee/Post Conviction Specialist

1. Please state a summary justification for your staff proposal needs

To coordinate all the daily activities associated with Juvenile prosecution. To daily coordinate with the Director of Inmate Management in the County Jail in aiding with jail population control.

2. What specific new areas of responsibility and day-to-day duties require or justify a new staff member?

Juvenile court subpoenas, warrants, delinquency petitions, as well as maintaining case files. Daily contact with victims and determining monetary damages for Restitution orders. Coordinate daily with the Director of Inmate Management in assisting with jail population.

3. Is there an existing job description for this position? No

Job Description must be provided to Human Resource for preliminary grading. Please attach a job description for this recommended position.



Attachment: Juv Ct Coord.pdf

4. Explain why a part-time job at 29 hours or less per week will not meet your staffing need. (part-time positions are not budgeted insurance benefits)

Court is 4 days a week and the Jail population problems are everyday. In order for this job to be done properly, it must be a full time position

5. If this position will generate additional income, project the increase and specify 2014 actual, 2015 to date and 2016 projected. Clearly specify how this revenue is generated by listing the specific fees, 2014 actual volumes and projected 2015 volumes.

No

6. List each job that has been added to your staff in the past five (5) years by job title and budget year.

No jobs have been added to the this staff in the last 5 years.

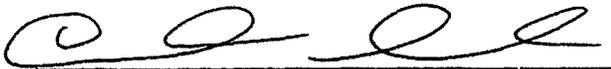
Attach any supporting documents in this field:

CLASSIFICATION REVIEW REQUEST

OFFICE/DEPARTMENT: PROSECUTING ATTORNEY/416 DATE: 7-10-15

POSITION TITLE: JUVENILE COURT COORDINATOR/
DETAINEE/POST CONVICTION SPECIALIST GRADE: _____

RECOMMENDED GRADE/POINTS: _____


ELECTED OFFICIAL SIGNATURE


DEPARTMENT HEAD SIGNATURE

BASIS FOR REVIEW: Check one or more:

___ 1. The job responsibilities of the job in question have significantly changed since the original Job Description and Position Analysis Questionnaire were completed.

___ 2. The job does not appear to be evaluated equitably in comparison to specific other jobs. (Please cite specific job examples and state reasons supporting this contention. If applicable, list position(s) being compared to: _____

3. The job is a new position not currently authorized by the Quorum Court. Complete a "Position Analysis Questionnaire" form which may be obtained from the Human Resources Department. Also, submit proposed Grade/Points above.

Has this job been reclassified before? ___ Yes No

When? _____

State the result of that reclassification: _____

Sebastian County
Position Analysis Questionnaire

Position Title: Juvenile Court Coordinator and Detainee/Post Conviction
Specialist

Job Code:

Department: Prosecuting Attorney - 416

Reports to (Immediate Supervisor): Office Administrator

Position's Physical Location: Courts Building, Suite 209

Department Name for This Position: Juvenile Court Coordinator and Detainee/
Post Conviction Specialist

GENERAL PURPOSE OF POSITION. Briefly describe the position's primary purpose or contribution to the department or organization in light of statutory responsibilities. To coordinate the all the daily activities associated with Juvenile Court. To daily coordinate with the Director of Inmate Management in the County Jail in aiding with jail population control.

ESSENTIAL DUTIES AND RESPONSIBILITIES. List the position's functions and responsibilities. Include all aspects of the position – list if performed daily, weekly, monthly, or annually; and any that occur at irregular intervals. (Continue this list on another sheet if necessary).

1. Prepare legal documents related to Juvenile Court operations which would include but not limited to warrants, subpoenas, and Delinquency Petitions.
2. Prepare and maintain case files relating to Juvenile Court, including ensuring that all files are up to date with necessary correspondence and reports; and simultaneously safeguarding the confidentiality of all court records.
3. Contacting victims and determining monetary damages related to Juvenile Court criminal filings and providing information to the Juvenile Court for collection.

4. Daily coordinate with Director of Inmate Management in the County jail to assist in monitoring jail population.
5. Daily oversees all Probable Cause Affidavits submitted by law enforcement and coordinates review by Circuit and District Judges.
6. Coordinates paperwork on Interstate Agreements on Detainers from other states.
7. Coordinates paperwork on Extradition of Inmates to and from the Sebastian County jail.
8. Assists Prosecutors in monitoring and complying with speedy trial requirements.
9. Coordinate Interstate Subpoenaes with other law enforcement agencies nationwide.
10. Issues PTRs on Defendants when necessary for non-payment on Circuit Fines and Court Costs.



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0416 - Prosecuting Attorney			
Account	2001 - General Supplies			
1000-0416 2001	File folders, pens, paper clips, binder clips, adding machine ta	1.00	12,150.00	12,150.00
1000-0416 2001	Paper, toners for printer	1.00	12,000.00	12,000.00
	Account 2001 - General Supplies Totals	Transactions	2	<u>\$24,150.00</u>
Account	2002 - Small Equipment			
1000-0416 2002	desktop adding machines, items less than \$500	2.00	500.00	1,000.00
	Account 2002 - Small Equipment Totals	Transactions	1	<u>\$1,000.00</u>
Account	2009 - Computer Accessories			
1000-0416 2009	Battery backups, monitors, mouse, cables	1.00	4,800.00	4,800.00
	Account 2009 - Computer Accessories Totals	Transactions	1	<u>\$4,800.00</u>
Account	2033 - Machinery & Equipment-R/M			
1000-0416 2033	Repairs to office equipment	1.00	500.00	500.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions	1	<u>\$500.00</u>
Account	3020 - Telephone & Fax Landline			
1000-0416 3020	Telephone and Fax lines	1.00	7,800.00	7,800.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions	1	<u>\$7,800.00</u>
Account	3021 - Postage			
1000-0416 3021	Postage	1.00	9,900.00	9,900.00
	Account 3021 - Postage Totals	Transactions	1	<u>\$9,900.00</u>
Account	3030 - Travel			
1000-0416 3030	CLE Travel expenses	1.00	5,244.00	5,244.00
	Account 3030 - Travel Totals	Transactions	1	<u>\$5,244.00</u>
Account	3071 - Rent-Machinery & Equip			
1000-0416 3071	Copier Lease Leaf Funding CCO -2010-271	1.00	7,788.00	7,788.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions	1	<u>\$7,788.00</u>
Account	3090 - Dues & Memberships			
1000-0416 3090	Membership dues and subscriptions	1.00	6,360.00	6,360.00
	Account 3090 - Dues & Memberships Totals	Transactions	1	<u>\$6,360.00</u>
Account	3092 - Jurors & Witnesses			
1000-0416 3092	Witness Travel and Expenses	1.00	1,878.00	1,878.00
	Account 3092 - Jurors & Witnesses Totals	Transactions	1	<u>\$1,878.00</u>
Account	3094 - Meals & Lodging			
1000-0416 3094	CLE Travel expenses - meals and lodging	1.00	1,500.00	1,500.00
	Account 3094 - Meals & Lodging Totals	Transactions	1	<u>\$1,500.00</u>
Account	3101 - Training & Education			
1000-0416 3101	CLE Training expenses	1.00	6,000.00	6,000.00
	Account 3101 - Training & Education Totals	Transactions	1	<u>\$6,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0416 - Prosecuting Attorney			
	Account 3102 - Software,Supt/Maint Agmnt			
1000-0416 3102	Software Maint	1.00	1,055.00	1,055.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		<u>\$1,055.00</u>
	Account 4016 - Computer Equip Purchase			
1000-0416 4016	Computer Replacement Plan (8) CPU	1.00	8,000.00	8,000.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		<u>\$8,000.00</u>
	Department 0416 - Prosecuting Attorney Totals	Transactions 15		<u>\$85,975.00</u>

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0417	Public Defender			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$41,351.17	\$42,580.00	\$43,431.00	\$851.00
1002	Salaries, Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$3,107.33	\$3,323.00	\$3,322.00	(\$1.00)
1007	Retirement	\$6,127.59	\$6,410.00	\$6,297.00	(\$113.00)
1009	Health Insurance Matching	\$7,213.00	\$5,040.00	\$5,808.00	\$768.00
1010	Workmen's Compensation	\$516.91	\$474.00	\$674.00	\$200.00
1011	Unemployment Compensation	\$0.00	\$506.00	\$6,992.00	\$6,486.00
1016	Life Insurance	\$72.90	\$98.00	\$98.00	\$0.00
1017	Col/Merit	\$0.00	\$852.00	\$0.00	(\$852.00)
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$906.44	\$295.00	\$340.00	\$45.00
1040	Affordable Care Act	\$63.00	\$127.00	\$127.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$59,358.34	\$59,705.00	\$67,089.00	\$7,384.00
<u>Supplies</u>					
2001	General Supplies	\$7,219.51	\$9,000.00	\$9,000.00	\$0.00
2002	Small Equipment	\$338.13	\$500.00	\$500.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$50.00	\$50.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$565.21	\$566.00	\$566.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$500.00	\$750.00	\$250.00
<u>Total: Supplies</u>		\$8,122.85	\$10,616.00	\$10,866.00	\$250.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3005	Special Legal	\$0.00	\$750.00	\$1,750.00	\$1,000.00
3009	Oth Professional Services	\$237.27	\$1,000.00	\$1,000.00	\$0.00
3020	Telephone & Fax Landline	\$5,565.51	\$6,000.00	\$2,280.00	(\$3,720.00)
3021	Postage	\$2,557.55	\$2,800.00	\$2,800.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$480.00	\$480.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$750.00	\$750.00
3025	Data/Video Circuit	\$2,055.93	\$1,960.00	\$1,960.00	\$0.00
3027	Telephone Purchase/Maint	\$463.39	\$453.00	\$453.00	\$0.00
3030	Travel	\$1,829.77	\$2,500.00	\$3,031.00	\$531.00
3031	Common Carrier	\$1,263.79	\$0.00	\$1,002.00	\$1,002.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$32.76	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$564.81	\$619.00	\$619.00	\$0.00
3090	Dues & Memberships	\$8,577.87	\$7,644.00	\$10,200.00	\$2,556.00
3091	Court Appointed Attorneys	\$0.00	\$0.00	\$0.00	\$0.00
3092	Jurors & Witnesses	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0417	Public Defender			
3094	Meals & Lodging	\$1,120.68	\$1,500.00	\$1,500.00	\$0.00
3101	Training & Education	\$2,648.00	\$2,925.00	\$3,600.00	\$675.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$1,737.00	\$2,610.00	\$873.00
<u>Total: Other Services and Charges</u>		\$26,917.33	\$30,368.00	\$34,035.00	\$3,667.00
<u>Capital Outlay</u>					
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$4,826.82	\$0.00	\$10,000.00	\$10,000.00
<u>Total: Capital Outlay</u>		\$4,826.82	\$0.00	\$10,000.00	\$10,000.00
Department Total: Public Defender		(\$99,225.34)	(\$100,689.00)	(\$121,990.00)	(\$21,301.00)

2016 PERSONNEL SCHEDULE

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	29,630
041743601 - Secretary	STSU - STSU (1)	100 - Work Full Time			13,801
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>43,431</u>
				Total Salaries:	<u>43,431</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 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0417 - Public Defender				
Account 2001 - General Supplies				
1000-0417 2001	Assorted Office Supplies - pens, post-it-notes, note pads	1.00	3,000.00	3,000.00
1000-0417 2001	file folders and other items to make files	1.00	3,000.00	3,000.00
1000-0417 2001	paper and toner for printers, copier and fax	1.00	3,000.00	3,000.00
	Account 2001 - General Supplies Totals	Transactions	3	<u>\$9,000.00</u>
Account 2002 - Small Equipment				
1000-0417 2002	Desk Chairs	2.00	150.00	300.00
1000-0417 2002	Filing Cabinets	2.00	100.00	200.00
	Account 2002 - Small Equipment Totals	Transactions	2	<u>\$500.00</u>
Account 2006 - Clothing & Uniforms				
1000-0417 2006	Clothing for Jury Trials for indigent clients	1.00	50.00	50.00
	Account 2006 - Clothing & Uniforms Totals	Transactions	1	<u>\$50.00</u>
Account 2024 - Maint & Service Contracts				
1000-0417 2024	Wights - Kyocera Taskalfa 520i CCO-2014-49	1.00	566.00	566.00
	Account 2024 - Maint & Service Contracts Totals	Transactions	1	<u>\$566.00</u>
Account 2033 - Machinery & Equipment-R/M				
1000-0417 2033	Parts and Labor costs for services not county employees	1.00	750.00	750.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions	1	<u>\$750.00</u>
Account 3005 - Special Legal				
1000-0417 3005	Legal Assistance on Captial Cases	1.00	1,750.00	1,750.00
	Account 3005 - Special Legal Totals	Transactions	1	<u>\$1,750.00</u>
Account 3009 - Oth Professional Services				
1000-0417 3009	Expert Services on serious felony cases	1.00	1,000.00	1,000.00
	Account 3009 - Oth Professional Services Totals	Transactions	1	<u>\$1,000.00</u>
Account 3020 - Telephone & Fax Landline				
1000-0417 3020	Monthly Phone Expenses	768.00	12.00	9,216.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions	1	<u>\$9,216.00</u>
Account 3021 - Postage				
1000-0417 3021	Postage for Postage Machne (monthly cost)	12.00	250.00	3,000.00
	Account 3021 - Postage Totals	Transactions	1	<u>\$3,000.00</u>
Account 3022 - Cell Phone & Pagers				
1000-0417 3022	Verizon Hotspot for Trial use	1.00	480.00	480.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions	1	<u>\$480.00</u>
Account 3023 - Internet Connection				
1000-0417 3023	WiFi Installation	1.00	750.00	750.00
	Account 3023 - Internet Connection Totals	Transactions	1	<u>\$750.00</u>
Account 3025 - Data/Video Circuit				
1000-0417 3025	Data/Video feed cost	1.00	1,960.00	1,960.00
	Account 3025 - Data/Video Circuit Totals	Transactions	1	<u>\$1,960.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0417 - Public Defender				
1000-0417 3027	Account 3027 - Telephone Purchase/Maint Telephone Purchase and Maintenance	1.00	464.00	464.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		\$464.00
1000-0417 3030	Account 3030 - Travel Mileage to Barling	24.00	9.75	234.00
1000-0417 3030	Mileage to Central City	12.00	19.04	228.00
1000-0417 3030	Mileage to Death Penalty CLE in Fayetteville	2.00	68.50	137.00
1000-0417 3030	mileage to Greenwood	104.00	19.83	2,062.00
1000-0417 3030	Mileage to Little Rock for Manager's Meeting	2.00	185.00	370.00
	Account 3030 - Travel Totals	Transactions 5		\$3,031.00
1000-0417 3031	Account 3031 - Common Carrier Airfare for conferences	3.00	334.00	1,002.00
	Account 3031 - Common Carrier Totals	Transactions 1		\$1,002.00
1000-0417 3071	Account 3071 - Rent-Machinery & Equip Water Dispenser	12.00	12.00	144.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 1		\$144.00
1000-0417 3075	Account 3075 - Postage Mach/PO Box Rent Pitney Bowes Service fees	1.00	472.81	473.00
1000-0417 3075	PO Box Yearly fee	1.00	146.00	146.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 2		\$619.00
1000-0417 3090	Account 3090 - Dues & Memberships Arkansas Association of Criminal Defense Lawyers Dues	9.00	75.00	675.00
1000-0417 3090	Arkansas Code Books	6.00	200.00	1,200.00
1000-0417 3090	Attorney Yearly License Fee	9.00	200.00	1,800.00
1000-0417 3090	Sebastian County Bar Dues	9.00	125.00	1,125.00
1000-0417 3090	Westlaw Legal Research	12.00	450.00	5,400.00
	Account 3090 - Dues & Memberships Totals	Transactions 5		\$10,200.00
1000-0417 3094	Account 3094 - Meals & Lodging Meals and Lodging for conferences	3.00	500.00	1,500.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$1,500.00
1000-0417 3101	Account 3101 - Training & Education CLE Costs for Each Attorney	9.00	400.00	3,600.00
	Account 3101 - Training & Education Totals	Transactions 1		\$3,600.00
1000-0417 3102	Account 3102 - Software,Supt/Maint Agmnt Acrobat DC	9.00	140.00	1,260.00
1000-0417 3102	Office 365 licenses	9.00	150.00	1,350.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 2		\$2,610.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0417 - Public Defender			
Account	4016 - Computer Equip Purchase			
1000-0417 4016	Computer Replacement Plan (10) CPU			
		1.00	10,000.00	10,000.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		<u>\$10,000.00</u>
	Department 0417 - Public Defender Totals	Transactions 35		<u>\$62,192.00</u>

2016 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 69 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 2016 budget year.

The following goal oriented projects are in process :

- (1) 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.
- (2) Strive to provide exceptional mental health care to inmates through onsite visits from WACGC and Psych Dr
- (3) Continue to improve supervision of inmates with the help of the new Jail Mgmt System, Guardian Wrist Bands and Dynamic Imaging.

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	7/1/14 to 6/30/15
Comments/Footnotes: The SCAAP Grant is based on identifying inmates housed that were not born in the US. They must not have their housing reimbursed to the County by another entity.				

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0418	Adult Detention Center			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$2,064,845.44	\$2,351,568.00	\$2,360,411.00	\$8,843.00
1002	Salaries, Part Time	\$12,128.14	\$11,856.00	\$11,856.00	\$0.00
1003	Extra Help	\$0.00	\$0.00	\$0.00	\$0.00
1005	OT & Other Premium Comp	\$67,274.50	\$71,100.00	\$84,700.00	\$13,600.00
1006	Social Security Matching	\$158,522.65	\$190,179.00	\$188,268.00	(\$1,911.00)
1007	Retirement	\$317,363.87	\$366,933.00	\$356,847.00	(\$10,086.00)
1009	Health Insurance Matching	\$489,458.00	\$562,284.00	\$580,932.00	\$18,648.00
1010	Workmen's Compensation	\$41,313.72	\$40,869.00	\$54,038.00	\$13,169.00
1011	Unemployment Compensation	\$16,884.30	\$2,976.00	\$1,729.00	(\$1,247.00)
1016	Life Insurance	\$6,574.79	\$7,987.00	\$8,085.00	\$98.00
1017	Col/Merit	\$0.00	\$47,031.00	\$0.00	(\$47,031.00)
1021	Longevity	\$4,325.00	\$4,440.00	\$4,080.00	(\$360.00)
1022	Retirement-Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$59,636.95	\$49,492.00	\$56,916.00	\$7,424.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$7,391.80	\$10,445.00	\$10,478.00	\$33.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$3,245,719.16	\$3,717,160.00	\$3,718,340.00	\$1,180.00
<u>Supplies</u>					
2001	General Supplies	\$27,580.35	\$30,600.00	\$30,600.00	\$0.00
2002	Small Equipment	\$1,604.72	\$3,000.00	\$5,400.00	\$2,400.00
2003	Janitorial Supplies	\$58,191.85	\$56,000.00	\$56,000.00	\$0.00
2004	Medicine & Drugs	\$0.00	\$0.00	\$0.00	\$0.00
2005	Food/Supplies	\$18,218.74	\$7,000.00	\$18,000.00	\$11,000.00
2006	Clothing & Uniforms	\$9,476.87	\$12,500.00	\$20,500.00	\$8,000.00
2007	Fuel, Oils & Lubricants	\$45,003.23	\$47,000.00	\$47,000.00	\$0.00
2008	Tires and Tubes	\$1,235.54	\$2,000.00	\$2,000.00	\$0.00
2009	Computer Accessories	\$165.66	\$250.00	\$250.00	\$0.00
2011	Inmate Supplies	\$9,984.65	\$50,000.00	\$70,000.00	\$20,000.00
2015	Oxygen	\$0.00	\$0.00	\$0.00	\$0.00
2020	Bldg Materials & Supplies	\$1,321.67	\$2,000.00	\$2,000.00	\$0.00
2021	Paints & Metals	\$31.11	\$0.00	\$0.00	\$0.00
2022	Plumbing & Electrical	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$2,387.46	\$2,000.00	\$2,000.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$2,400.00	\$9,672.00	\$7,272.00
2029	Small Tools	\$0.00	\$0.00	\$0.00	\$0.00
2032	Bldg & Improvement-R/M	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$10,449.09	\$15,000.00	\$15,000.00	\$0.00
2035	Radio Batteries/Accessory	\$192.06	\$500.00	\$2,500.00	\$2,000.00
2038	Lic & Fees For Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$185,843.00	\$230,250.00	\$280,922.00	\$50,672.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0418	Adult Detention Center			
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3005	Special Legal	\$5,500.00	\$2,000.00	\$2,000.00	\$0.00
3006	Med, Dental, and Hospital	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$8,942.72	\$7,500.00	\$7,500.00	\$0.00
3015	Renew Contracts/Agmnts	\$524,676.59	\$450,690.00	\$675,690.00	\$225,000.00
3020	Telephone & Fax Landline	\$13,624.60	\$9,200.00	\$3,024.00	(\$6,176.00)
3021	Postage	\$5,985.90	\$5,000.00	\$8,000.00	\$3,000.00
3022	Cell Phone & Pagers	\$5,447.39	\$5,500.00	\$3,600.00	(\$1,900.00)
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$2,991.05	\$2,730.00	\$2,730.00	\$0.00
3027	Telephone Purchase/Maint	\$2,074.20	\$2,000.00	\$2,000.00	\$0.00
3030	Travel	\$6.00	\$500.00	\$500.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$0.00	\$500.00	\$500.00	\$0.00
3050	Official & Deputy Bond	\$0.00	\$0.00	\$180.00	\$180.00
3052	Fire & Extended Coverage	\$59,083.02	\$62,285.00	\$62,285.00	\$0.00
3053	Fleet Liability	\$3,405.00	\$3,901.00	\$3,901.00	\$0.00
3060	Utilities-Electricity	\$93,012.39	\$90,000.00	\$90,000.00	\$0.00
3061	Utilities-Gas	\$61,292.38	\$55,000.00	\$55,000.00	\$0.00
3062	Utilities-Water	\$116,953.21	\$125,000.00	\$200,000.00	\$75,000.00
3063	Utilities-Waste Disposal	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3073	Lease-Machinery and Equip	\$5,426.20	\$5,700.00	\$5,700.00	\$0.00
3090	Dues & Memberships	\$1,509.56	\$1,500.00	\$1,700.00	\$200.00
3093	Misc Law Enforcement	\$4,145.04	\$2,000.00	\$2,000.00	\$0.00
3094	Meals & Lodging	\$934.15	\$1,500.00	\$2,500.00	\$1,000.00
3101	Training & Education	\$8,633.23	\$18,000.00	\$18,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3157	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00
3158	Special Project	\$56,677.84	\$0.00	\$0.00	\$0.00
3164	Electronic Monitoring	\$8,904.27	\$7,000.00	\$12,000.00	\$5,000.00
<u>Total: Other Services and Charges</u>		\$989,224.74	\$857,506.00	\$1,158,810.00	\$301,304.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$32,817.39	\$0.00	\$27,889.00	\$27,889.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$24,457.00	\$24,457.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$2,923.73	\$0.00	\$6,780.00	\$6,780.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0418	Adult Detention Center			
4017	Other Equipment Purchase	\$7,981.18	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$43,722.30	\$0.00	\$59,126.00	\$59,126.00
Department Total: Adult Detention Center		(\$4,464,509.20)	(\$4,804,916.00)	(\$5,217,198.00)	(\$412,282.00)

2016 PERSONNEL SCHEDULE

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			44,324
041802201 - Adult Detention Administrator	17 - 17	112 - Jail Full-Time Exempt	36,621	54,932	47,700
041804801 - ADC Admin Assistant Secretary	09 - 09	104 - Reg. Full-Time Exempt	27,535	38,873	45,363
041805001 - ADC Assistant Administrator	13 - 13	112 - Jail Full-Time Exempt	31,269	46,904	48,386
041806201 - Booking Clerk ADC	04 - 04	100 - Work Full Time	20,426	28,837	33,228
041806202 - Booking Clerk ADC	04 - 04	100 - Work Full Time	20,426	28,837	20,426
041806203 - Booking Clerk ADC	04 - 04	100 - Work Full Time	20,426	28,837	31,934
041806204 - Booking Clerk ADC	04 - 04	100 - Work Full Time	20,426	28,837	31,393
041806205 - Booking Clerk ADC	04 - 04	100 - Work Full Time	20,426	28,837	21,250
041806206 - Booking Clerk ADC	04 - 04	100 - Work Full Time	20,426	28,837	32,045
041819201 - Deputy Shift Supervisor Sgt	09 - 09	110 - Jail/Sheriff/JDC FT No holiday	27,535	38,873	34,715
041819202 - Deputy Shift Supervisor Sgt	09 - 09	110 - Jail/Sheriff/JDC FT No holiday	27,535	38,873	33,043
041819203 - Deputy Shift Supervisor Sgt	09 - 09	110 - Jail/Sheriff/JDC FT No holiday	27,535	38,873	32,396
041819204 - Deputy Shift Supervisor Sgt	09 - 09	110 - Jail/Sheriff/JDC FT No holiday	27,535	38,873	33,044
041819801 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,500
041819802 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819803 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819804 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819805 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819806 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819807 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,637
041819808 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,395
041819809 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819810 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819811 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819812 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,638
041819813 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819814 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,638
041819815 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,395
041819816 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,638
041819817 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819818 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819819 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,858
041819820 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	33,806
041819821 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819822 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	29,063
041819823 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	28,050
041819824 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,638
041819825 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,638
041819826 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,638
041819827 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819828 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819829 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819830 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819831 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	28,050
041819832 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819833 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819834 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	34,216
041819835 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,638
041819836 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,638

2016 PERSONNEL SCHEDULE

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>
041819837 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819838 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819839 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819840 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819841 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819842 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819843 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	29,063
041819844 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,638
041819845 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819846 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819847 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819848 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,638
041819849 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819850 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	27,500
041819851 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819852 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819853 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819854 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819855 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819856 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819857 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819858 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819859 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819860 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819861 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819862 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819863 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041819864 - Detention Deputy	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	26,116
041820001 - Detention Supervisor Sr Sgt	10 - 10	110 - Jail/Sheriff/JDC FT No holiday	28,318	41,441	41,041
041820201 - Director of Inmate Management	15 - 15	112 - Jail Full-Time Exempt	33,946	50,918	42,432
041838601 - Receptionist ADC	03 - 03	100 - Work Full Time	19,004	26,830	25,415
041838801 - Records Clerk ADC	03 - 03	100 - Work Full Time	19,004	26,830	25,691
041844001 - Secretary Fugitive Warrants AD	04 - 04	100 - Work Full Time	20,426	28,837	27,800

Total Positions: 82 **Full Time Annual Salaries Subtotal:** 2,360,411

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	12.0000	11,856

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

Total Salaries: 2,372,267

(1) Annual Salary \$88,648 Prorated - Position counted in Dept. 0400
 50% (\$44,324) Dept. 0400 Sheriff's Dept.
 50% (\$44,324) Dept. 0418 Adult Detention Center



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0418 - Adult Detention Center			
Account	2001 - General Supplies			
1000-0418 2001	Misc Office Supplies	1.00	10,600.00	10,600.00
1000-0418 2001	Paper & toners for printers, copier & fax	1.00	20,000.00	20,000.00
	Account 2001 - General Supplies Totals	Transactions	2	<u>\$30,600.00</u>
Account	2002 - Small Equipment			
1000-0418 2002	Mower, Weed Eater, Calculators, Phone /Wireless Headsets	1.00	3,000.00	3,000.00
1000-0418 2002	Replacement Chairs (8) Booking, Control Rms, etc.	8.00	300.00	2,400.00
	Account 2002 - Small Equipment Totals	Transactions	2	<u>\$5,400.00</u>
Account	2003 - Janitorial Supplies			
1000-0418 2003	T-Tissue, Roll Towels, Floor Buffing Pads, Wax, Mops, Brooms etc	1.00	56,000.00	56,000.00
	Account 2003 - Janitorial Supplies Totals	Transactions	1	<u>\$56,000.00</u>
Account	2005 - Food/Supplies			
1000-0418 2005	Coffee, Creamer, Sugar for Sheriff Office	1.00	7,000.00	7,000.00
1000-0418 2005	Styro Trays, Cups, Sporks, Sacks, Hair Nets etc for Kitchen	1.00	11,000.00	11,000.00
	Account 2005 - Food/Supplies Totals	Transactions	2	<u>\$18,000.00</u>
Account	2006 - Clothing & Uniforms			
1000-0418 2006	Each year a minimum of 2 pants / 3 shirts provided	1.00	14,400.00	14,400.00
1000-0418 2006	Hemming, Patches, Sewing, Etc.	1.00	1,999.00	1,999.00
1000-0418 2006	Sheriff wants to provide a work jacket for each deputy	1.00	4,100.00	4,100.00
1000-0418 2006	Total 72 Deputies, 10 Civilians	1.00	1.00	1.00
	Account 2006 - Clothing & Uniforms Totals	Transactions	4	<u>\$20,500.00</u>
Account	2007 - Fuel, Oils & Lubricants			
1000-0418 2007	Fuel and Oil Changes (3) Transport and (2) Admin Vehicles	1.00	47,000.00	47,000.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions	1	<u>\$47,000.00</u>
Account	2008 - Tires and Tubes			
1000-0418 2008	Tires for Transport Vehicles and Admin County Vehicles	1.00	2,000.00	2,000.00
	Account 2008 - Tires and Tubes Totals	Transactions	1	<u>\$2,000.00</u>
Account	2009 - Computer Accessories			
1000-0418 2009	Computer Accessories i.e. Speakers, Cables, etc.	1.00	250.00	250.00
	Account 2009 - Computer Accessories Totals	Transactions	1	<u>\$250.00</u>
Account	2020 - Bldg Materials & Supplies			
1000-0418 2020	Bldg Materials i.e. Security Screws, nuts, bolts, etc.	1.00	2,000.00	2,000.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions	1	<u>\$2,000.00</u>
Account	2023 - Parts & Repairs			
1000-0418 2023	Repair Parts for Washers, Dryers, Kitchen Equipment	1.00	2,000.00	2,000.00
	Account 2023 - Parts & Repairs Totals	Transactions	1	<u>\$2,000.00</u>
Account	2024 - Maint & Service Contracts			
1000-0418 2024	Dynamic Imaging Annual License Agreement	1.00	6,000.00	6,000.00
1000-0418 2024	New World System-Inmate Wrist Band CCO 2014-144	1.00	2,400.00	2,400.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0418 - Adult Detention Center				
1000-0418 2024	Account 2024 - Maint & Service Contracts Shredder Lease CCO 2015-112	1.00	1,272.00	1,272.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 3		<u>\$9,672.00</u>
1000-0418 2033	Account 2033 - Machinery & Equipment-R/M Vehicle Repairs, Kitchen Equip Repairs, etc	1.00	15,000.00	15,000.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		<u>\$15,000.00</u>
1000-0418 2035	Account 2035 - Radio Batteries/Accessory Current Radios Battery Conditions Are Deminishing	1.00	2,500.00	2,500.00
	Account 2035 - Radio Batteries/Accessory Totals	Transactions 1		<u>\$2,500.00</u>
1000-0418 3005	Account 3005 - Special Legal Special Legal - Detainers, etc.	1.00	2,000.00	2,000.00
	Account 3005 - Special Legal Totals	Transactions 1		<u>\$2,000.00</u>
1000-0418 3009	Account 3009 - Oth Professional Services MMPI's New Deputies, Labor Only Services, etc.	1.00	5,000.00	5,000.00
1000-0418 3009	Unitus, Inc. 10% of SCAAP Funds Once Yearly CCO 2009-55	1.00	2,500.00	2,500.00
	Account 3009 - Oth Professional Services Totals	Transactions 2		<u>\$7,500.00</u>
1000-0418 3015	Account 3015 - Renew Contracts/Agrmnts Dynamic Imaging Software License Agreemt CCO 2014-127	1.00	690.00	690.00
1000-0418 3015	Inmate Meals 3xDay / 365 Days CCO 2013-185	1.00	675,000.00	675,000.00
	Account 3015 - Renew Contracts/Agrmnts Totals	Transactions 2		<u>\$675,690.00</u>
1000-0418 3020	Account 3020 - Telephone & Fax Landline Phone & Fax Landlines - Fax Line Added - Medical	1.00	9,200.00	9,200.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$9,200.00</u>
1000-0418 3021	Account 3021 - Postage Postage - Indigent Inmates 3 days/Roll Per Law	1.00	8,000.00	8,000.00
	Account 3021 - Postage Totals	Transactions 1		<u>\$8,000.00</u>
1000-0418 3022	Account 3022 - Cell Phone & Pagers Cell Phones - Administration, Transport Vehicles	1.00	3,600.00	3,600.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		<u>\$3,600.00</u>
1000-0418 3025	Account 3025 - Data/Video Circuit Data / Video Circuit Lines for In-House Court Hearings, etc	1.00	2,730.00	2,730.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		<u>\$2,730.00</u>
1000-0418 3027	Account 3027 - Telephone Purchase/Maint Replacement or Maintenance of Phones as Needed	1.00	2,000.00	2,000.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		<u>\$2,000.00</u>
1000-0418 3030	Account 3030 - Travel Travel for Training and Conferences	1.00	500.00	500.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$500.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0418 - Adult Detention Center				
1000-0418 3040	Account 3040 - Advertising & Publication Classified Ad for Hire	1.00	500.00	500.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		<u>500.00</u>
1000-0418 3050	Account 3050 - Official & Deputy Bond Filing for Notary Application and Bond on (3) employees	1.00	180.00	180.00
	Account 3050 - Official & Deputy Bond Totals	Transactions 1		<u>180.00</u>
1000-0418 3052	Account 3052 - Fire & Extended Coverage Building Insurance 2015	1.00	56,323.00	56,323.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		<u>56,323.00</u>
1000-0418 3053	Account 3053 - Fleet Liability County Jail Vehicle Insurance 2015	1.00	3,788.00	3,788.00
	Account 3053 - Fleet Liability Totals	Transactions 1		<u>3,788.00</u>
1000-0418 3060	Account 3060 - Utilities-Electricity Electricity 2015	1.00	90,000.00	90,000.00
	Account 3060 - Utilities-Electricity Totals	Transactions 1		<u>90,000.00</u>
1000-0418 3061	Account 3061 - Utilities-Gas Jail Gas Expense	1.00	55,000.00	55,000.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		<u>55,000.00</u>
1000-0418 3062	Account 3062 - Utilities-Water Beg July 2015, 60% Increase in Rates Per Water Dept	1.00	200,000.00	200,000.00
	Account 3062 - Utilities-Water Totals	Transactions 1		<u>200,000.00</u>
1000-0418 3073	Account 3073 - Lease-Machinery and Equip Chemical Systems - Dishwasher Lease 12x\$273.13 CCO 2011-178	1.00	3,278.00	3,278.00
1000-0418 3073	Wight Office - Copier KM4030i Lease 12x\$201.83 CCO 2007-211	1.00	2,422.00	2,422.00
	Account 3073 - Lease-Machinery and Equip Totals	Transactions 2		<u>5,700.00</u>
1000-0418 3090	Account 3090 - Dues & Memberships 10 Daily Newspapers Annually	1.00	1,200.00	1,200.00
1000-0418 3090	Am Jail Assn Dues	1.00	300.00	300.00
1000-0418 3090	Dept of Health - Food Service Permit	1.00	50.00	50.00
1000-0418 3090	NTOA - SWAT Annual Membership	1.00	150.00	150.00
	Account 3090 - Dues & Memberships Totals	Transactions 4		<u>1,700.00</u>
1000-0418 3093	Account 3093 - Misc Law Enforcement Cuffs, Leg Irons, Mace, etc	1.00	2,000.00	2,000.00
	Account 3093 - Misc Law Enforcement Totals	Transactions 1		<u>2,000.00</u>
1000-0418 3094	Account 3094 - Meals & Lodging Per Diem Expense Related to Jail/Sheriff Assn Meetings	1.00	1,000.00	1,000.00
1000-0418 3094	Per Diem Expense Related to Out of Town Training	1.00	1,500.00	1,500.00
	Account 3094 - Meals & Lodging Totals	Transactions 2		<u>2,500.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0418 - Adult Detention Center			
Account	3101 - Training & Education			
1000-0418 3101	11 Deputys Added June, 2014 Addl Relias User Fees, etc	1.00	6,000.00	6,000.00
1000-0418 3101	Enrollment Fees, Training Materials, Etc	1.00	6,000.00	6,000.00
1000-0418 3101	Relias Online Training Fee CCO 2013-130	1.00	6,000.00	6,000.00
	Account 3101 - Training & Education Totals	Transactions	3	<u>\$18,000.00</u>
Account	3158 - Special Project			
1000-0418 3158	Inmate Bedding, Hygiene, Towels, Uniforms etc	1.00	55,000.00	55,000.00
1000-0418 3158	This expense has been moved to Line Item 2011	1.00	(55,000.00)	(55,000.00)
	Account 3158 - Special Project Totals	Transactions	2	<u>\$0.00</u>
Account	3164 - Electronic Monitoring			
1000-0418 3164	Inmates on Electronic Monitoring Ordered by Judge	1.00	12,000.00	12,000.00
	Account 3164 - Electronic Monitoring Totals	Transactions	1	<u>\$12,000.00</u>
Account	4005 - Vehicles			
1000-0418 4005	2016 Ford Police Interceptor/Replace 2010 Crn Vic w/500,000+ mi	1.00	24,089.00	24,089.00
1000-0418 4005	Cage Install, Wiring and County Decals	1.00	3,800.00	3,800.00
	Account 4005 - Vehicles Totals	Transactions	2	<u>\$27,889.00</u>
Account	4013 - Small Machinery & Equip			
1000-0418 4013	Cisco 24PORT POE Smart Plus Switch	1.00	360.86	360.86
1000-0418 4013	Cisco Aironet 2602I / Wireless Unit for Each POD	6.00	975.93	5,855.58
1000-0418 4013	Lock Box for Wireless AP's From Accu-Tech	8.00	88.00	704.00
1000-0418 4013	Radio - APX 4000 Portable Battery, Charger, Program	5.00	3,507.22	17,536.10
	Account 4013 - Small Machinery & Equip Totals	Transactions	4	<u>\$24,456.54</u>
Account	4016 - Computer Equip Purchase			
1000-0418 4016	Computer Replacement Plan (2) CPU	1.00	2,000.00	2,000.00
1000-0418 4016	CPU and Monitor for ACIC - Old Dell Unit Crashed	1.00	786.56	786.56
1000-0418 4016	CPU and Monitor for Jail Intake - Old FSPD CPU Crashed	1.00	786.56	786.56
1000-0418 4016	Laptop Computer for Each POD Deputy	5.00	555.74	2,778.70
1000-0418 4016	Lexmark MX310DN Printer for Visitation	1.00	428.05	428.05
	Account 4016 - Computer Equip Purchase Totals	Transactions	5	<u>\$6,779.87</u>
Account	2011 - Inmate Supplies			
1000-0418 2011	Inmate Uniforms, Mats,TPaste,TBrush,Soap,Razors,Gloves	1.00	70,000.00	70,000.00
	Account 2011 - Inmate Supplies Totals	Transactions	1	<u>\$70,000.00</u>
	Department 0418 - Adult Detention Center Totals	Transactions	66	<u>\$1,498,958.41</u>

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
041808001 Chaplain	01/01/2016	12/31/2016	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:

2016 Overtime Justification

Office/Department: 0418 - Adult Detention
Center

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 Budget	Difference
71,100	84,700	13,600.00

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

The jail is a 24 hour, 7 day week operation. It is imperative that sufficient staff is on duty at all times. However, sick and vacation time off is inevitable therefore, those positions must be filled by Deputies working overtime. Often times an inmate is hospitalized and a Deputy must be called in to guard the inmate. Weekly, transport of inmates to prisons or pickup of inmates from a prison for court occurs, pulling 2 or more deputies to make these trips. Due to extreme deputy turn over in the jail, the Sgt and Cpl's are the only employee's who are partially trained in booking. Weekends and holidays there are NO booking clerks to assist therefore, a Sgt and/or Cpl must fill in, which takes them away from their Supervisory duties and assuring the welfare of inmates and deputies are met each minute of every day. It is extremely difficult to allow for comp days off work. A Deputy is more willing to work overtime, knowing he will be compensated with extra pay. Our request for civilian overtime is crucial. There are no booking clerks working weekends or holidays. Therefore, one or two Deputies must be pulled from their assigned duties to cover booking. Due to the extreme turn over in deputies; the Sgts and Cpls are the only personnel who holds partial knowledge to assist in booking. As explained above, pulling a Sgt and/or Cpl to book takes them away from their Supervisory duties and assuring the welfare of inmates and deputies are met each minute of every day. A booking clerk is more willing to work on days off or holidays, knowing he/she will be compensated with extra pay. It is extremely difficult to allow comp time off work. We respectfully request approval for the civilian overtime for 2016.

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: 4013 - Small Machinery & Equipment
Number of Units: 6
Unit Cost: \$889.23
Purchase Price: \$5,335.38
Installation Cost:
Warranty/Maintenance Cost:
Taxes: \$520.20
Total: \$5,855.58

Description of Item Requested:

(6) Cisco Aironet 2602I AP WiFi Units
 One for each POD.
 Note: Included in this request is the Cisco 24Port POE Smart Plus Switch that must accompany these Wifi Units. Cost \$360.86 plus tax
 Note: Also included in this request are Lock Box Covers for (8) Wifi units; the (6) requested and (2) already in place. Cost \$704 plus tax.
 SEE ATTACHMENTS

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:

Having wifi connections in each POD will allow the Blue Bird Scanners to sync up without having to lock the POD down and move to hallway to sync up, which must happen each 30 min to 1hr in most cases.
 Secondly, we will be requesting a laptop for each POD in 2016 Budget. Having wifi in the POD will allow the deputy access to AEGIS and being able to enter incident reports and housing changes as they happen. Currently, the deputy must lock down his POD and come to booking area to locate a computer to enter his incident report and housing changes. If the incident was physical and called for all deputy assistance, then each deputy must enter individual reports.

Capital Justification Form

Office/Department:0418 - Adult Detention Center

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery & Equipment
Number of Units: 5
Unit Cost: \$3195.65
Purchase Price: \$15,978.25
Installation Cost:
Warranty/Maintenance Cost:
Taxes: \$1,557.88
Total:\$17,536.13

Description of Item Requested:

Replacement Radios
(5) APX 4000 Portable Batteries, 2300Mah, LI1ON
(5) Desk Top Chargers
(5) Programming / State

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:

Current radios are a number of years old and they tie into an 800 series only for operation. Replacing (5) radios annually with a model that not only ties into the 800 series, but the updated AWIN series as well, which communications will eventually be forced to switch to in the future.

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: \$24089.00
Purchase Price: \$24,089.00
Installation \$3,800.00
Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$27,889.00

Description of Item Requested:

2015 Ford Police Interceptor 4D Sedan
P2M

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 2015 Ford Police Interceptor will replace Transport Car - 2010 Ford Crn Vic with 500,000+ miles. It is not cost effective to continue repairs on the 2010 Transport Car, nor is it safe to be on the highway transporting inmates.

PC Related Capital Justification Form

Office/Department: 0418 - Adult Detention Center

Fund: 1000 General Fund

Request Information:

Request type: Printer
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 1
Unit Cost: \$390.02
Purchase Price: \$390.02
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes: \$38.03
Total: \$428.05

Justification

Please state the justification for this equipment purchase: Out dated printer does not support replacement computer installed in 2015 Shirley with IT Dept suggested we request a replacement printer Currently, visitation must share a printer in another department.

Replacement: **Replacement of existing equipment?** No Yes
Device ID: SCADC24
Model:
Serial #: CNCK145353
Invoice Date: 08/07/2006

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: 5
Unit Cost: \$506.37
Purchase Price: \$2,531.85
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes: \$246.85
Total: \$2,778.70

Justification

Please state the justification for this equipment purchase:

A laptop for each POD will allow the Deputy to log incident reports and housing changes as they occur. Currently, the Deputy must lock his POD down, come to Booking area to locate a computer and enter his reports and/or changes in inmate housing. The presence of a Deputy in the POD as much as possible helps to minimize or squash aggressive behavior that may have otherwise escalated into violence. Note: A capital request for (6) Wifi Units to be installed in each POD will support the use of laptops.

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: \$716.68
Purchase Price: \$716.68
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes: \$69.88
Total: \$786.56

Justification

Please state the justification for this equipment purchase:

The Jail Intake area has been using computer SCADCFSPD3. This PC was provided by FSPD several years ago. Currently the computer crashes consistently and obviously is not on the County PC Replacement Plan. The computer in Intake is crucial therefore, a loaner will be used until replaced.

Request replacement so the computer may be a part of the County Computer Replacement Plan.

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: \$716.68
Purchase Price: \$716.68
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes: \$69.88
Total: \$786.56

Justification

Please state the justification for this equipment purchase: In 2014 ACIC stopped providing or servicing their computers used for ACIC. The ACIC software is loaded on a Dell Optiplex 980 computer that was provided by ACIC a few years back.

The Dell Optiplex 980 has crashed. The access to ACIC has temporarily been moved to a Booking computer. Accessing ACIC from a booking computer is not realistic, because ACIC checks are run on each inmate coming into the jail and again before they leave the jail.

Approval for a replacement computer will place the computer on the County Computer Replacement Policy. I have marked "NO" on Replacement of Existing Equipment due to the current computer not being part of the County Inventory.

Replacement: Replacement of existing equipment? No Yes

2016 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 2016 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? Yes

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0419	Coroner			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$36,591.10	\$36,591.00	\$37,323.00	\$732.00
1002	Salaries,Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1003	Extra Help	\$11,250.00	\$11,999.00	\$11,999.00	\$0.00
1006	Social Security Matching	\$3,603.82	\$3,773.00	\$3,773.00	\$0.00
1007	Retirement	\$5,422.69	\$5,509.00	\$5,412.00	(\$97.00)
1009	Health Insurance Matching	\$7,213.00	\$5,040.00	\$5,808.00	\$768.00
1010	Workmen's Compensation	\$105.69	\$132.00	\$157.00	\$25.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$97.20	\$98.00	\$98.00	\$0.00
1017	Col/Merit	\$0.00	\$732.00	\$0.00	(\$732.00)
1023	Dental Insurance-Matching	\$906.91	\$407.00	\$469.00	\$62.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1039	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$0.00	\$127.00	\$127.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$65,190.41	\$64,408.00	\$65,166.00	\$758.00
<u>Supplies</u>					
2001	General Supplies	\$2,336.02	\$1,910.00	\$1,910.00	\$0.00
2002	Small Equipment	\$476.58	\$0.00	\$0.00	\$0.00
2004	Medicine & Drugs	\$0.00	\$0.00	\$0.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$1,793.29	\$2,100.00	\$2,100.00	\$0.00
2008	Tires and Tubes	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$228.99	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$376.45	\$367.00	\$245.00	(\$122.00)
2033	Machinery & Equipment-R/M	\$350.00	\$1,000.00	\$1,000.00	\$0.00
<u>Total: Supplies</u>		\$5,561.33	\$5,377.00	\$5,255.00	(\$122.00)
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$2,331.76	\$2,313.00	\$144.00	(\$2,169.00)
3021	Postage	\$111.73	\$400.00	\$400.00	\$0.00
3022	Cell Phone & Pagers	\$2,953.19	\$3,000.00	\$3,000.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$0.00	\$800.00	\$800.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3032	Transport	\$6,396.00	\$5,000.00	\$5,000.00	\$0.00
3053	Fleet Liability	\$505.00	\$506.00	\$506.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3061	Utilities-Gas	\$0.00	\$200.00	\$200.00	\$0.00
3062	Utilities-Water	\$0.00	\$100.00	\$100.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0419	Coroner			
3073	Lease-Machinery and Equip	\$0.00	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$92.00	\$100.00	\$100.00	\$0.00
3090	Dues & Memberships	\$0.00	\$500.00	\$500.00	\$0.00
3094	Meals & Lodging	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3101	Training & Education	\$0.00	\$700.00	\$700.00	\$0.00
<u>Total: Other Services and Charges</u>		\$12,389.68	\$15,619.00	\$13,450.00	(\$2,169.00)
<u>Capital Outlay</u>					
4005	Vehicles	\$19,899.75	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4017	Other Equipment Purchase	\$900.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$20,799.75	\$0.00	\$0.00	\$0.00
Department Total: Coroner		(\$103,941.17)	(\$85,404.00)	(\$83,871.00)	\$1,533.00

2016 PERSONNEL SCHEDULE

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			37,323
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>37,323</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	50.0000	11,999
Total Positions:	<u>10</u>			Total Part Time Extra Help:	<u>11,999</u>
				Total Salaries:	<u>49,322</u>

(1) Annual Salary \$37,323

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



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0419 - Coroner			
Account	2001 - General Supplies			
1000-0419 2001	body bags, printing, toner,paper,	1.00	1,910.00	1,910.00
	Account 2001 - General Supplies Totals	Transactions 1		\$1,910.00
Account	2007 - Fuel, Oils & Lubricants			
1000-0419 2007	Fuel and Oil Changes for County Vehicle	1.00	2,100.00	2,100.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		\$2,100.00
Account	2024 - Maint & Service Contracts			
1000-0419 2024	Motorola CCO2015-37	1.00	245.00	245.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 1		\$245.00
Account	2033 - Machinery & Equipment-R/M			
1000-0419 2033	Repairs and maintenance on equipment	1.00	1,000.00	1,000.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$1,000.00
Account	3020 - Telephone & Fax Landline			
1000-0419 3020	Telephone & Fax Line	1.00	2,313.00	2,313.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$2,313.00
Account	3021 - Postage			
1000-0419 3021	Mail evidence to medical examiner & personal effects to family	1.00	400.00	400.00
	Account 3021 - Postage Totals	Transactions 1		\$400.00
Account	3022 - Cell Phone & Pagers			
1000-0419 3022	Answering Service & Cell Phone	1.00	3,000.00	3,000.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$3,000.00
Account	3030 - Travel			
1000-0419 3030	Travel for continuing education purposes	1.00	800.00	800.00
	Account 3030 - Travel Totals	Transactions 1		\$800.00
Account	3032 - Transport			
1000-0419 3032	Transport bodies from medical examiner	1.00	5,000.00	5,000.00
	Account 3032 - Transport Totals	Transactions 1		\$5,000.00
Account	3053 - Fleet Liability			
1000-0419 3053	Auto Liability Insurance Premiums	1.00	493.00	493.00
	Account 3053 - Fleet Liability Totals	Transactions 1		\$493.00
Account	3060 - Utilities-Electricity			
1000-0419 3060	Electric share with EOC	1.00	1,000.00	1,000.00
	Account 3060 - Utilities-Electricity Totals	Transactions 1		\$1,000.00
Account	3061 - Utilities-Gas			
1000-0419 3061	Gas share with EOC	1.00	200.00	200.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		\$200.00
Account	3062 - Utilities-Water			
1000-0419 3062	Water share with EOC	1.00	100.00	100.00
	Account 3062 - Utilities-Water Totals	Transactions 1		\$100.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0419 - Coroner				
1000-0419 3075	Account 3075 - Postage Mach/PO Box Rent Post Office Box Rental Fee	1.00	100.00	100.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 1		<u>\$100.00</u>
1000-0419 3090	Account 3090 - Dues & Memberships Dues for Arkansas Coroners Association	1.00	500.00	500.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		<u>\$500.00</u>
1000-0419 3094	Account 3094 - Meals & Lodging Meals & Lodging reimbursement for continuing education purposes	1.00	1,000.00	1,000.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>\$1,000.00</u>
1000-0419 3101	Account 3101 - Training & Education Registration for continuing education & training	1.00	700.00	700.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$700.00</u>
	Department 0419 - Coroner Totals	Transactions 17		<u>\$20,861.00</u>

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
041913277 Deputy Coroner	01/01/2016	12/31/2016	4.615	52	\$50.00	\$50.00	\$11,999	\$11,999	\$0
Total:							\$11,999	\$11,999	\$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:

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0420	Constables			
<u>Personal Services - Salaries & Benefits</u>					
1003	Extra Help	\$0.00	\$0.00	\$0.00	\$0.00
1010	Workmen's Compensation	\$19.83	\$160.00	\$160.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$19.83	\$160.00	\$160.00	\$0.00
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Constables		(\$19.83)	(\$160.00)	(\$160.00)	\$0.00

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0422	Courthouse Security			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$76,356.39	\$92,702.00	\$92,556.00	(\$146.00)
1002	Salaries, Part Time	\$296,248.48	\$308,194.00	\$308,194.00	\$0.00
1003	Extra Help	\$0.00	\$0.00	\$0.00	\$0.00
1005	OT & Other Premium Comp	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$30,239.74	\$30,820.00	\$30,676.00	(\$144.00)
1007	Retirement	\$55,260.96	\$59,464.00	\$58,143.00	(\$1,321.00)
1009	Health Insurance Matching	\$17,777.00	\$10,080.00	\$17,424.00	\$7,344.00
1010	Workmen's Compensation	\$6,608.85	\$7,257.00	\$9,252.00	\$1,995.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$186.30	\$292.00	\$294.00	\$2.00
1017	Col/Merit	\$0.00	\$1,854.00	\$0.00	(\$1,854.00)
1021	Longevity	\$120.00	\$120.00	\$240.00	\$120.00
1022	Retirement-Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$2,147.92	\$2,035.00	\$2,341.00	\$306.00
1038	Settlement	\$25,251.30	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$63.00	\$380.00	\$381.00	\$1.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$510,259.94	\$513,198.00	\$519,501.00	\$6,303.00
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$3,000.00	\$3,000.00
2002	Small Equipment	\$113.04	\$600.00	\$600.00	\$0.00
2006	Clothing & Uniforms	\$780.75	\$1,200.00	\$1,200.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2032	Bldg & Improvement-R/M	\$0.00	\$0.00	\$0.00	\$0.00
2039	Emergency & Contingency	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$893.79	\$1,800.00	\$4,800.00	\$3,000.00
<u>Other Services and Charges</u>					
3004	Engineering/Architecture	\$0.00	\$0.00	\$0.00	\$0.00
3005	Special Legal	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$180.00	\$1,000.00	\$1,000.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$576.00	\$576.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$180.00	\$1,000.00	\$1,576.00	\$576.00
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$958.00	\$0.00	\$2,195.00	\$2,195.00
4016	Computer Equip Purchase	\$982.26	\$0.00	\$474.00	\$474.00
<u>Total: Capital Outlay</u>		\$1,940.26	\$0.00	\$2,669.00	\$2,669.00
Department Total: Courthouse Security		(\$513,273.99)	(\$515,998.00)	(\$528,546.00)	(\$12,548.00)

2016 PERSONNEL SCHEDULE

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	33,409
042213601 - Courts Sec Officer/Bailiff	06 - 06	120 - Law Enforcement FT No Holiday	23,270	32,852	27,924
042213602 - Courts Sec Officer/Bailiff	06 - 06	120 - Law Enforcement FT No Holiday	23,270	32,852	31,223
Total Positions:	<u>3</u>			Full Time Annual Salaries Subtotal:	<u>92,556</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	12.0000	152,194
042213899 - Courts Security Officer RPT	RPT - RPT	124 - Courts Security Officer RPT	10	12.0000	156,000
Total Positions:	<u>22</u>			Total Regular Part Time:	<u>308,194</u>
				Total Salaries:	<u>400,750</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0422 - Courthouse Security			
Account	2001 - General Supplies			
1000-0422 2001	toner, preprinted materials, general office supplies	1.00	3,000.00	3,000.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$3,000.00</u>
Account	2002 - Small Equipment			
1000-0422 2002	(10) Chairs	1.00	600.00	600.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$600.00</u>
Account	2006 - Clothing & Uniforms			
1000-0422 2006	uniforms, badges, belts.etc	1.00	1,200.00	1,200.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		<u>\$1,200.00</u>
Account	3009 - Oth Professional Services			
1000-0422 3009	Cleaning and calibration of xray machine at Courts building	1.00	1,000.00	1,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		<u>\$1,000.00</u>
Account	4013 - Small Machinery & Equip			
1000-0422 4013	(2) fully equiped Taser X26C	1.00	2,194.98	2,194.98
	Account 4013 - Small Machinery & Equip Totals	Transactions 1		<u>\$2,194.98</u>
Account	4016 - Computer Equip Purchase			
1000-0422 4016	Lexmark CS410DN color copier/printer	1.00	473.82	473.82
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		<u>\$473.82</u>
Account	3020 - Telephone & Fax Landline			
1000-0422 3020	Phone Bill	1.00	144.00	144.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$144.00</u>
	Department 0422 - Courthouse Security Totals	Transactions 7		<u>\$8,612.80</u>

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
042205299 Baliff	01/01/2016	12/31/2016	243.9	52	\$152194 .00	\$12.00	\$152,194	\$152,194	(\$0)
042213899 Courts Security Officer	01/01/2016	12/31/2016	250	52	\$156000 .00	\$12.00	\$156,000	\$156,000	\$0
Total:							\$308,194	\$308,194	(\$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:

Capital Justification Form

Office/Department:0422 - Courthouse Security

Fund: 1000 General Fund

Cost Information:

Line Item: 4013 - Small Machinery & Equipment
Number of Units: 2
Unit Cost: \$999.99
Purchase Price: \$1,999.98
Installation Cost:
Warranty/Maintenance Cost:
Taxes: \$195.00
Total:\$2,194.98

Description of Item Requested:

(2) fully equiped Taser X26C

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:

PC Related Capital Justification Form

Office/Department: 0422 - Courthouse Security

Fund: 1000 General Fund

Request Information:

Request type:	Printer
Line Item:	4016 - Computer Equipment Purchase
Number of Units:	1
Unit Cost:	\$431.73
Purchase Price:	\$431.73
Installation Cost:	\$0.00
Warranty/Maintenance Cost:	\$0.00
Shipping Cost:	\$0.00
Taxes:	\$42.09
	Total:\$473.82

Justification

Please state the justification for this equipment purchase: The current printer is not longer working due to age.

Replacement: Replacement of existing equipment? No Yes

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0424	Sheriff Traffic Division			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$69,207.58	\$69,208.00	\$67,736.00	(\$1,472.00)
1005	OT & Other Premium Comp	\$2,165.80	\$2,400.00	\$5,000.00	\$2,600.00
1006	Social Security Matching	\$5,057.69	\$5,611.00	\$5,578.00	(\$33.00)
1007	Retirement	\$10,684.11	\$10,827.00	\$10,573.00	(\$254.00)
1009	Health Insurance Matching	\$14,057.00	\$22,704.00	\$18,840.00	(\$3,864.00)
1010	Workmen's Compensation	\$1,119.79	\$1,253.00	\$1,556.00	\$303.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$194.40	\$195.00	\$196.00	\$1.00
1017	Col/Merit	\$0.00	\$1,384.00	\$0.00	(\$1,384.00)
1021	Longevity	\$360.00	\$360.00	\$180.00	(\$180.00)
1023	Dental Insurance-Matching	\$1,813.68	\$1,628.00	\$1,873.00	\$245.00
1040	Affordable Care Act	\$630.00	\$254.00	\$254.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$105,290.05	\$115,824.00	\$111,786.00	(\$4,038.00)
<u>Supplies</u>					
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$5,400.00	\$5,500.00	\$5,500.00	\$0.00
2008	Tires and Tubes	\$241.00	\$750.00	\$750.00	\$0.00
<u>Total: Supplies</u>		\$5,641.00	\$6,250.00	\$6,250.00	\$0.00
<u>Other Services and Charges</u>					
3053	Fleet Liability	\$1,158.00	\$1,158.00	\$1,158.00	\$0.00
<u>Total: Other Services and Charges</u>		\$1,158.00	\$1,158.00	\$1,158.00	\$0.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Sheriff Traffic Division		(\$112,089.05)	(\$123,232.00)	(\$119,194.00)	\$4,038.00

2016 PERSONNEL SCHEDULE

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>
042436601 - Patrol Deputy	08 - 08	120 - Law Enforcement FT No Hol	26,114	36,867	30,723
042436801 - Patrol Deputy Canine Unit	09 - 09	120 - Law Enforcement FT No Hol	27,535	38,873	37,013
Total Positions:	<u>2</u>			Full Time Annual Salaries Subtotal:	<u>67,736</u>
				Total Salaries:	<u>67,736</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0424 - Sheriff Traffic Division			
Account	2007 - Fuel, Oils & Lubricants			
1000-0424 2007	Gasoline, oil changes, oil filters, antifreeze..etc for vehicles	1.00	5,500.00	5,500.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions	1	<u>\$5,500.00</u>
Account	2008 - Tires and Tubes			
1000-0424 2008	Tires and tubes for vehicles	1.00	750.00	750.00
	Account 2008 - Tires and Tubes Totals	Transactions	1	<u>\$750.00</u>
Account	3053 - Fleet Liability			
1000-0424 3053	Insurance premiums for vehicles	1.00	1,156.00	1,156.00
	Account 3053 - Fleet Liability Totals	Transactions	1	<u>\$1,156.00</u>
	Department 0424 - Sheriff Traffic Division Totals	Transactions	3	<u>\$7,406.00</u>

2016 Overtime Justification

Office/Department: 0424 - Sheriff Traffic
Division

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 Budget	Difference
2,400	5,000	2,600.00

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. The deputies in this department also are required to appear in criminal and traffic court outside of their regular patrol duties.

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

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0425	Animal Control			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$28,436.72	\$28,437.00	\$29,006.00	\$569.00
1005	OT & Other Premium Comp	\$0.00	\$0.00	\$1,200.00	\$1,200.00
1006	Social Security Matching	\$1,942.93	\$2,228.00	\$2,324.00	\$96.00
1007	Retirement	\$4,232.11	\$4,299.00	\$4,406.00	\$107.00
1009	Health Insurance Matching	\$7,213.00	\$11,352.00	\$5,808.00	(\$5,544.00)
1010	Workmen's Compensation	\$460.15	\$515.00	\$666.00	\$151.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$97.20	\$98.00	\$98.00	\$0.00
1017	Col/Merit	\$0.00	\$569.00	\$0.00	(\$569.00)
1021	Longevity	\$120.00	\$120.00	\$180.00	\$60.00
1023	Dental Insurance-Matching	\$906.84	\$814.00	\$937.00	\$123.00
1040	Affordable Care Act	\$189.00	\$127.00	\$127.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$43,597.95	\$48,559.00	\$44,752.00	(\$3,807.00)
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2002	Small Equipment	\$7.65	\$500.00	\$500.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$7.65	\$500.00	\$500.00	\$0.00
<u>Other Services and Charges</u>					
3006	Med, Dental, and Hospital	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$2,996.42	\$7,000.00	\$7,000.00	\$0.00
3090	Dues & Memberships	\$40.00	\$100.00	\$100.00	\$0.00
3101	Training & Education	\$0.00	\$250.00	\$250.00	\$0.00
<u>Total: Other Services and Charges</u>		\$3,036.42	\$7,350.00	\$7,350.00	\$0.00
<u>Capital Outlay</u>					
4017	Other Equipment Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Animal Control		(\$46,642.02)	(\$56,409.00)	(\$52,602.00)	\$3,807.00

2016 PERSONNEL SCHEDULE

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	29,006
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>29,006</u>
				Total Salaries:	<u>29,006</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0425 - Animal Control				
Account 2002 - Small Equipment				
1000-0425 2002	Small equipment for animal control, darts, traps, ...etc	1.00	500.00	500.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$500.00</u>
Account 3009 - Oth Professional Services				
1000-0425 3009	Services provided by vets, ISO flo/fatal and shelter	1.00	7,000.00	7,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		<u>\$7,000.00</u>
Account 3090 - Dues & Memberships				
1000-0425 3090	Membership dues to state associations	1.00	100.00	100.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		<u>\$100.00</u>
Account 3101 - Training & Education				
1000-0425 3101	Annual training conference and board meetings	1.00	250.00	250.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$250.00</u>
	Department 0425 - Animal Control Totals	Transactions 4		<u>\$7,850.00</u>

2016 Overtime Justification

Office/Department: 0425 - Animal Control

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 Budget	Difference
1,200	1,200	0.00

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

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0426	Communications			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$271,758.45	\$263,818.00	\$265,490.00	\$1,672.00
1005	OT & Other Premium Comp	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$20,097.38	\$20,618.00	\$20,333.00	(\$285.00)
1007	Retirement	\$39,875.09	\$39,780.00	\$38,539.00	(\$1,241.00)
1009	Health Insurance Matching	\$59,971.00	\$65,184.00	\$67,968.00	\$2,784.00
1010	Workmen's Compensation	\$4,501.12	\$4,775.00	\$6,098.00	\$1,323.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$826.20	\$972.00	\$980.00	\$8.00
1017	Col/Merit	\$0.00	\$5,276.00	\$0.00	(\$5,276.00)
1021	Longevity	\$537.50	\$420.00	\$300.00	(\$120.00)
1023	Dental Insurance-Matching	\$7,347.80	\$7,101.00	\$8,167.00	\$1,066.00
1040	Affordable Care Act	\$882.00	\$1,266.00	\$1,270.00	\$4.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$405,796.54	\$409,210.00	\$409,145.00	(\$65.00)
<u>Supplies</u>					
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
2035	Radio Batteries/Accessory	\$0.00	\$2,000.00	\$2,000.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$2,000.00	\$2,000.00	\$0.00
<u>Other Services and Charges</u>					
3040	Advertising & Publication	\$0.00	\$200.00	\$200.00	\$0.00
3071	Rent-Machinery & Equip	\$13,590.12	\$17,500.00	\$17,500.00	\$0.00
<u>Total: Other Services and Charges</u>		\$13,590.12	\$17,700.00	\$17,700.00	\$0.00
<u>Capital Outlay</u>					
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Communications		(\$419,386.66)	(\$428,910.00)	(\$428,845.00)	\$65.00

2016 PERSONNEL SCHEDULE

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	32,994
042612201 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	25,691
042612202 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	25,189
042612203 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	24,693
042612204 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	26,414
042612205 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	26,463
042612206 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	26,991
042612207 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	25,673
042612208 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	25,691
042612209 - Communications Deputy	07 - 07	130 - Communication Full-Time	24,693	34,860	25,691
Total Positions:	<u>10</u>			Full Time Annual Salaries Subtotal:	<u>265,490</u>
				Total Salaries:	<u>265,490</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0426 - Communications				
1000-0426 2035	Account 2035 - Radio Batteries/Accessory To purchase radio batteries and accessories	1.00	2,000.00	2,000.00
	Account 2035 - Radio Batteries/Accessory Totals	Transactions 1	<u>2,000.00</u>	<u>\$2,000.00</u>
1000-0426 3040	Account 3040 - Advertising & Publication For advertising job opening announcements	1.00	200.00	200.00
	Account 3040 - Advertising & Publication Totals	Transactions 1	<u>200.00</u>	<u>\$200.00</u>
1000-0426 3071	Account 3071 - Rent-Machinery & Equip ACIC monthly transaction charges	1.00	17,500.00	17,500.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 1	<u>17,500.00</u>	<u>\$17,500.00</u>
	Department 0426 - Communications Totals	Transactions 3	<u>19,700.00</u>	<u>\$19,700.00</u>

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0428	Sheriff Junior Deputy Prg			
<u>Supplies</u>					
2001	General Supplies	\$680.62	\$0.00	\$3,000.00	\$3,000.00
2005	Food/Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$680.62	\$0.00	\$3,000.00	\$3,000.00
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$340.00	\$900.00	\$900.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3093	Misc Law Enforcement	\$0.00	\$0.00	\$3,100.00	\$3,100.00
3094	Meals & Lodging	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$340.00	\$900.00	\$4,000.00	\$3,100.00
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Sheriff Junior Deputy Prg		(\$1,020.62)	(\$900.00)	(\$7,000.00)	(\$6,100.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0428 - Sheriff Junior Deputy Prg				
1000-0428 2001	Account 2001 - General Supplies pens, preprinted materials, stickers, toner, copy	1.00	3,000.00	3,000.00
	Account 2001 - General Supplies Totals	Transactions 1	<u>3,000.00</u>	<u>\$3,000.00</u>
1000-0428 3052	Account 3052 - Fire & Extended Coverage insurance premiums for fire & extended coverage	1.00	900.00	900.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1	<u>900.00</u>	<u>\$900.00</u>
1000-0428 3093	Account 3093 - Misc Law Enforcement supplies, decals, hand-cuffs, cameras, weapons	1.00	3,100.00	3,100.00
	Account 3093 - Misc Law Enforcement Totals	Transactions 1	<u>3,100.00</u>	<u>\$3,100.00</u>
	Department 0428 - Sheriff Junior Deputy Prg Totals	Transactions 3	<u>3,100.00</u>	<u>\$7,000.00</u>

2016 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 8:30am 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.

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

Budget goals for 2016 are 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
State of Arkansas	4,500.00	0	Drug Court Incentives/Counseling	
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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0430	Drug Court Div VII			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$40,762.23	\$40,840.00	\$41,658.00	\$818.00
1002	Salaries,Part Time	\$17,886.54	\$18,096.00	\$18,096.00	\$0.00
1003	Extra Help	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$4,187.83	\$4,599.00	\$4,599.00	\$0.00
1007	Retirement	\$8,744.73	\$8,873.00	\$8,716.00	(\$157.00)
1009	Health Insurance Matching	\$7,213.00	\$11,352.00	\$13,032.00	\$1,680.00
1010	Workmen's Compensation	\$959.46	\$767.00	\$1,373.00	\$606.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$1,543.00	\$1,543.00
1016	Life Insurance	\$97.20	\$98.00	\$196.00	\$98.00
1017	Col/Merit	\$0.00	\$817.00	\$0.00	(\$817.00)
1021	Longevity	\$360.00	\$360.00	\$360.00	\$0.00
1023	Dental Insurance-Matching	\$906.84	\$814.00	\$1,101.00	\$287.00
1040	Affordable Care Act	\$189.00	\$127.00	\$254.00	\$127.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$81,306.83	\$86,743.00	\$90,928.00	\$4,185.00
<u>Supplies</u>					
2001	General Supplies	\$661.88	\$700.00	\$700.00	\$0.00
2002	Small Equipment	\$0.00	\$150.00	\$150.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$661.88	\$850.00	\$850.00	\$0.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$1,017.25	\$820.00	\$408.00	(\$412.00)
3021	Postage	\$147.00	\$150.00	\$150.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$0.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$265.76	\$150.00	\$150.00	\$0.00
3031	Common Carrier	\$553.75	\$0.00	\$2,000.00	\$2,000.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3094	Meals & Lodging	\$1,185.53	\$1,500.00	\$1,500.00	\$0.00
3101	Training & Education	\$600.00	\$1,500.00	\$1,500.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$3,769.29	\$4,120.00	\$5,708.00	\$1,588.00
<u>Capital Outlay</u>					
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$2,309.05	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$2,309.05	\$0.00	\$0.00	\$0.00
Department Total: Drug Court Div VII		(\$88,047.05)	(\$91,713.00)	(\$97,486.00)	(\$5,773.00)

2016 PERSONNEL SCHEDULE

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	41,658
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>41,658</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	12,0000	18,096
Total Positions:	<u>1</u>			Total Regular Part Time:	<u>18,096</u>
				Total Salaries:	<u>59,754</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0430 - Drug Court Div VII				
Account 2001 - General Supplies				
1000-0430 2001	Paper, pens, staples, folders, binders, related supplies	1.00	700.00	700.00
1000-0430 2001	Paper/pens/staples/folders/binders & related supplies	1.00	700.00	700.00
	Account 2001 - General Supplies Totals	Transactions 2		<u>\$1,400.00</u>
Account 2002 - Small Equipment				
1000-0430 2002	Purchase of Small Office Equipment/Filing Cabinets/	1.00	150.00	150.00
1000-0430 2002	Purchase of Small Office Equipment/Filing Cabinets/Storage	1.00	150.00	150.00
	Account 2002 - Small Equipment Totals	Transactions 2		<u>\$300.00</u>
Account 3020 - Telephone & Fax Landline				
1000-0430 3020	Telephone & Long Distance Service	1.00	820.00	820.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$820.00</u>
Account 3021 - Postage				
1000-0430 3021	Stamps/mailling materials	1.00	150.00	150.00
	Account 3021 - Postage Totals	Transactions 1		<u>\$150.00</u>
Account 3030 - Travel				
1000-0430 3030	Mileage for County business/conferences	1.00	150.00	150.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$150.00</u>
Account 3031 - Common Carrier				
1000-0430 3031	Transportation/Airfare-Conferences/Continuing Education	1.00	2,000.00	2,000.00
	Account 3031 - Common Carrier Totals	Transactions 1		<u>\$2,000.00</u>
Account 3090 - Dues & Memberships				
1000-0430 3090	Drug Court State and Nationwide memberships	1.00	60.00	60.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		<u>\$60.00</u>
Account 3094 - Meals & Lodging				
1000-0430 3094	Expenses incurred while on County Bus/Conferences	1.00	1,500.00	1,500.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>\$1,500.00</u>
Account 3101 - Training & Education				
1000-0430 3101	Registration for Conferences/Education/Training Materials	1.00	1,500.00	1,500.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$1,500.00</u>
	Department 0430 - Drug Court Div VII Totals	Transactions 11		<u>\$7,880.00</u>

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
043021201 Drug Court Asst Coordinator	01/01/2016	12/31/2016	29	52	\$12.00	\$12.00	\$18,096	\$18,096	\$0
Total:							\$18,096	\$18,096	\$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:

2016 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 2016 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? Yes

Source	Amount	Local/County Match	What Source Pays For	Start and End Date
State of Ar. Juvenile Teacher reimbursement	220,429.73	0	salaries and benefits for 2 teachers and 1 para-professional	07/01/2015 through 06/30/2016
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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0431	Juvenile Teacher Grant			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$151,790.60	\$151,792.00	\$146,607.00	(\$5,185.00)
1003	Extra Help	\$0.00	\$4,095.00	\$4,368.00	\$273.00
1006	Social Security Matching	\$11,258.88	\$12,176.00	\$11,572.00	(\$604.00)
1007	Retirement	\$22,530.88	\$22,888.00	\$21,301.00	(\$1,587.00)
1009	Health Insurance Matching	\$14,451.00	\$19,992.00	\$17,424.00	(\$2,568.00)
1010	Workmen's Compensation	\$2,523.62	\$2,822.00	\$3,462.00	\$640.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$291.60	\$292.00	\$294.00	\$2.00
1017	Col/Merit	\$0.00	\$3,036.00	\$0.00	(\$3,036.00)
1021	Longevity	\$240.00	\$240.00	\$300.00	\$60.00
1023	Dental Insurance-Matching	\$1,575.28	\$1,404.00	\$1,615.00	\$211.00
1040	Affordable Care Act	\$252.00	\$380.00	\$381.00	\$1.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$204,913.86	\$219,117.00	\$207,324.00	(\$11,793.00)
Department Total: Juvenile Teacher Grant		(\$204,913.86)	(\$219,117.00)	(\$207,324.00)	\$11,793.00

2016 PERSONNEL SCHEDULE

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			67,101
043127802 - Juvenile Teacher	MB1 - MB1	104 - Reg. Full-Time Exempt			49,645
043128001 - Juvenile Teacher's Aid	MB2 - MB2	100 - Work Full Time			29,861
Total Positions:	<u>3</u>			Full Time Annual Salaries Subtotal:	<u>146,607</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	8.0000	4,368
Total Positions:	<u>1</u>			Total Part Time Seasonal:	<u>4,368</u>
				Total Salaries:	<u>150,975</u>

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
043148401 Substitute Teacher	01/01/2016	12/31/2016	10.5	52	\$7.50	\$8.00	\$4,095	\$4,368	\$273
Total:							\$4,095	\$4,368	\$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: The minimum wage is scheduled to be raised to \$8.00 per hour effective January 2016.

2016 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 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 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0432	ADC Maintenance			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$61,240.32	\$61,239.00	\$62,466.00	\$1,227.00
1005	OT & Other Premium Comp	\$2,193.30	\$4,000.00	\$4,000.00	\$0.00
1006	Social Security Matching	\$4,511.62	\$5,103.00	\$5,103.00	\$0.00
1007	Retirement	\$9,436.50	\$9,846.00	\$9,672.00	(\$174.00)
1009	Health Insurance Matching	\$10,832.00	\$16,392.00	\$18,840.00	\$2,448.00
1010	Workmen's Compensation	\$990.92	\$1,109.00	\$1,435.00	\$326.00
1016	Life Insurance	\$194.40	\$195.00	\$196.00	\$1.00
1017	Col/Merit	\$0.00	\$1,225.00	\$0.00	(\$1,225.00)
1021	Longevity	\$240.00	\$240.00	\$240.00	\$0.00
1023	Dental Insurance-Matching	\$1,241.56	\$1,109.00	\$1,276.00	\$167.00
1040	Affordable Care Act	\$315.00	\$254.00	\$254.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$91,195.62	\$100,712.00	\$103,482.00	\$2,770.00
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2002	Small Equipment	\$1,007.40	\$1,000.00	\$1,000.00	\$0.00
2003	Janitorial Supplies	\$66.14	\$1,500.00	\$1,500.00	\$0.00
2006	Clothing & Uniforms	\$603.51	\$1,500.00	\$1,500.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$300.00	\$300.00	\$0.00
2008	Tires and Tubes	\$0.00	\$500.00	\$500.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2015	Oxygen	\$444.89	\$400.00	\$400.00	\$0.00
2020	Bldg Materials & Supplies	\$7,879.81	\$8,000.00	\$8,000.00	\$0.00
2021	Paints & Metals	\$735.43	\$4,000.00	\$4,000.00	\$0.00
2022	Plumbing & Electrical	\$12,151.87	\$10,000.00	\$10,000.00	\$0.00
2023	Parts & Repairs	\$5,659.37	\$8,000.00	\$8,000.00	\$0.00
2024	Maint & Service Contracts	\$10,454.47	\$12,900.00	\$12,776.00	(\$124.00)
2029	Small Tools	\$424.26	\$1,500.00	\$1,500.00	\$0.00
2032	Bldg & Improvement-R/M	\$23,594.03	\$15,000.00	\$15,000.00	\$0.00
2033	Machinery & Equipment-R/M	\$7,503.25	\$10,000.00	\$10,000.00	\$0.00
<u>Total: Supplies</u>		\$70,524.43	\$74,600.00	\$74,476.00	(\$124.00)
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$4,821.62	\$5,000.00	\$5,000.00	\$0.00
3063	Utilities-Waste Disposal	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$314.98	\$500.00	\$500.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$5,136.60	\$5,500.00	\$5,500.00	\$0.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$30,015.62	\$0.00	\$285,622.00	\$285,622.00
4011	Capital Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0432	ADC Maintenance			
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$30,015.62	\$0.00	\$285,622.00	\$285,622.00
Department Total: ADC Maintenance		(\$196,872.27)	(\$180,812.00)	(\$469,080.00)	(\$288,268.00)

2016 PERSONNEL SCHEDULE

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	100 - Work Full Time	21,848	30,844	26,744
043231402 - Maintenance Technician ADC	05 - 05	100 - Work Full Time	21,848	30,844	35,722
Total Positions:	<u>2</u>				Full Time Annual Salaries Subtotal: <u>62,466</u>
				Total Salaries:	<u>62,466</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0432 - ADC Maintenance				
Account 2002 - Small Equipment	small equipment under 500.00 as needed for maintenance	1.00	1,000.00	1,000.00
1000-0432 2002		1	1,000.00	1,000.00
	Account 2002 - Small Equipment Totals	Transactions		\$1,000.00
Account 2003 - Janitorial Supplies	Custodial items as needed for Jail use.	1.00	1,500.00	1,500.00
1000-0432 2003		1	1,500.00	1,500.00
	Account 2003 - Janitorial Supplies Totals	Transactions		\$1,500.00
Account 2006 - Clothing & Uniforms	Uniform allowance for 2 maintenance employees	1.00	1,500.00	1,500.00
1000-0432 2006		1	1,500.00	1,500.00
	Account 2006 - Clothing & Uniforms Totals	Transactions		\$1,500.00
Account 2007 - Fuel, Oils & Lubricants	oil change and lubricants for Jail maintenance vehicle	1.00	300.00	300.00
1000-0432 2007		1	300.00	300.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions		\$300.00
Account 2008 - Tires and Tubes	tires and tubes for jail maintenance vehicle	1.00	500.00	500.00
1000-0432 2008		1	500.00	500.00
	Account 2008 - Tires and Tubes Totals	Transactions		\$500.00
Account 2015 - Oxygen	rental of oxygen tanks	1.00	400.00	400.00
1000-0432 2015		1	400.00	400.00
	Account 2015 - Oxygen Totals	Transactions		\$400.00
Account 2020 - Bldg Materials & Supplies	Repairs and supplies as needed for building maintenance	1.00	8,000.00	8,000.00
1000-0432 2020		1	8,000.00	8,000.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions		\$8,000.00
Account 2021 - Paints & Metals	paints and metals for Projects as deemed necessary by maint	1.00	4,000.00	4,000.00
1000-0432 2021		1	4,000.00	4,000.00
	Account 2021 - Paints & Metals Totals	Transactions		\$4,000.00
Account 2022 - Plumbing & Electrical	plumbing and electrical parts for maintenance operations	1.00	10,000.00	10,000.00
1000-0432 2022		1	10,000.00	10,000.00
	Account 2022 - Plumbing & Electrical Totals	Transactions		\$10,000.00
Account 2023 - Parts & Repairs	Miscellaneous parts and repair as needed for bldg maintenance	1.00	8,000.00	8,000.00
1000-0432 2023		1	8,000.00	8,000.00
	Account 2023 - Parts & Repairs Totals	Transactions		\$8,000.00
Account 2024 - Maint & Service Contracts	ABCO Termite Contract 2014-151	1.00	660.00	660.00
1000-0432 2024		1.00	966.00	966.00
1000-0432 2024	Corley Electric Generator Maintenance 2015-145	1.00	8,650.00	8,650.00
1000-0432 2024	Fout Service Contract A/C 2014-26	1.00	600.00	600.00
1000-0432 2024	Northwest Fire Protection CCO 2015-13	1.00	1,900.00	1,900.00
1000-0432 2024	Terminix Pest Contract 2014-152	1.00	1,900.00	1,900.00
	Account 2024 - Maint & Service Contracts Totals	Transactions	5	\$12,776.00
Account 2029 - Small Tools	small tools under 500.00 for maintenance personnel	1.00	1,500.00	1,500.00
1000-0432 2029		1	1,500.00	1,500.00
	Account 2029 - Small Tools Totals	Transactions		\$1,500.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0432 - ADC Maintenance				
1000-0432 2032	Account 2032 - Bldg & Improvement-R/M Repairs and Maintenance necessary for building operations	1.00	15,000.00	15,000.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1	<u>15,000.00</u>	<u>\$15,000.00</u>
1000-0432 2033	Account 2033 - Machinery & Equipment-R/M Repairs and Maint for equipment for building operations	1.00	12,000.00	12,000.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1	<u>12,000.00</u>	<u>\$12,000.00</u>
1000-0432 3009	Account 3009 - Oth Professional Services Non contracted Professional Services	1.00	5,000.00	5,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1	<u>5,000.00</u>	<u>\$5,000.00</u>
1000-0432 3071	Account 3071 - Rent-Machinery & Equip Rental of equipment necessary to support Maint functions	1.00	500.00	500.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 1	<u>500.00</u>	<u>\$500.00</u>
1000-0432 4002	Account 4002 - Bldgs(Purchase & Improv) Control Panels/Doors MTI	1.00	193,800.00	193,800.00
1000-0432 4002	POD Shower Valves Blaylock Plumbing	1.00	47,000.00	47,000.00
1000-0432 4002	TB Lighting Unnits and Replacement Lamps AFSI	1.00	9,822.00	9,822.00
	Account 4002 - Bldgs(Purchase & Improv) Totals	Transactions 3	<u>250,622.00</u>	<u>\$250,622.00</u>
	Department 0432 - ADC Maintenance Totals	Transactions 23	<u>332,598.00</u>	<u>\$332,598.00</u>

2016 Overtime Justification

Office/Department: 0432 - ADC

Maintenance

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 Budget	Difference
4,000	4,000	0.00

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

Do not have the staff for 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: \$193800.00
Purchase Price: \$193,800.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$193,800.00

Description of Item Requested:

Material and labor to install a locking and intercom control system in the Adult Detention Center.

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:

The jail has 17 doors that are not operational from the control panel. Each deputy must now carry a pod key to manually access up to (5) doors in each POD. Carrying a key into the POD is a safety issue.

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: \$47000.00
Purchase Price: \$47,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$47,000.00

Description of Item Requested:

Replace the shower valves for 32 shower heads in the Adult Detention Center.

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 shower valves are the ones that were originally installed when the jail was built, they are worn and require replacement.

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: \$9822.00
Purchase Price: \$9,822.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$9,822.00

Description of Item Requested:

Materials and installation for (56) UVC Systems for Adult Detention Center.

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:

To help prevent the spread of TB in the Adult Detention Center.

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: \$35000.00
Purchase Price: \$35,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$35,000.00

Description of Item Requested:

HVAC Replacement for Adult Detention Center

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:

2016 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 psychairtist and three part time LPN's. 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 and non-emergency health problems. Outside physicians, clinics, and xray labs are contacted, scheduling appointments as needed. Blood work drawn for testing is done now by an outside clinic, requestinig to move this on-site. Medical records are maintained electronically for each inmate that is treated

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

Organization, EMR computerizing and capital request for ISTAT has been submitted to start performing our own blood work on-site. The completion of implementing our co-pays into AEGIS to automatically deduct the co-pay from the inmates commissary fund upon medical services rendered. Also, ACT 895 went into effect on April 1, 2015, this act was implemented to reduce medical costs incurred by local governments. Protocols are developed to maximize Medicaid reimbursement for allowable medical services. We will continue to learn about this program and utilize the cost saving measures to its full extent. This is being addressed with high priority and will continue throughout 2016.

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
Western Arkansas Planning & Development District	4,900.00	0	General Improvement Fund	1/1-6/30/16
Comments/Footnotes: This grant is to provide psychiatric care for inmates while incarcerated. The grant was originally for \$10,000 the \$4,900 is the amount that will be rolled over into 2016.				

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0433	ADC Medical			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$100,795.65	\$118,670.00	\$120,419.00	\$1,749.00
1002	Salaries, Part Time	\$51,318.75	\$95,420.00	\$95,420.00	\$0.00
1003	Extra Help	\$0.00	\$0.00	\$0.00	\$0.00
1005	OT & Other Premium Comp	\$10,790.70	\$12,000.00	\$8,000.00	(\$4,000.00)
1006	Social Security Matching	\$12,236.84	\$17,477.00	\$17,133.00	(\$344.00)
1007	Retirement	\$24,112.45	\$33,721.00	\$32,474.00	(\$1,247.00)
1009	Health Insurance Matching	\$17,676.00	\$22,104.00	\$19,896.00	(\$2,208.00)
1010	Workmen's Compensation	\$0.00	\$3,876.00	\$4,958.00	\$1,082.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1014	Cobraserv	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$194.40	\$292.00	\$294.00	\$2.00
1017	Col/Merit	\$0.00	\$2,373.00	\$0.00	(\$2,373.00)
1021	Longevity	\$0.00	\$0.00	\$120.00	\$120.00
1023	Dental Insurance-Matching	\$2,148.48	\$1,923.00	\$2,212.00	\$289.00
1040	Affordable Care Act	\$189.00	\$380.00	\$381.00	\$1.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$219,462.27	\$308,236.00	\$301,307.00	(\$6,929.00)
<u>Supplies</u>					
2001	General Supplies	\$7,940.09	\$4,500.00	\$4,500.00	\$0.00
2002	Small Equipment	\$5,656.33	\$2,000.00	\$2,000.00	\$0.00
2004	Medicine & Drugs	\$24,814.50	\$25,000.00	\$25,000.00	\$0.00
2006	Clothing & Uniforms	\$896.24	\$1,000.00	\$1,000.00	\$0.00
2010	Inmate Phone Cards	\$0.00	\$0.00	\$0.00	\$0.00
2015	Oxygen	\$1,008.09	\$1,500.00	\$1,500.00	\$0.00
2017	Prescription Drugs	\$67,249.04	\$65,000.00	\$65,000.00	\$0.00
2024	Maint & Service Contracts	\$845.83	\$954.00	\$1,200.00	\$246.00
<u>Total: Supplies</u>		\$108,410.12	\$99,954.00	\$100,200.00	\$246.00
<u>Other Services and Charges</u>					
3006	Med, Dental, and Hospital	\$109,961.85	\$152,000.00	\$140,000.00	(\$12,000.00)
3009	Oth Professional Services	\$14,044.59	\$35,000.00	\$35,000.00	\$0.00
3014	Medical-Inmate In-House	\$45,097.00	\$60,000.00	\$93,500.00	\$33,500.00
3021	Postage	\$49.14	\$100.00	\$100.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$720.00	\$720.00
3027	Telephone Purchase/Maint	\$0.00	\$500.00	\$500.00	\$0.00
3029	Telephone & PC Cabling	\$532.29	\$0.00	\$1.00	\$1.00
3030	Travel	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3040	Advertising & Publication	\$235.75	\$500.00	\$500.00	\$0.00
3094	Meals & Lodging	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3101	Training & Education	\$60.00	\$1,000.00	\$1,000.00	\$0.00
3167	GIF Grant/Jail Medical	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$169,980.62	\$251,100.00	\$273,321.00	\$22,221.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0433	ADC Medical			
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$1,029.00	\$0.00	\$15,716.00	\$15,716.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$4,384.00	\$4,384.00
<u>Total: Capital Outlay</u>		\$1,029.00	\$0.00	\$20,100.00	\$20,100.00
Department Total: ADC Medical		(\$498,882.01)	(\$659,290.00)	(\$694,928.00)	(\$35,638.00)

2016 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>
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	31,824
043339401 - Registered Nurse Detention Ctr	MB - MB	(1) 110 - Jail/Sheriff/JDC FT No holiday			57,395
Total Positions:	<u>3</u>			Full Time Annual Salaries Subtotal:	<u>120,419</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	15.0000	20,280
043329802 - Licensed Practical Nurse	RPT - RPT	203 - Regular PT No Holiday 17	1	15.0000	13,260
043329803 - Licensed Practical Nurse	RPT - RPT	203 - Regular PT No Holiday 17	1	15.0000	13,260
043329804 - Licensed Practical Nurse	RPT - RPT	203 - Regular PT No Holiday 17	1	15.0000	13,260
043329805 - Licensed Practical Nurse	RPT - RPT	203 - Regular PT No Holiday 17	1	15.0000	13,260
043339201 - Registered Nurse	RPT - RPT	203 - Regular PT No Holiday 17	1	25.0000	22,100
Total Positions:	<u>6</u>			Total Regular Part Time:	<u>95,420</u>
				Total Salaries:	<u>215,839</u>

(1) Market Base \$52,000 approved in September 2009.



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction		Number of Units	Cost per Unit	Total Amount
EXPENSES					
Fund 1000 - General Fund					
Department 0433 - ADC Medical					
Account 2001 - General Supplies					
1000-0433 2001	Medical Drug Records and CPR Cards		1.00	500.00	500.00
1000-0433 2001	Toner Fax/Printer Machines-General Office Supplies		1.00	4,000.00	4,000.00
		Account 2001 - General Supplies Totals	Transactions 2		<u>\$4,500.00</u>
Account 2002 - Small Equipment					
1000-0433 2002	Body Board-Weight Scale-Otoscope		1.00	2,000.00	2,000.00
		Account 2002 - Small Equipment Totals	Transactions 1		<u>\$2,000.00</u>
Account 2004 - Medicine & Drugs					
1000-0433 2004	IV Tubing, Lancets, Needles, TB, Diabetic Strips/ISTAT Cartridge		1.00	25,000.00	25,000.00
		Account 2004 - Medicine & Drugs Totals	Transactions 1		<u>\$25,000.00</u>
Account 2006 - Clothing & Uniforms					
1000-0433 2006	Nurses Uniforms		1.00	1,000.00	1,000.00
		Account 2006 - Clothing & Uniforms Totals	Transactions 1		<u>\$1,000.00</u>
Account 2015 - Oxygen					
1000-0433 2015	Oxygen Dependent Inmates/To Re-Fill Tanks Prepared For Emergency		1.00	1,500.00	1,500.00
		Account 2015 - Oxygen Totals	Transactions 1		<u>\$1,500.00</u>
Account 2017 - Prescription Drugs					
1000-0433 2017	Inmate Prescription Medication		1.00	65,000.00	65,000.00
		Account 2017 - Prescription Drugs Totals	Transactions 1		<u>\$65,000.00</u>
Account 2024 - Maint & Service Contracts					
1000-0433 2024	Stericycle CCO 2014-140 Bio Hazard Waste Disposal.		1.00	1,200.00	1,200.00
		Account 2024 - Maint & Service Contracts Totals	Transactions 1		<u>\$1,200.00</u>
Account 3006 - Med, Dental, and Hospital					
1000-0433 3006	Concepts Temporary Services CCO 2011-13		1.00	20,000.00	20,000.00
1000-0433 3006	Dr. Goldtrap CCO 2013-42		1.00	30,000.00	30,000.00
1000-0433 3006	Inmate ER Emergency Services		1.00	20,000.00	20,000.00
1000-0433 3006	PRN Temporary Services CCO 2009-183		1.00	20,000.00	20,000.00
1000-0433 3006	Sparks Regional Medical Center CCO 2010-184		1.00	50,000.00	50,000.00
		Account 3006 - Med, Dental, and Hospital Totals	Transactions 5		<u>\$140,000.00</u>
Account 3009 - Oth Professional Services					
1000-0433 3009	New Hire Drug/Screening/MobileX CCO 2010-91/Cistema/Radiology		1.00	35,000.00	35,000.00
		Account 3009 - Oth Professional Services Totals	Transactions 1		<u>\$35,000.00</u>
Account 3014 - Medical-Inmate In-House					
1000-0433 3014	Dr Hayes CCO 2013-134 In-House MD		1.00	42,000.00	42,000.00
1000-0433 3014	Dr. Price CCO 2015-60 In-House Psychiatrist		1.00	33,500.00	33,500.00
1000-0433 3014	WACG CCO 2014-112 In-House Mental Health		1.00	18,000.00	18,000.00
		Account 3014 - Medical-Inmate In-House Totals	Transactions 3		<u>\$93,500.00</u>
Account 3027 - Telephone Purchase/Maint					
1000-0433 3027	Telephone/Fax Line Installment		1.00	500.00	500.00
		Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		<u>\$500.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0433 - ADC Medical				
Account 3040 - Advertising & Publication				
1000-0433 3040	New Hire Recruitment	1.00	500.00	500.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		\$500.00
Account 3101 - Training & Education				
1000-0433 3101	Continuing of LPN and RN Certifications	1.00	1,000.00	1,000.00
	Account 3101 - Training & Education Totals	Transactions 1		\$1,000.00
Account 4013 - Small Machinery & Equip				
1000-0433 4013	(2) Automated External Defibrillators	2.00	2,455.00	4,910.00
1000-0433 4013	Fuel Charge	1.00	.71	.71
1000-0433 4013	I-Stat Chemistry Analyzer	1.00	10,804.97	10,804.97
	Account 4013 - Small Machinery & Equip Totals	Transactions 3		\$15,715.68
Account 3021 - Postage				
1000-0433 3021	Mail Narcotics to State of Arkansas	1.00	100.00	100.00
	Account 3021 - Postage Totals	Transactions 1		\$100.00
Account 3030 - Travel				
1000-0433 3030	Continuing Nurses Education	1.00	1,000.00	1,000.00
	Account 3030 - Travel Totals	Transactions 1		\$1,000.00
Account 3094 - Meals & Lodging				
1000-0433 3094	Continuing Education for Medical Staff	1.00	1,000.00	1,000.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$1,000.00
Account 4016 - Computer Equip Purchase				
1000-0433 4016	(1) Lexmark Printer CX310DN	1.00	622.14	622.14
1000-0433 4016	(2) LVO Laptops	2.00	555.74	1,111.48
1000-0433 4016	Computer Replacement Plan (1) Printer	1.00	650.00	650.00
1000-0433 4016	Computer Replacement Plan (2) CPU	1.00	2,000.00	2,000.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 4		\$4,383.62
Account 3022 - Cell Phone & Pagers				
1000-0433 3022	ATT Cell Phone & Pager for RN	1.00	720.00	720.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$720.00
	Department 0433 - ADC Medical Totals	Transactions 31		\$393,619.30

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/Decrease 2015/2016
043329801 Licensed Practical Nurse	01/01/2016	12/31/2016	26	52	\$15.00	\$15.00	\$20,280	\$20,280	\$0
043329802 Licensed Practical Nurse	01/01/2016	12/31/2016	17	52	\$15.00	\$15.00	\$13,260	\$13,260	\$0
043329803 Licensed Practical Nurse	01/01/2016	12/31/2016	17	52	\$15.00	\$15.00	\$13,260	\$13,260	\$0
043329804 Licensed Practical Nurse	01/01/2016	12/31/2016	17	52	\$15.00	\$15.00	\$13,260	\$13,260	\$0
043329805 Licensed Practical Nurse	01/01/2016	12/31/2016	17	52	\$15.00	\$15.00	\$13,260	\$13,260	\$0
043339201 Registered Nurse	01/01/2016	12/31/2016	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:

2016 Overtime Justification

Office/Department: 0433 - ADC Medical

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 Budget	Difference
8,000	8,000	0.00

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

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 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: 4013 - Small Machinery & Equipment
Number of Units: 2
Unit Cost: \$2456.00
Purchase Price: \$4,912.00
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Taxes:
Total: \$4,912.00

Description of Item Requested:

Automated External Defibrillators, 10 Pk Batteries, Adult Pads

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 jail currently has (2) AED Automated External Defibrillators; the older unit has issues rendering them obsolete. One AED was donated 3 years ago. The cost for a set of pads is \$107. One set is used approximately once a month. The second AED is 5 years old. Repair parts and supplies can no longer be purchased for this machine. We have approximately 400 + inmates at any given time with a broad range of medical issues. We need an AED in easy accessible locations front and back of building at all times. With such a high population, it is important to have equipment that we can keep supplied with the necessary accessories to be ready to perform in the event of an emergency.

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: \$10804.97
Purchase Price: \$10,804.97
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$10,804.97

Description of Item Requested:

I-STAT Dist Kit and Cartridge + 6 DS

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:

I-STAT Chemistry Analyzer
 The I-STAT analyzer is capable of performing a wide variety of point-of-care tests on the same instrument. The I-STAT is a cartridge-based analyzer with all the analytical requirements for the performance of a test contained within an individual cartridge. The test sample and reagents never enter the "analyzer" which transforms electrical signals from the test cartridge into human-readable results. The individual tests are arranged in traditional blood/or chemistry groupings on a single use cartridge. To switch from one test group to another, one simply changes to a different cartridge. As the sample makes contact only with the cartridge, the analyzer does not get dirty or require regular maintenance beyond a simple electronic QC check each day of use and a wiped clean as required.
 The immediate availability of having these tests to provide on-site can literally mean the difference between keeping and treating an emergency inmate on one hand and an ER emergency visit on the other. It can also mean a safer and better managed stay for less acute an chronic care inmates. In the long run, the cost

savings will consist of the less time it takes to draw the blood here on-site, compared to drawing, spinning 20", processing and waiting on pick up by lab.

PC Related Capital Justification Form

Office/Department: 0433 - ADC Medical
Fund: 1000 General Fund

Request Information:

Request type: Laptop
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 2
Unit Cost: \$506.37
Purchase Price: \$1,012.74
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes: \$98.74
Total: \$1,111.48

Justification

Please state the justification for this equipment purchase:

One laptop will be used by a nurse who is passing medications to inmates in each pod. The other laptop will be used for entering mini-evals on new inmates in each pod, and any other requests made by an inmate that can be addressed by the nurse going to the pod. Performing these duties at a pod door rather than the deputies time to bring each inmate to the medical dept will not only save time but will also allow the nurse to document as each event occurs. Currently, if a nurse goes to a pod to address an inmate medical issue, she is writing notes on paper and coming back to the nurses station to document on the computer. If the two computers in the nurses station are being used she must wait or document later.

Replacement: Replacement of existing equipment? No Yes

PC Related Capital Justification Form

Office/Department: 0433 - ADC Medical
Fund: 1000 General Fund

Request Information:

Request type: Printer
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 1
Unit Cost: \$566.87
Purchase Price: \$566.87
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes: \$55.27
Total: \$622.14

Justification

Please state the justification for this equipment purchase: Currently Pam is sharing a printer with Kathy that is located in her office. We each run a significant amount of documents and reports for each department. This would allow more efficiency and un-interrupted print jobs.

Replacement: Replacement of existing equipment? No Yes

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0438	Prosecuting Attorney Fees			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$0.00	\$26,218.00	\$26,743.00	\$525.00
1006	Social Security Matching	\$0.00	\$2,046.00	\$2,046.00	\$0.00
1007	Retirement	\$0.00	\$3,947.00	\$3,878.00	(\$69.00)
1009	Health Insurance Matching	\$7,213.00	\$5,040.00	\$8,280.00	\$3,240.00
1010	Workmen's Compensation	\$32.10	\$40.00	\$50.00	\$10.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$0.00	\$98.00	\$98.00	\$0.00
1017	Col/Merit	\$0.00	\$524.00	\$0.00	(\$524.00)
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$907.00	\$814.00	\$937.00	\$123.00
1040	Affordable Care Act	\$0.00	\$127.00	\$127.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$8,152.10	\$38,854.00	\$42,159.00	\$3,305.00
Department Total: Prosecuting Attorney Fees		(\$8,152.10)	(\$38,854.00)	(\$42,159.00)	(\$3,305.00)

2016 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	26,743
Total Positions:	<u>1</u>				Full Time Annual Salaries Subtotal: <u>26,743</u>
				Total Salaries: <u>26,743</u>	

(1) PA Fees 100% of Salary

2016 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 2016 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	26,501.71	25	Victim Witness Coord, grant will pay 10 days sick and 10 days vacation per grant period	10/1/15 to 9/30/16
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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0440	Prosecuting Atty Grant			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$28,371.20	\$28,372.00	\$28,941.00	\$569.00
1006	Social Security Matching	\$2,089.93	\$2,214.00	\$2,214.00	\$0.00
1007	Retirement	\$4,204.59	\$4,271.00	\$4,196.00	(\$75.00)
1009	Health Insurance Matching	\$3,619.00	\$5,040.00	\$5,808.00	\$768.00
1010	Workmen's Compensation	\$34.67	\$43.00	\$54.00	\$11.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$97.20	\$98.00	\$98.00	\$0.00
1017	Col/Merit	\$0.00	\$567.00	\$0.00	(\$567.00)
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$334.72	\$295.00	\$340.00	\$45.00
1040	Affordable Care Act	\$63.00	\$127.00	\$127.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$38,814.31	\$41,027.00	\$41,778.00	\$751.00
Department Total: Prosecuting Atty Grant		(\$38,814.31)	(\$41,027.00)	(\$41,778.00)	(\$751.00)

2016 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 Violence	05 - 05	(1) 100 - Work Full Time	21,848	30,844	28,941
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>28,941</u>
				Total Salaries:	<u>28,941</u>

- (1) Grant 75% - County General 25% of Salary
- Insurance - 100% paid by Prosecuting Attorney Fees
- Workers Comp - 100% paid by County

2016 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 2016 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
VOCA	33,570.96	20	Victim Witness Assistant, Grant will pay 10 days sick and 10 days vacation per grant period	10/1/15 to 9/30/16
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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0441	PA Victim Witness Grant			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$30,162.45	\$30,162.00	\$30,766.00	\$604.00
1006	Social Security Matching	\$2,175.46	\$2,354.00	\$2,354.00	\$0.00
1007	Retirement	\$4,470.05	\$4,541.00	\$4,461.00	(\$80.00)
1009	Health Insurance Matching	\$6,844.00	\$11,352.00	\$8,280.00	(\$3,072.00)
1010	Workmen's Compensation	\$36.90	\$46.00	\$57.00	\$11.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$97.20	\$98.00	\$98.00	\$0.00
1017	Col/Merit	\$0.00	\$603.00	\$0.00	(\$603.00)
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$906.84	\$295.00	\$687.00	\$392.00
1040	Affordable Care Act	\$252.00	\$127.00	\$127.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$44,944.90	\$49,578.00	\$46,830.00	(\$2,748.00)
Department Total: PA Victim Witness Grant		(\$44,944.90)	(\$49,578.00)	(\$46,830.00)	\$2,748.00

2016 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	30,766
Total Positions:	<u>1</u>			Full Time Annual Salaries Subtotal:	<u>30,766</u>
				Total Salaries:	<u>30,766</u>

(1) Grant 80 % - County General 20% of Salary
Insurance - 80% paid by Grant
20% paid by Prosecuting Attorney Fees

2016 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 2016 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
JAG	109,884.66	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.	7/1/15 to 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0443	Drug Enforcement Task Frc			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$84,744.66	\$84,745.00	\$86,438.00	\$1,693.00
1005	OT & Other Premium Comp	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$6,171.08	\$6,622.00	\$6,622.00	\$0.00
1007	Retirement	\$12,637.53	\$12,776.00	\$12,551.00	(\$225.00)
1009	Health Insurance Matching	\$14,057.00	\$23,544.00	\$26,064.00	\$2,520.00
1010	Workmen's Compensation	\$0.00	\$1,534.00	\$0.00	(\$1,534.00)
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$194.40	\$195.00	\$196.00	\$1.00
1017	Col/Merit	\$0.00	\$1,695.00	\$0.00	(\$1,695.00)
1021	Longevity	\$120.00	\$120.00	\$120.00	\$0.00
1023	Dental Insurance-Matching	\$1,813.68	\$1,628.00	\$2,200.00	\$572.00
1040	Affordable Care Act	\$378.00	\$254.00	\$254.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$120,116.35	\$133,113.00	\$134,445.00	\$1,332.00
<u>Supplies</u>					
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Other Services and Charges</u>					
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Capital Outlay</u>					
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Drug Enforcement Task Frc		(\$120,116.35)	(\$133,113.00)	(\$134,445.00)	(\$1,332.00)

2016 PERSONNEL SCHEDULE

1000 General Fund

0443 Drug Enforcement Task Frc

<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	(1)	120 - Law Enforcement FT No Hol.			52,333
044321801 - Drug Task Force Investigator	(1)	120 - Law Enforcement FT No Hol.			34,105
Total Positions:	<u>2</u>			Full Time Annual Salaries Subtotal:	<u>86,438</u>
				Total Salaries:	<u>86,438</u>

(1) PA Drug Control Grant 100% of Salary
If funding not approved for this grant, position will be discontinued per Ordinance No. 02-10.
Establish new position effective July 1, 2002 funded 100% by Drug Task Force Grant.
If Drug Task Force Grant falls below 100%, this position will be discontinued.
Workers Comp - paid 100% by State.
Insurance - \$350 paid by State Grant - remaining balance paid by Prosecuting Attorney.
Position #044321601 removed from County Classification system per Ordinance 2010-1.
The COL/merit is set by the grant on position #044321601.

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0444	JDC Maintenance			
<u>Supplies</u>					
2020	Bldg Materials & Supplies	\$0.00	\$100.00	\$100.00	\$0.00
2021	Paints & Metals	\$0.00	\$2,500.00	\$2,500.00	\$0.00
2022	Plumbing & Electrical	\$0.00	\$1,500.00	\$1,500.00	\$0.00
2023	Parts & Repairs	\$0.00	\$500.00	\$500.00	\$0.00
2024	Maint & Service Contracts	\$54.88	\$0.00	\$0.00	\$0.00
2032	Bldg & Improvement-R/M	\$260.12	\$2,500.00	\$2,500.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$315.00	\$7,100.00	\$7,100.00	\$0.00
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$9,358.09	\$5,500.00	\$5,500.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$9,358.09	\$5,500.00	\$5,500.00	\$0.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$6,782.95	\$0.00	\$0.00	\$0.00
4011	Capital Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$6,782.95	\$0.00	\$0.00	\$0.00
Department Total: JDC Maintenance		(\$16,456.04)	(\$12,600.00)	(\$12,600.00)	\$0.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0444 - JDC Maintenance				
1000-0444 2020	Account 2020 - Bldg Materials & Supplies Repair parts for offices in JDC	1.00	100.00	100.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions 1	<u>100.00</u>	<u>\$100.00</u>
1000-0444 2021	Account 2021 - Paints & Metals Epoxy Paints for hallways and rooms	1.00	2,500.00	2,500.00
	Account 2021 - Paints & Metals Totals	Transactions 1	<u>2,500.00</u>	<u>\$2,500.00</u>
1000-0444 2022	Account 2022 - Plumbing & Electrical PVC pipe, electrical plugs and wire, plumbing parts	1.00	1,500.00	1,500.00
	Account 2022 - Plumbing & Electrical Totals	Transactions 1	<u>1,500.00</u>	<u>\$1,500.00</u>
1000-0444 2023	Account 2023 - Parts & Repairs Handrails, doorknobs thresholds and general parts	1.00	500.00	500.00
	Account 2023 - Parts & Repairs Totals	Transactions 1	<u>500.00</u>	<u>\$500.00</u>
1000-0444 2032	Account 2032 - Bldg & Improvement-R/M A/C, cameras, heating, flooring	1.00	2,500.00	2,500.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1	<u>2,500.00</u>	<u>\$2,500.00</u>
1000-0444 3009	Account 3009 - Oth Professional Services Trouble shoot system, camera repair and maintenance	1.00	5,500.00	5,500.00
	Account 3009 - Oth Professional Services Totals	Transactions 1	<u>5,500.00</u>	<u>\$5,500.00</u>
	Department 0444 - JDC Maintenance Totals	Transactions 6	<u>12,600.00</u>	<u>\$12,600.00</u>

2016 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 2016 budget year.

Primary goal for the 2015 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, electronic systems and badging systems..

Primary goal for the 2015 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? No

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0446	Courts Building Operation			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$92,989.12	\$92,930.00	\$93,965.00	\$1,035.00
1002	Salaries, Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1005	OT & Other Premium Comp	\$839.41	\$1,000.00	\$1,000.00	\$0.00
1006	Social Security Matching	\$6,775.99	\$7,328.00	\$7,274.00	(\$54.00)
1007	Retirement	\$13,905.28	\$14,138.00	\$13,787.00	(\$351.00)
1009	Health Insurance Matching	\$21,396.00	\$26,472.00	\$30,456.00	\$3,984.00
1010	Workmen's Compensation	\$1,864.85	\$2,008.00	\$2,843.00	\$835.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$380.70	\$389.00	\$392.00	\$3.00
1017	Col/Merit	\$0.00	\$1,859.00	\$0.00	(\$1,859.00)
1021	Longevity	\$0.00	\$0.00	\$120.00	\$120.00
1023	Dental Insurance-Matching	\$2,483.00	\$1,698.00	\$2,116.00	\$418.00
1040	Affordable Care Act	\$189.00	\$507.00	\$508.00	\$1.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$140,823.35	\$148,329.00	\$152,461.00	\$4,132.00
<u>Supplies</u>					
2001	General Supplies	\$165.05	\$100.00	\$100.00	\$0.00
2002	Small Equipment	\$637.65	\$1,000.00	\$1,000.00	\$0.00
2003	Janitorial Supplies	\$12,040.21	\$15,000.00	\$15,000.00	\$0.00
2006	Clothing & Uniforms	\$322.52	\$2,500.00	\$2,500.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2020	Bldg Materials & Supplies	\$3,756.58	\$5,000.00	\$5,000.00	\$0.00
2021	Paints & Metals	\$71.00	\$1,000.00	\$1,000.00	\$0.00
2022	Plumbing & Electrical	\$65.91	\$3,000.00	\$3,000.00	\$0.00
2023	Parts & Repairs	\$807.94	\$1,000.00	\$1,000.00	\$0.00
2024	Maint & Service Contracts	\$45,920.12	\$52,969.00	\$52,460.00	(\$509.00)
2029	Small Tools	\$3.93	\$1,000.00	\$1,000.00	\$0.00
2032	Bldg & Improvement-R/M	\$13,132.09	\$10,000.00	\$10,000.00	\$0.00
2033	Machinery & Equipment-R/M	\$2,654.71	\$7,000.00	\$7,000.00	\$0.00
2040	Botanical & Agricultural	\$0.00	\$600.00	\$600.00	\$0.00
<u>Total: Supplies</u>		\$79,577.71	\$100,169.00	\$99,660.00	(\$509.00)
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$9,388.19	\$8,000.00	\$8,000.00	\$0.00
3020	Telephone & Fax Landline	\$7,520.63	\$6,000.00	\$240.00	(\$5,760.00)
3022	Cell Phone & Pagers	\$214.61	\$1,400.00	\$1,400.00	\$0.00
3025	Data/Video Circuit	\$10,321.89	\$10,710.00	\$10,710.00	\$0.00
3027	Telephone Purchase/Maint	\$3,602.30	\$3,516.00	\$3,516.00	\$0.00
3051	Boilers & Machinery Ins	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$43,595.88	\$45,250.00	\$45,250.00	\$0.00
3060	Utilities-Electricity	\$106,993.43	\$95,000.00	\$95,000.00	\$0.00
3061	Utilities-Gas	\$55,885.83	\$55,000.00	\$55,000.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0446	Courts Building Operation			
3062	Utilities-Water	\$8,198.47	\$10,000.00	\$10,000.00	\$0.00
3063	Utilities-Waste Disposal	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$245,721.23	\$236,876.00	\$231,116.00	(\$5,760.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$1,549.64	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$1,549.64	\$0.00	\$0.00	\$0.00
Department Total: Courts Building Operation		(\$467,671.93)	(\$485,374.00)	(\$483,237.00)	\$2,137.00

2016 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 Lead-Person	06 - 06	100 - Work Full Time	23,270	32,852	26,744
044614201 - Custodian	02 - 02	100 - Work Full Time	17,584	24,824	20,696
044614202 - Custodian	02 - 02	100 - Work Full Time	17,584	24,824	21,523
044628401 - Lead Custodian	04 - 04	100 - Work Full Time	20,426	28,837	25,002
Total Positions:	<u>4</u>			Full Time Annual Salaries Subtotal:	<u>93,965</u>
				Total Salaries:	<u>93,965</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0446 - Courts Building Operation				
Account 2001 - General Supplies				
1000-0446 2001	General Supplies needed for everyday operations	1.00	100.00	100.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$100.00</u>
Account 2002 - Small Equipment				
1000-0446 2002	Purchase of small tools and equipment for maintenance	1.00	1,000.00	1,000.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$1,000.00</u>
Account 2003 - Janitorial Supplies				
1000-0446 2003	Mop, mats, tissue, canliners, and cleaners	1.00	15,000.00	15,000.00
	Account 2003 - Janitorial Supplies Totals	Transactions 1		<u>\$15,000.00</u>
Account 2006 - Clothing & Uniforms				
1000-0446 2006	Maintenance & custodial uniforms, ob is rough on clothing	1.00	2,500.00	2,500.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		<u>\$2,500.00</u>
Account 2020 - Bldg Materials & Supplies				
1000-0446 2020	Lumber, hardware, equipment, keys and locks to repair building	1.00	6,000.00	6,000.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions 1		<u>\$6,000.00</u>
Account 2021 - Paints & Metals				
1000-0446 2021	Paint and metal work for finishing various in house projects	1.00	1,000.00	1,000.00
	Account 2021 - Paints & Metals Totals	Transactions 1		<u>\$1,000.00</u>
Account 2022 - Plumbing & Electrical				
1000-0446 2022	Plumbing and electrical supplies and fixtures to repair existing	1.00	3,000.00	3,000.00
	Account 2022 - Plumbing & Electrical Totals	Transactions 1		<u>\$3,000.00</u>
Account 2023 - Parts & Repairs				
1000-0446 2023	Bets for A/C, mower blades, repl. power cords and misc parts for	1.00	1,000.00	1,000.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		<u>\$1,000.00</u>
Account 2024 - Maint & Service Contracts				
1000-0446 2024	AAMSCO Badging System 2015-43	1.00	1,865.00	1,865.00
1000-0446 2024	Above and Beyond 2015-142	1.00	6,480.00	6,480.00
1000-0446 2024	Chem-Aqua 2015-17	1.00	1,100.00	1,100.00
1000-0446 2024	Cintas 2012-187	1.00	2,500.00	2,500.00
1000-0446 2024	Corley Electric 2015-145	1.00	980.00	980.00
1000-0446 2024	Fout A/C - A/C Maintenance 2015-12	1.00	4,900.00	4,900.00
1000-0446 2024	JE Systems 2015-16	1.00	26,835.00	26,835.00
1000-0446 2024	Northwest Fire Protection Monitoring 2015-40	1.00	300.00	300.00
1000-0446 2024	Terminex - Pest Control 2014-152	1.00	1,500.00	1,500.00
1000-0446 2024	Thyssen Krupp 2008-189	1.00	6,000.00	6,000.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 10		<u>\$52,460.00</u>
Account 2029 - Small Tools				
1000-0446 2029	Tools for repairs, spray gun, drill drive, clamps, saws, etc.	1.00	1,000.00	1,000.00
	Account 2029 - Small Tools Totals	Transactions 1		<u>\$1,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0446 - Courts Building Operation				
Account 1000-0446 2032	Account 2032 - Bldg & Improvement-R/M Carpet cleaning, door adj. patching, glass and gen repairs	1.00	10,000.00	10,000.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		<u>\$10,000.00</u>
Account 1000-0446 2033	Account 2033 - Machinery & Equipment-R/M Repair on A/C. and plg, lights and repair and general bldg imprv	1.00	7,000.00	7,000.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		<u>\$7,000.00</u>
Account 1000-0446 2040	Account 2040 - Botanical & Agricultural Weedkillers, fertilizers, and pesticides for lawncare	1.00	600.00	600.00
	Account 2040 - Botanical & Agricultural Totals	Transactions 1		<u>\$600.00</u>
Account 1000-0446 3009	Account 3009 - Oth Professional Services Elevator insp., sec. svce, mnt. carpet cleaning and plg.	1.00	8,000.00	8,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		<u>\$8,000.00</u>
Account 1000-0446 3020	Account 3020 - Telephone & Fax Landline Elevator Lines, security lines, public phone lines	1.00	6,000.00	6,000.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$6,000.00</u>
Account 1000-0446 3025	Account 3025 - Data/Video Circuit Data connectivity	1.00	10,710.00	10,710.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		<u>\$10,710.00</u>
Account 1000-0446 3027	Account 3027 - Telephone Purchase/Maint Software maintenance - BMC telephone system	1.00	3,516.00	3,516.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		<u>\$3,516.00</u>
Account 1000-0446 3052	Account 3052 - Fire & Extended Coverage Insurance Coverage	1.00	38,673.00	38,673.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		<u>\$38,673.00</u>
Account 1000-0446 3060	Account 3060 - Utilities-Electricity Electricity for New Courts	1.00	95,000.00	95,000.00
	Account 3060 - Utilities-Electricity Totals	Transactions 1		<u>\$95,000.00</u>
Account 1000-0446 3061	Account 3061 - Utilities-Gas Gas for New Courts	1.00	55,000.00	55,000.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		<u>\$55,000.00</u>
Account 1000-0446 3062	Account 3062 - Utilities-Water Water for the New Courts	1.00	10,000.00	10,000.00
	Account 3062 - Utilities-Water Totals	Transactions 1		<u>\$10,000.00</u>
Account 1000-0446 3063	Account 3063 - Utilities-Waste Disposal Waste disposal other than normal sanitation	1.00	2,000.00	2,000.00
	Account 3063 - Utilities-Waste Disposal Totals	Transactions 1		<u>\$2,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0446 - Courts Building Operation			
Account	3022 - Cell Phone & Pagers			
1000-0446 3022	Cell Phone Coverage			
		1.00	1,400.00	1,400.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		<u>\$1,400.00</u>
	Department 0446 - Courts Building Operation Totals	Transactions 32		<u>\$330,959.00</u>

2016 Overtime Justification

Office/Department: 0446 - Courts Building
Operations

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 Budget	Difference
1,000	1,000	0.00

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

Department does not have enough employees to allow for 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0449	SCAPP			
<u>Supplies</u>					
2002	Small Equipment	\$0.00	\$0.00	\$475.00	\$475.00
2006	Clothing & Uniforms	\$3,305.90	\$7,000.00	\$3,595.00	(\$3,405.00)
<u>Total: Supplies</u>		\$3,305.90	\$7,000.00	\$4,070.00	(\$2,930.00)
<u>Other Services and Charges</u>					
3006	Med, Dental, and Hospital	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$6,080.00	\$6,800.00	\$6,800.00	\$0.00
3030	Travel	\$112.00	\$112.00	\$112.00	\$0.00
3093	Misc Law Enforcement	\$5,790.00	\$7,500.00	\$3,500.00	(\$4,000.00)
3094	Meals & Lodging	\$3,747.82	\$2,830.00	\$2,830.00	\$0.00
3101	Training & Education	\$1,000.00	\$3,733.00	\$3,733.00	\$0.00
<u>Total: Other Services and Charges</u>		\$16,729.82	\$20,975.00	\$16,975.00	(\$4,000.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$7,684.59	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$7,684.59	\$0.00	\$0.00	\$0.00
Department Total: SCAPP		(\$27,720.31)	(\$27,975.00)	(\$21,045.00)	\$6,930.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0449 - SCAPP				
Account 2006 - Clothing & Uniforms				
1000-0449 2006	Clothing Balance Rolled Over to 2016	1.00	3,594.96	3,594.96
		Transactions	1	\$3,594.96
	Account 2006 - Clothing & Uniforms Totals			
Account 3009 - Oth Professional Services				
1000-0449 3009	Deputy MMPI's, Physicals and Labor Only Services	1.00	6,800.00	6,800.00
		Transactions	1	\$6,800.00
	Account 3009 - Oth Professional Services Totals			
Account 3093 - Misc Law Enforcement				
1000-0449 3093	Balance of Misc Law Enforcement Rolled Over to 2016	1.00	3,500.00	3,500.00
		Transactions	1	\$3,500.00
	Account 3093 - Misc Law Enforcement Totals			
Account 3101 - Training & Education				
1000-0449 3101	Registration Fees, etc. for Deputy Training	1.00	3,733.00	3,733.00
		Transactions	1	\$3,733.00
	Account 3101 - Training & Education Totals			
Account 3030 - Travel				
1000-0449 3030	Deputy Travel Expense for Training	1.00	112.00	112.00
		Transactions	1	\$112.00
	Account 3030 - Travel Totals			
Account 3094 - Meals & Lodging				
1000-0449 3094	Meals and Lodging During Deputy Training	1.00	2,830.00	2,830.00
		Transactions	1	\$2,830.00
	Account 3094 - Meals & Lodging Totals			
Account 2002 - Small Equipment				
1000-0449 2002	Balance of Small Equipment Rolled Over to 2016	1.00	474.82	474.82
		Transactions	1	\$474.82
	Account 2002 - Small Equipment Totals			
	Department 0449 - SCAPP Totals	7		\$21,044.78

2016 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 detention 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 2016 budget year.

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	07/01/2015 through 06/30/2016
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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0452	Juvenile Grant			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$50,760.32	\$53,629.00	\$50,384.00	(\$3,245.00)
1005	OT & Other Premium Comp	\$115.15	\$2,400.00	\$3,200.00	\$800.00
1006	Social Security Matching	\$3,761.94	\$4,377.00	\$4,099.00	(\$278.00)
1007	Retirement	\$7,595.63	\$8,446.00	\$7,770.00	(\$676.00)
1009	Health Insurance Matching	\$10,196.00	\$16,392.00	\$11,616.00	(\$4,776.00)
1010	Workmen's Compensation	\$867.73	\$971.00	\$1,157.00	\$186.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$194.40	\$195.00	\$196.00	\$1.00
1017	Col/Merit	\$0.00	\$1,073.00	\$0.00	(\$1,073.00)
1021	Longevity	\$120.00	\$120.00	\$0.00	(\$120.00)
1023	Dental Insurance-Matching	\$1,108.30	\$1,109.00	\$1,276.00	\$167.00
1040	Affordable Care Act	\$0.00	\$254.00	\$254.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$74,719.47	\$88,966.00	\$79,952.00	(\$9,014.00)
<u>Supplies</u>					
2006	Clothing & Uniforms	\$0.00	\$400.00	\$400.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$400.00	\$400.00	\$0.00
Department Total: Juvenile Grant		(\$74,719.47)	(\$89,366.00)	(\$80,352.00)	\$9,014.00

2016 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	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	24,693
045227402 - Juvenile Detention Officer Grt	07 - 07	110 - Jail/Sheriff/JDC FT No holiday	24,693	34,860	25,691
Total Positions:	<u>2</u>			Full Time Annual Salaries Subtotal:	<u>50,384</u>
				Total Salaries:	<u>50,384</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0452 - Juvenile Grant			
Account	2006 - Clothing & Uniforms			
1000-0452 2006	clothing and uniforms for staff			
		1.00	400.00	400.00
	Account 2006 - Clothing & Uniforms Totals	Transactions	1	<u>\$400.00</u>
	Department 0452 - Juvenile Grant Totals	Transactions	1	<u>\$400.00</u>

2016 Overtime Justification

Office/Department: 0452 - Juvenile Grant

Fund 1000 General Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 Budget	Difference
2,400	3,200	800.00

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

The overtime budget runs out halfway through the year, when a deputy calls in sick or takes medical leave the position must be filled.

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

2016 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 2016 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? No

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0454	Video Arraignment			
<u>Supplies</u>					
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$17,210.00	\$17,210.00	\$17,210.00	\$0.00
<u>Total: Other Services and Charges</u>		\$17,210.00	\$17,210.00	\$17,210.00	\$0.00
<u>Capital Outlay</u>					
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Video Arraignment		(\$17,210.00)	(\$17,210.00)	(\$17,210.00)	\$0.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0454 - Video Arraignment			
Account	3025 - Data/Video Circuit			
1000-0454 3025	Data circuit for video arraignment	1.00	17,210.00	17,210.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		<u>\$17,210.00</u>
	Department 0454 - Video Arraignment Totals	Transactions 1		<u>\$17,210.00</u>

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Finance	Increase/Decrease
Fund	1000	General Fund			
Department	0458	Act 1256 Disbursements			
	<u>Other Services and Charges</u>				
3153	Act 1256 Disbursement	\$132,482.23	\$151,654.00	\$159,011.00	\$7,357.00
	<u>Total: Other Services and Charges</u>	\$132,482.23	\$151,654.00	\$159,011.00	\$7,357.00
	Department Total: Act 1256 Disbursements	\$132,482.23	\$151,654.00	\$159,011.00	\$7,357.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0458 - Act 1256 Disbursements				
Account 3153 - Act 1256 Disbursement				
1000-0458 3153	Act 1256 City of Bonanza	1.00	1,756.20	1,756.20
1000-0458 3153	Act 1256 City of Greenwood	1.00	6,720.36	6,720.36
1000-0458 3153	Act 1256 City of Hartford	1.00	139.08	139.08
1000-0458 3153	Act 1256 City of Huntington	1.00	2,169.72	2,169.72
1000-0458 3153	Act 1256 City of Lavaca	1.00	2,369.52	2,369.52
1000-0458 3153	Act 1256 City of Mansfield	1.00	1,959.48	1,959.48
1000-0458 3153	Act 1256 City of Midland	1.00	23.64	23.64
1000-0458 3153	Act 1256 Fort Smith Library	1.00	118,119.72	118,119.72
1000-0458 3153	Act 1256 Hackett City Police	1.00	4,607.28	4,607.28
1000-0458 3153	Act 1256 Law Library GW	1.00	21,145.20	21,145.20
Account 3153 - Act 1256 Disbursement Totals		Transactions	10	<u>\$159,010.20</u>
Department 0458 - Act 1256 Disbursements Totals		Transactions	10	<u>\$159,010.20</u>

2016 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 on 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 media, public relation 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 locan regualtions concerning courtroom operations, ensure proper maintenance of the courtroom facilites, represnt the judiciary at Quorum Court meetings and perform related resonsibilites as required or assigned.

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

It is the budget goal for 2016, 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? No

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0460	Circuit Courtroom Opr			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$73,717.87	\$73,717.00	\$75,192.00	\$1,475.00
1006	Social Security Matching	\$5,618.78	\$5,789.00	\$5,793.00	\$4.00
1007	Retirement	\$10,995.79	\$11,169.00	\$10,981.00	(\$188.00)
1009	Health Insurance Matching	\$10,565.00	\$10,080.00	\$11,616.00	\$1,536.00
1010	Workmen's Compensation	\$90.14	\$575.00	\$139.00	(\$436.00)
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$194.40	\$195.00	\$196.00	\$1.00
1017	Col/Merit	\$0.00	\$1,474.00	\$0.00	(\$1,474.00)
1021	Longevity	\$480.00	\$480.00	\$540.00	\$60.00
1023	Dental Insurance-Matching	\$1,241.72	\$1,109.00	\$1,276.00	\$167.00
1040	Affordable Care Act	\$0.00	\$254.00	\$254.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$102,903.70	\$104,842.00	\$105,987.00	\$1,145.00
<u>Supplies</u>					
2001	General Supplies	\$6,534.58	\$6,635.00	\$6,635.00	\$0.00
2002	Small Equipment	\$479.05	\$500.00	\$500.00	\$0.00
2005	Food/Supplies	\$65.85	\$500.00	\$500.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$250.00	\$250.00	\$0.00
2024	Maint & Service Contracts	\$1,962.71	\$2,090.00	\$2,090.00	\$0.00
2032	Bldg & Improvement-R/M	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$9,042.19	\$9,975.00	\$9,975.00	\$0.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3005	Special Legal	\$0.00	\$100.00	\$100.00	\$0.00
3006	Med, Dental, and Hospital	\$0.00	\$100.00	\$100.00	\$0.00
3007	Drug Testing	\$209.25	\$500.00	\$500.00	\$0.00
3009	Oth Professional Services	\$149.87	\$2,000.00	\$2,000.00	\$0.00
3020	Telephone & Fax Landline	\$1,192.01	\$1,200.00	\$588.00	(\$612.00)
3021	Postage	\$1,862.00	\$2,200.00	\$2,200.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$0.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$0.00	\$500.00	\$500.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$1,000.00	\$1,000.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$100.00	\$100.00	\$0.00
3090	Dues & Memberships	\$976.77	\$1,500.00	\$1,500.00	\$0.00
3091	Court Appointed Attorneys	\$25,800.00	\$25,000.00	\$25,000.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0460	Circuit Courtroom Opr			
3092	Jurors & Witnesses	\$82,583.68	\$75,000.00	\$75,000.00	\$0.00
3094	Meals & Lodging	\$0.00	\$1,500.00	\$1,500.00	\$0.00
3101	Training & Education	\$0.00	\$1,500.00	\$1,500.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$112,773.58	\$111,200.00	\$111,588.00	\$388.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$2,100.53	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$2,100.53	\$0.00	\$0.00	\$0.00
Department Total: Circuit Courtroom Opr		(\$226,820.00)	(\$226,017.00)	(\$227,550.00)	(\$1,533.00)

2016 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>
046010201 - Circuit Court Admin Assistant	06 - 06	100 - Work Full Time	23,270	32,852	28,483
046013401 - Court Administrator	12 - 12	104 - Reg. Full-Time Exempt	29,931	44,896	46,709
Total Positions:	<u>2</u>			Full Time Annual Salaries Subtotal:	<u>75,192</u>
				Total Salaries:	<u>75,192</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0460 - Circuit Courtroom Opr				
1000-0460 2001	Account 2001 - General Supplies General office Supplies/Envelopes/Court forms	6,635.00	1.00	6,635.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$6,635.00</u>
1000-0460 2002	Account 2002 - Small Equipment Purchaes of Small Office Equip/Shredder/Calculators	1.00	500.00	500.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$500.00</u>
1000-0460 2005	Account 2005 - Food/Supplies Luncheon Meetings for Circuit Judges	1.00	500.00	500.00
	Account 2005 - Food/Supplies Totals	Transactions 1		<u>\$500.00</u>
1000-0460 2009	Account 2009 - Computer Accessories Purchase of Battery Back/up/Mouse, small computer supplies	1.00	250.00	250.00
	Account 2009 - Computer Accessories Totals	Transactions 1		<u>\$250.00</u>
1000-0460 2024	Account 2024 - Maint & Service Contracts Milam Bus Sys/Typewriter Serial #11-BZGC8/CCO2014-57	1.00	110.00	110.00
1000-0460 2024	Milam Bus Sys/Typewriter Serial #11-CFRX5/CCO2015-4	1.00	110.00	110.00
1000-0460 2024	Wight Off Prod/ Kyocera Taskalfa 520i copier/CCO2013-89	1.00	1,870.00	1,870.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 3		<u>\$2,090.00</u>
1000-0460 3005	Account 3005 - Special Legal Special Legal Expenditures by Court	1.00	100.00	100.00
	Account 3005 - Special Legal Totals	Transactions 1		<u>\$100.00</u>
1000-0460 3006	Account 3006 - Med, Dental, and Hospital Cover any Special Med/Dental	1.00	100.00	100.00
	Account 3006 - Med, Dental, and Hospital Totals	Transactions 1		<u>\$100.00</u>
1000-0460 3007	Account 3007 - Drug Testing Drug test kits for defendants	1.00	500.00	500.00
	Account 3007 - Drug Testing Totals	Transactions 1		<u>\$500.00</u>
1000-0460 3009	Account 3009 - Oth Professional Services Special Interpreters for court proceedings	1.00	2,000.00	2,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		<u>\$2,000.00</u>
1000-0460 3020	Account 3020 - Telephone & Fax Landline Telephone/Fax/Long distance services	1.00	1,200.00	1,200.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$1,200.00</u>
1000-0460 3021	Account 3021 - Postage Postage/mailling court documents	1.00	2,200.00	2,200.00
	Account 3021 - Postage Totals	Transactions 1		<u>\$2,200.00</u>
1000-0460 3030	Account 3030 - Travel Travel Expense for Cont Education	1.00	500.00	500.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$500.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0460 - Circuit Courtroom Opr				
Account 3031 - Common Carrier	Transportation/Air fare Conferences/County business	1.00	1,000.00	1,000.00
1000-0460 3031		1	1,000.00	\$1,000.00
	Account 3031 - Common Carrier Totals	Transactions		
Account 3071 - Rent-Machinery & Equip	Rental of Sp Equipment for Courtroom Procedures	1.00	100.00	100.00
1000-0460 3071		1	100.00	\$100.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions		
Account 3090 - Dues & Memberships	Updates/New subscriptions Court Publications	1.00	1,500.00	1,500.00
1000-0460 3090		1	1,500.00	\$1,500.00
	Account 3090 - Dues & Memberships Totals	Transactions		
Account 3091 - Court Appointed Attorneys	Court App't'd Attys Indigent Defendants/Probate	1.00	25,000.00	25,000.00
1000-0460 3091		1	25,000.00	\$25,000.00
	Account 3091 - Court Appointed Attorneys Totals	Transactions		
Account 3092 - Jurors & Witnesses	Fort Smith & Greenwood Jurors	1.00	75,000.00	75,000.00
1000-0460 3092		1	75,000.00	\$75,000.00
	Account 3092 - Jurors & Witnesses Totals	Transactions		
Account 3094 - Meals & Lodging	Cover Expenses incurred for County business	1.00	1,500.00	1,500.00
1000-0460 3094		1	1,500.00	\$1,500.00
	Account 3094 - Meals & Lodging Totals	Transactions		
Account 3101 - Training & Education	Fees for Registration for Conferences/Education & Training	1.00	1,500.00	1,500.00
1000-0460 3101		1	1,500.00	\$1,500.00
	Account 3101 - Training & Education Totals	Transactions		
	Department 0460 - Circuit Courtroom Opr Totals	Transactions	21	\$122,175.00

2016 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 set up to fund mitigation, preparedness, response, and recovery project 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 2016 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? 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
EMPG	52,000.00	0	DHS pass through ADEM	10/2015-10/2016
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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0505	Dept of Emergency Mgmt			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$44,137.85	\$44,163.00	\$45,048.00	\$885.00
1002	Salaries,Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1003	Extra Help	\$1,957.52	\$2,994.00	\$3,305.00	\$311.00
1006	Social Security Matching	\$3,429.14	\$3,684.00	\$3,708.00	\$24.00
1007	Retirement	\$6,550.29	\$6,667.00	\$6,549.00	(\$118.00)
1009	Health Insurance Matching	\$5,232.00	\$8,196.00	\$9,420.00	\$1,224.00
1010	Workmen's Compensation	\$1,026.55	\$1,604.00	\$1,472.00	(\$132.00)
1011	Unemployment Compensation	(\$1.36)	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$97.18	\$98.00	\$98.00	\$0.00
1017	Col/Merit	\$0.00	\$883.00	\$0.00	(\$883.00)
1021	Longevity	\$60.00	\$120.00	\$120.00	\$0.00
1023	Dental Insurance-Matching	\$621.28	\$555.00	\$720.00	\$165.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$378.00	\$127.00	\$127.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$63,488.45	\$69,091.00	\$70,567.00	\$1,476.00
<u>Supplies</u>					
2001	General Supplies	\$1,758.73	\$1,600.00	\$1,600.00	\$0.00
2002	Small Equipment	\$2,204.79	\$1,500.00	\$1,500.00	\$0.00
2003	Janitorial Supplies	\$0.00	\$250.00	\$250.00	\$0.00
2005	Food/Supplies	\$44.20	\$1,000.00	\$1,000.00	\$0.00
2006	Clothing & Uniforms	\$996.74	\$500.00	\$500.00	\$0.00
2007	Fuel, Oils & Lubricants	\$1,544.82	\$1,800.00	\$1,800.00	\$0.00
2008	Tires and Tubes	\$0.00	\$500.00	\$500.00	\$0.00
2009	Computer Accessories	\$138.34	\$1,000.00	\$1,000.00	\$0.00
2020	Bldg Materials & Supplies	\$272.44	\$305.00	\$305.00	\$0.00
2023	Parts & Repairs	\$1,597.08	\$500.00	\$500.00	\$0.00
2024	Maint & Service Contracts	\$7,105.92	\$8,347.00	\$15,033.00	\$6,686.00
2029	Small Tools	\$0.00	\$0.00	\$0.00	\$0.00
2032	Bldg & Improvement-R/M	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$8,075.32	\$600.00	\$600.00	\$0.00
2035	Radio Batteries/Accessory	\$524.75	\$0.00	\$0.00	\$0.00
2038	Lic & Fees For Vehicles	\$22.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$24,285.13	\$17,902.00	\$24,588.00	\$6,686.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$381.96	\$5,000.00	\$5,000.00	\$0.00
3009	Oth Professional Services	\$321.78	\$250.00	\$250.00	\$0.00
3020	Telephone & Fax Landline	\$352.83	\$1,550.00	\$4,992.00	\$3,442.00
3021	Postage	\$55.96	\$130.00	\$130.00	\$0.00
3022	Cell Phone & Pagers	\$2,290.81	\$3,500.00	\$3,500.00	\$0.00
3023	Internet Connection	\$2,026.17	\$4,000.00	\$4,000.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0505	Dept of Emergency Mgmt			
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3035	Travel-Rental Car	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$0.00	\$200.00	\$200.00	\$0.00
3052	Fire & Extended Coverage	\$207.34	\$350.00	\$350.00	\$0.00
3053	Fleet Liability	\$3,605.00	\$3,709.00	\$3,709.00	\$0.00
3061	Utilities-Gas	\$0.00	\$200.00	\$200.00	\$0.00
3071	Rent-Machinery & Equip	\$26.24	\$578.00	\$578.00	\$0.00
3090	Dues & Memberships	\$1,352.18	\$600.00	\$600.00	\$0.00
3094	Meals & Lodging	\$1,877.08	\$1,700.00	\$1,700.00	\$0.00
3098	Judgements & Damages	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$370.00	\$1,000.00	\$1,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$2,446.36	\$1,500.00	\$1,500.00	\$0.00
3104	Books	\$549.00	\$300.00	\$300.00	\$0.00
3158	Special Project	\$0.00	\$1,000.00	\$1,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$15,862.71	\$26,567.00	\$30,009.00	\$3,442.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4011	Capital Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$650.00	\$650.00
4019	Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00
4022	Capital Purchases-Misc	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$650.00	\$650.00
Department Total: Dept of Emergency Mgmt		(\$103,636.29)	(\$113,560.00)	(\$125,814.00)	(\$12,254.00)

2016 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 - Assistant Admin/Public Safety	16 - 16	(1) 104 - Reg. Full-Time Exempt	35,284	52,926	24,105
050515201 - Dept Emerg Mgmt Coordinator	13 - 13	(2) 104 - Reg. Full-Time Exempt	31,269	46,904	20,943
Total Positions:	<u>2</u>		Full Time Annual Salaries Subtotal:		<u>45,048</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	8.0000	3,305
Total Positions:	<u>1</u>		Total Part Time Extra Help:		<u>3,305</u>
			Total Salaries:		<u>48,353</u>

- (1) Annual Salary \$48,210 Prorated - Position counted in Department 0505
 50% (\$24,105) Dept. 0505 - Dept. of Emergency Management
 50% (\$24,105) Dept. 0200 - County Road
- (2) Annual Salary \$41,886 Prorated - Position counted in Department 0505
 50% (\$20,943) Dept. 0505 - Dept. of Emergency Management
 50% (\$20,943) Dept. 0200 - County Road



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0505 - Dept of Emergency Mgmt				
Account 2001 - General Supplies				
1000-0505 2001	Pens, Pencils, Paper, printing	1.00	1,600.00	1,600.00
	Account 2001 - General Supplies Totals	Transactions 1		\$1,600.00
Account 2002 - Small Equipment				
1000-0505 2002	emergency operating supplies, vehicle equipment	1.00	1,500.00	1,500.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$1,500.00
Account 2003 - Janitorial Supplies				
1000-0505 2003	cleaning supplies to maintain trailers, brooms, shovels	1.00	250.00	250.00
	Account 2003 - Janitorial Supplies Totals	Transactions 1		\$250.00
Account 2005 - Food/Supplies				
1000-0505 2005	food for meetings and first responders during response	1.00	1,000.00	1,000.00
	Account 2005 - Food/Supplies Totals	Transactions 1		\$1,000.00
Account 2006 - Clothing & Uniforms				
1000-0505 2006	boots, pants, shirts, jackets, etc.	1.00	500.00	500.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		\$500.00
Account 2007 - Fuel, Oils & Lubricants				
1000-0505 2007	fuel for response vehicles and generator	1.00	1,800.00	1,800.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		\$1,800.00
Account 2008 - Tires and Tubes				
1000-0505 2008	tires for response vehicles and trailers	1.00	500.00	500.00
	Account 2008 - Tires and Tubes Totals	Transactions 1		\$500.00
Account 2009 - Computer Accessories				
1000-0505 2009	Funding to provide necessary computer accessories	1.00	1,000.00	1,000.00
	Account 2009 - Computer Accessories Totals	Transactions 1		\$1,000.00
Account 2020 - Bldg Materials & Supplies				
1000-0505 2020	materials and supplies for EOC and annex	1.00	305.00	305.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions 1		\$305.00
Account 2023 - Parts & Repairs				
1000-0505 2023	repair equipment in EOC, trailers, and response equipment	1.00	500.00	500.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		\$500.00
Account 2024 - Maint & Service Contracts				
1000-0505 2024	AAMSCO Maintenance Contract ID Badging System, CCO-2015-42	1.00	1,621.00	1,621.00
1000-0505 2024	AAMSCO Resource Mgr SAAS Concurrent User-	1.00	3,616.00	3,616.00
1000-0505 2024	Motorola Maintenance Contract, CCO-2015-37	1.00	5,821.00	5,821.00
1000-0505 2024	Salamander-AA MSCO Resource Mgr Software, CCO-2015-70	1.00	3,618.00	3,618.00
1000-0505 2024	Wight Office Kyocera Taskalfa 820i Copier, CCO-2015-125	1.00	357.00	357.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 5		\$15,033.00
Account 2033 - Machinery & Equipment-R/M				
1000-0505 2033	Repair on response equipment	1.00	600.00	600.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$600.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0505 - Dept of Emergency Mgmt				
Account 1000-0505 3001	Account 3001 - Accounting & Auditing compliance audits for federal grants	1.00	5,000.00	5,000.00
	Account 3001 - Accounting & Auditing Totals	Transactions 1		\$5,000.00
Account 1000-0505 3009	Account 3009 - Oth Professional Services Professional services performed on response equipmt	1.00	250.00	250.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$250.00
Account 1000-0505 3020	Account 3020 - Telephone & Fax Landline long distance	1.00	300.00	300.00
Account 1000-0505 3020	Account 3020 - Telephone & Fax Landline telephone lines	1.00	1,250.00	1,250.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 2		\$1,550.00
Account 1000-0505 3021	Account 3021 - Postage stamps and postage	1.00	130.00	130.00
	Account 3021 - Postage Totals	Transactions 1		\$130.00
Account 1000-0505 3022	Account 3022 - Cell Phone & Pagers monthly cost for cellular telephone and satellite telephone	1.00	3,500.00	3,500.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$3,500.00
Account 1000-0505 3023	Account 3023 - Internet Connection monthly internet, and business u-verse	1.00	4,000.00	4,000.00
	Account 3023 - Internet Connection Totals	Transactions 1		\$4,000.00
Account 1000-0505 3030	Account 3030 - Travel travel to conferences, training and seminars, exercises	1.00	1,000.00	1,000.00
	Account 3030 - Travel Totals	Transactions 1		\$1,000.00
Account 1000-0505 3031	Account 3031 - Common Carrier airlines costs for travel to training and conferences	1.00	1,200.00	1,200.00
	Account 3031 - Common Carrier Totals	Transactions 1		\$1,200.00
Account 1000-0505 3040	Account 3040 - Advertising & Publication purchase training material and preparedness publications	1.00	200.00	200.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		\$200.00
Account 1000-0505 3052	Account 3052 - Fire & Extended Coverage insurance coverage for office through AAC	1.00	184.00	184.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		\$184.00
Account 1000-0505 3053	Account 3053 - Fleet Liability insurance for response vehicles and trailers	1.00	2,906.00	2,906.00
	Account 3053 - Fleet Liability Totals	Transactions 1		\$2,906.00
Account 1000-0505 3061	Account 3061 - Utilities-Gas purchase of specialized fuels such as propane	1.00	200.00	200.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		\$200.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0505 - Dept of Emergency Mgmt				
1000-0505 3071	Account 3071 - Rent-Machinery & Equip equipment rental during emergency response	1.00	578.00	578.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 1		\$578.00
1000-0505 3090	Account 3090 - Dues & Memberships professional dues AEMA, IAEM, etc.	1.00	600.00	600.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$600.00
1000-0505 3094	Account 3094 - Meals & Lodging meals and lodgeing for training and conferences	1.00	1,700.00	1,700.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$1,700.00
1000-0505 3101	Account 3101 - Training & Education fees for conferences, training, and exercises, etc.	1.00	1,000.00	1,000.00
	Account 3101 - Training & Education Totals	Transactions 1		\$1,000.00
1000-0505 3102	Account 3102 - Software,Supt/Maint Agmnt purchase software for EM, weather, mapping, etc.	1.00	1,500.00	1,500.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		\$1,500.00
1000-0505 3104	Account 3104 - Books books for public safety, preparedness, haz-mat	1.00	300.00	300.00
	Account 3104 - Books Totals	Transactions 1		\$300.00
1000-0505 4016	Account 4016 - Computer Equip Purchase Computer Replacement Plan (1) Printer	1.00	650.00	650.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		\$650.00
	Department 0505 - Dept of Emergency Mgmt Totals	Transactions 36		\$51,036.00

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
050522201 Emergency Management	01/01/2016	12/31/2016	7.942	52	\$7.25	\$8.00	\$2,994	\$3,304	\$310
Total:							\$2,994	\$3,304	\$310

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 minimum wage is scheduled to rise to \$8.00 per hour in January 2016

2016 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 will support Emergency Management functions in the event of disaster or other emergencies.

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0508	EOC			
<u>Supplies</u>					
2002	Small Equipment	\$43.86	\$0.00	\$0.00	\$0.00
2003	Janitorial Supplies	\$966.41	\$4,000.00	\$4,000.00	\$0.00
2020	Bldg Materials & Supplies	\$1,612.15	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$5,648.44	\$5,828.00	\$5,831.00	\$3.00
2032	Bldg & Improvement-R/M	\$7,001.73	\$5,000.00	\$5,000.00	\$0.00
2033	Machinery & Equipment-R/M	\$3,495.26	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$18,767.85	\$14,828.00	\$14,831.00	\$3.00
<u>Other Services and Charges</u>					
3004	Engineering/Architecture	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$1,264.80	\$10,504.00	\$10,504.00	\$0.00
3020	Telephone & Fax Landline	\$2.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$7,733.95	\$8,190.00	\$8,190.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$3,752.06	\$3,659.00	\$3,659.00	\$0.00
3060	Utilities-Electricity	\$26,075.04	\$22,000.00	\$22,000.00	\$0.00
3061	Utilities-Gas	\$6,492.66	\$10,000.00	\$10,000.00	\$0.00
3062	Utilities-Water	\$1,050.08	\$1,200.00	\$1,200.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$46,370.59	\$55,553.00	\$55,553.00	\$0.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: EOC		(\$65,138.44)	(\$70,381.00)	(\$70,384.00)	(\$3.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0508 - EOC				
Account 1000-0508 2003	Account 2003 - Janitorial Supplies Funding to purchase cleaning supplies for the EOC	1.00	4,000.00	4,000.00
	Account 2003 - Janitorial Supplies Totals	Transactions 1		\$4,000.00
Account 1000-0508 2024	Account 2024 - Maint & Service Contracts AAMSCO EOC BadgePass, CCO-2015-7	1.00	415.00	415.00
Account 1000-0508 2024	Cintas Rugs Service for the Emergency Ops Center, CCO-2012-187	1.00	912.00	912.00
Account 1000-0508 2024	Corley Electric Kohler 280KW, CCO-2014-110	1.00	1,006.58	1,007.00
Account 1000-0508 2024	Fout Air Conditioning, CCO-2015-12	1.00	2,510.00	2,510.00
Account 1000-0508 2024	Terminix, CCO-2014-152	1.00	987.00	987.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 5		\$5,831.00
Account 1000-0508 2032	Account 2032 - Bldg & Improvement-R/M Funding to support additional maintenance issues within the EOC	1.00	5,000.00	5,000.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		\$5,000.00
Account 1000-0508 3009	Account 3009 - Oth Professional Services Services performed by professionals such as upgrades	1.00	10,504.00	10,504.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$10,504.00
Account 1000-0508 3025	Account 3025 - Data/Video Circuit Funding to support the disaster recovery site	1.00	8,190.00	8,190.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		\$8,190.00
Account 1000-0508 3052	Account 3052 - Fire & Extended Coverage Yearly insurance fees for the EOC	1.00	3,415.00	3,415.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		\$3,415.00
Account 1000-0508 3060	Account 3060 - Utilities-Electricity Funding to support monthly utilities usage at the EOC	1.00	22,000.00	22,000.00
	Account 3060 - Utilities-Electricity Totals	Transactions 1		\$22,000.00
Account 1000-0508 3061	Account 3061 - Utilities-Gas Funding to support monthly Utilities and Gas usage at the EOC	1.00	10,000.00	10,000.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		\$10,000.00
Account 1000-0508 3062	Account 3062 - Utilities-Water Funding to support monthly Utilities & Water usage at the EOC	1.00	1,200.00	1,200.00
	Account 3062 - Utilities-Water Totals	Transactions 1		\$1,200.00
	Department 0508 - EOC Totals	Transactions 13		\$70,140.00

2016 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 2016 budget year.

Continued support of the rural fire departments; Strive 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0510	Rural Fire			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$0.00	\$0.00	\$0.00	\$0.00
1007	Retirement	\$0.00	\$0.00	\$0.00	\$0.00
1009	Health Insurance Matching	\$0.00	\$0.00	\$0.00	\$0.00
1010	Workmen's Compensation	\$1,629.77	\$3,000.00	\$2,196.00	(\$804.00)
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1012	Other Fringe Benefits	\$8,474.00	\$8,640.00	\$8,640.00	\$0.00
1016	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00
1017	Col/Merit	\$0.00	\$0.00	\$0.00	\$0.00
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$0.00	\$0.00	\$0.00	\$0.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$10,103.77	\$11,640.00	\$10,836.00	(\$804.00)
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2002	Small Equipment	\$0.00	\$500.00	\$500.00	\$0.00
2005	Food/Supplies	\$582.06	\$0.00	\$0.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$25,079.12	\$18,000.00	\$18,000.00	\$0.00
2008	Tires and Tubes	\$0.00	\$0.00	\$0.00	\$0.00
2015	Oxygen	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$1,155.55	\$750.00	\$750.00	\$0.00
2024	Maint & Service Contracts	\$6,776.05	\$6,970.00	\$6,970.00	\$0.00
2032	Bldg & Improvement-R/M	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$440.00	\$440.00	\$0.00
2038	Lic & Fees For Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$33,592.78	\$26,660.00	\$26,660.00	\$0.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$100.00	\$0.00	(\$100.00)
3022	Cell Phone & Pagers	\$7,056.00	\$10,000.00	\$10,000.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3035	Travel-Rental Car	\$758.77	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$3,773.51	\$3,812.00	\$3,812.00	\$0.00
3053	Fleet Liability	\$14,931.00	\$15,017.00	\$15,171.00	\$154.00
3060	Utilities-Electricity	\$18,349.41	\$12,000.00	\$12,000.00	\$0.00
3061	Utilities-Gas	\$11,084.69	\$9,000.00	\$9,000.00	\$0.00
3062	Utilities-Water	\$2,589.09	\$2,400.00	\$2,400.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0510	Rural Fire			
3071	Rent-Machinery & Equip	\$224.57	\$700.00	\$700.00	\$0.00
3090	Dues & Memberships	\$0.00	\$500.00	\$500.00	\$0.00
3096	County Matching Funds	\$0.00	\$1,681.00	\$1,681.00	\$0.00
3101	Training & Education	\$677.22	\$1,000.00	\$1,000.00	\$0.00
3131	Big Creek Fire Department	\$0.00	\$0.00	\$0.00	\$0.00
3132	Bonanza Fire Department	\$0.00	\$0.00	\$0.00	\$0.00
3133	Emp Fire Department	\$0.00	\$0.00	\$0.00	\$0.00
3134	Greenwood Rural Fire Dept	\$0.00	\$0.00	\$0.00	\$0.00
3135	Hackett Fire Department	\$0.00	\$0.00	\$0.00	\$0.00
3136	Hartford Fire Department	\$0.00	\$0.00	\$0.00	\$0.00
3137	Huntington Fire Dept	\$0.00	\$0.00	\$0.00	\$0.00
3138	Jenny Lind Fire Dept	\$0.00	\$0.00	\$0.00	\$0.00
3140	Mansfield Fire Department	\$0.00	\$0.00	\$0.00	\$0.00
3141	Midland Fire Department	\$0.00	\$0.00	\$0.00	\$0.00
3142	Milltown/Washburn Fire	\$0.00	\$0.00	\$0.00	\$0.00
3143	Riverdale Fire Department	\$0.00	\$0.00	\$0.00	\$0.00
3144	Sugarloaf/Slaytonvil Fire	\$0.00	\$0.00	\$0.00	\$0.00
3145	Whitebluff/Rye Hill Fire	\$0.00	\$0.00	\$0.00	\$0.00
3169	Deductibles	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$59,444.26	\$57,210.00	\$57,264.00	\$54.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Rural Fire		(\$103,140.81)	(\$95,510.00)	(\$94,760.00)	\$750.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0510 - Rural Fire			
Account	2002 - Small Equipment			
1000-0510 2002	Office equipment that is \$500 or less(dictaphones,radio equip,	1.00	500.00	500.00
	Account 2002 - Small Equipment Totals	Transactions 1		500.00
Account	2007 - Fuel, Oils & Lubricants			
1000-0510 2007	Gasoline,diesel fuel,for county vehicles,equipment&machinery	1.00	18,000.00	18,000.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		\$18,000.00
Account	2023 - Parts & Repairs			
1000-0510 2023	parts used to replace & repair,as a specific need arises	1.00	750.00	750.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		\$750.00
Account	2024 - Maint & Service Contracts			
1000-0510 2024	DCS Maintenance Agreement CCO-2014-129	1.00	2,604.00	2,604.00
1000-0510 2024	Motorola AWIN Service Contract, CCO-2015-37	1.00	4,366.00	4,366.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 2		\$6,970.00
Account	2033 - Machinery & Equipment-R/M			
1000-0510 2033	Service & labor costs performed by other than county employees	1.00	440.00	440.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$440.00
Account	3001 - Accounting & Auditing			
1000-0510 3001	Fees required to hire an outside accounting firm	1.00	1,000.00	1,000.00
	Account 3001 - Accounting & Auditing Totals	Transactions 1		\$1,000.00
Account	3020 - Telephone & Fax Landline			
1000-0510 3020	Telephone and fax landline	1.00	100.00	100.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$100.00
Account	3022 - Cell Phone & Pagers			
1000-0510 3022	Cellular & Pager Service to Support E-Dispatch	1.00	10,000.00	10,000.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$10,000.00
Account	3052 - Fire & Extended Coverage			
1000-0510 3052	Insurance premiums for real property, buildings & contents	1.00	3,449.00	3,449.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		\$3,449.00
Account	3053 - Fleet Liability			
1000-0510 3053	Insurance premiums for small vehicles & heavy equipment	1.00	15,171.00	15,171.00
	Account 3053 - Fleet Liability Totals	Transactions 1		\$15,171.00
Account	3060 - Utilities-Electricity			
1000-0510 3060	Electricity furnished by franchise operators	1.00	12,000.00	12,000.00
	Account 3060 - Utilities-Electricity Totals	Transactions 1		\$12,000.00
Account	3061 - Utilities-Gas			
1000-0510 3061	Gas furnished by franchise operators	1.00	9,000.00	9,000.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		\$9,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0510 - Rural Fire			
Account	3062 - Utilities-Water			
1000-0510 3062	water furnished by municipalities or franchise operators	1.00	2,400.00	2,400.00
	Account 3062 - Utilities-Water Totals	Transactions 1		<u>\$2,400.00</u>
Account	3071 - Rent-Machinery & Equip			
1000-0510 3071	Lease & rental of machinery & equipment for specific use	1.00	700.00	700.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 1		<u>\$700.00</u>
Account	3090 - Dues & Memberships			
1000-0510 3090	dues&memerships in professional organizations/subscriptions	1.00	500.00	500.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		<u>\$500.00</u>
Account	3096 - County Matching Funds			
1000-0510 3096	County matching funds.	1.00	1,681.00	1,681.00
	Account 3096 - County Matching Funds Totals	Transactions 1		<u>\$1,681.00</u>
Account	3101 - Training & Education			
1000-0510 3101	Education & training/reg	1.00	1,000.00	1,000.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$1,000.00</u>
	Department 0510 - Rural Fire Totals	Transactions 18		<u>\$83,661.00</u>

2016 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 2016 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.

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0515	Safe Shelter			
<u>Supplies</u>					
2032	Bldg & Improvement-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Other Services and Charges</u>					
3020	Telephone & Fax Landline	\$0.00	\$800.00	\$240.00	(\$560.00)
3021	Postage	\$0.00	\$50.00	\$50.00	\$0.00
3025	Data/Video Circuit	\$4,414.42	\$5,880.00	\$5,880.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$3,790.00	\$3,790.00	\$0.00
3060	Utilities-Electricity	\$4,435.62	\$5,000.00	\$5,000.00	\$0.00
3061	Utilities-Gas	\$1,379.05	\$1,700.00	\$1,700.00	\$0.00
3062	Utilities-Water	\$2,119.70	\$1,600.00	\$1,600.00	\$0.00
<u>Total: Other Services and Charges</u>		\$12,348.79	\$18,820.00	\$18,260.00	(\$560.00)
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Safe Shelter		(\$12,348.79)	(\$18,820.00)	(\$18,260.00)	\$560.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0515 - Safe Shelter			
1000-0515 3020	Account 3020 - Telephone & Fax Landline Telephone Services	1.00	800.00	800.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$800.00
1000-0515 3025	Account 3025 - Data/Video Circuit Data Services	1.00	5,880.00	5,880.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		\$5,880.00
1000-0515 3052	Account 3052 - Fire & Extended Coverage Insurance	1.00	3,790.00	3,790.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		\$3,790.00
1000-0515 3060	Account 3060 - Utilities-Electricity Facility operations	1.00	5,000.00	5,000.00
	Account 3060 - Utilities-Electricity Totals	Transactions 1		\$5,000.00
1000-0515 3061	Account 3061 - Utilities-Gas Facility operations (Heat, Water Heater)	1.00	1,700.00	1,700.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		\$1,700.00
1000-0515 3062	Account 3062 - Utilities-Water Facility operations (restrooms, water fountains)	1.00	1,600.00	1,600.00
	Account 3062 - Utilities-Water Totals	Transactions 1		\$1,600.00
1000-0515 3021	Account 3021 - Postage Reservations, Receipts	1.00	50.00	50.00
	Account 3021 - Postage Totals	Transactions 1		\$50.00
	Department 0515 - Safe Shelter Totals	Transactions 7		\$18,820.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0518	Big Creek Rural Fire			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$4,800.00	\$2,800.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$4,800.00	\$2,800.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$4,800.00	\$660.00
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$14,400.00	\$6,260.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$4,800.00	\$2,800.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$4,800.00	\$2,800.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$9,600.00	\$5,600.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Big Creek Rural Fire		\$0.00	(\$12,140.00)	(\$24,000.00)	(\$11,860.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0519	Bonanza Rural Fire			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2002	Small Equipment	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2021	Paints & Metals	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2029	Small Tools	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$2,000.00	(\$2,140.00)
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$18,000.00	\$9,860.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$2,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$4,000.00	\$0.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Bonanza Rural Fire		\$0.00	(\$12,140.00)	(\$22,000.00)	(\$9,860.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0520	Excelsior, Mt. Zion, Palestine			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$2,625.00	\$2,625.00
2002	Small Equipment	\$0.00	\$0.00	\$2,625.00	\$2,625.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$2,625.00	\$2,625.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$2,625.00	\$625.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$2,625.00	\$625.00
2024	Maint & Service Contracts	\$0.00	\$4,140.00	\$0.00	(\$4,140.00)
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$2,625.00	\$2,625.00
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$15,750.00	\$7,610.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$2,625.00	\$625.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$2,625.00	\$625.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$5,250.00	\$1,250.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Excelsior, Mt. Zion, Palestine		\$0.00	(\$12,140.00)	(\$21,000.00)	(\$8,860.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0521	Greenwood Rural Fire			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$3,200.00	\$3,200.00
2002	Small Equipment	\$0.00	\$0.00	\$3,200.00	\$3,200.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$3,200.00	\$1,200.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$3,200.00	\$1,200.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$3,200.00	(\$940.00)
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$16,000.00	\$7,860.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$0.00	(\$2,000.00)
3030	Travel	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3094	Meals & Lodging	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$0.00	(\$2,000.00)
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$0.00	(\$4,000.00)
<u>Capital Outlay</u>					
4003	Improv Oth Than Buildings	\$0.00	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4017	Other Equipment Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Greenwood Rural Fire		\$0.00	(\$12,140.00)	(\$16,000.00)	(\$3,860.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0522	Hackett Rural Fire			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$3,200.00	\$3,200.00
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$3,200.00	\$1,200.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$3,200.00	\$1,200.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$3,200.00	(\$940.00)
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$12,800.00	\$4,660.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$0.00	(\$2,000.00)
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$3,200.00	\$1,200.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$3,200.00	(\$800.00)
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Hackett Rural Fire		\$0.00	(\$12,140.00)	(\$16,000.00)	(\$3,860.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0523	Hartford Rural Fire			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$4,800.00	\$4,800.00
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$4,800.00	\$2,800.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$4,800.00	\$2,800.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$4,800.00	\$660.00
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$19,200.00	\$11,060.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$0.00	(\$2,000.00)
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$4,800.00	\$2,800.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$4,800.00	\$800.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Hartford Rural Fire		\$0.00	(\$12,140.00)	(\$24,000.00)	(\$11,860.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0524	Huntington Rural Fire			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2002	Small Equipment	\$0.00	\$0.00	\$3,000.00	\$3,000.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$3,000.00	\$1,000.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$4,000.00	(\$140.00)
2038	Lic & Fees For Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$16,000.00	\$7,860.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3030	Travel	\$0.00	\$0.00	\$0.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3035	Travel-Rental Car	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3094	Meals & Lodging	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$2,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$4,000.00	\$0.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4017	Other Equipment Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Huntington Rural Fire		\$0.00	(\$12,140.00)	(\$20,000.00)	(\$7,860.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0525	JennyLind Rural Fire			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$4,140.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$8,140.00	\$0.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3021	Postage	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$2,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$4,000.00	\$0.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: JennyLind Rural Fire		\$0.00	(\$12,140.00)	(\$12,140.00)	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0526	Mansfield Rural Fire			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2002	Small Equipment	\$0.00	\$0.00	\$4,000.00	\$4,000.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$3,000.00	\$1,000.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$4,000.00	\$2,000.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$5,000.00	\$860.00
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$20,000.00	\$11,860.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$2,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$4,000.00	\$0.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4022	Capital Purchases-Misc	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Mansfield Rural Fire		\$0.00	(\$12,140.00)	(\$24,000.00)	(\$11,860.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0527	Midland Rural Fire			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$3,000.00	\$3,000.00
2002	Small Equipment	\$0.00	\$0.00	\$3,000.00	\$3,000.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$3,000.00	\$1,000.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$3,000.00	\$1,000.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$5,000.00	\$860.00
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$19,000.00	\$10,860.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$2,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$5,000.00	\$1,000.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Midland Rural Fire		\$0.00	(\$12,140.00)	(\$24,000.00)	(\$11,860.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0528	Milltown Washburn Rural Fire			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2002	Small Equipment	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$4,000.00	(\$140.00)
2035	Radio Batteries/Accessory	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$14,000.00	\$5,860.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$4,000.00	\$0.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Milltown Washburn Rural Fire		\$0.00	(\$12,140.00)	(\$18,000.00)	(\$5,860.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0529	Riverdale Rural Fire			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2002	Small Equipment	\$0.00	\$0.00	\$4,000.00	\$4,000.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$3,000.00	\$1,000.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$4,000.00	\$2,000.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$5,000.00	\$860.00
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$20,000.00	\$11,860.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$2,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$4,000.00	\$0.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Riverdale Rural Fire		\$0.00	(\$12,140.00)	(\$24,000.00)	(\$11,860.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0530	Sugarloaf/Slaytonville Rural Fir			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2002	Small Equipment	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$3,000.00	\$1,000.00
2020	Bldg Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2021	Paints & Metals	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$3,000.00	\$1,000.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$5,000.00	\$860.00
2035	Radio Batteries/Accessory	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$15,000.00	\$6,860.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$2,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$4,000.00	\$0.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Sugarloaf/Slaytonville Rural Fir		\$0.00	(\$12,140.00)	(\$19,000.00)	(\$6,860.00)

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0531	Whitebluff/Ryehill Rural Fire			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2002	Small Equipment	\$0.00	\$0.00	\$3,000.00	\$3,000.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$2,000.00	\$2,000.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2008	Tires and Tubes	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2023	Parts & Repairs	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$4,140.00	\$4,000.00	(\$140.00)
<u>Total: Supplies</u>		\$0.00	\$8,140.00	\$15,000.00	\$6,860.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3096	County Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$2,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$4,000.00	\$4,000.00	\$0.00
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Whitebluff/Ryehill Rural Fire		\$0.00	(\$12,140.00)	(\$19,000.00)	(\$6,860.00)

2016 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 four park system comprised of Ben Geren Regional, East Sebastian, Bob Boyer (Midland), and Buckner. The parks provide recreation and leisure opportunities to the citizens of Sebastian County with 1800 acres of park lands.

We provide a wide range of activities: softball; soccer; tennis; basketball; disk golf; miniature golf; circuit track; several miles of trails (both paved and rugged); playgrounds; community/event buildings; pavilions/picnic areas; aquatics park; wildlife observation/fishing area. We have plans to make some improvements through means of grants in the next year.

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 2016 budget year.

We are applying for a grant to help with some new and expanded facilities at the Parks. If funded the grant will allow us to construct two new soccer fields at the Ben Geren Soccer Annex at Chaffee Crossing. This will give us a total of sixteen fields with is the minimum number of fields need to be considered to host a State or Regional Tournament. The grant would also allow us to expand the paved trail at Torraine Lake which will allow for easier access to all parts of the property and get us closer to completing the Lake Loop Trail.

As always our number one goal is safety. As our surroundings change so to must our response to those surroundings. We are getting more directly adjacent neighbors including residential areas. The expectations of the park conditions will increasingly become greater as we have families within walking distance of our parks. The local communities will expect appropriate maintenance of the parks properties and it is our goal to meet the demands appropriately within the bounds of our 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? Yes

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0601	Ben Geren Park-Recreation			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$152,855.88	\$160,960.00	\$163,871.00	\$2,911.00
1003	Extra Help	\$16,399.20	\$18,970.00	\$19,968.00	\$998.00
1006	Social Security Matching	\$15,144.29	\$17,465.00	\$17,527.00	\$62.00
1007	Retirement	\$29,134.82	\$30,897.00	\$30,325.00	(\$572.00)
1009	Health Insurance Matching	\$30,221.00	\$44,828.00	\$49,008.00	\$4,180.00
1010	Workmen's Compensation	\$4,438.50	\$6,049.00	\$6,953.00	\$904.00
1011	Unemployment Compensation	\$1,335.00	\$676.00	\$2,785.00	\$2,109.00
1016	Life Insurance	\$476.28	\$477.00	\$479.00	\$2.00
1017	Col/Merit	\$0.00	\$3,219.00	\$0.00	(\$3,219.00)
1018	Salaries, Seasonal PT	\$37,281.57	\$44,552.00	\$44,550.00	(\$2.00)
1021	Longevity	\$840.00	\$600.00	\$720.00	\$120.00
1022	Retirement-Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$3,699.07	\$3,313.00	\$4,426.00	\$1,113.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$756.00	\$621.00	\$623.00	\$2.00
Total: Personal Services - Salaries & Benefits		\$292,581.61	\$332,627.00	\$341,235.00	\$8,608.00
<u>Supplies</u>					
2001	General Supplies	\$3,164.05	\$4,300.00	\$4,300.00	\$0.00
2002	Small Equipment	\$3,620.08	\$3,500.00	\$3,500.00	\$0.00
2003	Janitorial Supplies	\$4,240.62	\$4,500.00	\$4,500.00	\$0.00
2004	Medicine & Drugs	\$40.84	\$100.00	\$100.00	\$0.00
2005	Food/Supplies	\$599.10	\$700.00	\$700.00	\$0.00
2006	Clothing & Uniforms	\$897.76	\$1,000.00	\$1,000.00	\$0.00
2007	Fuel, Oils & Lubricants	\$37,857.47	\$29,000.00	\$29,000.00	\$0.00
2008	Tires and Tubes	\$4,090.86	\$4,500.00	\$4,500.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2015	Oxygen	\$154.58	\$300.00	\$300.00	\$0.00
2020	Bldg Materials & Supplies	\$4,362.57	\$8,000.00	\$8,000.00	\$0.00
2021	Paints & Metals	\$414.80	\$3,000.00	\$3,000.00	\$0.00
2022	Plumbing & Electrical	\$1,966.53	\$2,000.00	\$2,000.00	\$0.00
2023	Parts & Repairs	\$16,917.11	\$14,000.00	\$14,000.00	\$0.00
2024	Maint & Service Contracts	\$2,024.67	\$2,043.00	\$2,043.00	\$0.00
2027	Gravel, Dirt, and Sand	\$2,525.15	\$5,000.00	\$5,000.00	\$0.00
2029	Small Tools	\$546.99	\$1,500.00	\$1,500.00	\$0.00
2032	Bldg & Improvement-R/M	\$21,179.55	\$5,000.00	\$5,000.00	\$0.00
2033	Machinery & Equipment-R/M	\$5,249.73	\$6,500.00	\$6,500.00	\$0.00
2038	Lic & Fees For Vehicles	\$0.00	\$200.00	\$200.00	\$0.00
2040	Botanical & Agricultural	\$3,938.61	\$5,122.00	\$5,122.00	\$0.00
2043	Irrigation	\$0.00	\$0.00	\$0.00	\$0.00
Total: Supplies		\$113,791.07	\$100,265.00	\$100,265.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0601	Ben Geren Park-Recreation			
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$131.08	\$0.00	\$0.00	\$0.00
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3005	Special Legal	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$534.56	\$1,500.00	\$1,500.00	\$0.00
3020	Telephone & Fax Landline	\$2,446.27	\$1,250.00	\$144.00	(\$1,106.00)
3021	Postage	\$105.09	\$200.00	\$200.00	\$0.00
3022	Cell Phone & Pagers	\$1,351.44	\$1,900.00	\$1,900.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$3,401.22	\$2,940.00	\$2,940.00	\$0.00
3027	Telephone Purchase/Maint	\$643.03	\$641.00	\$641.00	\$0.00
3030	Travel	\$0.00	\$500.00	\$500.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$100.00	\$1,000.00	\$1,000.00	\$0.00
3052	Fire & Extended Coverage	\$10,874.81	\$10,874.00	\$11,918.00	\$1,044.00
3053	Fleet Liability	\$4,125.00	\$4,125.00	\$4,161.00	\$36.00
3060	Utilities-Electricity	\$30,054.15	\$30,000.00	\$30,000.00	\$0.00
3061	Utilities-Gas	\$858.13	\$2,500.00	\$2,500.00	\$0.00
3062	Utilities-Water	\$9,834.39	\$38,000.00	\$38,000.00	\$0.00
3063	Utilities-Waste Disposal	\$3,887.60	\$5,000.00	\$5,000.00	\$0.00
3071	Rent-Machinery & Equip	\$181.35	\$1,500.00	\$1,500.00	\$0.00
3075	Postage Mach/PO Box Rent	\$278.00	\$250.00	\$250.00	\$0.00
3090	Dues & Memberships	\$225.00	\$350.00	\$350.00	\$0.00
3094	Meals & Lodging	\$41.85	\$750.00	\$750.00	\$0.00
3101	Training & Education	\$299.90	\$750.00	\$750.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$500.00	\$500.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3152	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3157	Petty Cash	\$250.00	\$250.00	\$250.00	\$0.00
3158	Special Project	\$0.00	\$0.00	\$0.00	\$0.00
3160	Misc Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$69,622.87	\$104,780.00	\$104,754.00	(\$26.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$14,500.00	\$14,500.00
4003	Improv Oth Than Buildings	\$0.00	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$11,592.40	\$0.00	\$29,200.00	\$29,200.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$2,150.00	\$2,150.00
<u>Total: Capital Outlay</u>		\$11,592.40	\$0.00	\$45,850.00	\$45,850.00
Department Total: Ben Geren Park-Recreation		(\$487,587.95)	(\$537,672.00)	(\$592,104.00)	(\$54,432.00)

2016 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>
060123801 - Golf Course Mechanic	05 - 05	(3) 100 - Work Full Time	21,848	30,844	7,712
060101801 - Administrative Secretary	06 - 06	(2) 100 - Work Full Time	23,270	32,852	29,848
060131201 - Maintenance Supervisor	10 - 10	100 - Work Full Time	28,318	41,441	39,123
060135001 - Park Administrator	16 - 16	(1) 104 - Reg. Full-Time Exempt	35,284	52,926	37,811
060135801 - Park Maintenance Worker	02 - 02	100 - Work Full Time	17,584	24,824	26,767
060135802 - Park Maintenance Worker	02 - 02	100 - Work Full Time	17,584	24,824	22,610
Total Positions:	<u>6</u>			Full Time Annual Salaries Subtotal:	<u>163,871</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>
060132401 - Miniature Golf Manager	SPT - SPT	302 - Seasonal Part-Time 1040 hrs	1	9.0000	9,360
060132201 - Miniature Golf Manager Asst.	SPT - SPT	301 - Seasonal Part-Time 754 hrs.	1	8.0000	6,032
060135201 - Park Maintenance	SPT - SPT	303 - Seasonal Part-Time 1080 hrs	1	9.0000	9,719
060135202 - Park Maintenance	SPT - SPT	303 - Seasonal Part-Time 1080 hrs	1	9.0000	9,719
060135203 - Park Maintenance	SPT - SPT	303 - Seasonal Part-Time 1080 hrs	1	9.0000	9,720
060136001 - Park Patrolman	EHP - EHP	(4) 420 - Extra Help 19 hrs.	1	12.0000	9,984
060136002 - Park Patrolman	EHP - EHP	(4) 420 - Extra Help 19 hrs.	1	12.0000	9,984
Total Positions:			<u>7</u>	Total Part Time Seasonal / Extra Help:	<u>64,518</u>
				Total Salaries:	<u>228,389</u>

- (1) Annual Salary \$47,263 Prorated - Position counted in Dept. 0601
 80% (\$37,811) Dept. 0601
 20% (\$ 9,452) Dept. 0604
- (2) Annual Salary \$37,310 Prorated - Position counted in Dept. 0601
 80% (\$29,848) Dept. 0601
 20% (\$ 7,462) Dept. 0604
- (3) Annual Salary \$25,704 Prorated - Position counted in Dept. 0601
 30% (\$ 7,712) Dept. 0601
 70% (\$17,992) Dept. 0604
- (4) Annual Salary \$12,480 Prorated - Position counted in Dept. 0601
 80% (\$9,984) Dept. 0601
 20% (\$2,496) Dept. 0604



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0601 - Ben Geren Park-Recreation				
Account 2001 - General Supplies				
1000-0601 2001	Letterhead, Envelopes, PB plaque, GG score cards, Receipt books	1.00	500.00	500.00
1000-0601 2001	SB bases, Tennis nets, Volleyball nets, GG clubs, GG balls	1.00	4,500.00	4,500.00
1000-0601 2001	Tape, paper clips, pens, pencils, labels, copy paper	1.00	800.00	800.00
	Account 2001 - General Supplies Totals	Transactions	3	\$5,800.00
Account 2002 - Small Equipment				
1000-0601 2002	Chainsaws, Weedeaters, 2yd Dumpsters	1.00	3,500.00	3,500.00
	Account 2002 - Small Equipment Totals	Transactions	1	\$3,500.00
Account 2003 - Janitorial Supplies				
1000-0601 2003	T.Paper, H.Towels, Cng.Supplies, CanLiners, Soap, Mops, Brooms	1.00	4,500.00	4,500.00
	Account 2003 - Janitorial Supplies Totals	Transactions	1	\$4,500.00
Account 2004 - Medicine & Drugs				
1000-0601 2004	First aid supplies	1.00	100.00	100.00
	Account 2004 - Medicine & Drugs Totals	Transactions	1	\$100.00
Account 2005 - Food/Supplies				
1000-0601 2005	Park Board Lunches, Drinks, Paper Products	1.00	700.00	700.00
	Account 2005 - Food/Supplies Totals	Transactions	1	\$700.00
Account 2006 - Clothing & Uniforms				
1000-0601 2006	Uniforms Park Maint. Staff, Seasonal Maint. Staff, Park Patrol	1.00	1,000.00	1,000.00
	Account 2006 - Clothing & Uniforms Totals	Transactions	1	\$1,000.00
Account 2007 - Fuel, Oils & Lubricants				
1000-0601 2007	Fuel for Park Vehicles and Equipment	1.00	27,000.00	27,000.00
1000-0601 2007	Oil & Lubricants for Park Vehicles and Equipment	1.00	2,000.00	2,000.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions	2	\$29,000.00
Account 2008 - Tires and Tubes				
1000-0601 2008	Tires & Tubes for Tractors, Mowers, Vehicles	1.00	4,500.00	4,500.00
	Account 2008 - Tires and Tubes Totals	Transactions	1	\$4,500.00
Account 2015 - Oxygen				
1000-0601 2015	Welding oxygen, Acetylene	1.00	300.00	300.00
	Account 2015 - Oxygen Totals	Transactions	1	\$300.00
Account 2020 - Bldg Materials & Supplies				
1000-0601 2020	Pavilions,Flags,Tennis,Playgrounds,Softball,DiscGolf,BikeTrail	1.00	10,000.00	10,000.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions	1	\$10,000.00
Account 2021 - Paints & Metals				
1000-0601 2021	Paints & Metals for Pavilions, Park Buildings	1.00	3,000.00	3,000.00
	Account 2021 - Paints & Metals Totals	Transactions	1	\$3,000.00
Account 2022 - Plumbing & Electrical				
1000-0601 2022	Plumbing & Electrical for Park Buildings	1.00	2,000.00	2,000.00
	Account 2022 - Plumbing & Electrical Totals	Transactions	1	\$2,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0601 - Ben Geren Park-Recreation				
Account 1000-0601 2023	Account 2023 - Parts & Repairs Repair Parts for Park Buildings and Equipment	1.00	14,000.00	14,000.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		\$14,000.00
Account 1000-0601 2024	Account 2024 - Maint & Service Contracts CCO-2014-152 Terminix	1.00	1,843.00	1,843.00
Account 1000-0601 2024	CCO-2015-034 Maint on Kyocera Mita Copier, White Office Machines	1.00	200.00	200.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 2		\$2,043.00
Account 1000-0601 2027	Account 2027 - Gravel, Dirt, and Sand SB Fields, Parks, Parking Lot & Trail Maintenance, Landscaping	1.00	5,000.00	5,000.00
	Account 2027 - Gravel, Dirt, and Sand Totals	Transactions 1		\$5,000.00
Account 1000-0601 2029	Account 2029 - Small Tools Hand Tools, Drill Bits, Saw Blades	1.00	1,500.00	1,500.00
	Account 2029 - Small Tools Totals	Transactions 1		\$1,500.00
Account 1000-0601 2032	Account 2032 - Bldg & Improvement-R/M Plumber & Electrician Service Call, Drain Cleaning, Locksmith	1.00	5,000.00	5,000.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		\$5,000.00
Account 1000-0601 2033	Account 2033 - Machinery & Equipment-R/M Fire Extinguisher Service, Tire Service Call, Equipment Maintena	1.00	6,500.00	6,500.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$6,500.00
Account 1000-0601 2038	Account 2038 - Lic & Fees For Vehicles Hauler's Permit for Trash Truck	1.00	200.00	200.00
	Account 2038 - Lic & Fees For Vehicles Totals	Transactions 1		\$200.00
Account 1000-0601 2040	Account 2040 - Botanical & Agricultural Chemicals, Edging, Mulch, Flowers, Field Marking Lime	1.00	5,122.00	5,122.00
	Account 2040 - Botanical & Agricultural Totals	Transactions 1		\$5,122.00
Account 1000-0601 3009	Account 3009 - Oth Professional Services Tire service for flat repair, Welder service for gate repair	1.00	1,500.00	1,500.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$1,500.00
Account 1000-0601 3020	Account 3020 - Telephone & Fax Landline Maintain BCM	1.00	625.00	625.00
Account 1000-0601 3020	Miniature Golf (646-6015), Admin Office (646-2444)	1.00	625.00	625.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 2		\$1,250.00
Account 1000-0601 3021	Account 3021 - Postage Stamps, Mail Park Board Packet	1.00	200.00	200.00
	Account 3021 - Postage Totals	Transactions 1		\$200.00
Account 1000-0601 3022	Account 3022 - Cell Phone & Pagers Monthly Smartphone Charges	1.00	1,800.00	1,800.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$1,800.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0601 - Ben Geren Park-Recreation				
Account 1000-0601 3025	Account 3025 - Data/Video Circuit Administrative support	1.00	2,940.00	2,940.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		<u>\$2,940.00</u>
Account 1000-0601 3027	Account 3027 - Telephone Purchase/Maint Telephone Services	1.00	641.00	641.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		<u>\$641.00</u>
Account 1000-0601 3030	Account 3030 - Travel Arkansas Recreation & Parks Association Conference	1.00	500.00	500.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$500.00</u>
Account 1000-0601 3040	Account 3040 - Advertising & Publication Directory Listing in Yellow Pages, Ad for Job Opening, Brochure	1.00	1,000.00	1,000.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		<u>\$1,000.00</u>
Account 1000-0601 3052	Account 3052 - Fire & Extended Coverage Premiums for Property, Buildings, Building Contents	1.00	11,918.00	11,918.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		<u>\$11,918.00</u>
Account 1000-0601 3053	Account 3053 - Fleet Liability Premiums for Small Vehicles and Heavy Equipment	1.00	4,161.00	4,161.00
	Account 3053 - Fleet Liability Totals	Transactions 1		<u>\$4,161.00</u>
Account 1000-0601 3060	Account 3060 - Utilities-Electricity Flag, Tennis, Restrooms, Community Building, Softball Complex	1.00	30,000.00	30,000.00
	Account 3060 - Utilities-Electricity Totals	Transactions 1		<u>\$30,000.00</u>
Account 1000-0601 3061	Account 3061 - Utilities-Gas Softball Fields, Tennis	1.00	2,500.00	2,500.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		<u>\$2,500.00</u>
Account 1000-0601 3062	Account 3062 - Utilities-Water Park, Restrooms Sewer, Tennis Sewer, Softball Concession	1.00	38,000.00	38,000.00
	Account 3062 - Utilities-Water Totals	Transactions 1		<u>\$38,000.00</u>
Account 1000-0601 3063	Account 3063 - Utilities-Waste Disposal Landfill, Porta-potty at Buckner Prk, Vault Toilet at Midland Prk	1.00	5,000.00	5,000.00
	Account 3063 - Utilities-Waste Disposal Totals	Transactions 1		<u>\$5,000.00</u>
Account 1000-0601 3071	Account 3071 - Rent-Machinery & Equip Specialty equipment for projects	1.00	1,500.00	1,500.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 1		<u>\$1,500.00</u>
Account 1000-0601 3075	Account 3075 - Postage Mach/PO Box Rent Park Board, Rentals, Advertising	1.00	250.00	250.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 1		<u>\$250.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0601 - Ben Geren Park-Recreation			
Account	3090 - Dues & Memberships			
1000-0601 3090	Association Dues and Membership Fees	1.00	350.00	350.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		<u>350.00</u>
Account	3094 - Meals & Lodging			
1000-0601 3094	Lodging and meals during travel	1.00	750.00	750.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>750.00</u>
Account	3101 - Training & Education			
1000-0601 3101	Conferences, Siminars, Continuing education	1.00	750.00	750.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>750.00</u>
Account	3102 - Software,Supt/Maint Agmnt			
1000-0601 3102	Computer software for marketing and publications	1.00	500.00	500.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		<u>500.00</u>
Account	3157 - Petty Cash			
1000-0601 3157	Gator Golf Support	1.00	250.00	250.00
	Account 3157 - Petty Cash Totals	Transactions 1		<u>250.00</u>
Account	4002 - Bldgs(Purchase & Improv)			
1000-0601 4002	New Greens for Gator Golf	1.00	14,500.00	14,500.00
	Account 4002 - Bldgs(Purchase & Improv) Totals	Transactions 1		<u>\$14,500.00</u>
Account	4013 - Small Machinery & Equip			
1000-0601 4013	Zero Turn Mower	2.00	14,600.00	29,200.00
	Account 4013 - Small Machinery & Equip Totals	Transactions 1		<u>\$29,200.00</u>
Account	4016 - Computer Equip Purchase			
1000-0601 4016	Computer Replacement Plan (1) Printer	1.00	650.00	650.00
1000-0601 4016	Laptop for Park Maintenance Supervisor	1.00	1,500.00	1,500.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 2		<u>\$2,150.00</u>
Department	0601 - Ben Geren Park-Recreation Totals			
		Transactions 50		<u>\$255,375.00</u>

2016 Personnel Justification

Office/Department: 0601 - Ben Geren
Park-Recreation

Fund: 1000 General Fund

Justification of new personnel request (full-time or part-time):

Are you asking for a new staff member for the 2016 budget year? Yes

Recommended Job Title: Custodian

1. Please state a summary justification for your staff proposal needs

As Ben Geren has become more popular over the last several years it has become difficult to maintain all the facilities during peak use.

2. What specific new areas of responsibility and day-to-day duties require or justify a new staff member?

Weekend use of the park is growing as popularity of the recreational opportunities at Ben Geren grows. We need more focused attention on maintenance of the park during high use times.

3. Is there an existing job description for this position? Yes

Title and Grade of existing (already rated) position: Custodian 02

4. Explain why a part-time job at 29 hours or less per week will not meet your staffing need. (part-time positions are not budgeted insurance benefits)

We are asking for an Extra Help position 18 hours per week.

5. If this position will generate additional income, project the increase and specify 2014 actual, 2015 to date and 2016 projected. Clearly specify how this revenue is generated by listing the specific fees, 2014 actual volumes and projected 2015 volumes.

None

6. List each job that has been added to your staff in the past five (5) years by job title and budget year.

None

Attach any supporting documents in this field:

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
060132201 Miniature Golf Manager Asst	01/01/2016	12/31/2016	14.5	52	\$8.00	\$8.00	\$6,032	\$6,032	\$0
060132401 Miniature Golf Manager	01/01/2016	12/31/2016	20	52	\$9.00	\$9.00	\$9,360	\$9,360	\$0
060135201 Park Maintenance	01/01/2016	12/31/2016	20.77	52	\$9.00	\$9.00	\$9,720	\$9,720	\$0
060135202 Park Maintenance	01/01/2016	12/31/2016	20.77	52	\$9.00	\$9.00	\$9,720	\$9,720	\$0
060135203 Park Maintenance	01/01/2016	12/31/2016	20.77	52	\$9.00	\$9.00	\$9,720	\$9,720	\$0
060136001 Park Patrolman	01/01/2016	12/31/2016	16	52	\$12.00	\$12.00	\$9,984	\$9,984	\$0
060136002 Park Patrolman	01/01/2016	12/31/2016	16	52	\$12.00	\$12.00	\$9,984	\$9,984	\$0
Total:							\$64,520	\$64,521	\$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: /31

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: 2
Unit Cost: \$14600.00
Purchase Price: \$29,200.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$29,200.00

Description of Item Requested:

2 Zero Turn Mowers, 62" Deck

Needs Analysis:

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

Needs Analysis Justification:

Needs Analysis Justification
 0601 Ben Geren Park/Recreational
 1000 General Fund
 4013 Small Machinery & Equip
 Zero Turn Mower per Capital Replacement Plan
 Replace 2 Progressive TD65-2 Tri-Deck Mowers
 The existing units has proven to be a less than stellar performers. The units are less efficient than the Zero Turn style mowers leading to lag time in performance of existing staffing.

Capital Justification Form

Office/Department:0601 - Ben Geren
Park-Recreation
Fund: 1000 General Fund

Cost Information:

Line Item: 4002 - Buildings(Purchase & Improvements)
Number of Units: 27
Unit Cost: \$478.06
Purchase Price: \$12,907.62
Installation Cost:
Warranty/Maintenance Cost:
Taxes: \$1,258.53
Total:\$14,166.15

Description of Item Requested:

In door- out door carpet for putting greens.

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 Greens at Gator Golf need new turf installed. The last time they were replaced was in 2011 so this will make five years of service. The Miniature Golf course is a money maker and the greens are a key component to usefulness, appearance, and overall customer satisfaction.

PC Related Capital Justification Form

Office/Department: 0601 - Ben Geren
Fund: Park-Recreation
1000 General Fund

Request Information:

Request type: Laptop
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 1
Unit Cost: \$1012.74
Purchase Price: \$1,012.74
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Shipping Cost: \$0.00
Taxes: \$98.74
Total: \$1,111.48

Justification

Please state the justification for this equipment purchase: The Park Maintenance Supervisor needs access to the internet and a computer to perform his job effectively. The position needs to be able to research and order parts and equipment, check emails, and have access to office documents. This computer would also serve as a point of entry for staff to enter time into esuite.

Replacement: Replacement of existing equipment? No Yes

2016 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.

It will continue to be our goal to improve all aspects of the golf operations at Ben Geren Golf Course. The marketing and promotional program is in place and we will continue to monitor play volumes and respond to the market trends

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

This year it is the goal of the department to complete the conversion of the greens from Bent grass to Bermuda. The Golf Course Budget is recommended to be reorganized.

It is recommended that the Park Administrator salary be decreased by \$10,000 and the Greens Superintendent salary increased by \$10,000 to \$50,000. Purpose is to hire a skilled employee to care for greens and course, keep golf market and operate golf course as close as possible to revenues. Park Administrator position to focus as working supervisor for park recreation. Golf Course assigned to Pro Shop Manager with oversight of Greens Superintendent. Conversion of greens from bent grass to Bermuda in 2016-2017 using all 27 holes. Consider after conversion the long term cost benefit to keep 27 holes or reduce to 18. Need 27 holes to convert as nine holes will be closed to grow in Bermuda and 18 needed for play.

Note: A revised personnel page will be presented in Book 1.

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0604	Ben Geren PS & GC			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$233,299.32	\$231,304.00	\$235,207.00	\$3,903.00
1002	Salaries, Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1003	Extra Help	\$2,166.50	\$4,742.00	\$4,992.00	\$250.00
1006	Social Security Matching	\$23,702.10	\$24,920.00	\$24,898.00	(\$22.00)
1007	Retirement	\$45,718.81	\$47,381.00	\$46,468.00	(\$913.00)
1009	Health Insurance Matching	\$40,312.00	\$56,957.00	\$65,664.00	\$8,707.00
1010	Workmen's Compensation	\$7,212.81	\$6,426.00	\$10,009.00	\$3,583.00
1011	Unemployment Compensation	\$9,140.02	\$14,016.00	\$6,932.00	(\$7,084.00)
1016	Life Insurance	\$601.02	\$691.00	\$697.00	\$6.00
1017	Col/Merit	\$0.00	\$4,626.00	\$0.00	(\$4,626.00)
1018	Salaries, Seasonal PT	\$84,248.39	\$84,240.00	\$84,240.00	\$0.00
1021	Longevity	\$930.00	\$840.00	\$1,020.00	\$180.00
1022	Retirement-Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$4,938.10	\$3,858.00	\$4,536.00	\$678.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$819.00	\$899.00	\$901.00	\$2.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$453,088.07	\$480,900.00	\$485,564.00	\$4,664.00
<u>Supplies</u>					
2001	General Supplies	\$1,145.85	\$700.00	\$700.00	\$0.00
2002	Small Equipment	\$892.76	\$1,000.00	\$1,000.00	\$0.00
2003	Janitorial Supplies	\$1,187.08	\$967.00	\$967.00	\$0.00
2004	Medicine & Drugs	\$0.00	\$0.00	\$0.00	\$0.00
2005	Food/Supplies	\$290.57	\$200.00	\$200.00	\$0.00
2006	Clothing & Uniforms	\$577.90	\$2,000.00	\$2,000.00	\$0.00
2007	Fuel, Oils & Lubricants	\$33,839.03	\$26,000.00	\$26,000.00	\$0.00
2008	Tires and Tubes	\$2,221.95	\$1,500.00	\$1,500.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2015	Oxygen	\$0.00	\$0.00	\$0.00	\$0.00
2020	Bldg Materials & Supplies	\$1,547.83	\$1,000.00	\$1,000.00	\$0.00
2021	Paints & Metals	\$89.77	\$450.00	\$450.00	\$0.00
2022	Plumbing & Electrical	\$772.29	\$400.00	\$400.00	\$0.00
2023	Parts & Repairs	\$25,330.45	\$15,000.00	\$15,000.00	\$0.00
2024	Maint & Service Contracts	\$586.50	\$1,000.00	\$1,000.00	\$0.00
2026	Culvert & Pipe	\$0.00	\$0.00	\$0.00	\$0.00
2027	Gravel, Dirt, and Sand	\$1,419.70	\$4,500.00	\$4,500.00	\$0.00
2028	Lumber & Pilings	\$0.00	\$0.00	\$0.00	\$0.00
2029	Small Tools	\$1,297.55	\$800.00	\$800.00	\$0.00
2032	Bldg & Improvement-R/M	\$502.74	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$6,398.92	\$0.00	\$0.00	\$0.00
2034	Golf Cart Repair/Battery	\$164.40	\$2,500.00	\$2,500.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0604	Ben Geren PS & GC			
2040	Botanical & Agricultural	\$74,965.89	\$75,000.00	\$75,000.00	\$0.00
2043	Irrigation	\$5,745.32	\$20,000.00	\$20,000.00	\$0.00
2044	Golf Course Supplies	\$2,863.80	\$1,000.00	\$1,000.00	\$0.00
<u>Total: Supplies</u>		\$161,840.30	\$154,017.00	\$154,017.00	\$0.00
<u>Other Services and Charges</u>					
3005	Special Legal	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$14,774.22	\$0.00	\$0.00	\$0.00
3015	Renew Contracts/Agmnts	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$5,649.69	\$4,500.00	\$696.00	(\$3,804.00)
3021	Postage	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$1,657.40	\$1,800.00	\$1,800.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$3,401.22	\$3,558.00	\$3,558.00	\$0.00
3027	Telephone Purchase/Maint	\$643.02	\$641.00	\$641.00	\$0.00
3030	Travel	\$298.83	\$0.00	\$0.00	\$0.00
3031	Common Carrier	\$471.00	\$0.00	\$0.00	\$0.00
3040	Advertising & Publication	\$9,693.15	\$8,000.00	\$8,000.00	\$0.00
3044	Marketing Project	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$7,022.83	\$6,253.00	\$6,764.00	\$511.00
3053	Fleet Liability	\$1,802.29	\$1,532.00	\$1,648.00	\$116.00
3060	Utilities-Electricity	\$16,537.60	\$17,000.00	\$17,000.00	\$0.00
3062	Utilities-Water	\$21,792.60	\$80,000.00	\$80,000.00	\$0.00
3063	Utilities-Waste Disposal	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$176.83	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$1,275.32	\$700.00	\$700.00	\$0.00
3094	Meals & Lodging	\$1,801.70	\$350.00	\$350.00	\$0.00
3098	Judgements & Damages	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$1,085.00	\$0.00	\$0.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$1,800.00	\$1,500.00	\$1,500.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3152	Sales Tax	\$17,118.00	\$20,000.00	\$20,000.00	\$0.00
3157	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00
3160	Misc Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00
3161	Driving Range Equip/Supp	\$1,924.62	\$2,000.00	\$2,000.00	\$0.00
3162	Food-Pro Shop Snack Bar	\$4,765.25	\$4,500.00	\$4,500.00	\$0.00
<u>Total: Other Services and Charges</u>		\$113,690.57	\$152,334.00	\$149,157.00	(\$3,177.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4003	Improv Oth Than Buildings	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0604	Ben Geren PS & GC			
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4014	Heavy Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$650.00	\$650.00
5005	Lease Purchase Principal	\$32,072.66	\$0.00	\$32,074.00	\$32,074.00
5006	Lease Purchase Interest	\$404.00	\$0.00	\$404.00	\$404.00
<u>Total: Capital Outlay</u>		\$32,476.66	\$0.00	\$33,128.00	\$33,128.00
Department Total: Ben Geren PS & GC		(\$761,095.60)	(\$787,251.00)	(\$821,866.00)	(\$34,615.00)

2016 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>
060101801 - Administrative Secretary	06 - 06	(2) 100 - Work Full Time	23,270	32,852	7,462
060135001 - Park Administrator	16 - 16	(1) 104 - Reg. Full-Time Exempt	35,284	52,926	9,452
060123801 - Golf Course Mechanic	05 - 05	(3) 100 - Work Full Time	21,848	30,844	17,992
060403801 - Assistant Golf Course Supt	09 - 09	100 - Work Full Time	27,535	38,873	33,036
060423403 - Golf Course Maintenance	03 - 03	100 - Work Full Time	19,004	26,830	24,433
060424001 - Golf Course Superintendent	13 - 13	104 - Reg. Full-Time Exempt	31,269	46,904	39,869
060424201 - Golf Pro Shop Manager	10 - 10	104 - Reg. Full-Time Exempt	28,318	41,441	52,182
060437801 - Pro Shop Assistant	04 - 04	100 - Work Full Time	20,426	28,837	24,513
060437802 - Pro Shop Assistant	04 - 04	100 - Work Full Time	20,426	28,837	26,268
Total Positions:	<u>6</u>			Full Time Annual Salaries Subtotal:	<u>235,207</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	9.0000	9,360
060423201 - Golf Course Greens Keeper	SPT - SPT	302 - Seasonal Part-Time 1040 hrs	1	9.0000	9,360
060423004 - Golf Course Greens Keeper	SPT - SPT	302 - Seasonal Part-Time 1040 hrs	1	9.0000	9,360
060423003 - Golf Course Greens Keeper	SPT - SPT	302 - Seasonal Part-Time 1040 hrs	1	9.0000	9,360
060423401 - Golf Course Maintenance	SPT - SPT	302 - Seasonal Part-Time 1040 hrs	1	9.0000	9,360
060423402 - Golf Course Maintenance	SPT - SPT	302 - Seasonal Part-Time 1040 hrs	1	9.0000	9,360
060423601 - Golf Course Maintenance	SPT - SPT	302 - Seasonal Part-Time 1040 hrs	1	9.0000	9,360
060423602 - Golf Course Maintenance	SPT - SPT	302 - Seasonal Part-Time 1040 hrs	1	9.0000	9,360
060438001 - Pro Shop Assistant	SPT - SPT	304 - Seasonal Part-Time 520 hrs.	1	9.0000	4,680
060438002 - Pro Shop Assistant	SPT - SPT	304 - Seasonal Part-Time 520 hrs.	1	9.0000	4,680
060136001 - Park Patrolman	EHP - EHP	(4) 420 - Extra Help 19 hrs.	1	12.0000	2,496
060136002 - Park Patrolman	EHP - EHP	(4) 420 - Extra Help 19 hrs.	1	12.0000	2,496
Total Positions:	<u>10</u>			Total Part Time Seasonal / Extra Help:	<u>89,232</u>
				Total Salaries:	<u>324,439</u>

- (1) Annual Salary \$47,263 Prorated - Position counted in Dept. 0601
 80% (\$37,811) Dept. 0601
 20% (\$ 9,452) Dept. 0604
- (2) Annual Salary \$37,310 Prorated - Position counted in Dept. 0601
 80% (\$29,848) Dept. 0601
 20% (\$ 7,462) Dept. 0604
- (3) Annual Salary \$25,704 Prorated - Position counted in Dept. 0601
 30% (\$ 7,712) Dept. 0601
 70% (\$17,992) Dept. 0604
- (4) Annual Salary \$12,480 Prorated - Position counted in Dept. 0601
 80% (\$9,984) Dept. 0601
 20% (\$2,496) Dept. 0604



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0604 - Ben Geren PS & GC			
Account	2001 - General Supplies			
1000-0604 2001	Printing and Supplies: Score cards; Gift Certificates; Flyers	1.00	700.00	700.00
		Transactions	1	\$700.00
Account	2001 - General Supplies Totals			
				\$700.00
Account	2002 - Small Equipment			
1000-0604 2002	Weedeaters, Blowers, Chainsaws	1.00	1,000.00	1,000.00
		Transactions	1	\$1,000.00
Account	2002 - Small Equipment Totals			
				\$1,000.00
Account	2003 - Janitorial Supplies			
1000-0604 2003	Towels, cleaning supplies, vacume bags, tissue	1.00	967.00	967.00
		Transactions	1	\$967.00
Account	2003 - Janitorial Supplies Totals			
				\$967.00
Account	2005 - Food/Supplies			
1000-0604 2005	Hot Dogs, Coffee Service, consumables	1.00	200.00	200.00
		Transactions	1	\$200.00
Account	2005 - Food/Supplies Totals			
				\$200.00
Account	2006 - Clothing & Uniforms			
1000-0604 2006	Shirts, Hats	1.00	2,000.00	2,000.00
		Transactions	1	\$2,000.00
Account	2006 - Clothing & Uniforms Totals			
				\$2,000.00
Account	2007 - Fuel, Oils & Lubricants			
1000-0604 2007	Gasoline, Off Road Diesel	1.00	26,000.00	26,000.00
		Transactions	1	\$26,000.00
Account	2007 - Fuel, Oils & Lubricants Totals			
				\$26,000.00
Account	2008 - Tires and Tubes			
1000-0604 2008	Maintenance Equipment and Vehicles	1.00	1,500.00	1,500.00
		Transactions	1	\$1,500.00
Account	2008 - Tires and Tubes Totals			
				\$1,500.00
Account	2020 - Bldg Materials & Supplies			
1000-0604 2020	Light Bulbs; HVAC Repairs	1.00	1,000.00	1,000.00
		Transactions	1	\$1,000.00
Account	2020 - Bldg Materials & Supplies Totals			
				\$1,000.00
Account	2021 - Paints & Metals			
1000-0604 2021	Paint for: Building, Facilities, Signage	1.00	450.00	450.00
		Transactions	1	\$450.00
Account	2021 - Paints & Metals Totals			
				\$450.00
Account	2022 - Plumbing & Electrical			
1000-0604 2022	Plumbing and Electric Repair Parts	1.00	400.00	400.00
		Transactions	1	\$400.00
Account	2022 - Plumbing & Electrical Totals			
				\$400.00
Account	2023 - Parts & Repairs			
1000-0604 2023	Maintain Fleet Vehicles and Equipment	1.00	15,000.00	15,000.00
		Transactions	1	\$15,000.00
Account	2023 - Parts & Repairs Totals			
				\$15,000.00
Account	2024 - Maint & Service Contracts			
1000-0604 2024	CCO-2014-33 Wight Office Machines: Kyocera Mita (shared 601)	1.00	500.00	500.00
1000-0604 2024	CCO-2014-34 Alert Alarm Systems	1.00	500.00	500.00
		Transactions	2	\$1,000.00
Account	2024 - Maint & Service Contracts Totals			
				\$1,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0604 - Ben Geren PS & GC				
1000-0604 2027	Account 2027 - Gravel, Dirt, and Sand Top Dressing; Mainting Cart Paths; Bridge Repairs	1.00	4,500.00	4,500.00
	Account 2027 - Gravel, Dirt, and Sand Totals	Transactions	1	\$4,500.00
1000-0604 2029	Account 2029 - Small Tools Shovels; Rakes; Hand Tools	1.00	800.00	800.00
	Account 2029 - Small Tools Totals	Transactions	1	\$800.00
1000-0604 2034	Account 2034 - Golf Cart Repair/Battery Cart tires, Batteries	1.00	2,500.00	2,500.00
	Account 2034 - Golf Cart Repair/Battery Totals	Transactions	1	\$2,500.00
1000-0604 2040	Account 2040 - Botanical & Agricultural Chemicals: Fertilizer, Pesticied, Fungicied	1.00	75,000.00	75,000.00
	Account 2040 - Botanical & Agricultural Totals	Transactions	1	\$75,000.00
1000-0604 2043	Account 2043 - Irrigation Repair Parts: Pipe; Fittings; Valves;	1.00	20,000.00	20,000.00
	Account 2043 - Irrigation Totals	Transactions	1	\$20,000.00
1000-0604 2044	Account 2044 - Golf Course Supplies Flags; Ball Washers; Towels	1.00	1,000.00	1,000.00
	Account 2044 - Golf Course Supplies Totals	Transactions	1	\$1,000.00
1000-0604 3020	Account 3020 - Telephone & Fax Landline Telephone Services	1.00	4,500.00	4,500.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions	1	\$4,500.00
1000-0604 3022	Account 3022 - Cell Phone & Pagers Cell Phone Services	1.00	1,800.00	1,800.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions	1	\$1,800.00
1000-0604 3025	Account 3025 - Data/Video Circuit per IS Department	1.00	3,558.00	3,558.00
	Account 3025 - Data/Video Circuit Totals	Transactions	1	\$3,558.00
1000-0604 3027	Account 3027 - Telephone Purchase/Maint Telephone, Data Maintenance	1.00	641.00	641.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions	1	\$641.00
1000-0604 3040	Account 3040 - Advertising & Publication Advertising and Marketing	1.00	8,000.00	8,000.00
	Account 3040 - Advertising & Publication Totals	Transactions	1	\$8,000.00
1000-0604 3052	Account 3052 - Fire & Extended Coverage Insurance premiums for buildings and real property	1.00	6,764.00	6,764.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions	1	\$6,764.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0604 - Ben Geren PS & GC			
Account	3053 - Fleet Liability			
1000-0604 3053	Insurance premiums for vehicles and equipment	1.00	1,648.00	1,648.00
	Account 3053 - Fleet Liability Totals	Transactions	1	<u>\$1,648.00</u>
Account	3060 - Utilities-Electricity			
1000-0604 3060	Electricity service for facilities and grounds	1.00	17,000.00	17,000.00
	Account 3060 - Utilities-Electricity Totals	Transactions	1	<u>\$17,000.00</u>
Account	3062 - Utilities-Water			
1000-0604 3062	Water service for facilities and grounds	1.00	80,000.00	80,000.00
	Account 3062 - Utilities-Water Totals	Transactions	1	<u>\$80,000.00</u>
Account	3090 - Dues & Memberships			
1000-0604 3090	PGA Memberships; USGA Dues; ASGA Dues; Chemical Applicator Licen	1.00	700.00	700.00
	Account 3090 - Dues & Memberships Totals	Transactions	1	<u>\$700.00</u>
Account	3094 - Meals & Lodging			
1000-0604 3094	Travel for education, training	1.00	350.00	350.00
	Account 3094 - Meals & Lodging Totals	Transactions	1	<u>\$350.00</u>
Account	3102 - Software,Supt/Maint Agmnt			
1000-0604 3102	CCO-2014-19 FORE reservation software	1.00	1,500.00	1,500.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions	1	<u>\$1,500.00</u>
Account	3152 - Sales Tax			
1000-0604 3152	Concessions; Rentals	1.00	20,000.00	20,000.00
	Account 3152 - Sales Tax Totals	Transactions	1	<u>\$20,000.00</u>
Account	3161 - Driving Range Equip/Supp			
1000-0604 3161	Balls, Baskets, Tokens	1.00	2,000.00	2,000.00
	Account 3161 - Driving Range Equip/Supp Totals	Transactions	1	<u>\$2,000.00</u>
Account	3162 - Food-Pro Shop Snack Bar			
1000-0604 3162	Hot Dogs, Coffee	1.00	4,500.00	4,500.00
	Account 3162 - Food-Pro Shop Snack Bar Totals	Transactions	1	<u>\$4,500.00</u>
Account	4003 - Improv Oth Than Buildings			
1000-0604 4003	Irrigation Software	1.00	14,272.27	14,272.27
	Account 4003 - Improv Oth Than Buildings Totals	Transactions	1	<u>\$14,272.27</u>
Account	4016 - Computer Equip Purchase			
1000-0604 4016	Computer Replacement Plan (1) Printer	1.00	650.00	650.00
	Account 4016 - Computer Equip Purchase Totals	Transactions	1	<u>\$650.00</u>
Account	5005 - Lease Purchase Principal			
1000-0604 5005	Third Year of Four Purchase Payment	1.00	32,074.00	32,074.00
	Account 5005 - Lease Purchase Principal Totals	Transactions	1	<u>\$32,074.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0604 - Ben Geren PS & GC			
Account	5006 - Lease Purchase Interest			
1000-0604 5006	Finance Charge for Golf Carts			
		1.00	404.00	404.00
	Account 5006 - Lease Purchase Interest Totals	Transactions 1		<u>\$404.00</u>
	Department 0604 - Ben Geren PS & GC Totals	Transactions 38		<u>\$354,378.27</u>

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/Decrease 2015/2016
060423601 Golf Course Maintenance	01/01/2016	12/31/2016	40	26	\$9.00	\$9.00	\$9,360	\$9,360	\$0
060423602 Golf Course Maintenance	01/01/2016	12/31/2016	40	26	\$9.00	\$9.00	\$9,360	\$9,360	\$0
060423002 Golf Course Greens Keeper	01/01/2016	12/31/2016	40	26	\$9.00	\$9.00	\$9,360	\$9,360	\$0
060423004 Golf Course Greens Keeper	01/01/2016	12/31/2016	40	26	\$9.00	\$9.00	\$9,360	\$9,360	\$0
060423201 Golf Course Greens Keeper	01/01/2016	12/31/2016	40	26	\$9.00	\$9.00	\$9,360	\$9,360	\$0
060423401 Golf Course Maintenance	01/01/2016	12/31/2016	40	26	\$9.00	\$9.00	\$9,360	\$9,360	\$0
060423402 Golf Course Maintenance	01/01/2016	12/31/2016	40	26	\$9.00	\$9.00	\$9,360	\$9,360	\$0
060438001 Pro Shop Assistant	01/01/2016	12/31/2016	20	26	\$9.00	\$9.00	\$4,680	\$4,680	\$0
060438002 Pro Shop Assistant	01/01/2016	12/31/2016	20	26	\$9.00	\$9.00	\$4,680	\$4,680	\$0
060136001 Park Patrolman	01/01/2016	12/31/2016	4	52	\$12.00	\$12.00	\$2,496	\$2,496	\$0
060136002 Park Patrolman	01/01/2016	12/31/2016	4	52	\$12.00	\$12.00	\$2,496	\$2,496	\$0
060423003 Golf Course Greens Keeper	01/01/2016	12/31/2016	40	26	\$9.00	\$9.00	\$9,360	\$9,360	\$0
Total:							\$89,232	\$89,232	\$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:

IN THE COUNTY COURT
OF
SEBASTIAN COUNTY, ARKANSAS

IN THE MATTER OF THE ACCEPTANCE AND APPROVAL
OF THE BID FOR A LEASE PURCHASE OF SEVENTY (70)
NEW GAS POWERED GOLF CARTS FOR BEN GEREN GOLF
COURSE BID NO. SC-1407

FILED
SEP 08 2014
SHARON BROOKS
County Clerk & Recorder
BY BS

ORDER

On this 22nd day of August, 2014, there comes before the Court the matter of the lease purchase of seventy (70) new gas powered golf carts for the Ben Geren Golf Course.

The Court finds that in accordance with Title 14-22-101 of the Arkansas Code, a Notice to Bidders was published in the Times Record on the 27th day of March, 2014, and the 3rd day of April, 2014, and the Proof of Publication was filed with the Court for Ben Geren Golf Course.

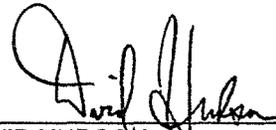
The Court further finds that sealed bids were received by the County Court until 2 pm on the 14th day of April, 2014, at which time, bids were opened and read at the Purchasing Department, 35 South 6th Street, Fort Smith, Arkansas.

The Court further finds the lowest and most responsive bid to be a four year lease purchase agreement for seventy (70) golf carts, 4.2% interest, four annual payments of \$32,476.66 as laid out in the attached conditional sale agreement. These payments include a trade-in allowance for seventy-three (73) golf carts of \$147,100.00. Please see attached for list.

The Court further finds that the bid submitted by Yamaha Golf - Car Company of Owasso, Oklahoma for a four year lease purchase agreement with four annual payments of \$32,476.66 is in the best interest of the County and should be accepted and approved by the Court.

IT IS THEREFORE BY THE COURT CONSIDERED, ORDERED, AND ADJUDGED that the lease purchase of seventy (70) golf carts with the trade-in of seventy-three (73) used golf carts from Yamaha Golf - Car Company of Owasso, Oklahoma, should be and is hereby accepted and approved.

WITNESS my hand this 22nd day of August, 2014.



DAVID HUDSON
SEBASTIAN COUNTY JUDGE

Attachment(s): Conditional Sale Agreement
Bid Tabulation
Appropriation Ordinance No. 2014 - 8

BID WORKSHEET

Title:	Golf Carts
Bid Number:	SC-1407
Opening:	April 14, 2014 @ 2 pm
OPR:	Channon Toland

	Bid#1	Bid#2	Bid#3	Bid#4	Bid#5
Item	Yamaha Golf Car Co.	E-Z-Go			
25 Golf Carts Purchase	\$95,000.00	\$98,375.00			
70 Golf Carts Lease to own 48 Months	39.41 per car per mo	47.49 per car per mo			
Trade in Allowance	\$ (146,985.00)	\$ (128,000.00)			
Sub Total	\$122,110.00	\$52,650.00			
Tax					
Total Bid					
Exceptions to Specs	No	No			
Signed	Yes	Yes			
Delivery Time	45-60 Days	60 Days			
Warranty	4-years	4-years			
Bond					



YAMAHA MOTOR CORPORATION, U.S.A.
6555 KATELLA AVENUE CYPRESS, CALIFORNIA 90630-5101 800-551-2994 FAX 714-761-7363

August 7, 2014

SEBASTIAN COUNTY
ATTN: SCOTT STUBBLEFIELD
35 SOUTH 6TH STREET, ROOM #106
PO# 2014-1407GC
FORT SMITH, AR 72901

Dear SCOTT STUBBLEFIELD:

Enclosed you will find the documentation for your conditional sale purchase of 69 YDRA & 1 YT1A Yamaha golf cars. The documents enclosed in the package include the following:

- Conditional Sale Agreement
- Equipment Schedule #108705
- Request for Insurance
- Certificate of Acceptance
- Resale Certificate
- Invoice For First Payment
- ACH Form - *Optional Service*
- amortization Schedule for Municipality*

Please have these documents signed by an Authorized City Official and return them to me in the enclosed prepaid overnight return envelope *slip*.

The insurance form should be forwarded to your insurance company and a copy returned to us with the other documentation.

If the city requires the use of **Purchase Orders**, please provide one with your documents. However, if they are not required please include a signed statement on official city letterhead stating that a purchase order will not be required for this transaction.

We appreciate your business and look forward to the opportunity to service your financing needs. If you should have any questions, please give us a call at 800-551-2994.

Sincerely,

Bryan Ashton

YAMAHA
Commercial Customer Finance



YAMAHA

Commercial Customer Finance

CONDITIONAL SALE AGREEMENT

CONDITIONAL SALE AGREEMENT

CONDITIONAL SALE AGREEMENT (this "Agreement") dated as of August 7, 2014 by and between Yamaha Motor Corporation, U.S.A. (hereinafter called "Seller") having its principal office and place of business at 6555 Katella Avenue, Cypress, California 90630 and SEBASTIAN COUNTY
(hereinafter call "Purchaser") having its principal office and place of business at _____
35 SOUTH 6TH STREET ROOM #106, FORT SMITH, AR 72901

1. **PROPERTY SOLD.** In consideration of the agreement to purchase by Purchaser and the covenants and agreements hereinafter set forth, Seller hereby sells to purchaser all of the tangible personal property (collectively, the "Equipment") listed on the Equipment Schedule(s) attached hereto as Exhibit A (the "Equipment Schedule").

2. **TERM.** The term of this Agreement shall commence on the date set forth above and shall continue in effect thereafter so long as the Equipment Schedule remains in effect.

3. **PAYMENT.** Purchaser shall pay to Seller, for the Equipment during each month of the Term of the Equipment Schedule, the monthly payment set forth in the Equipment Schedule plus any taxes, fees, etc. associated with proper filings and ownership by Purchaser together with any down payment set forth in the Equipment Schedule. Whenever any payment is not made when due hereunder, Purchaser shall pay Seller interest on such amount at the maximum allowable rate of interest permitted by the law of the state where the Equipment is located.

4. DELIVERY AND ACCEPTANCE; WARRANTY AND DISCLAIMER OF WARRANTIES.

4.1 **Delivery and Acceptance of The Equipment.** Purchaser has selected and shall take delivery of all the Equipment directly from Yamaha Golf-Car Company, a Yamaha Authorized Dealer, or an authorized agent. All costs of delivery are the sole responsibility of Purchaser. Seller shall not be liable for any loss or damage resulting from the delay or failure to have any Equipment available for delivery. Purchaser shall inspect the Equipment to determine that the Equipment is as represented and has been equipped or prepared in accordance with any prior instructions given in writing by Purchaser. Purchaser shall accept the Equipment if it meets the criteria set forth in the preceding sentence and shall execute and deliver a Certificate of Acceptance with respect to each shipment of Equipment. For all purposes of this Agreement, the Equipment will be considered accepted by Purchaser upon the earlier of (i) delivery of the Certificate of Acceptance, and (ii) 10 days after delivery of the Equipment (unless prior to such time Purchaser has properly rejected the Equipment and advised Seller in writing of same). Purchaser authorizes Seller to insert in the Equipment Schedule the serial number and other identifying data of the Equipment.

4.2 **Warranty and Disclaimer of Warranties.** Seller warrants to Purchaser that, so long as Purchaser shall not be in default of any of the provisions of the Equipment Schedule, neither Seller nor any assignee of Seller will disturb Purchaser's quiet and peaceful possession of the Equipment.

In addition, the Equipment is warranted only in accordance with the manufacturer's warranty, which may be amended or modified from time to time only by Seller. OTHER THAN THE WARRANTY AS REQUIRED BY LAW AND EXCEPT AS EXPRESSLY PROVIDED ABOVE, SELLER DISCLAIMS ANY OTHER WARRANTY, EXPRESSED OR IMPLIED, INCLUDING BUT NOT BY WAY OF LIMITATION, THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. SELLER DISCLAIMS ANY LIABILITY FOR INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES

OR COMMERCIAL LOSSES SUFFERED BY CUSTOMER OR ANY THIRD PARTY. No defect, unfitness, loss, damage or other condition of the Equipment shall relieve Purchaser of the obligation to pay any installment under this Agreement.

5. TITLE AND ASSIGNMENT.

5.1 **Title.** At the time of acceptance, title to the Equipment shall pass to Purchaser. As security for the prompt and complete payment and performance when due (whether at the stated maturity, by acceleration or otherwise) of each and every obligation, covenant, agreement and commitment of Purchaser under this Agreement and/or the Equipment Schedule (including, without limitation, the prompt and complete payment by Purchaser, as and when due and payable, whether at the stated maturity, by acceleration or otherwise, of all amounts owing from time to time by Purchaser to Seller under this Agreement and/or the Equipment Schedule), Purchaser hereby grants Seller a continuing security interest in all of the Equipment and all proceeds thereof (in whatever form). Seller is hereby authorized by Purchaser to file any UCC financing statements or any other documents to evidence, establish, perfect or enforce the security interest granted hereunder.

5.2 **Location, Inspection.** Purchaser shall not move the Equipment from the location specified on the Equipment Schedule without the prior written consent of Seller, which consent shall not be unreasonably withheld.

5.3 Assignment by Seller.

(a) Purchaser does not have the right or power to, and shall not, sell, transfer, assign, pledge (except for short-term rentals to patrons in the ordinary course of business) any of the Equipment without the prior written consent of Seller. Any attempt to sell, transfer, assign, pledge any of the Equipment in violation of the foregoing shall be null and void and of no force or effect.

(b) Seller may assign its rights hereunder, whole or in part, without Purchaser's consent. If Purchaser is given notice of any assignment by Seller, Purchaser agrees to pay directly to such assignee all sums payable hereunder if so directed.

(c) Any assignment or transfer by Seller shall not materially change Seller's duties or obligations under this Agreement.

6. TAXES AND FEES.

6.1 **Taxes and Fees.** Purchaser shall pay all property taxes and sales and use tax due on the Equipment. Purchaser agrees to indemnify and hold harmless the Seller from and against all taxes, fees or other charges of any nature whatsoever (together with any related interest or penalties thereon) now or hereinafter imposed or assessed during the term of the Equipment Schedule by any governmental authority upon or with respect to the Equipment or upon the ordering, purchase, sale, ownership, delivery, leasing, possession, use, operation, return or other disposition thereof or upon the receipts or earnings arising therefrom or upon or with respect to the Equipment Schedule (excepting only Federal, state and local taxes based on or measured by the net income of Seller).

7. CARE, USE AND MAINTENANCE; ALTERATIONS AND ATTACHMENTS.

7.1 Care, Use and Maintenance. Purchaser shall, at its sole expense, at all times during the term of the Equipment Schedule, keep the Equipment clean, serviced and maintained in good operating order, repair, condition and appearance in accordance with Seller's manuals and other instructions received from Seller.

7.2 Alterations and Attachments. Purchaser may, with Seller's prior written consent, make such cosmetic modifications to the Equipment as Purchaser may deem desirable in the conduct of its business; provided, however, that such alterations shall not diminish the value or utility of the Equipment, or cause the loss of any warranty thereon or any certification necessary for the maintenance thereof, and provided, further, that such modification shall be removable without causing damage to the Equipment.

8. REPRESENTATIONS AND WARRANTIES OF PURCHASER. Purchaser hereby represents and warrants to Seller that with respect to the Agreement and the Equipment Schedule:

(a) The execution, delivery and performance thereof by the Purchaser have been duly authorized by all necessary corporate action.

(b) The individual executing such was duly authorized to do so.

(c) The Agreement and the Equipment Schedule constitute legal, valid and binding agreements of the Purchaser enforceable in accordance with their respective terms.

(d) The Equipment is personal property and when subjected to use by the Purchaser will not be or become fixtures under applicable law.

(e) Purchaser's name as set forth in the preamble to this Agreement is the exact legal name of Purchaser.

9. DELIVERY OF EQUIPMENT. Purchaser hereby assumes the full expense of transportation and in-transit insurance from the Seller to Purchaser's premises and delivery thereof of the Equipment.

10. INDEMNITY. Purchaser shall and does hereby indemnify and hold Seller and any and all of its assignees harmless from and against any and all claims, costs, expenses, damages, losses and liabilities (including negligence, tort and strict liability), including reasonable attorney's fees, arising out of or in any manner connected with the ownership, selection, possession, leasing, renting, purchase, financing, operation, control, use, maintenance, transportation, storage, repair, delivery, return or other disposition of the Equipment including without limitation, claims for injury to or death of persons and for damage to property. Purchaser agrees to give Seller prompt notice of any such claim or liability.

11. RISK OF LOSS. Seller and Purchaser agree Purchaser shall bear the entire risk of loss, theft, destruction or damage to the Equipment from any cause whatsoever and shall not be relieved of the obligation to pay the total of the monthly payments or any other obligation hereunder because of any such occurrence. Purchaser further agrees to insure the Equipment for full value and to cause Purchaser's insurance carrier to name Seller as a loss payee and provide Seller with loss payee certificate of insurance.

12. DEFAULT. Each of the following shall be an Event of Default under this Agreement (each an "Event of Default"):

(a) Failure by Purchaser to pay Seller any installment payment or other amount payable by Purchaser to Seller under this Agreement and/or the Equipment Schedule as and when the same becomes due and payable; or

(b) To the extent not covered by subsection 12(a) above, failure by Purchaser to comply with any term, covenant, agreement or condition in this Agreement and/or the Equipment Schedule, which failure continues for a period of 10 days after notice of such failure is provided by Seller to Purchaser; or

(c) Any representation or warranty made by Purchaser in the Equipment Schedule, this Agreement, or in any document or certificate furnished to the Seller in connection therewith shall be incorrect, false or misleading in any material respect when so made or furnished.

13. REMEDIES. Upon the occurrence of an Event of Default, Seller, at its option: 1) may declare immediately due and payable any or all amounts payable under this Agreement and/or the Equipment Schedule (whether such amounts are due or not yet due), whereupon the same shall become immediately due and payable by Purchaser to Seller; 2) may proceed by appropriate court action or actions either at law or in equity to enforce performance by Purchaser of the terms and conditions of this Agreement and/or the Equipment Schedule; 3) may recover from Purchaser any and all damages or expenses, including reasonable attorney's fees, which Seller shall have sustained by reason of the Event of Default or on account of Seller's enforcement of its remedies thereunder; and/or 4) may exercise its rights as a secured creditor under the Uniform Commercial Code as enacted in California ("UCC") including, without limitation, taking immediate possession of the Equipment, disposing of such Equipment in accordance with the provisions of the UCC, and collecting for any deficiency as a result of the disposal of the Equipment by Seller together with all reasonable attorneys fees and costs incurred by Seller during the disposal of such Equipment. Seller's rights and remedies under this Agreement and the Equipment Schedule shall be cumulative and in addition to any rights and remedies Seller may have under applicable law and the exercise or failure to exercise any right or remedy shall not preclude Seller from exercising any other right or remedy.

14. MISCELLANEOUS.

14.1 No Waiver. No omission or delay by Seller at any time to enforce any right or remedy reserved to it, or to require performance of any of the terms, covenants or provisions hereof by Purchaser at any time designated, shall be a waiver of any such right or remedy to which Seller is entitled, nor shall it in any way affect the right of Seller to enforce such provisions thereafter.

14.2 Binding Nature. This Agreement and the Equipment Schedule shall be binding upon, and shall inure to the benefit of Seller, Purchaser and their respective successors, legal representatives and assigns.

14.3 Notices. Any notice, request or other communication to either party by the other as provided for herein shall be given in writing and only shall be deemed received upon the earlier of receipt or three days after mailing if mailed postage prepaid by regular or airmail to Seller or Purchaser, as the case may be, at the address for such party set forth in this Agreement or at such changed address as may be subsequently submitted by written notice of either party.

14.4 Severability. In the event any one or more of the provisions of this Agreement and/or the Equipment Schedule shall for any reason be prohibited or unenforceable in any jurisdiction, any such provision shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof, any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

14.5 Signed Counterparts. The parties agree that this Agreement may be signed in counterparts, that delivery of an executed counterpart of the signature page to this Agreement by fax, email, or other electronic means shall be as effective as delivery of a manually executed counterpart, and any failure to deliver the original manually executed counterpart sent by fax, email or other electronic means shall not affect the validity, enforceability or binding effect of this Agreement. Notwithstanding any other provision of this agreement the sole original of this Agreement shall be the Agreement bearing the manually executed signature of the Purchaser. The Purchaser, by making any payment required under this Agreement ratifies all of the terms of this Agreement.

14.6 Registration and License. Purchaser shall perform and pay for the titling, registration and licensing (if required by applicable law) of any items or Equipment in the Purchaser's name and all inspections of such items of Equipment which may be required by any governmental authority unless such fees and taxes shall be included in the payment as shown on the Equipment Schedule applicable to any such items of Equipment.

14.7 Involuntary transfer Constitutes Default.

Except for the security interest granted to Seller under this Agreement, Purchaser shall not create, incur, assume or suffer to exist any mortgage, lien, pledge or other encumbrance or attachment of any kind whatsoever upon, affecting, or with respect to the Equipment or of Seller's interest thereunder.

14.8 Statute of Limitations.

Any action by Purchaser against Seller for any default by Seller under this Agreement, including breach of warranty or indemnity, shall be commenced within one year after any such cause of action accrues.

14.9 Entire Agreement.

Seller and Purchaser acknowledge that there are no agreements or understandings, written or oral, between Seller and Purchaser with respect to the Equipment, other than as set forth herein and in the Equipment Schedule and that this Agreement and the Equipment Schedule contains the entire Agreement between Seller and Purchaser with respect thereto. Neither this Agreement nor the Equipment Schedule may be altered, modified, terminated or discharged except by a writing signed by the party against whom such alteration, modification, termination or discharge is sought. The Equipment Schedule is hereby incorporated by reference into this Agreement, and made part of this Agreement, as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on or as of the day and year first above written.

SEBASTIAN-COUNTY
By: *Davis Hudson County Judge*
Print Name: Davis Hudson
Title: County Judge

YAMAHA MOTOR CORPORATION, U.S.A.
By: _____
Print Name: Kim Ruiz
Title: Vice President

If Purchaser is a Corporation, the Secretary of the Corporation is to execute the following:

The Officer signing above is duly authorized, on behalf of the Company, to negotiate, execute and deliver the Conditional Sale Agreement dated as of August 7, 2014, _____, and the Schedule(s) thereunder and all future Schedule(s) (the "Agreements") by and between the Company and [Yamaha Motor Corporation, U.S.A.]; and these Agreements are binding and authorized agreements of the Company, enforceable in all respects in accordance with their terms.

WITNESS MY HAND and the corporate seal of the Company this _____ day of _____, _____.

Secretary

SEAL

CONDITIONAL SALE EXHIBIT A
EQUIPMENT SCHEDULE # 108705

Dated August 07, 2014

1. This Schedule covers the following property ("Equipment"):

69 YDRA & 1 YTIA GOLF CARS

2. Location of Equipment:

BEN GEREN GOLF COURSE
7200 ZERO STREET
FORT SMITH, AR 72903

3. The Terms for the Equipment described herein shall commence on September 15, 2014 and shall consist of 37 months from the first day of the month following said date.

4. The down payment of the Equipment shall be \$ \$0.00

5. Payments on the Equipment shall be due on the following schedule.

Schedule of Payments:

4 MONTHLY PAYMENTS IN THE AMOUNT OF \$32,476.66 (APPLICABLE TAXES TO BE BILLED).
STARTING SEPTEMBER 2014 AND ENDING SEPTEMBER 2017. DUE THE 15TH DAY OF THE MONTH AS FOLLOWS:
Sep-14 \$32,476.66 Sep-15 \$32,476.66 Sep-16 \$32,476.66 Sep-17 \$32,476.66

6. The final purchase price for the purchase of the Equipment at the expiration of this Agreement shall be \$0.00

7. Other Terms:

Interest Factor: 4.20 %

Yamaha is not obligated to perform or provide any service, under any circumstances under the terms of this contract. Service is the responsibility of the Purchaser. Failure by Purchaser to maintain or service the equipment consistent with the terms of the Master Agreement shall not relieve Purchaser of the responsibility under the Master Agreement.

Signed Counterparts: The parties agree that this Agreement may be signed in counterparts, that delivery of an executed counterpart of the signature page to this Agreement by fax, email or other electronic means shall be as effective as delivery of a manually executed counterpart, and any failure to deliver the original manually executed counterpart sent by fax, email or other electronic means shall not affect the validity, enforceability or binding effect of this Agreement. Notwithstanding any other provision of this Agreement, the sole original of this Agreement shall be the Agreement bearing the manually executed signature of the Purchasor. The Purchasor, by making any payment required under this Agreement ratifies all of the terms of this Agreement.

This Equipment Schedule and Acceptance Guidelines are issued pursuant to the Agreement dated August 07, 2014. All terms and conditions, representations and warranties of the Agreement are hereby incorporated herein and made a part of this Agreement, unless they were expressly set forth in this Equipment Schedule.

SEBASTIAN COUNTY

By

Signature

Name:

DAVID HUDSON

Type or Print

Title:

County Judge

YAMAHA MOTOR CORPORATION, U.S.A.

By

Signature

Name:

Kim Ruiz

Type or Print

Title:

Vice President



YAMAHA

Ben Geren Regional Park Golf Course

Initialed By: _____

AMORTIZATION SCHEDULE FOR MUNICIPALITY CONDITIONAL SALE CONTRACT

PURCHASER: Ben Geren Regional Park Golf Course
EQUIPMENT SCHEDULE # 108705

Yield: 4.200%

Mon #	Due Date	Payment	Interest	Principal Adjustment	Balance
				Total Financed	122,122.45
1	09/15/14	32,476.66	404.15	32,072.51	90,049.94
2	10/15/14	0.00	298.01	-298.01	90,347.94
3	11/15/14	0.00	298.99	-298.99	90,646.94
4	12/15/14	0.00	299.98	-299.98	90,946.92
5	01/15/15	0.00	300.98	-300.98	91,247.90
6	02/15/15	0.00	301.97	-301.97	91,549.87
7	03/15/15	0.00	302.97	-302.97	91,852.84
8	04/15/15	0.00	303.97	-303.97	92,156.82
9	05/15/15	0.00	304.98	-304.98	92,461.80
10	06/15/15	0.00	305.99	-305.99	92,767.78
11	07/15/15	0.00	307.00	-307.00	93,074.79
12	08/15/15	0.00	308.02	-308.02	93,382.80
13	09/15/15	32,476.66	309.04	32,167.62	61,215.18
14	10/15/15	0.00	202.58	-202.58	61,417.76
15	11/15/15	0.00	203.25	-203.25	61,621.02
16	12/15/15	0.00	203.93	-203.93	61,824.84
17	01/15/16	0.00	204.60	-204.60	62,029.54
18	02/15/16	0.00	205.28	-205.28	62,234.82
19	03/15/16	0.00	205.96	-205.96	62,440.78
20	04/15/16	0.00	206.64	-206.64	62,647.42
21	05/15/16	0.00	207.32	-207.32	62,854.74
22	06/15/16	0.00	208.01	-208.01	63,062.75
23	07/15/16	0.00	208.70	-208.70	63,271.45
24	08/15/16	0.00	209.39	-209.39	63,480.84
25	09/15/16	32,476.66	210.08	32,266.58	31,214.26
26	10/15/16	0.00	103.30	-103.30	31,317.56
27	11/15/16	0.00	103.64	-103.64	31,421.20
28	12/15/16	0.00	103.98	-103.98	31,525.18
29	01/15/17	0.00	104.33	-104.33	31,629.51
30	02/15/17	0.00	104.67	-104.67	31,734.18
31	03/15/17	0.00	105.02	-105.02	31,839.20
32	04/15/17	0.00	105.37	-105.37	31,944.57
33	05/15/17	0.00	105.72	-105.72	32,050.29
34	06/15/17	0.00	106.07	-106.07	32,156.35
35	07/15/17	0.00	106.42	-106.42	32,262.77
36	08/15/17	0.00	106.77	-106.77	32,369.54
37	09/15/17	32,476.66	107.12	32,369.54	0.00
Totals:		129,906.64	7,784.19	122,122.45	

YAMAHA MOTOR CORPORATION, U.S.A.
COMMERCIAL CUSTOMER FINANCE
6555 Katella Avenue, Cypress, CA 90630
(800) 551-2994, Fax (714) 761-7363
E-MAIL: Donna_Hennessy@yamaha-motor.com

NAME OF INSURANCE AGENT:

August 07, 2014

ADDRESS: _____

Please Reference our Quote# 108705

PHONE: _____

FAX: _____

RE: _____

BEN GEREN GOLF COURSE

(Customer) Account # _____

The Customer has purchased and will be financing equipment from Yamaha.

The Customer is required to provide Yamaha with the following insurance coverage:

"All Risk" Property Insurance covering the property owned by or in which Yamaha has a security interest, in an amount not less than the full replacement cost of the property, with Yamaha named as **LOSS PAYEE**.

Each policy shall provide that: (i) Yamaha will be given not less than thirty (30) days prior written notice of cancellation or non-renewal, (ii) it is primary insurance and any other insurance covering Yamaha shall be secondary or excess of the policy and (iii) in no event shall the policy be invalidated as against Yamaha or its assigns for any violation of any term of the policy or the Customer's application therefore.

A Certificate evidencing such coverage should be mailed to Yamaha at the following address.

Yamaha Motor Corporation, U.S.A.
Attn: Commercial Customer Finance
6555 Katella Ave
Cypress, CA 90630

Your Prompt attention will be appreciated.

Equipment Covered:

69 YDRA & 1 YT1A GOLF CARS

Equipment Location:

7200 ZERO STREET

FORT SMITH, AR 72903

Very Truly Yours,

SEBASTIAN COUNTY

(Name of Debtor)

By: _____

(Signature of Authorized Officer)

Title: _____

County Judge

CERTIFICATE OF ACCEPTANCE

This certificate is executed pursuant to Equipment Schedule # 108705
dated August 07, 2014 to the Conditional Sale Agreement dated
August 07, 2014 between Yamaha Motor Corporation, U.S.A.
(the "Seller") and SEBASTIAN COUNTY
(the "Purchaser").

The Purchaser hereby certifies that the Equipment set forth below, as also described in the above
Equipment Schedule, has been delivered and accepted by the Purchaser on the Commencement
Date shown below.

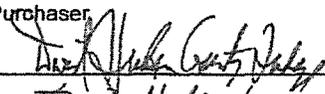
QUANTITY	EQUIPMENT TYPE/MODEL	SERIAL NUMBER	NEW/USED	LOCATION
69 YDRA & 1 YT1A GOLF CARS		see attachment	NEW	BEN GEREN GOLF COURSE 7200 ZERO STREET FORT SMITH, AR 72903

ADDITIONAL CONDITIONS/SPECIAL TERMS:

Please return this certificate as your acknowledgment of the above Commencement Date and acceptability of
the Equipment.

SEBASTIAN COUNTY

as Purchaser,

By: 
Name: David Hudson
Title: County Judge

UNIFORM SALES & USE TAX CERTIFICATE—MULTIJURISDICTION

The below-listed states have indicated that this form of certificate is acceptable, subject to the notes on pages 2 - 4. The issuer and the recipient have the responsibility of determining the proper use of this certificate under applicable laws in each state, as these may change from time to time.

Issued to Seller: **YAMAHA MOTOR CORPORATION, U.S.A.**

Address: **6555 KATELLA AVENUE CYPRESS, CA 90630**

I certify that _____ is engaged as a registered

Name of Firm (Buyer): _____	Wholesaler _____
Address _____	Retailer _____
_____	Manufacturer _____
_____	Seller (California) _____
_____	Lessor (see notes _____
_____	on pages 2 - 4) _____
_____	Other (Specify) _____

and is registered with the below listed states and cities within which your firm would deliver purchases to us and that any such purchases are for wholesale, resale, ingredients or components of a new product or service¹ to be resold, leased, or rented in the normal course of business. We are in the business of wholesaling, retailing, manufacturing, leasing (renting) the following:

Description of Business: _____

General description of tangible property or taxable services to be purchased from the seller: _____

State	State Registration, Seller's Permit, or ID Number of Purchaser	State	State Registration, Seller's Permit, or ID Number of Purchaser
AL ²	_____	MO ¹³	_____
AR	_____	NE ⁴	_____
AZ ²²	_____	NV	_____
CA ³	_____	NJ	_____
CO	_____	NM ^{1,15}	_____
CT ⁴	_____	NC ²⁵	_____
DC ⁵	_____	ND	_____
FL ²³	_____	OH ²⁶	_____
GA ⁶	_____	OK ¹⁶	_____
HI ¹⁷	_____	PA ²⁷	_____
ID	_____	RI ¹⁷	_____
IL ¹⁸	_____	SC	_____
IA	_____	SD ¹⁸	_____
KS ²⁴	_____	TN	_____
KY	_____	TX ¹⁹	_____
ME ⁹	_____	UT	_____
MD ¹⁰	_____	VT	_____
MI ¹¹	_____	WA ²⁰	_____
MN ¹²	_____	WI ²¹	_____

I further certify that if any property or service so purchased tax free is used or consumed by the firm as to make it subject to a Sales or Use Tax we will pay the tax due directly to the proper taxing authority when state law so provides or inform the seller for added tax billing. This certificate shall be a part of each order which we may hereafter give to you, unless otherwise specified, and shall be valid until canceled by us in writing or revoked by the city or state.

Under penalties of perjury, I swear or affirm that the information on this form is true and correct as to every material matter.

Authorized Signature: _____
(Owner, Partner or Corporate Officer)
 Title: _____
 Date: _____

APPROPRIATION ORDINANCE NO. 2014 - 8

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

AN ORDINANCE APPROPRIATING FUNDS AND AUTHORIZING THE LEASE PURCHASE OF GOLF CARTS; AND FOR OTHER PURPOSES.

WHEREAS, the Sebastian County Quorum Court (the "County") has determined that the County is in need of certain equipment for use by the County; and

WHEREAS, the County can obtain the needed equipment by entering into a four year lease purchase agreement, that includes a fiscal year non-appropriation clause.

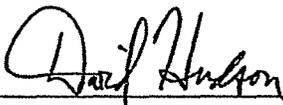
NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF SEBASTIAN COUNTY, ARKANSAS:

Section 1. The County Judge is authorized to enter into a four year lease purchase agreement with Yamaha Corporation to obtain 70 golf carts, with annual payments of \$32,477, based upon acceptance of low bid, in accordance with Arkansas Law.

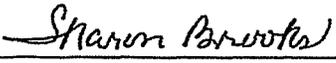
Section 2. There is hereby appropriated \$32,477 from General Fund 1000.

Section 3. The budget amendment for the County of Sebastian for the year 2014 filed with the County Clerk contemporaneously with the filing of this Ordinance, and listed as Exhibit "A" to this Ordinance, is approved and adopted. Exhibit "A" to this Ordinance is hereby made a part of this Ordinance by reference, and each item therein is appropriated for expenditure for said County and its officials for the calendar year 2014.

DATED: 7/15/2014

APPROVED: 

COUNTY JUDGE

ATTEST: 

COUNTY CLERK

APPROPRIATION ORDINANCE NO. 2014- 8
EXHIBIT A

1. Increase the following line items in Appropriation No. 0604,
Ben Geren Pro Shop and Golf Course, from General Fund 1000.

5005	Lease Purchase Principal	\$32,073
5006	Lease Purchase Interest	<u>\$404</u>
	Total	\$32,477

[Four Year Lease Purchase Agreement for 70 golf carts,
4.2% interest, four annual payments of \$32,477 with
fiscal year out non-appropriation clause]

Golf Cart Trade Ins

070813	15	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208501
070814	11	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208502
070815	12	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208503
070816	14	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208504
070817	13	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208505
070818	16	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208506
070819	17	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208507
070820	18	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208508
070821	19	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208509
070822	23	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208510
070823	20	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208511
070824	21	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208512
070825	22	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208513
070826	24	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208514
070827	25	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208515
070828	26	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208518
070829	27	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208519
070830	28	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208520
070831	29	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208521
070832	33	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208522
070833	30	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208523
070834	32	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208524
070835	31	2012	YAMAHA THE DRIVE GLACIER GOLF CART	JW8-208525
070497	44	2009	YAMAHA GOLF CART	JW1-207370
070498	59	2009	YAMAHA GOLF CART	JW1-207441
070621	41	2009	YAMAHA GOLF CART	215129
070622	42	2009	YAMAHA GOLF CART	215130
070623	43	2009	YAMAHA GOLF CART	215151
070624	45	2009	YAMAHA GOLF CART	215668
070625	46	2009	YAMAHA GOLF CART	215669
070626	47	2009	YAMAHA GOLF CART	215303
070627	48	2009	YAMAHA GOLF CART	215301
070628	49	2009	YAMAHA GOLF CART	214829
070629	50	2009	YAMAHA GOLF CART	215302
070630	51	2009	YAMAHA GOLF CART	214830
070631	52	2009	YAMAHA GOLF CART	214825
070632	53	2009	YAMAHA GOLF CART	215673
070633	54	2009	YAMAHA GOLF CART	215671
070634	55	2009	YAMAHA GOLF CART	214820
070635	56	2009	YAMAHA GOLF CART	215676
070636	57	2009	YAMAHA GOLF CART	214821
070637	58	2009	YAMAHA GOLF CART	215675
070638	60	2009	YAMAHA GOLF CART	214823
070639	61	2009	YAMAHA GOLF CART	215679
070640	62	2009	YAMAHA GOLF CART	215677
070641	63	2009	YAMAHA GOLF CART	214806
070642	64	2009	YAMAHA GOLF CART	215678
070643	65	2009	YAMAHA GOLF CART	214705
070463	71	2008	YAMAHA GOLF CART	9086
070464	72	2008	YAMAHA GOLF CART	8492

070465	73	2008	YAMAHA GOLF CART	9048
070466	74	2008	YAMAHA GOLF CART	9096
070467	75	2008	YAMAHA GOLF CART	9071
070468	76	2008	YAMAHA GOLF CART	9039
070469	77	2008	YAMAHA GOLF CART	9040
070470	78	2008	YAMAHA GOLF CART	9064
070471	79	2008	YAMAHA GOLF CART	9038
070472	80	2008	YAMAHA GOLF CART	9037
070473	81	2008	YAMAHA GOLF CART	9033
070474	82	2008	YAMAHA GOLF CART	9035
070475	83	2008	YAMAHA GOLF CART	9100
070476	84	2008	YAMAHA GOLF CART	9099
070477	85	2008	YAMAHA GOLF CART	9098
070478	86	2008	YAMAHA GOLF CART	9097
070479	87	2008	YAMAHA GOLF CART	8725
070480	88	2008	YAMAHA GOLF CART	8472
070780	89	2008	YAMAHA GOLF CART	8455
070482	90	2008	YAMAHA GOLF CART	9091
070483	91	2008	YAMAHA GOLF CART	9092
070484	92	2008	YAMAHA GOLF CART	9094
070485	93	2008	YAMAHA GOLF CART	9034
070486	94	2008	YAMAHA GOLF CART	9053
070487	95	2008	YAMAHA GOLF CART	9025

2016 Budget Information Form

Office/Department: 0608 - Ben Geren Pro Shop

Fund: 1000 General Fund

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

The purpose of this Budget is to specifically account for the revenues and expenses for Pro Shop sales for accounting and auditing purposes, in accordance with the Pro Shop Agreement.

The purpose of this Budget is to specifically account for the revenues and expenses for Pro Shop sales for accounting and auditing purposes, in accordance with the Pro Shop Agreement ordinance 2008-24.

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

The goal for this Agreement for 2016 is to assist in adjusting revenues and expenses for the Golf Course keeping Golf Course operations in line with golf revenue and gas royalty fees.

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0608	Ben Geren Pro Shop			
	<u>Other Services and Charges</u>				
3015	Renew Contracts/Agrmnts	\$10,034.73	\$35,000.00	\$35,000.00	\$0.00
	<u>Total: Other Services and Charges</u>	\$10,034.73	\$35,000.00	\$35,000.00	\$0.00
Department Total: Ben Geren Pro Shop		(\$10,034.73)	(\$35,000.00)	(\$35,000.00)	\$0.00

Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016



G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0608 - Ben Geren Pro Shop			
Account	3015 - Renew Contracts/Agrmnts			
1000-0608 3015	Golf Professional Contract - Ord. 2008-24	1.00	35,000.00	35,000.00
	Account 3015 - Renew Contracts/Agrmnts Totals	Transactions	1	<u>\$35,000.00</u>
	Department 0608 - Ben Geren Pro Shop Totals	Transactions	1	<u>\$35,000.00</u>

ORDINANCE NO. 2008- 24

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

~~AN ORDINANCE AUTHORIZING THE REORGANIZATION OF THE BEN GEREN PARK GOLF PRO SHOP, APPROVING THE OPERATION OF A RETAIL GOLF MERCHANDISE PRO SHOP BY THE PRO SHOP MANAGER/GOLF PROFESSIONAL; AND FOR OTHER PURPOSES.~~

Whereas, the Ben Geren Park Pro Shop was reorganized April 17, 1991 to authorize the Pro Shop Manager/Golf Professional to own and operate the Retail Golf Merchandise Pro Shop, retaining 90% of sales, with 10% of gross merchandise sales paid to the County, authorizing payment to the Golf Professional of 10% of gross revenue received from the driving range and 10% of the gross rental of the County’s golf carts; and authoring the Golf Professional to give lessons retaining all revenue from said lessons; and

Whereas, Golf Course revenues and expenses are the basis for the reorganization of the Ben Geren Park Golf Pro Shop in 2009.

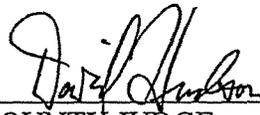
- Section 1. The Ben Geren Park Pro Shop shall be reorganized effective January 1, 2009 to provide that, in addition to the regular duties and responsibilities of the Pro Shop Manager/Golf Professional, that the Quorum Court and Park Board authorize the operation of a Retail Golf Merchandise Pro Shop by the Pro Shop Manager/Golf Professional.
- Section 2. The Pro Shop Manager/Golf Professional shall operate and maintain a full line retail golf pro shop. The Golf Professional will retain all revenues generated from the retail sales of golf equipment and related items. The budgeting and accounting for the Pro Shop shall comply with State Legislative Audit Policies and Guidelines and the Arkansas Code Annotated.
- Section 3. The Golf Professional shall have the right and privilege to be on the staff of any golf equipment, or as related item, supplier(s) as part of his status as the Ben Geren Golf Professional. The Golf Professional shall advise the Park Administrator and Park Board in writing within ten (10) days of any staff affiliation in which he may enter.
- Section 4. The Golf Professional may give golf lessons to members of the public. All golf lessons at the Ben Geren Golf Course will be coordinated by the Ben Geren Golf

Professional. The Golf Professional's private lessons shall not interfere with normal Pro Shop staffing and operational needs. The Golf Professional shall keep all revenue from lessons.

Section 5. The Pro Shop Manager/Golf Professional shall provide an annual audit to the County Judge, Park Board and Quorum Court. This audit shall be performed by a Certified Public Accountant. All financial records of the Pro Shop Manager/Golf Pro Club House business shall be open and available for inspection and/or review upon request by the Park Administrator, Park Board and County Judge or Administrative Staff.

Section 6. Ordinance 91-9 and 2006-3 are repealed effective January 1, 2009.

DATED: 12/16/2008

APPROVED: 
COUNTY JUDGE

ATTEST: 
COUNTY CLERK

2016 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 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 (600 participants in 2014) as well as develop a balanced collection of children's materials.
- E. Work with independent library consultants to implement long range plans and 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 will be cut by the legislature. This library stands to lose up to 20% of current 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. 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 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. 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.

2016 REQUEST FOR GENERAL FUNDS

FUND 1000---COUNTY GENERAL

DEPT. 0609---SEBASTIAN COUNTY LIBRARY

SIGNATURE _____
LIBRARY DIRECTOR

2016 LINE ITEM JUSTIFICATION FORM

Object Code #	Classification--Description and Justification	2015 Budget	2016 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. Seventeen years ago, state aid was cut by 80%, and in 2016 will be cut again by 20%. County funds are now used to fund the most basic operational expenditures (books, postage, 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
<p>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.</p>			
3052	Fire and Extended Coverage	1,500	1,500
<p>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.</p>			

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 continue to develop the materials collection to meet patron needs. This amount should make it possible to add 400 new titles to the collection. Over 222,000 items were checked out in 2014 and 225,000 volumes are projected for 2016.

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.

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0609	County Library-GF			
	<u>Other Services and Charges</u>				
3147	Scott Sebastian Library	\$0.00	\$25,000.00	\$25,000.00	\$0.00
	<u>Total: Other Services and Charges</u>	\$0.00	\$25,000.00	\$25,000.00	\$0.00
	Department Total: County Library-GF	\$0.00	(\$25,000.00)	(\$25,000.00)	\$0.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0609 - County Library-GF			
Account	3147 - Scott Sebastian Library			
1000-0609 3147	County Library-General Fund Scott Sebastian Library	1.00	25,000.00	25,000.00
	Account 3147 - Scott Sebastian Library Totals	Transactions 1		<u>\$25,000.00</u>
	Department 0609 - County Library-GF Totals	Transactions 1		<u>\$25,000.00</u>

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0610	County Library-Sales Tax			
	<u>Other Services and Charges</u>				
3147	Scott Sebastian Library	\$17,042.98	\$16,837.00	\$17,490.00	\$653.00
	<u>Total: Other Services and Charges</u>	\$17,042.98	\$16,837.00	\$17,490.00	\$653.00
	Department Total: County Library-Sales Tax	(\$17,042.98)	(\$16,837.00)	(\$17,490.00)	(\$653.00)

Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016



G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0610 - County Library-Sales Tax			
Account	3147 - Scott Sebastian Library			
1000-0610 3147	Sales Tax Scott Sebastian Library	1.00	16,837.00	16,837.00
	Account 3147 - Scott Sebastian Library Totals	Transactions	1	<u>\$16,837.00</u>
	Department 0610 - County Library-Sales Tax Totals	Transactions	1	<u>\$16,837.00</u>

2016 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 2016 budget year.

Sebastian County Veterans Service Office will continue to provided 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0800	Veterans Service Office			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$122,898.18	\$127,253.00	\$113,933.00	(\$13,320.00)
1002	Salaries, Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$9,013.75	\$9,762.00	\$8,716.00	(\$1,046.00)
1007	Retirement	\$18,030.67	\$18,836.00	\$16,520.00	(\$2,316.00)
1009	Health Insurance Matching	\$28,481.00	\$26,472.00	\$25,704.00	(\$768.00)
1010	Workmen's Compensation	\$155.93	\$188.00	\$211.00	\$23.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$364.50	\$389.00	\$392.00	\$3.00
1017	Col/Merit	\$0.00	\$2,495.00	\$0.00	(\$2,495.00)
1021	Longevity	\$445.00	\$360.00	\$0.00	(\$360.00)
1023	Dental Insurance-Matching	\$3,625.41	\$2,070.00	\$2,381.00	\$311.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$693.00	\$507.00	\$508.00	\$1.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$183,707.44	\$188,332.00	\$168,365.00	(\$19,967.00)
<u>Supplies</u>					
2001	General Supplies	\$2,690.15	\$5,000.00	\$5,000.00	\$0.00
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$460.95	\$500.00	\$500.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$3,151.10	\$5,500.00	\$5,500.00	\$0.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$2,575.64	\$2,834.00	\$840.00	(\$1,994.00)
3021	Postage	\$1,298.00	\$2,500.00	\$2,500.00	\$0.00
3022	Cell Phone & Pagers	\$3.72	\$200.00	\$200.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3029	Telephone & PC Cabling	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$1,566.88	\$2,500.00	\$2,500.00	\$0.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$0.00	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$0.00	\$0.00	\$0.00	\$0.00
3062	Utilities-Water	\$0.00	\$0.00	\$0.00	\$0.00
3063	Utilities-Waste Disposal	\$0.00	\$0.00	\$0.00	\$0.00
3070	Rent-Land & Buildings	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$105.00	\$105.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0800	Veterans Service Office			
3094	Meals & Lodging	\$630.84	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$60.00	\$0.00	\$0.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$1,745.00	\$2,500.00	\$2,500.00	\$0.00
<u>Total: Other Services and Charges</u>		\$7,880.08	\$10,639.00	\$8,645.00	(\$1,994.00)
<u>Capital Outlay</u>					
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$4,220.97	\$0.00	\$0.00	\$0.00
4017	Other Equipment Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$4,220.97	\$0.00	\$0.00	\$0.00
Department Total: Veterans Service Office		(\$198,959.59)	(\$204,471.00)	(\$182,510.00)	\$21,961.00

2016 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>
080019601 - Deputy Veterans Service	06 - 06	100 - Work Full Time	23,270	32,852	27,557
080044401 - Secretary/Receptionist	03 - 03	100 - Work Full Time	19,004	26,830	22,358
080046801 - Sr Deputy Veterans Service	07 - 07	100 - Work Full Time	24,693	34,860	29,484
080050201 - Veterans Service Officer	10 - 10	104 - Reg. Full-Time Exempt	28,318	41,441	34,534
Total Positions:	<u>4</u>			Full Time Annual Salaries Subtotal:	<u>113,933</u>
				Total Salaries:	<u>113,933</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0800 - Veterans Service Office			
Account	2001 - General Supplies			
1000-0800 2001	copy paper, toner, pens, and other office supplies	1.00	5,000.00	5,000.00
	Account 2001 - General Supplies Totals	Transactions 1		\$5,000.00
Account	2024 - Maint & Service Contracts			
1000-0800 2024	Service Contract For Kyocera Mita CCO-2015-74	1.00	500.00	500.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 1		\$500.00
Account	3020 - Telephone & Fax Landline			
1000-0800 3020	Fax landline and line lease	1.00	2,834.00	2,834.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$2,834.00
Account	3021 - Postage			
1000-0800 3021	postage stamps	1.00	2,500.00	2,500.00
	Account 3021 - Postage Totals	Transactions 1		\$2,500.00
Account	3022 - Cell Phone & Pagers			
1000-0800 3022	cell phone service	1.00	200.00	200.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$200.00
Account	3030 - Travel			
1000-0800 3030	travel in support of office to Gwd CH, home visits and meetings	1.00	2,500.00	2,500.00
	Account 3030 - Travel Totals	Transactions 1		\$2,500.00
Account	3090 - Dues & Memberships			
1000-0800 3090	memberships for veterans organizations and subscriptions	1.00	105.00	105.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$105.00
Account	3102 - Software,Supt/Maint Agmnt			
1000-0800 3102	license renewal for Vetraspec software	1.00	2,500.00	2,500.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		\$2,500.00
	Department 0800 - Veterans Service Office Totals	Transactions 8		\$16,139.00

2016 Budget Information

Office/Dept: Extension Service – 470

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 2016 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.

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 Sebascoot and 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 and internet service.

6. Does your office/department have a capital replacement sinking fund?

No.

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0801	Extension Service			
<u>Supplies</u>					
2001	General Supplies	\$54.47	\$150.00	\$150.00	\$0.00
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$0.00	\$150.00	\$150.00	\$0.00
2040	Botanical & Agricultural	\$0.00	\$200.00	\$200.00	\$0.00
<u>Total: Supplies</u>		\$54.47	\$500.00	\$500.00	\$0.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3015	Renew Contracts/Agrmnts	\$98,864.00	\$98,864.00	\$98,864.00	\$0.00
3020	Telephone & Fax Landline	\$4,092.18	\$3,200.00	\$288.00	(\$2,912.00)
3021	Postage	\$49.00	\$100.00	\$100.00	\$0.00
3022	Cell Phone & Pagers	\$883.10	\$1,900.00	\$1,700.00	(\$200.00)
3023	Internet Connection	\$2,728.30	\$2,700.00	\$2,800.00	\$100.00
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3060	Utilities-Electricity	\$1,404.98	\$2,500.00	\$2,200.00	(\$300.00)
3061	Utilities-Gas	\$1,348.01	\$2,000.00	\$1,800.00	(\$200.00)
3062	Utilities-Water	\$249.19	\$500.00	\$300.00	(\$200.00)
3063	Utilities-Waste Disposal	\$340.89	\$275.00	\$375.00	\$100.00
3070	Rent-Land & Buildings	\$7,200.00	\$7,200.00	\$7,200.00	\$0.00
3071	Rent-Machinery & Equip	\$33.94	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$30.00	\$50.00	\$50.00	\$0.00
3090	Dues & Memberships	\$204.00	\$500.00	\$500.00	\$0.00
3101	Training & Education	\$0.00	\$500.00	\$500.00	\$0.00
3106	Elections-Primary	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$117,427.59	\$120,289.00	\$116,677.00	(\$3,612.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Extension Service		(\$117,482.06)	(\$120,789.00)	(\$117,177.00)	\$3,612.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0801 - Extension Service				
Account 2001 - General Supplies				
1000-0801 2001	General Office Supplies	1.00	150.00	150.00
	Account 2001 - General Supplies Totals	Transactions 1		\$150.00
Account 2023 - Parts & Repairs				
1000-0801 2023	General Service Parts for Extension Equipment	1.00	150.00	150.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		\$150.00
Account 2040 - Botanical & Agricultural				
1000-0801 2040	Agriculture and Horticulture Demonstration Supplies	1.00	200.00	200.00
	Account 2040 - Botanical & Agricultural Totals	Transactions 1		\$200.00
Account 3015 - Renew Contracts/Agrmnts				
1000-0801 3015	salary supplement, payable in 4 quarterly installments	1.00	98,864.00	98,864.00
	Account 3015 - Renew Contracts/Agrmnts Totals	Transactions 1		\$98,864.00
Account 3020 - Telephone & Fax Landline				
1000-0801 3020	A T & T - telephone and fax land-line, 6700 Mahogany	1.00	4,200.00	4,200.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$4,200.00
Account 3021 - Postage				
1000-0801 3021	Postage, box rent	1.00	100.00	100.00
	Account 3021 - Postage Totals	Transactions 1		\$100.00
Account 3022 - Cell Phone & Pagers				
1000-0801 3022	A T & T Mobility, cell phone service	1.00	1,700.00	1,700.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$1,700.00
Account 3023 - Internet Connection				
1000-0801 3023	Cox Communications, internet connection	1.00	2,800.00	2,800.00
	Account 3023 - Internet Connection Totals	Transactions 1		\$2,800.00
Account 3060 - Utilities-Electricity				
1000-0801 3060	O G & E - utilities, electricity, 6700 Mahogany	1.00	2,200.00	2,200.00
	Account 3060 - Utilities-Electricity Totals	Transactions 1		\$2,200.00
Account 3061 - Utilities-Gas				
1000-0801 3061	A O G - gas	1.00	1,800.00	1,800.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		\$1,800.00
Account 3062 - Utilities-Water				
1000-0801 3062	utilities - water, 6700 Mahogany (City of Barling)	1.00	300.00	300.00
	Account 3062 - Utilities-Water Totals	Transactions 1		\$300.00
Account 3063 - Utilities-Waste Disposal				
1000-0801 3063	utilities - waste disposal, 6700 Mahogany	1.00	375.00	375.00
	Account 3063 - Utilities-Waste Disposal Totals	Transactions 1		\$375.00
Account 3070 - Rent-Land & Buildings				
1000-0801 3070	Chafee Redevelopment Athority - Building Rent	12.00	600.00	7,200.00
	Account 3070 - Rent-Land & Buildings Totals	Transactions 1		\$7,200.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0801 - Extension Service			
Account	3075 - Postage Mach/PO Box Rent			
1000-0801 3075	post office box rent for Greenwood suboffice, 12 months	1.00	50.00	50.00
		Transactions	1	<u>\$50.00</u>
	Account 3075 - Postage Mach/PO Box Rent Totals			
Account	3090 - Dues & Memberships			
1000-0801 3090	Membersip Dues to professional organizations	1.00	500.00	500.00
		Transactions	1	<u>\$500.00</u>
	Account 3090 - Dues & Memberships Totals			
Account	3101 - Training & Education			
1000-0801 3101	Restration Fees - Professional Improvement meeting	1.00	500.00	500.00
		Transactions	1	<u>\$500.00</u>
	Account 3101 - Training & Education Totals			
	Department 0801 - Extension Service Totals	Transactions	16	<u>\$121,089.00</u>

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0802	Paupers and Welfare			
	<u>Other Services and Charges</u>				
3095	Paupers and Welfare	\$2,195.00	\$2,000.00	\$3,000.00	\$1,000.00
	<u>Total: Other Services and Charges</u>	\$2,195.00	\$2,000.00	\$3,000.00	\$1,000.00
	Department Total: Paupers and Welfare	(\$2,195.00)	(\$2,000.00)	(\$3,000.00)	(\$1,000.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1000 - General Fund			
Department	0802 - Paupers and Welfare			
Account	3095 - Paupers and Welfare			
1000-0802 3095	Pauper burials and indigents	1.00	3,000.00	3,000.00
	Account 3095 - Paupers and Welfare Totals	Transactions	1	<u>\$3,000.00</u>
	Department 0802 - Paupers and Welfare Totals	Transactions	1	<u>\$3,000.00</u>

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1000	General Fund			
Department	0804	Seb Co Senior Citizens			
<u>Supplies</u>					
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Other Services and Charges</u>					
3053	Fleet Liability	\$6,340.00	\$6,681.00	\$6,701.00	\$20.00
3103	Grants In Aid	\$67,893.00	\$67,893.00	\$67,893.00	\$0.00
3146	Seb Co Senior Citizens	\$34,085.98	\$34,312.00	\$34,980.00	\$668.00
<u>Total: Other Services and Charges</u>		\$108,318.98	\$108,886.00	\$109,574.00	\$688.00
Department Total: Seb Co Senior Citizens		(\$108,318.98)	(\$108,886.00)	(\$109,574.00)	(\$688.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1000 - General Fund				
Department 0804 - Seb Co Senior Citizens				
1000-0804 3053	Account 3053 - Fleet Liability Fleet Liability Insurance	1.00	6,701.00	6,701.00
	Account 3053 - Fleet Liability Totals	Transactions 1		<u>\$6,701.00</u>
1000-0804 3103	Account 3103 - Grants In Aid Sebastian County Senior Citizens Grants in Aid	1.00	67,893.00	67,893.00
	Account 3103 - Grants In Aid Totals	Transactions 1		<u>\$67,893.00</u>
1000-0804 3146	Account 3146 - Seb Co Senior Citizens Sebastian County Senior Citizens	1.00	34,312.00	34,312.00
	Account 3146 - Seb Co Senior Citizens Totals	Transactions 1		<u>\$34,312.00</u>
	Department 0804 - Seb Co Senior Citizens Totals	Transactions 3		<u>\$108,906.00</u>
	Fund 1000 - General Fund Totals	Transactions 993		<u>\$9,032,911.06</u>

2016 Budget Information Form

Office/Department: 0131 - County Facilities

Improve

Fund: 1001 General Reserve Fund

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

The main function of this department is for capital improvements. Specifically this budget is for the completion of new soccer fields.

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

In 2016 the goal of this budget will be to complete two new soccer fields. Two fields at Ben Geren Soccer Complex.

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1001	General Reserve Fund			
Department	0131	County Facilities Improve			
<u>Other Services and Charges</u>					
3004	Engineering/Architecture	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3029	Telephone & PC Cabling	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Capital Outlay</u>					
4001	Land Purc/Filing&Lgl Fees	\$0.00	\$0.00	\$0.00	\$0.00
4002	Bldgs(Purchase & Improv)	\$28,614.88	\$0.00	\$30,287.00	\$30,287.00
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00
4010	Information Systems Proj	\$0.00	\$0.00	\$0.00	\$0.00
4011	Capital Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
4025	A Win Radio System/Radios	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$28,614.88	\$0.00	\$30,287.00	\$30,287.00
Department Total: County Facilities Improve		(\$28,614.88)	\$0.00	(\$30,287.00)	(\$30,287.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

GL Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1001 - General Reserve Fund				
Department 0131 - County Facilities Improve				
Account 4002 - Bldgs(Purchase & Improv)				
1001-0131 4002	Completion of the Ben Geren Soccer Complex expansion (sod/irrg)	1.00	30,287.00	30,287.00
	Account 4002 - Bldgs(Purchase & Improv) Totals	Transactions 1		<u>\$30,287.00</u>
	Department 0131 - County Facilities Improve Totals	Transactions 1		<u>\$30,287.00</u>
	Fund 1001 - General Reserve Fund Totals	Transactions 1		<u>\$30,287.00</u>
	EXPENSES Totals	Transactions 1		<u>\$30,287.00</u>
	Grand Totals	Transactions 1		<u>\$30,287.00</u>

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1001	General Reserve Fund			
Department	0311	EMS Facility			
<u>Supplies</u>					
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Capital Outlay</u>					
4012	Building Construction	\$0.00	\$0.00	\$1,250,076.00	\$1,250,076.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$1,250,076.00	\$1,250,076.00
Department Total: EMS Facility		\$0.00	\$0.00	(\$1,250,076.00)	(\$1,250,076.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1001 - General Reserve Fund				
Department 0311 - EMS Facility				
Account 4012 - Building Construction				
1001-0311 4012	Construction of Ambulance Facility	1.00	1,250,076.00	1,250,076.00
	Account 4012 - Building Construction Totals	Transactions	1	<u>\$1,250,076.00</u>
	Department 0311 - EMS Facility Totals	Transactions	1	<u>\$1,250,076.00</u>
	Fund 1001 - General Reserve Fund Totals	Transactions	1	<u>\$1,250,076.00</u>

2016 Budget Information Form

RECEIVED
AUG 24 2015
SEBASTIAN CO. FINANCE

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 2016 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	1000.00	Copier Kyocera Taskalfa 5551ci	01/01/16-12/31/16
Leaf Capital	3500.00	Copier Kyocera Taskalfa 5551ci	01/01/16-12/31/16

6. Does your office/department have a capital replacement sinking fund?
No

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1800	Treasurer's Commission Fd			
Department	0103	Treasurer			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$160,618.91	\$160,618.00	\$163,836.00	\$3,218.00
1003	Extra Help	\$0.00	\$5,560.00	\$5,560.00	\$0.00
1005	OT & Other Premium Comp	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$11,768.71	\$12,977.00	\$12,991.00	\$14.00
1007	Retirement	\$23,838.95	\$24,217.00	\$23,817.00	(\$400.00)
1009	Health Insurance Matching	\$17,873.00	\$17,640.00	\$27,552.00	\$9,912.00
1010	Workmen's Compensation	\$210.65	\$313.00	\$314.00	\$1.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$340.20	\$341.00	\$343.00	\$2.00
1017	Col/Merit	\$0.00	\$3,212.00	\$0.00	(\$3,212.00)
1018	Salaries, Seasonal PT	\$0.00	\$0.00	\$0.00	\$0.00
1021	Longevity	\$240.00	\$240.00	\$420.00	\$180.00
1022	Retirement-Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$2,029.58	\$1,088.00	\$1,947.00	\$859.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$252.00	\$444.00	\$445.00	\$1.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$217,172.00	\$226,650.00	\$237,225.00	\$10,575.00
<u>Supplies</u>					
2001	General Supplies	\$4,889.01	\$5,000.00	\$5,000.00	\$0.00
2002	Small Equipment	\$218.95	\$1,100.00	\$1,100.00	\$0.00
2005	Food/Supplies	\$0.00	\$200.00	\$200.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$403.48	\$700.00	\$1,000.00	\$300.00
2008	Tires and Tubes	\$0.00	\$300.00	\$500.00	\$200.00
2009	Computer Accessories	\$0.00	\$500.00	\$500.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$300.00	\$300.00	\$0.00
2023	Parts & Repairs	\$490.59	\$100.00	\$100.00	\$0.00
2024	Maint & Service Contracts	\$411.71	\$1,200.00	\$1,000.00	(\$200.00)
2032	Bldg & Improvement-R/M	\$0.00	\$1,000.00	\$1,000.00	\$0.00
2033	Machinery & Equipment-R/M	\$143.24	\$250.00	\$500.00	\$250.00
2038	Lic & Fees For Vehicles	\$0.00	\$25.00	\$25.00	\$0.00
<u>Total: Supplies</u>		\$6,556.98	\$10,675.00	\$11,225.00	\$550.00
<u>Other Services and Charges</u>					
3002	Management Consulting	\$0.00	\$200.00	\$200.00	\$0.00
3003	Computer Services	\$9,930.00	\$12,500.00	\$12,500.00	\$0.00
3005	Special Legal	\$0.00	\$400.00	\$400.00	\$0.00
3009	Oth Professional Services	\$0.00	\$10,800.00	\$10,000.00	(\$800.00)
3015	Renew Contracts/Agrmnts	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$1,597.83	\$3,100.00	\$1,140.00	(\$1,960.00)
3021	Postage	\$0.00	\$2,000.00	\$5,000.00	\$3,000.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1800	Treasurer's Commission Fd			
Department	0103	Treasurer			
3022	Cell Phone & Pagers	\$915.30	\$1,600.00	\$1,600.00	\$0.00
3023	Internet Connection	\$1,496.44	\$1,700.00	\$1,800.00	\$100.00
3027	Telephone Purchase/Maint	\$0.00	\$5,000.00	\$5,000.00	\$0.00
3029	Telephone & PC Cabling	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3030	Travel	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3031	Common Carrier	\$1,056.00	\$0.00	\$2,000.00	\$2,000.00
3035	Travel-Rental Car	\$0.00	\$300.00	\$300.00	\$0.00
3040	Advertising & Publication	\$15.00	\$300.00	\$300.00	\$0.00
3050	Official & Deputy Bond	\$0.00	\$500.00	\$500.00	\$0.00
3052	Fire & Extended Coverage	\$1,005.95	\$1,006.00	\$1,006.00	\$0.00
3053	Fleet Liability	\$452.00	\$483.00	\$483.00	\$0.00
3071	Rent-Machinery & Equip	\$4,201.32	\$0.00	\$0.00	\$0.00
3073	Lease-Machinery and Equip	\$0.00	\$4,644.00	\$3,500.00	(\$1,144.00)
3075	Postage Mach/PO Box Rent	\$3,000.00	\$2,430.00	\$0.00	(\$2,430.00)
3090	Dues & Memberships	\$454.32	\$1,500.00	\$1,500.00	\$0.00
3094	Meals & Lodging	\$2,998.09	\$3,000.00	\$3,000.00	\$0.00
3100	Other Miscellaneous	\$0.00	\$100.00	\$100.00	\$0.00
3101	Training & Education	\$1,750.00	\$2,000.00	\$2,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3104	Books	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$28,872.25	\$57,563.00	\$56,329.00	(\$1,234.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$1,355.40	\$0.00	\$1,000.00	\$1,000.00
<u>Total: Capital Outlay</u>		\$1,355.40	\$0.00	\$1,000.00	\$1,000.00
<u>Debt Service</u>					
5598	Co Judge/Road Cost Alloc	\$0.00	\$0.00	\$0.00	\$0.00
5599	Lump Sum Trans/Fund Level	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Debt Service</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Interfund Transfers</u>					
9993	Transfers	\$183,136.00	\$189,298.00	\$194,968.00	\$5,670.00
<u>Total: Interfund Transfers</u>		\$183,136.00	\$189,298.00	\$194,968.00	\$5,670.00
Department Total: Treasurer		(\$437,092.63)	(\$484,186.00)	(\$500,747.00)	(\$16,561.00)

2016 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>
010309401 - Chief Deputy Treasurer	15 - 15	104 - Reg. Full-Time Exempt	33,946	50,918	45,472
010345001 - Senior Deputy Treasurer	11 - 11	100 - Work Full Time	28,592	42,888	37,186
010345002 - Senior Deputy Treasurer	11 - 11	100 - Work Full Time	28,592	42,888	38,301
010349801 - Treasurer/Collector	DEO - DEO (1)	140 - Elected Official			42,877
Total Positions:	<u>4</u>			Full Time Annual Salaries Subtotal:	<u>163,836</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	10.0000	5,560
Total Positions:	<u>1</u>			Total Part Time Extra Help:	<u>5,560</u>
				Total Salaries:	<u>169,396</u>

(1) Annual Salary \$85,753 Prorated - Position counted in Dept. 0103
 50% (\$42,877) Dept. 0103 Treasurer
 50% (\$42,877) Dept. 0104 Tax Collector



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1800 - Treasurer's Commission Fd				
Department 0103 - Treasurer				
Account 2001 - General Supplies				
1800-0103 2001	Copy paper,toner,pens,any office supplies	1.00	5,000.00	5,000.00
	Account 2001 - General Supplies Totals	Transactions 1		\$5,000.00
Account 2002 - Small Equipment				
1800-0103 2002	Calculators/misc	1.00	1,100.00	1,100.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$1,100.00
Account 2005 - Food/Supplies				
1800-0103 2005	Food for various functions	1.00	200.00	200.00
	Account 2005 - Food/Supplies Totals	Transactions 1		\$200.00
Account 2007 - Fuel, Oils & Lubricants				
1800-0103 2007	Fuel for County Car	1.00	1,000.00	1,000.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		\$1,000.00
Account 2008 - Tires and Tubes				
1800-0103 2008	Tires for County Car	1.00	500.00	500.00
	Account 2008 - Tires and Tubes Totals	Transactions 1		\$500.00
Account 2009 - Computer Accessories				
1800-0103 2009	mouse,drives,chargers, etc	1.00	500.00	500.00
	Account 2009 - Computer Accessories Totals	Transactions 1		\$500.00
Account 2020 - Bldg Materials & Supplies				
1800-0103 2020	Locks, keys, hardware, etc	1.00	300.00	300.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions 1		\$300.00
Account 2023 - Parts & Repairs				
1800-0103 2023	Specialty items not in stock	1.00	100.00	100.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		\$100.00
Account 2024 - Maint & Service Contracts				
1800-0103 2024	Wight Kyocera TaskAlfa 5551ci CCO-2015-20	1.00	1,000.00	1,000.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 1		\$1,000.00
Account 2032 - Bldg & Improvement-R/M				
1800-0103 2032	Improvements to Office	1.00	1,000.00	1,000.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		\$1,000.00
Account 2033 - Machinery & Equipment-R/M				
1800-0103 2033	Services and Repairs done by non county employee's	1.00	500.00	500.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$500.00
Account 2038 - Lic & Fees For Vehicles				
1800-0103 2038	License/Fees for County Car	1.00	25.00	25.00
	Account 2038 - Lic & Fees For Vehicles Totals	Transactions 1		\$25.00
Account 3002 - Management Consulting				
1800-0103 3002	Consulting/etc	1.00	200.00	200.00
	Account 3002 - Management Consulting Totals	Transactions 1		\$200.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1800 - Treasurer's Commission Fd				
Department 0103 - Treasurer				
Account 3003 - Computer Services				
1800-0103 3003	Computer and network services	1.00	12,500.00	12,500.00
	Account 3003 - Computer Services Totals	Transactions 1		<u>\$12,500.00</u>
Account 3005 - Special Legal				
1800-0103 3005	Legal Services	1.00	400.00	400.00
	Account 3005 - Special Legal Totals	Transactions 1		<u>\$400.00</u>
Account 3009 - Oth Professional Services				
1800-0103 3009	Other Prof Svr As Needed AIS/PMIT	1.00	10,000.00	10,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		<u>\$10,000.00</u>
Account 3020 - Telephone & Fax Landline				
1800-0103 3020	Telephone/Fax Service	1.00	3,100.00	3,100.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$3,100.00</u>
Account 3021 - Postage				
1800-0103 3021	Postage-APS Payroll-Taxes	1.00	5,000.00	5,000.00
	Account 3021 - Postage Totals	Transactions 1		<u>\$5,000.00</u>
Account 3022 - Cell Phone & Pagers				
1800-0103 3022	Treasurer Cell Phone/WIFI for disaster plan	1.00	1,600.00	1,600.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		<u>\$1,600.00</u>
Account 3023 - Internet Connection				
1800-0103 3023	Internet Services	1.00	1,800.00	1,800.00
	Account 3023 - Internet Connection Totals	Transactions 1		<u>\$1,800.00</u>
Account 3027 - Telephone Purchase/Maint				
1800-0103 3027	Repairs to telephone/new phone purchase	1.00	2,000.00	2,000.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		<u>\$2,000.00</u>
Account 3029 - Telephone & PC Cabling				
1800-0103 3029	New Cabling	1.00	1,000.00	1,000.00
	Account 3029 - Telephone & PC Cabling Totals	Transactions 1		<u>\$1,000.00</u>
Account 3030 - Travel				
1800-0103 3030	Business Related Travel	1.00	1,000.00	1,000.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$1,000.00</u>
Account 3031 - Common Carrier				
1800-0103 3031	Air fare	1.00	2,000.00	2,000.00
	Account 3031 - Common Carrier Totals	Transactions 1		<u>\$2,000.00</u>
Account 3040 - Advertising & Publication				
1800-0103 3040	Advertising/Publication	1.00	300.00	300.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		<u>\$300.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1800 - Treasurer's Commission Fd				
Department 0103 - Treasurer				
Account 1800-0103 3050	Account 3050 - Official & Deputy Bond Bond for Office Personnel	1.00	500.00	500.00
	Account 3050 - Official & Deputy Bond Totals	Transactions 1		500.00
Account 1800-0103 3052	Account 3052 - Fire & Extended Coverage General Liability/Fire/ Ext Coverage	1.00	1,006.00	1,006.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		\$1,006.00
Account 1800-0103 3053	Account 3053 - Fleet Liability County Car Coverage	1.00	452.00	452.00
	Account 3053 - Fleet Liability Totals	Transactions 1		\$452.00
Account 1800-0103 3090	Account 3090 - Dues & Memberships Annual dues for Treasurer and Staff	1.00	1,500.00	1,500.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$1,500.00
Account 1800-0103 3094	Account 3094 - Meals & Lodging Meals for Treasurer and Staff while on county business	1.00	3,000.00	3,000.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$3,000.00
Account 1800-0103 3100	Account 3100 - Other Miscellaneous Misc	1.00	100.00	100.00
	Account 3100 - Other Miscellaneous Totals	Transactions 1		\$100.00
Account 1800-0103 3101	Account 3101 - Training & Education Treasurer and Staff cont' education and workshops	1.00	2,000.00	2,000.00
	Account 3101 - Training & Education Totals	Transactions 1		\$2,000.00
Account 1800-0103 3102	Account 3102 - Software,Supt/Maint Agmnt New Software additions	1.00	2,000.00	2,000.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		\$2,000.00
Account 1800-0103 4016	Account 4016 - Computer Equip Purchase Computer Replacement Plan (1) CPU	1.00	1,000.00	1,000.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		\$1,000.00
Account 1800-0103 9993	Account 9993 - Transfers Estimated Cost Allocation for General Services for 2016	1.00	194,968.00	194,968.00
	Account 9993 - Transfers Totals	Transactions 1		\$194,968.00
Account 1800-0103 3073	Account 3073 - Lease-Machinery and Equip Copier Lease - Leaf- CCO-2015-20 Kyocera Task, 5551 ci Copier	1.00	3,500.00	3,500.00
	Account 3073 - Lease-Machinery and Equip Totals	Transactions 1		\$3,500.00
Account 1800-0103 3035	Account 3035 - Travel-Rental Car Rental Car	1.00	300.00	300.00
	Account 3035 - Travel-Rental Car Totals	Transactions 1		\$300.00
	Department 0103 - Treasurer Totals	Transactions 37		\$262,451.00
	Fund 1800 - Treasurer's Commission Fd Totals	Transactions 37		\$262,451.00

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
010318801 Deputy Treasurer	01/01/2016	12/31/2016	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:

2016 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 2016 budget year.

In 2016 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
Richo	500.00	copier	01/1/16-01/31/16

6. Does your office/department have a capital replacement sinking fund?

No

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3000	Treasurer's Automation Fd			
Department	0125	Treas Automation Dept			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$0.00	\$0.00	\$0.00	\$0.00
1002	Salaries, Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1003	Extra Help	\$0.00	\$0.00	\$0.00	\$0.00
1005	OT & Other Premium Comp	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$0.00	\$0.00	\$0.00	\$0.00
1007	Retirement	\$0.00	\$0.00	\$0.00	\$0.00
1009	Health Insurance Matching	\$0.00	\$0.00	\$0.00	\$0.00
1010	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00
1017	Col/Merit	\$0.00	\$0.00	\$0.00	\$0.00
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$0.00	\$0.00	\$0.00	\$0.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Supplies</u>					
2001	General Supplies	\$1,342.79	\$3,000.00	\$3,000.00	\$0.00
2002	Small Equipment	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2005	Food/Supplies	\$0.00	\$500.00	\$500.00	\$0.00
2006	Clothing & Uniforms	\$215.11	\$500.00	\$500.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$600.00	\$600.00	\$0.00
2009	Computer Accessories	\$109.73	\$1,500.00	\$1,500.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$100.00	\$100.00	\$0.00
2023	Parts & Repairs	\$0.00	\$100.00	\$100.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$500.00	\$500.00
2032	Bldg & Improvement-R/M	\$0.00	\$1,000.00	\$1,000.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$1,000.00	\$1,000.00	\$0.00
2038	Lic & Fees For Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$1,667.63	\$10,300.00	\$10,800.00	\$500.00
<u>Other Services and Charges</u>					
3002	Management Consulting	\$0.00	\$0.00	\$200.00	\$200.00
3003	Computer Services	\$0.00	\$7,000.00	\$7,000.00	\$0.00
3005	Special Legal	\$0.00	\$400.00	\$400.00	\$0.00
3009	Oth Professional Services	\$4,904.91	\$12,000.00	\$12,000.00	\$0.00
3015	Renew Contracts/Agmnts	\$0.00	\$0.00	\$0.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$600.00	\$0.00	(\$600.00)
3021	Postage	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3022	Cell Phone & Pagers	\$181.34	\$350.00	\$350.00	\$0.00
3023	Internet Connection	\$0.00	\$500.00	\$500.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$1,000.00	\$1,000.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3000	Treasurer's Automation Fd			
Department	0125	Treas Automation Dept			
3029	Telephone & PC Cabling	\$0.00	\$300.00	\$300.00	\$0.00
3030	Travel	\$18.00	\$1,000.00	\$1,000.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$3,000.00	\$3,000.00
3035	Travel-Rental Car	\$0.00	\$200.00	\$200.00	\$0.00
3040	Advertising & Publication	\$0.00	\$300.00	\$300.00	\$0.00
3050	Official & Deputy Bond	\$0.00	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$75.00	\$500.00	\$500.00	\$0.00
3094	Meals & Lodging	\$1,429.57	\$2,500.00	\$2,500.00	\$0.00
3101	Training & Education	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$7,000.00	\$7,000.00	\$0.00
3113	Disaster Recovery	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$6,608.82	\$37,650.00	\$40,250.00	\$2,600.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Treas Automation Dept		(\$8,276.45)	(\$47,950.00)	(\$51,050.00)	(\$3,100.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3000 - Treasurer's Automation Fd				
Department 0125 - Treas Automation Dept				
Account 3000-0125 2001	Account 2001 - General Supplies pens,checks,stationary,envelopes,copy paper,toner,water,misc	1.00	3,000.00	3,000.00
	Account 2001 - General Supplies Totals	Transactions 1		\$3,000.00
Account 3000-0125 2002	Account 2002 - Small Equipment chair,desk,calculators,misc	1.00	2,000.00	2,000.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$2,000.00
Account 3000-0125 2005	Account 2005 - Food/Supplies food for various functions	1.00	500.00	500.00
	Account 2005 - Food/Supplies Totals	Transactions 1		\$500.00
Account 3000-0125 2006	Account 2006 - Clothing & Uniforms uniforms/clothing	1.00	500.00	500.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		\$500.00
Account 3000-0125 2007	Account 2007 - Fuel, Oils & Lubricants fuel for county car	1.00	600.00	600.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		\$600.00
Account 3000-0125 2009	Account 2009 - Computer Accessories CD's,flash drives,disks,etc	1.00	1,500.00	1,500.00
	Account 2009 - Computer Accessories Totals	Transactions 1		\$1,500.00
Account 3000-0125 2020	Account 2020 - Bldg Materials & Supplies locks,keys,door hardware,etc	1.00	100.00	100.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions 1		\$100.00
Account 3000-0125 2024	Account 2024 - Maint & Service Contracts Maintenance and Service Contracts	1.00	500.00	500.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 1		\$500.00
Account 3000-0125 2032	Account 2032 - Bldg & Improvement-R/M Improvement to offices	1.00	1,000.00	1,000.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		\$1,000.00
Account 3000-0125 2033	Account 2033 - Machinery & Equipment-R/M service and repairs by non-county employee's	1.00	1,000.00	1,000.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$1,000.00
Account 3000-0125 3002	Account 3002 - Management Consulting Management Consulting	1.00	200.00	200.00
	Account 3002 - Management Consulting Totals	Transactions 1		\$200.00
Account 3000-0125 3003	Account 3003 - Computer Services Computer and network services	1.00	7,000.00	7,000.00
	Account 3003 - Computer Services Totals	Transactions 1		\$7,000.00
Account 3000-0125 3005	Account 3005 - Special Legal Expenses related to county law suits/legal advice	1.00	400.00	400.00
	Account 3005 - Special Legal Totals	Transactions 1		\$400.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3000 - Treasurer's Automation Fd				
Department 0125 - Treas Automation Dept				
Account 3009 - Oth Professional Services	Other Prof Svr As Needed AIS/PMIT	1.00	12,000.00	12,000.00
3000-0125 3009		Transactions	1	\$12,000.00
	Account 3009 - Oth Professional Services Totals			
Account 3020 - Telephone & Fax Landline	Telephone/ Fax Expenses	1.00	600.00	600.00
3000-0125 3020		Transactions	1	\$600.00
	Account 3020 - Telephone & Fax Landline Totals			
Account 3021 - Postage	Postage AP's, Payroll, Taxes	1.00	2,000.00	2,000.00
3000-0125 3021		Transactions	1	\$2,000.00
	Account 3021 - Postage Totals			
Account 3022 - Cell Phone & Pagers	Treasurer's cell phone/WiFi for disaster plan	1.00	350.00	350.00
3000-0125 3022		Transactions	1	\$350.00
	Account 3022 - Cell Phone & Pagers Totals			
Account 3023 - Internet Connection	Internet Service	1.00	500.00	500.00
3000-0125 3023		Transactions	1	\$500.00
	Account 3023 - Internet Connection Totals			
Account 3027 - Telephone Purchase/Maint	repairs to telephone/new phone purchase	1.00	1,000.00	1,000.00
3000-0125 3027		Transactions	1	\$1,000.00
	Account 3027 - Telephone Purchase/Maint Totals			
Account 3029 - Telephone & PC Cabling	Cabling-Computer/Telephone Cables	1.00	300.00	300.00
3000-0125 3029		Transactions	1	\$300.00
	Account 3029 - Telephone & PC Cabling Totals			
Account 3030 - Travel	Business related travel	1.00	1,000.00	1,000.00
3000-0125 3030		Transactions	1	\$1,000.00
	Account 3030 - Travel Totals			
Account 3031 - Common Carrier	airfare/common carrier	1.00	3,000.00	3,000.00
3000-0125 3031		Transactions	1	\$3,000.00
	Account 3031 - Common Carrier Totals			
Account 3040 - Advertising & Publication	Advertising/Publication	1.00	300.00	300.00
3000-0125 3040		Transactions	1	\$300.00
	Account 3040 - Advertising & Publication Totals			
Account 3090 - Dues & Memberships	Annual dues for Treasurer/Staff	1.00	500.00	500.00
3000-0125 3090		Transactions	1	\$500.00
	Account 3090 - Dues & Memberships Totals			
Account 3094 - Meals & Lodging	Treasurer/Staff expenses while out on County Business	1.00	2,500.00	2,500.00
3000-0125 3094		Transactions	1	\$2,500.00
	Account 3094 - Meals & Lodging Totals			



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3000 - Treasurer's Automation Fd				
Department 0125 - Treas Automation Dept				
Account 3101 - Training & Education				
3000-0125 3101	Treasurer/Staff continuing education/work shops	1.00	2,000.00	2,000.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$2,000.00</u>
Account 3102 - Software,Supt/Maint Agmnt				
3000-0125 3102	New Software additions	1.00	7,000.00	7,000.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		<u>\$7,000.00</u>
Account 2023 - Parts & Repairs				
3000-0125 2023	Parts and Repairs	1.00	100.00	100.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		<u>\$100.00</u>
Account 3035 - Travel-Rental Car				
3000-0125 3035	Rental Car	1.00	200.00	200.00
	Account 3035 - Travel-Rental Car Totals	Transactions 1		<u>\$200.00</u>
	Department 0125 - Treas Automation Dept Totals	Transactions 29		<u>\$51,650.00</u>
	Fund 3000 - Treasurer's Automation Fd Totals	Transactions 29		<u>\$51,650.00</u>

2016 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 2015 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	1/1/2016 – 12/31/2016
Guard Tronics	\$ 350.00	Security Equipment	1/1/2016 – 12/31/2016

6. Does your office/department have a capital replacement sinking fund?

No

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1801	Collector's Commission Fd			
Department	0104	Tax Collector			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$358,457.86	\$361,048.00	\$354,251.00	(\$6,797.00)
1002	Salaries, Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1005	OT & Other Premium Comp	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$25,998.45	\$28,246.00	\$27,150.00	(\$1,096.00)
1007	Retirement	\$53,263.56	\$54,498.00	\$51,461.00	(\$3,037.00)
1009	Health Insurance Matching	\$64,003.00	\$84,312.00	\$82,608.00	(\$1,704.00)
1010	Workmen's Compensation	\$441.81	\$479.00	\$656.00	\$177.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$899.10	\$924.00	\$931.00	\$7.00
1017	Col/Merit	\$0.00	\$7,221.00	\$0.00	(\$7,221.00)
1018	Salaries, Seasonal PT	\$0.00	\$0.00	\$0.00	\$0.00
1021	Longevity	\$960.00	\$960.00	\$660.00	(\$300.00)
1023	Dental Insurance-Matching	\$8,038.91	\$7,122.00	\$8,191.00	\$1,069.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$1,071.00	\$1,203.00	\$1,207.00	\$4.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$513,133.69	\$546,013.00	\$527,115.00	(\$18,898.00)
<u>Supplies</u>					
2001	General Supplies	\$7,924.92	\$40,000.00	\$45,000.00	\$5,000.00
2002	Small Equipment	\$1,554.61	\$4,200.00	\$4,200.00	\$0.00
2005	Food/Supplies	\$0.00	\$300.00	\$500.00	\$200.00
2006	Clothing & Uniforms	\$579.48	\$1,200.00	\$1,200.00	\$0.00
2007	Fuel, Oils & Lubricants	\$403.46	\$1,400.00	\$2,000.00	\$600.00
2008	Tires and Tubes	\$0.00	\$200.00	\$200.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$1,000.00	\$1,000.00
2020	Bldg Materials & Supplies	\$138.12	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$2,744.78	\$350.00	\$680.00	\$330.00
2032	Bldg & Improvement-R/M	\$0.00	\$2,500.00	\$5,000.00	\$2,500.00
2033	Machinery & Equipment-R/M	\$143.24	\$500.00	\$500.00	\$0.00
<u>Total: Supplies</u>		\$13,488.61	\$50,650.00	\$60,280.00	\$9,630.00
<u>Other Services and Charges</u>					
3002	Management Consulting	\$0.00	\$0.00	\$0.00	\$0.00
3003	Computer Services	\$0.00	\$500.00	\$0.00	(\$500.00)
3005	Special Legal	\$0.00	\$500.00	\$500.00	\$0.00
3009	Oth Professional Services	\$5,000.00	\$7,000.00	\$22,000.00	\$15,000.00
3015	Renew Contracts/Agrmnts	\$0.00	\$350.00	\$0.00	(\$350.00)
3020	Telephone & Fax Landline	\$9,602.87	\$7,500.00	\$3,012.00	(\$4,488.00)
3021	Postage	\$28,980.00	\$35,000.00	\$40,000.00	\$5,000.00
3022	Cell Phone & Pagers	\$925.44	\$2,000.00	\$2,000.00	\$0.00
3023	Internet Connection	\$2,174.63	\$2,000.00	\$3,000.00	\$1,000.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1801	Collector's Commission Fd			
Department	0104	Tax Collector			
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$3,000.00	\$3,000.00	\$0.00
3030	Travel	\$466.98	\$1,000.00	\$1,000.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$2,000.00	\$2,000.00
3035	Travel-Rental Car	\$0.00	\$250.00	\$250.00	\$0.00
3040	Advertising & Publication	\$35,512.25	\$32,000.00	\$37,000.00	\$5,000.00
3050	Official & Deputy Bond	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3052	Fire & Extended Coverage	\$2,011.84	\$2,012.00	\$2,012.00	\$0.00
3053	Fleet Liability	\$0.00	\$0.00	\$353.00	\$353.00
3073	Lease-Machinery and Equip	\$0.00	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$2,804.88	\$6,000.00	\$500.00	(\$5,500.00)
3090	Dues & Memberships	\$750.00	\$1,000.00	\$1,000.00	\$0.00
3094	Meals & Lodging	\$924.43	\$2,000.00	\$2,000.00	\$0.00
3101	Training & Education	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
3157	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$89,153.32	\$104,112.00	\$121,627.00	\$17,515.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$6,377.88	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$6,377.88	\$0.00	\$0.00	\$0.00
<u>Debt Service</u>					
5598	Co Judge/Road Cost Alloc	\$0.00	\$0.00	\$0.00	\$0.00
5599	Lump Sum Trans/Fund Level	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Debt Service</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Interfund Transfers</u>					
9993	Transfers	\$95,320.00	\$99,005.00	\$94,731.00	(\$4,274.00)
<u>Total: Interfund Transfers</u>		\$95,320.00	\$99,005.00	\$94,731.00	(\$4,274.00)
Department Total: Tax Collector		(\$717,473.50)	(\$799,780.00)	(\$803,753.00)	(\$3,973.00)

2016 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				42,877
010408601 - Chief Deputy Collector	15 - 15	104 - Reg. Full-Time Exempt	33,946	50,918	50,570
010419401 - Deputy Tax Collector	08 - 08	100 - Work Full Time	26,114	36,867	31,965
010419402 - Deputy Tax Collector	08 - 08	100 - Work Full Time	26,114	36,867	31,965
010419403 - Deputy Tax Collector	08 - 08	100 - Work Full Time	26,114	36,867	30,723
010419404 - Deputy Tax Collector	08 - 08	100 - Work Full Time	26,114	36,867	30,723
010419405 - Deputy Tax Collector	08 - 08	100 - Work Full Time	26,114	36,867	32,924
010419406 - Deputy Tax Collector	08 - 08	100 - Work Full Time	26,114	36,867	31,338
010433401 - Office Manager Collector	10 - 10	100 - Work Full Time	28,318	41,441	35,930
010433402 - Office Manager Collector	10 - 10	100 - Work Full Time	28,318	41,441	35,236
Total Positions:	<u>9</u>			Full Time Annual Salaries Subtotal:	<u>354,251</u>
				Total Salaries:	<u>354,251</u>

(1) Annual Salary \$85,753 Prorated - Position counted in Dept. 0103
 50% (\$42,877) Dept. 0103 Treasurer
 50% (\$42,877) Dept. 0104 Tax Collector



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1801 - Collector's Commission Fd				
Department 0104 - Tax Collector				
Account 2001 - General Supplies				
1801-0104 2001	Pens, paper, paper clips, tape, and delq list	1.00	45,000.00	45,000.00
	Account 2001 - General Supplies Totals	Transactions 1		\$45,000.00
Account 2002 - Small Equipment				
1801-0104 2002	Calculators, cell phones, etc	1.00	4,200.00	4,200.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$4,200.00
Account 2005 - Food/Supplies				
1801-0104 2005	Food various functions	1.00	500.00	500.00
	Account 2005 - Food/Supplies Totals	Transactions 1		\$500.00
Account 2006 - Clothing & Uniforms				
1801-0104 2006	Uniforms for office staff	1.00	1,200.00	1,200.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		\$1,200.00
Account 2007 - Fuel, Oils & Lubricants				
1801-0104 2007	Fuel for county car (split with Treasurer)	1.00	2,000.00	2,000.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		\$2,000.00
Account 2008 - Tires and Tubes				
1801-0104 2008	Tires for county car (split with Treasurer)	1.00	200.00	200.00
	Account 2008 - Tires and Tubes Totals	Transactions 1		\$200.00
Account 2009 - Computer Accessories				
1801-0104 2009	Battery backup, mouse, keyboards etc	1.00	1,000.00	1,000.00
	Account 2009 - Computer Accessories Totals	Transactions 1		\$1,000.00
Account 2024 - Maint & Service Contracts				
1801-0104 2024	Guard Tronics CCO-2014-133	1.00	350.00	350.00
1801-0104 2024	Wight Office Supply CCO-2015-18	1.00	330.00	330.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 2		\$680.00
Account 2032 - Bldg & Improvement-R/M				
1801-0104 2032	Improvement to Greenwood or Fort Smith offices	1.00	5,000.00	5,000.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		\$5,000.00
Account 2033 - Machinery & Equipment-R/M				
1801-0104 2033	Repairs to equipment	1.00	500.00	500.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$500.00
Account 3005 - Special Legal				
1801-0104 3005	Attorney's as needed	1.00	500.00	500.00
	Account 3005 - Special Legal Totals	Transactions 1		\$500.00
Account 3009 - Oth Professional Services				
1801-0104 3009	PNMIT - Mailing of Statements	1.00	22,000.00	22,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$22,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1801 - Collector's Commission Fd				
Department 0104 - Tax Collector				
Account 1801-0104 3020	Account 3020 - Telephone & Fax Landline Cost of telephone and fax line	1.00	14,000.00	14,000.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$14,000.00
Account 1801-0104 3021	Account 3021 - Postage Postage , statements, receipts etc	1.00	40,000.00	40,000.00
	Account 3021 - Postage Totals	Transactions 1		\$40,000.00
Account 1801-0104 3022	Account 3022 - Cell Phone & Pagers Cellular service (split with Treasurer)	1.00	2,000.00	2,000.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$2,000.00
Account 1801-0104 3023	Account 3023 - Internet Connection Internet for Collector's offices	1.00	3,000.00	3,000.00
	Account 3023 - Internet Connection Totals	Transactions 1		\$3,000.00
Account 1801-0104 3027	Account 3027 - Telephone Purchase/Maint Repairs to telephones	1.00	3,000.00	3,000.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		\$3,000.00
Account 1801-0104 3030	Account 3030 - Travel Business related travel	1.00	1,000.00	1,000.00
	Account 3030 - Travel Totals	Transactions 1		\$1,000.00
Account 1801-0104 3031	Account 3031 - Common Carrier Airline Travel	1.00	2,000.00	2,000.00
	Account 3031 - Common Carrier Totals	Transactions 1		\$2,000.00
Account 1801-0104 3040	Account 3040 - Advertising & Publication Delq tax lists, billboards etc	1.00	37,000.00	37,000.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		\$37,000.00
Account 1801-0104 3050	Account 3050 - Official & Deputy Bond Bond for office personnel	1.00	1,000.00	1,000.00
	Account 3050 - Official & Deputy Bond Totals	Transactions 1		\$1,000.00
Account 1801-0104 3052	Account 3052 - Fire & Extended Coverage Fire coverage	1.00	2,012.00	2,012.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		\$2,012.00
Account 1801-0104 3075	Account 3075 - Postage Mach/PO Box Rent Rental of Fort Smith P O Box	1.00	500.00	500.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 1		\$500.00
Account 1801-0104 3090	Account 3090 - Dues & Memberships Association Dues & Membership	1.00	1,000.00	1,000.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$1,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1801 - Collector's Commission Fd				
Department 0104 - Tax Collector				
Account 3094 - Meals & Lodging				
1801-0104 3094	Meals and lodging for meetings	1.00	2,000.00	2,000.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>\$2,000.00</u>
Account 3101 - Training & Education				
1801-0104 3101	Continuing Education	1.00	1,000.00	1,000.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$1,000.00</u>
Account 9993 - Transfers				
1801-0104 9993	Estimated Cost Allocation for General Services for 2016	1.00	94,731.00	94,731.00
	Account 9993 - Transfers Totals	Transactions 1		<u>\$94,731.00</u>
Account 3035 - Travel-Rental Car				
1801-0104 3035	Rental of car	1.00	250.00	250.00
	Account 3035 - Travel-Rental Car Totals	Transactions 1		<u>\$250.00</u>
Account 3053 - Fleet Liability				
1801-0104 3053	Insurance for County Vehicle - Half with Treasurer	1.00	353.00	353.00
	Account 3053 - Fleet Liability Totals	Transactions 1		<u>\$353.00</u>
	Department 0104 - Tax Collector Totals	Transactions 30		<u>\$287,626.00</u>
	Fund 1801 - Collector's Commission Fd Totals	Transactions 30		<u>\$287,626.00</u>

2016 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 2015 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- 12/31/2016
DataScout	\$ 2,450	Real & Personal Lookup	1/1-12/31/2016

6. Does your office/department have a capital replacement sinking fund?

No

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3001	Collector's Automation Fd			
Department	0126	Collector's Automation Fu			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$37,402.21	\$37,547.00	\$38,298.00	\$751.00
1006	Social Security Matching	\$2,635.75	\$2,939.00	\$2,930.00	(\$9.00)
1007	Retirement	\$5,560.78	\$5,671.00	\$5,553.00	(\$118.00)
1009	Health Insurance Matching	\$7,213.00	\$11,352.00	\$8,280.00	(\$3,072.00)
1010	Workmen's Compensation	\$45.88	\$57.00	\$71.00	\$14.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$97.20	\$98.00	\$98.00	\$0.00
1017	Col/Merit	\$0.00	\$751.00	\$0.00	(\$751.00)
1021	Longevity	\$120.00	\$120.00	\$0.00	(\$120.00)
1023	Dental Insurance-Matching	\$906.84	\$814.00	\$1,101.00	\$287.00
1040	Affordable Care Act	\$0.00	\$127.00	\$127.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$53,981.66	\$59,476.00	\$56,458.00	(\$3,018.00)
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$500.00	\$5,000.00	\$4,500.00
2002	Small Equipment	\$0.00	\$1,000.00	\$1,000.00	\$0.00
2005	Food/Supplies	\$0.00	\$300.00	\$500.00	\$200.00
2006	Clothing & Uniforms	\$31.83	\$150.00	\$150.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2024	Maint & Service Contracts	\$46,464.00	\$48,000.00	\$0.00	(\$48,000.00)
2032	Bldg & Improvement-R/M	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$2,000.00	\$0.00	(\$2,000.00)
<u>Total: Supplies</u>		\$46,495.83	\$53,950.00	\$8,650.00	(\$45,300.00)
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$15,000.00	\$15,000.00	\$0.00
3009	Oth Professional Services	\$8,526.71	\$13,810.00	\$25,000.00	\$11,190.00
3015	Renew Contracts/Agmnts	\$0.00	\$0.00	\$32,450.00	\$32,450.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3021	Postage	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$183.36	\$600.00	\$600.00	\$0.00
3023	Internet Connection	\$1,877.73	\$2,000.00	\$2,000.00	\$0.00
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$3,000.00	\$3,000.00	\$0.00
3029	Telephone & PC Cabling	\$0.00	\$300.00	\$300.00	\$0.00
3030	Travel	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$3,000.00	\$3,000.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$0.00	\$0.00	\$0.00	\$0.00
3073	Lease-Machinery and Equip	\$0.00	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$0.00	\$500.00	\$500.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3001	Collector's Automation Fd			
Department	0126	Collector's Automation Fu			
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3094	Meals & Lodging	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3101	Training & Education	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$3,000.00	\$3,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$10,587.80	\$42,210.00	\$88,850.00	\$46,640.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$1,500.00	\$1,500.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$1,500.00	\$1,500.00
Department Total: Collector's Automation Fu		(\$111,065.29)	(\$155,636.00)	(\$155,458.00)	\$178.00

2016 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	38,298
Total Positions:	<u>1</u>				Full Time Annual Salaries Subtotal: <u>38,298</u>
				Total Salaries:	<u>38,298</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3001 - Collector's Automation Fd				
Department 0126 - Collector's Automation Fu				
Account 2001 - General Supplies				
3001-0126 2001	Pens, paper, paper clips, adding machine tape etc	1.00	5,000.00	5,000.00
	Account 2001 - General Supplies Totals	Transactions 1		\$5,000.00
Account 2002 - Small Equipment				
3001-0126 2002	Calculators, counterfeit bill detector etc	1.00	1,000.00	1,000.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$1,000.00
Account 2005 - Food/Supplies				
3001-0126 2005	Food for various Functions	1.00	500.00	500.00
	Account 2005 - Food/Supplies Totals	Transactions 1		\$500.00
Account 2006 - Clothing & Uniforms				
3001-0126 2006	Uniforms for Collector's office	1.00	150.00	150.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		\$150.00
Account 2009 - Computer Accessories				
3001-0126 2009	Cd's, memory cards, flash drives, etc	1.00	2,000.00	2,000.00
	Account 2009 - Computer Accessories Totals	Transactions 1		\$2,000.00
Account 3003 - Computer Services				
3001-0126 3003	Services for computers	1.00	15,000.00	15,000.00
	Account 3003 - Computer Services Totals	Transactions 1		\$15,000.00
Account 3009 - Oth Professional Services				
3001-0126 3009	AIS Disaster and Hardware Maintenance	1.00	25,000.00	25,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$25,000.00
Account 3022 - Cell Phone & Pagers				
3001-0126 3022	Cell Phone Service	1.00	600.00	600.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$600.00
Account 3023 - Internet Connection				
3001-0126 3023	Internet service for Fort smith, Greenwood, Eastside office, MIF	1.00	2,000.00	2,000.00
	Account 3023 - Internet Connection Totals	Transactions 1		\$2,000.00
Account 3027 - Telephone Purchase/Maint				
3001-0126 3027	Purchase of telephones	1.00	3,000.00	3,000.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		\$3,000.00
Account 3030 - Travel				
3001-0126 3030	Business Related Travel	1.00	1,000.00	1,000.00
	Account 3030 - Travel Totals	Transactions 1		\$1,000.00
Account 3031 - Common Carrier				
3001-0126 3031	Expense for airline travel	1.00	3,000.00	3,000.00
	Account 3031 - Common Carrier Totals	Transactions 1		\$3,000.00
Account 3075 - Postage Mach/PO Box Rent				
3001-0126 3075	Postage Machine/Great Am Leasing/CCO-2010-122	1.00	500.00	500.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 1		\$500.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	3001 - Collector's Automation Fd			
Department	0126 - Collector's Automation Fu			
Account	3094 - Meals & Lodging			
3001-0126 3094	Meals and lodging for meetings	1.00	2,000.00	2,000.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>\$2,000.00</u>
Account	3101 - Training & Education			
3001-0126 3101	Office training	1.00	1,000.00	1,000.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$1,000.00</u>
Account	3102 - Software,Supt/Maint Agmnt			
3001-0126 3102	Purchase of software as needed	1.00	3,000.00	3,000.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		<u>\$3,000.00</u>
Account	4016 - Computer Equip Purchase			
3001-0126 4016	Computer for Greenwood Office	1.00	1,500.00	1,500.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		<u>\$1,500.00</u>
Account	3015 - Renew Contracts/Agrmnts			
3001-0126 3015	AIS Software Contract CCO 2014-192	1.00	30,000.00	30,000.00
3001-0126 3015	DataScout License Agreement CCO 2015-14	1.00	2,450.00	2,450.00
	Account 3015 - Renew Contracts/Agrmnts Totals	Transactions 2		<u>\$32,450.00</u>
Account	3029 - Telephone & PC Cabling			
3001-0126 3029	Installation of cables	1.00	300.00	300.00
	Account 3029 - Telephone & PC Cabling Totals	Transactions 1		<u>\$300.00</u>
Department	0126 - Collector's Automation Fu Totals	Transactions 20		<u>\$99,000.00</u>
Fund	3001 - Collector's Automation Fd Totals	Transactions 20		<u>\$99,000.00</u>

PC Related Capital Justification Form

Office/Department: Collector's Automation

Fund: 3001

Request Information:

Request Type:

Line Item: 4016 - Computer Equipment
Purchase

Number of Units: 1

Unit Cost: \$1,500.00

Installation Cost:

Warranty/Maintenance Cost:

Shipping Cost:

Taxes: _____

Total: \$1,500.00

Justification

Please state the justification for this equipment purchase:

Replacement of old computer in Greenwood Office

Replacement: Replacement of existing equipment? No Yes

2016 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 2016 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--Homestead Specialist	16,142.21	0.5	Homestead Specialist	1/1/2016 through 12/31 2016
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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1802	Assessor's Commission Fnd			
Department	0105	Assessor			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$917,047.77	\$947,899.00	\$965,208.00	\$17,309.00
1002	Salaries,Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1005	OT & Other Premium Comp	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$67,309.08	\$74,185.00	\$74,113.00	(\$72.00)
1007	Retirement	\$136,330.73	\$143,133.00	\$140,476.00	(\$2,657.00)
1009	Health Insurance Matching	\$151,697.00	\$196,944.00	\$214,344.00	\$17,400.00
1010	Workmen's Compensation	\$2,405.66	\$4,135.00	\$3,655.00	(\$480.00)
1011	Unemployment Compensation	\$614.00	\$7,675.00	\$0.00	(\$7,675.00)
1016	Life Insurance	\$2,478.96	\$2,496.00	\$2,548.00	\$52.00
1017	Col/Merit	\$0.00	\$18,958.00	\$0.00	(\$18,958.00)
1018	Salaries, Seasonal PT	\$0.00	\$0.00	\$0.00	\$0.00
1021	Longevity	\$2,880.00	\$2,880.00	\$3,600.00	\$720.00
1022	Retirement-Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$18,415.00	\$15,562.00	\$17,897.00	\$2,335.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$3,717.00	\$3,292.00	\$3,302.00	\$10.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$1,302,895.20	\$1,417,159.00	\$1,425,143.00	\$7,984.00
<u>Supplies</u>					
2001	General Supplies	\$22,356.81	\$27,000.00	\$27,000.00	\$0.00
2002	Small Equipment	\$2,974.39	\$5,000.00	\$5,000.00	\$0.00
2005	Food/Supplies	\$733.06	\$800.00	\$800.00	\$0.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2007	Fuel, Oils & Lubricants	\$11,199.41	\$20,000.00	\$20,000.00	\$0.00
2008	Tires and Tubes	\$1,673.10	\$2,000.00	\$2,000.00	\$0.00
2009	Computer Accessories	\$557.48	\$1,000.00	\$1,000.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2022	Plumbing & Electrical	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$838.78	\$3,000.00	\$3,000.00	\$0.00
2024	Maint & Service Contracts	\$2,622.09	\$1,000.00	\$1,000.00	\$0.00
2032	Bldg & Improvement-R/M	\$0.00	\$1,000.00	\$1,000.00	\$0.00
2033	Machinery & Equipment-R/M	\$1,957.48	\$3,500.00	\$3,500.00	\$0.00
2038	Lic & Fees For Vehicles	\$0.00	\$50.00	\$50.00	\$0.00
<u>Total: Supplies</u>		\$44,912.60	\$66,350.00	\$66,350.00	\$0.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3005	Special Legal	\$0.00	\$3,000.00	\$3,000.00	\$0.00
3008	Property Reappraisal	\$436,740.00	\$495,000.00	\$495,000.00	\$0.00
3009	Oth Professional Services	\$99,683.98	\$93,215.00	\$93,215.00	\$0.00
3020	Telephone & Fax Landline	\$12,855.13	\$8,500.00	\$4,152.00	(\$4,348.00)
3021	Postage	\$20,000.00	\$26,000.00	\$26,000.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1802	Assessor's Commission Fnd			
Department	0105	Assessor			
3022	Cell Phone & Pagers	\$6,061.59	\$8,400.00	\$8,400.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$6,891.89	\$5,880.00	\$5,880.00	\$0.00
3027	Telephone Purchase/Maint	\$960.93	\$733.00	\$733.00	\$0.00
3029	Telephone & PC Cabling	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$168.00	\$1,000.00	\$1,000.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$1,500.00	\$1,500.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3050	Official & Deputy Bond	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$8,299.05	\$8,300.00	\$8,300.00	\$0.00
3053	Fleet Liability	\$2,236.00	\$2,371.00	\$2,371.00	\$0.00
3054	Other Sundry Insurance	\$0.00	\$0.00	\$0.00	\$0.00
3070	Rent-Land & Buildings	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$8,049.83	\$10,372.00	\$10,372.00	\$0.00
3075	Postage Mach/PO Box Rent	\$42.00	\$40.00	\$40.00	\$0.00
3090	Dues & Memberships	\$3,155.00	\$2,500.00	\$2,500.00	\$0.00
3094	Meals & Lodging	\$4,235.11	\$8,000.00	\$8,000.00	\$0.00
3101	Training & Education	\$3,525.00	\$7,000.00	\$7,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$53,226.85	\$50,400.00	\$52,032.00	\$1,632.00
3104	Books	\$150.00	\$0.00	\$0.00	\$0.00
3157	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$666,280.36	\$730,711.00	\$729,495.00	(\$1,216.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$0.00	\$0.00	\$21,386.00	\$21,386.00
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$3,250.00	\$3,250.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$24,636.00	\$24,636.00
<u>Debt Service</u>					
5598	Co Judge/Road Cost Alloc	\$0.00	\$0.00	\$0.00	\$0.00
5599	Lump Sum Trans/Fund Level	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Debt Service</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Interfund Transfers</u>					
9993	Transfers	\$286,887.00	\$298,155.00	\$297,032.00	(\$1,123.00)
<u>Total: Interfund Transfers</u>		\$286,887.00	\$298,155.00	\$297,032.00	(\$1,123.00)
Department Total: Assessor		(\$2,300,975.16)	(\$2,512,375.00)	(\$2,542,656.00)	(\$30,281.00)

2016 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>
010500201 - Abstractor Mapper	07 - 07	100 - Work Full Time	24,693	34,860	33,821
010500202 - Abstractor/Mapper	07 - 07	100 - Work Full Time	24,693	34,860	28,613
010500203 - Abstractor/Mapper	07 - 07	100 - Work Full Time	24,693	34,860	29,630
010500204 - Abstractor/Mapper	07 - 07	100 - Work Full Time	24,693	34,860	31,754
010502801 - Appraiser IV	10 - 10	100 - Work Full Time	28,318	41,441	37,747
010502802 - Appraiser IV	10 - 10	100 - Work Full Time	28,318	41,441	29,464
010503001 - Assessor	DEO - DEO (1)	140 - Elected Official			82,669
010508201 - Chief Deputy Assessor	13 - 13	104 - Reg. Full-Time Exempt	31,269	46,904	48,675
010511601 - Co-Reappraisal Manager	15 - 15	104 - Reg. Full-Time Exempt	33,946	50,918	47,292
010511602 - Co-Reappraisal Manager	15 - 15	104 - Reg. Full-Time Exempt	33,946	50,918	49,276
010516001 - Deputy Assessor	05 - 05	100 - Work Full Time	21,848	30,844	29,630
010516002 - Deputy Assessor	05 - 05	100 - Work Full Time	21,848	30,844	29,630
010516003 - Deputy Assessor	05 - 05	100 - Work Full Time	21,848	30,844	34,820
010516004 - Deputy Assessor	05 - 05	100 - Work Full Time	21,848	30,844	33,044
010516005 - Deputy Assessor	05 - 05	100 - Work Full Time	21,848	30,844	29,050
010516006 - Deputy Assessor	05 - 05	100 - Work Full Time	21,848	30,844	29,630
010516007 - Deputy Assessor	05 - 05	100 - Work Full Time	21,848	30,844	33,044
010516008 - Deputy Assessor	05 - 05	100 - Work Full Time	21,848	30,844	36,338
010516009 - Deputy Assessor	05 - 05	100 - Work Full Time	21,848	30,844	41,408
010516010 - Deputy Assessor	05 - 05	100 - Work Full Time	21,848	30,844	32,581
010516011 - Deputy Assessor	05 - 05	100 - Work Full Time	21,848	30,844	33,977
010524801 - Homestead Specialist	07 - 07	100 - Work Full Time	24,693	34,860	38,571
010531801 - Mapping Specialist	09 - 09	100 - Work Full Time	27,535	38,873	35,410
010531802 - Mapping Specialist	09 - 09	100 - Work Full Time	27,535	38,873	35,410
010533201 - Office Manager Assessor	10 - 10	100 - Work Full Time	28,318	41,441	37,747
010533801 - Office Manager FS	10 - 10	100 - Work Full Time	28,318	41,441	35,977

Total Positions:	<u>26</u>		Full Time Annual Salaries Subtotal:	<u>965,208</u>
			Total Salaries:	<u>965,208</u>

(1) Annual Salary \$82,669



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1802 - Assessor's Commission Fnd				
Department 0105 - Assessor				
Account 1802-0105 2001	Account 2001 - General Supplies paper pens ink etc	1.00	20,000.00	20,000.00
Account 1802-0105 2001	Printing and Supplies (business cards, envelopes etc)	1.00	7,000.00	7,000.00
	Account 2001 - General Supplies Totals	Transactions 2		<u>\$27,000.00</u>
Account 1802-0105 2002	Account 2002 - Small Equipment OFC FURN/FAX/ETC	1.00	5,000.00	5,000.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$5,000.00</u>
Account 1802-0105 2005	Account 2005 - Food/Supplies FOOD - EQ ETC	1.00	800.00	800.00
	Account 2005 - Food/Supplies Totals	Transactions 1		<u>\$800.00</u>
Account 1802-0105 2007	Account 2007 - Fuel, Oils & Lubricants FUEL/OIL CHGS/6 VEHICLES	1.00	20,000.00	20,000.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		<u>\$20,000.00</u>
Account 1802-0105 2008	Account 2008 - Tires and Tubes TIRES AND TUBES 6 VEHICLES	1.00	2,000.00	2,000.00
	Account 2008 - Tires and Tubes Totals	Transactions 1		<u>\$2,000.00</u>
Account 1802-0105 2009	Account 2009 - Computer Accessories COMPUTER ASSESSORIES/MOUSE/PADS ETC	1.00	1,000.00	1,000.00
	Account 2009 - Computer Accessories Totals	Transactions 1		<u>\$1,000.00</u>
Account 1802-0105 2020	Account 2020 - Bldg Materials & Supplies BUILDING SUPPLIES AND/OR REPAIRS	1.00	2,000.00	2,000.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions 1		<u>\$2,000.00</u>
Account 1802-0105 2023	Account 2023 - Parts & Repairs COUNTY VEHICLE PARTS AND REPAIRS	1.00	3,000.00	3,000.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		<u>\$3,000.00</u>
Account 1802-0105 2024	Account 2024 - Maint & Service Contracts Copy Overage - Preferred Ofc Prod- CCO 2015-101	1.00	1,000.00	1,000.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 1		<u>\$1,000.00</u>
Account 1802-0105 2032	Account 2032 - Bldg & Improvement-R/M UNFORSEEN REPAIRS/MAINTENANCE	1.00	1,000.00	1,000.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		<u>\$1,000.00</u>
Account 1802-0105 2033	Account 2033 - Machinery & Equipment-R/M REPAIRS REQUIRING LABOR/VEHICLES, ETC	1.00	3,500.00	3,500.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		<u>\$3,500.00</u>
Account 1802-0105 2038	Account 2038 - Lic & Fees For Vehicles LICENSES AND FEES FOR COUNTY VEHICLES	1.00	50.00	50.00
	Account 2038 - Lic & Fees For Vehicles Totals	Transactions 1		<u>\$50.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1802 - Assessor's Commission Fnd				
Department 0105 - Assessor				
Account 3005 - Special Legal				
1802-0105 3005	UNFORSEEN LEGAL EXPENSES	1.00	3,000.00	3,000.00
	Account 3005 - Special Legal Totals	Transactions 1		\$3,000.00
Account 3008 - Property Reappraisal				
1802-0105 3008	Property Reappraisal	1.00	495,000.00	495,000.00
	Account 3008 - Property Reappraisal Totals	Transactions 1		\$495,000.00
Account 3009 - Oth Professional Services				
1802-0105 3009	CAR WASHES ETC	1.00	1,000.00	1,000.00
1802-0105 3009	DATASCOUT LLC - GIS SERVER SPT/CCO2015-15	1.00	2,000.00	2,000.00
1802-0105 3009	EQ BOARD MEETINGS AT 100 EACH	1.00	4,000.00	4,000.00
1802-0105 3009	PICTOMETRY - AERIAL PHOTOGRAPHY CO 2100-21	1.00	42,215.00	42,215.00
1802-0105 3009	PICTOMETRY CONNECT CCO2015-76	1.00	2,000.00	2,000.00
1802-0105 3009	TASC - WELL ASSIST - CCO 2015-86	1.00	39,000.00	39,000.00
1802-0105 3009	UNFORSEEN GIS SERVER ISSUES	1.00	3,000.00	3,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 7		\$93,215.00
Account 3020 - Telephone & Fax Landline				
1802-0105 3020	Expenses for telephone and fax	1.00	8,500.00	8,500.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$8,500.00
Account 3021 - Postage				
1802-0105 3021	POSTAGE --OIL AND GAS ROYALTY NOTICES	1.00	26,000.00	26,000.00
	Account 3021 - Postage Totals	Transactions 1		\$26,000.00
Account 3022 - Cell Phone & Pagers				
1802-0105 3022	Cell phones and IPADS (7 PEOPLE)	7.00	1,200.00	8,400.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		\$8,400.00
Account 3025 - Data/Video Circuit				
1802-0105 3025	DATA/VIDEO CIRCUIT	1.00	5,880.00	5,880.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		\$5,880.00
Account 3027 - Telephone Purchase/Maint				
1802-0105 3027	TELEPHONE PURCHASE/MAINT	1.00	733.00	733.00
	Account 3027 - Telephone Purchase/Maint Totals	Transactions 1		\$733.00
Account 3030 - Travel				
1802-0105 3030	SEMINARS-IAAO CLASSES-EQ BOARD-ETC	1.00	1,000.00	1,000.00
	Account 3030 - Travel Totals	Transactions 1		\$1,000.00
Account 3031 - Common Carrier				
1802-0105 3031	AIRFARE TO IAAO INTERNATIONAL CONF	1.00	1,500.00	1,500.00
	Account 3031 - Common Carrier Totals	Transactions 1		\$1,500.00
Account 3052 - Fire & Extended Coverage				
1802-0105 3052	FIRE AND EXTENDED COVERAGE	1.00	8,300.00	8,300.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		\$8,300.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1802 - Assessor's Commission Fnd				
Department 0105 - Assessor				
Account 3053 - Fleet Liability	FLEET LIABILITY	1.00	2,236.00	2,236.00
	Account 3053 - Fleet Liability Totals	Transactions 1		\$2,236.00
Account 3071 - Rent-Machinery & Equip	GREAT AMERICA - FP- CCO 2015-113	2.00	3,240.00	6,480.00
Account 3071 - Rent-Machinery & Equip	GREAT AMERICA - LANIER COPIER CCO2015-101	1.00	3,892.00	3,892.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions 2		\$10,372.00
Account 3075 - Postage Mach/PO Box Rent	GREENWOOD PO BOX RENTAL	1.00	40.00	40.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 1		\$40.00
Account 3090 - Dues & Memberships	IAAO-(AR AND INTL) ARKANSAS ASSESSOR ASSO	1.00	2,500.00	2,500.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$2,500.00
Account 3094 - Meals & Lodging	FOR SEMINARS AND CLASSES	1.00	8,000.00	8,000.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$8,000.00
Account 3101 - Training & Education	SEMINARS/IAAO/ACD/CONT ED TRUST FUND	1.00	7,600.00	7,600.00
	Account 3101 - Training & Education Totals	Transactions 1		\$7,600.00
Account 3102 - Software,Supt/Maint Agmnt	AIS SOFTWARE MAINT CCO 2015-51	1.00	43,332.00	43,332.00
Account 3102 - Software,Supt/Maint Agmnt	ESRI - GIS MAINT ARC EDITOR CO 2015-19	2.00	2,600.00	5,200.00
Account 3102 - Software,Supt/Maint Agmnt	TASC - WEB HOST CO 2015-77	1.00	3,500.00	3,500.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 3		\$52,032.00
Account 4005 - Vehicles	2016 TRUCK	1.00	21,385.35	21,385.35
	Account 4005 - Vehicles Totals	Transactions 1		\$21,385.35
Account 4016 - Computer Equip Purchase	Computer replacement plan	1.00	3,250.00	3,250.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		\$3,250.00
Account 9993 - Transfers	Estimated Cost Allocation for General Services for 2016	1.00	297,032.00	297,032.00
	Account 9993 - Transfers Totals	Transactions 1		\$297,032.00
	Department 0105 - Assessor Totals	Transactions 43		\$1,122,325.35
	Fund 1802 - Assessor's Commission Fnd Totals	Transactions 43		\$1,122,325.35

Capital Justification Form

Office/Department:0105 - Assessor

Fund: 1802 Assessor's Commission Fund

Cost Information:

Line Item: 4005 - Vehicles
Number of Units: 1
Unit Cost: \$21385.35
Purchase Price: \$21,385.35
Installation Cost: \$0.00
Warranty/Maintenance Cost: \$0.00
Taxes:
Total:\$21,385.35

Description of Item Requested:

2016 RAM 1500 CREW CAB (PROPOSED)

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 2006 Ford F150 with 120,525 miles

2016 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 2016 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	0.005	Homestead Specialist	1/1/16 through 12/31/16
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? Yes

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3004	Assessor's Amendment 79			
Department	0127	Assessor's Amendment No.			
<u>Supplies</u>					
2001	General Supplies	\$572.90	\$5,000.00	\$5,000.00	\$0.00
<u>Total: Supplies</u>		\$572.90	\$5,000.00	\$5,000.00	\$0.00
<u>Other Services and Charges</u>					
3021	Postage	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3040	Advertising & Publication	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$816.67	\$4,900.00	\$4,900.00	\$0.00
<u>Total: Other Services and Charges</u>		\$816.67	\$6,900.00	\$6,900.00	\$0.00
<u>Capital Outlay</u>					
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Assessor's Amendment No.		(\$1,389.57)	(\$11,900.00)	(\$11,900.00)	\$0.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3004 - Assessor's Amendment 79				
Department 0127 - Assessor's Amendment No.				
Account 2001 - General Supplies				
3004-0127 2001	PENS PAPER PADS INK ETC	1.00	5,000.00	5,000.00
	Account 2001 - General Supplies Totals	Transactions 1		\$5,000.00
Account 3021 - Postage				
3004-0127 3021	POSTAGE TO MAIL OUT AMEND 79 NEWSLETTERS	1.00	1,000.00	1,000.00
	Account 3021 - Postage Totals	Transactions 1		\$1,000.00
Account 3040 - Advertising & Publication				
3004-0127 3040	AMENDMENT 79 NEWSLETTERS	1.00	1,000.00	1,000.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		\$1,000.00
Account 3102 - Software,Supt/Maint Agmnt				
3004-0127 3102	DATASCOUT LLC - HOMESTEAD CREDIT FINDER	1.00	4,900.00	4,900.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		\$4,900.00
	Department 0127 - Assessor's Amendment No. Totals	Transactions 4		\$11,900.00
	Fund 3004 - Assessor's Amendment 79 Totals	Transactions 4		\$11,900.00

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1804	Greenwood District Court			
Department	0409	Seb Co Dist Court-GW Div			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$135,643.62	\$167,462.00	\$170,815.00	\$3,353.00
1006	Social Security Matching	\$9,825.23	\$13,113.00	\$13,118.00	\$5.00
1007	Retirement	\$20,189.91	\$25,300.00	\$24,863.00	(\$437.00)
1009	Health Insurance Matching	\$34,957.00	\$39,168.00	\$38,496.00	(\$672.00)
1010	Workmen's Compensation	\$201.59	\$244.00	\$316.00	\$72.00
1011	Unemployment Compensation	\$6,072.00	\$0.00	\$2,209.00	\$2,209.00
1016	Life Insurance	\$340.20	\$486.00	\$490.00	\$4.00
1017	Col/Merit	\$0.00	\$3,349.00	\$0.00	(\$3,349.00)
1021	Longevity	\$600.00	\$600.00	\$660.00	\$60.00
1023	Dental Insurance-Matching	\$4,531.98	\$3,256.00	\$3,745.00	\$489.00
1024	Personnel Subsidy	\$35,980.50	\$36,546.00	\$35,980.00	(\$566.00)
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$756.00	\$633.00	\$635.00	\$2.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$249,098.03	\$290,157.00	\$291,327.00	\$1,170.00
<u>Supplies</u>					
2001	General Supplies	\$5,193.63	\$4,000.00	\$4,000.00	\$0.00
2002	Small Equipment	\$307.30	\$2,000.00	\$800.00	(\$1,200.00)
2009	Computer Accessories	\$97.46	\$600.00	\$600.00	\$0.00
2023	Parts & Repairs	\$0.00	\$300.00	\$300.00	\$0.00
2024	Maint & Service Contracts	\$328.50	\$330.00	\$330.00	\$0.00
2032	Bldg & Improvement-R/M	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$5,926.89	\$7,230.00	\$6,030.00	(\$1,200.00)
<u>Other Services and Charges</u>					
3005	Special Legal	\$800.00	\$3,000.00	\$3,000.00	\$0.00
3009	Oth Professional Services	\$136.72	\$2,000.00	\$2,000.00	\$0.00
3015	Renew Contracts/Agmnts	\$9,432.00	\$9,602.00	\$9,602.00	\$0.00
3020	Telephone & Fax Landline	\$2,475.87	\$2,600.00	\$720.00	(\$1,880.00)
3021	Postage	\$1,470.00	\$1,500.00	\$1,500.00	\$0.00
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$103.26	\$1,500.00	\$1,500.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$1,200.00	\$1,200.00
3040	Advertising & Publication	\$0.00	\$0.00	\$0.00	\$0.00
3050	Official & Deputy Bond	\$740.00	\$700.00	\$700.00	\$0.00
3070	Rent-Land & Buildings	\$0.00	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$42.00	\$50.00	\$50.00	\$0.00
3090	Dues & Memberships	\$750.00	\$1,500.00	\$1,500.00	\$0.00
3091	Court Appointed Attorneys	\$400.00	\$3,000.00	\$3,000.00	\$0.00
3094	Meals & Lodging	\$734.84	\$3,000.00	\$3,000.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1804	Greenwood District Court			
Department	0409	Seb Co Dist Court-GW Div			
3101	Training & Education	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$1,000.00	\$1,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$17,084.69	\$31,452.00	\$30,772.00	(\$680.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Debt Service</u>					
5599	Lump Sum Trans/Fund Level	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Debt Service</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Interfund Transfers</u>					
9993	Transfers	\$121,311.00	\$125,629.00	\$127,298.00	\$1,669.00
<u>Total: Interfund Transfers</u>		\$121,311.00	\$125,629.00	\$127,298.00	\$1,669.00
Department Total: Seb Co Dist Court-GW Div		(\$393,420.61)	(\$454,468.00)	(\$455,427.00)	(\$959.00)

2016 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 - Municipal Court Judge	DEO - DEO (1)	140 - Elected Official			-
040916601 - Deputy Clerk GW	06 - 06	100 - Work Full Time	23,270	32,852	24,906
040916602 - Deputy Clerk GW	06 - 06	100 - Work Full Time	23,270	32,852	31,338
040918001 - Deputy Clerk/Scanning Clerk GW	03 - 03	100 - Work Full Time	19,004	26,830	23,263
040924401 - GW Municipal Court Clerk	13 - 13	104 - Reg. Full-Time Exempt	31,269	46,904	53,051
040946601 - Sr Deputy District Court Clerk	09 - 09	100 - Work Full Time	27,535	38,873	38,257

Total Positions: 5 **Full Time Annual Salaries Subtotal:** 170,815

Total Salaries: 170,815

(1) Salary paid by State beginning in 2011 under Act 1219 of 2011.
 One-half of \$117,300 salary will be budgeted in 1804.3002.5115.00
 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 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1804 - Greenwood District Court				
Department 0409 - Seb Co Dist Court-GW Div				
Account 2001 - General Supplies				
1804-0409 2001	Office Supplies-Pens,Paper,Print &Copy Toner, etc.	4.00	1,000.00	4,000.00
	Account 2001 - General Supplies Totals	Transactions 1		\$4,000.00
Account 2002 - Small Equipment				
1804-0409 2002	Office Items under \$500; shredder,small desk, print stands etc	1.00	800.00	800.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$800.00
Account 2024 - Maint & Service Contracts				
1804-0409 2024	Wight KM Taskalfa 221 Copier,CCO2014-85	1.00	330.00	330.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 1		\$330.00
Account 3005 - Special Legal				
1804-0409 3005	Substitute Judge costs when needed (vac, sick,conf. etc.)	1.00	3,000.00	3,000.00
	Account 3005 - Special Legal Totals	Transactions 1		\$3,000.00
Account 3009 - Oth Professional Services				
1804-0409 3009	Court Language Interpreter costs when needed	1.00	2,000.00	2,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$2,000.00
Account 3015 - Renew Contracts/Agrmnts				
1804-0409 3015	Retirement payment for retired Court Clerk-GWDC	1.00	9,602.00	9,602.00
	Account 3015 - Renew Contracts/Agrmnts Totals	Transactions 1		\$9,602.00
Account 3020 - Telephone & Fax Landline				
1804-0409 3020	Telephone,Fax, Longdistance Landlines	1.00	2,600.00	2,600.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$2,600.00
Account 3021 - Postage				
1804-0409 3021	Postage stamps	1.00	1,500.00	1,500.00
	Account 3021 - Postage Totals	Transactions 1		\$1,500.00
Account 3030 - Travel				
1804-0409 3030	Travel (mileage) for Judge & Clerks for Ed.Conferences	1.00	1,500.00	1,500.00
	Account 3030 - Travel Totals	Transactions 1		\$1,500.00
Account 3031 - Common Carrier				
1804-0409 3031	Travel-common carrier (airfare) for out of state Conferences	2.00	600.00	1,200.00
	Account 3031 - Common Carrier Totals	Transactions 1		\$1,200.00
Account 3050 - Official & Deputy Bond				
1804-0409 3050	Official & Deputy Bonds for Judge, Clerk & Deputies	5.00	140.00	700.00
	Account 3050 - Official & Deputy Bond Totals	Transactions 1		\$700.00
Account 3075 - Postage Mach/PO Box Rent				
1804-0409 3075	Annual Pos Office Box 925 Rent	1.00	50.00	50.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 1		\$50.00
Account 3090 - Dues & Memberships				
1804-0409 3090	Annual NACM dues-Mitch & Sampley	2.00	125.00	250.00
1804-0409 3090	Arkansas Code Annotated Book Updates	1.00	750.00	750.00
1804-0409 3090	State Assc. Dues Judge	1.00	300.00	300.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1804 - Greenwood District Court				
Department 0409 - Seb Co Dist Court-GW Div				
Account 1804-0409 3090	Account 3090 - Dues & Memberships State Assc. Dues-Clerks	4.00	50.00	200.00
	Account 3090 - Dues & Memberships Totals	Transactions 4		\$1,500.00
Account 1804-0409 3091	Account 3091 - Court Appointed Attorneys Annual Appointed Attorneys upon Public Defender Conflict cases	1.00	3,000.00	3,000.00
	Account 3091 - Court Appointed Attorneys Totals	Transactions 1		\$3,000.00
Account 1804-0409 3094	Account 3094 - Meals & Lodging Educational Conference Cost-State & Nat'l Assc. Judge & Clerks	5.00	600.00	3,000.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$3,000.00
Account 1804-0409 3101	Account 3101 - Training & Education Annual State & Nat'l Registration Fees	1.00	2,000.00	2,000.00
	Account 3101 - Training & Education Totals	Transactions 1		\$2,000.00
Account 1804-0409 3102	Account 3102 - Software,Supt/Maint Agmnt Software support/maintenance if needed	1.00	1,000.00	1,000.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		\$1,000.00
Account 1804-0409 9993	Account 9993 - Transfers Estimated Cost Allocation for General Services for 2016	1.00	127,298.00	127,298.00
	Account 9993 - Transfers Totals	Transactions 1		\$127,298.00
	Department 0409 - Seb Co Dist Court-GW Div Totals	Transactions 21		\$165,080.00
	Fund 1804 - Greenwood District Court Totals	Transactions 21		\$165,080.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1805	Sebastian Co Law Library			
Department	0457	Seb Co Law Library-FS			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$12,396.66	\$14,211.00	\$14,496.00	\$285.00
1006	Social Security Matching	\$927.36	\$1,109.00	\$1,109.00	\$0.00
1007	Retirement	\$1,736.07	\$2,140.00	\$2,102.00	(\$38.00)
1009	Health Insurance Matching	\$3,619.00	\$5,040.00	\$5,808.00	\$768.00
1010	Workmen's Compensation	\$17.38	\$22.00	\$27.00	\$5.00
1016	Life Insurance	\$72.90	\$98.00	\$98.00	\$0.00
1017	Col/Merit	\$0.00	\$284.00	\$0.00	(\$284.00)
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$334.68	\$814.00	\$937.00	\$123.00
1040	Affordable Care Act	\$63.00	\$127.00	\$127.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$19,167.05	\$23,845.00	\$24,704.00	\$859.00
Department Total: Seb Co Law Library-FS		(\$19,167.05)	(\$23,845.00)	(\$24,704.00)	(\$859.00)

2016 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			14,496
Total Positions:	<u>1</u>				Full Time Annual Salaries Subtotal: <u>14,496</u>
					Total Salaries: <u>14,496</u>

(1) Salary and Fringe reimbursed 100% by Law Library Board.

2016 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 it and the remaining cities in the county that enabled the Fort Smith HazMat Team to serve all part 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 2016 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? Yes

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1810	HazMat Response			
Department	0506	Haz-Mat Response			
<u>Supplies</u>					
2001	General Supplies	\$1,647.75	\$2,000.00	\$2,000.00	\$0.00
2002	Small Equipment	\$4,904.74	\$3,800.00	\$3,800.00	\$0.00
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$1,304.17	\$0.00	\$0.00	\$0.00
2038	Lic & Fees For Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$7,856.66	\$5,800.00	\$5,800.00	\$0.00
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$0.00	\$66,725.00	\$66,725.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$0.00	\$0.00
3023	Internet Connection	\$1,984.53	\$2,316.00	\$2,316.00	\$0.00
3030	Travel	\$0.00	\$0.00	\$0.00	\$0.00
3031	Common Carrier	\$2,970.20	\$0.00	\$0.00	\$0.00
3094	Meals & Lodging	\$913.44	\$1,200.00	\$1,200.00	\$0.00
3101	Training & Education	\$33,210.00	\$25,200.00	\$25,200.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$4,793.00	\$0.00	\$0.00	\$0.00
3158	Special Project	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$43,871.17	\$95,441.00	\$95,441.00	\$0.00
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$4,911.58	\$0.00	\$10,000.00	\$10,000.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$4,911.58	\$0.00	\$10,000.00	\$10,000.00
Department Total: Haz-Mat Response		(\$56,639.41)	(\$101,241.00)	(\$111,241.00)	(\$10,000.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1810 - HazMat Response				
Department 0506 - Haz-Mat Response				
Account 2001 - General Supplies				
1810-0506 2001	Funding to purchase HazMat operations and detection equipment	1.00	2,000.00	2,000.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$2,000.00</u>
Account 2002 - Small Equipment				
1810-0506 2002	Funding to purchase routine HazMat and EOD equipment	1.00	3,800.00	3,800.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$3,800.00</u>
Account 3009 - Oth Professional Services				
1810-0506 3009	Funds to be used for HazMat Cleanup or Professional Services	1.00	66,725.00	66,725.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		<u>\$66,725.00</u>
Account 3023 - Internet Connection				
1810-0506 3023	Funding to cover HazMat monthly Mobile Data Internet Service	1.00	2,316.00	2,316.00
	Account 3023 - Internet Connection Totals	Transactions 1		<u>\$2,316.00</u>
Account 3094 - Meals & Lodging				
1810-0506 3094	Funding to support the HazMat Team when they attend training	1.00	1,200.00	1,200.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>\$1,200.00</u>
Account 3101 - Training & Education				
1810-0506 3101	Education and training to keep Technician Level Certification	1.00	25,200.00	25,200.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$25,200.00</u>
	Department 0506 - Haz-Mat Response Totals	Transactions 6		<u>\$101,241.00</u>
	Fund 1810 - HazMat Response Totals	Transactions 6		<u>\$101,241.00</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:

Contingency & emergency fund to support unexpected purchases of capital small machinery and equipment for the HazMat 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:

The equipment they use is very expensive and used frequently in a tough and dangerous environment. The funding needs to be in place and rapidly available for situations where the bomb robot or other systems are broken in a response. It also needs to be replaced almost immediately to put the equipment back in service to keep the public safe.

2016 Budget Information Form

Office/Department: 0435 - Veterans Drug Court

Fund: 1901 Miscellaneous Grants

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

Veterans Treatment Court is a supervised comprehensive treatment program for eligible offenders. An eligible offender is one charged with a felony and qualifies for VA benefits and is approved for the program by the PA and presiding Judge. This Court consists of regular court appearances, supervision by an officer of Ark Community Correction, treatment which may include, 12 step meetings(NA/AA) and/or group counseling and in-patient treatment as required and also drug testing.

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

The goal of Veterans Treatment Court is to assist Veterans who have been arrested for a felony and are identified as one who may benefit from the treatment for Drug Addiction, Post-traumatic Stress Disorder or other issues which may be related to their Military service.

- 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

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1901	Miscellaneous Grants Fund			
Department	0435	Veterans Treatment Court			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$4,887.00	\$4,887.00
<u>Total: Supplies</u>		\$0.00	\$0.00	\$4,887.00	\$4,887.00
<u>Other Services and Charges</u>					
3030	Travel	\$0.00	\$0.00	\$1,499.00	\$1,499.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3035	Travel-Rental Car	\$0.00	\$0.00	\$0.00	\$0.00
3094	Meals & Lodging	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$0.00	\$0.00	\$1,499.00	\$1,499.00
Department Total: Veterans Treatment Court		\$0.00	\$0.00	(\$6,386.00)	(\$6,386.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 1901 - Miscellaneous Grants Fund				
Department 0435 - Veterans Treatment Court				
Account 2001 - General Supplies				
1901-0435 2001	General Supplies	1.00	4,887.00	4,887.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$4,887.00</u>
Account 3030 - Travel				
1901-0435 3030	Travel for training	1.00	1,499.00	1,499.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$1,499.00</u>
Department 0435 - Veterans Treatment Court Totals		Transactions 2		<u>\$6,386.00</u>

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1901	Miscellaneous Grants Fund			
Department	0466	AR HWY Safety Traffic Rec Pgm			
<u>Other Services and Charges</u>					
3093	Misc Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00
3158	Special Project	\$0.00	\$0.00	\$20,000.00	\$20,000.00
<u>Total: Other Services and Charges</u>		\$0.00	\$0.00	\$20,000.00	\$20,000.00
Department Total: AR HWY Safety Traffic Rec Pgm		\$0.00	\$0.00	(\$20,000.00)	(\$20,000.00)

2016 Budget Information Form

Office/Department: 0464 - FY14
LETPA/FSPD/BOMB
Fund: 1902 Homeland Security
Grant

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

The hybrid radio system will give Fort Smith the capability to run the robot (F6A) completely wireless.

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

Fort Smith Bomb Squad will add a Hybrid Radio System for their (F6A) Robot to give complete wireless capabilities to support the WMD Stabilization 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? Yes

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	1902	Homeland Security Grant			
Department	0464	FY14 LETPA/FSPD/Bomb			
<u>Capital Outlay</u>					
4011	Capital Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
4026	Special Projects	\$0.00	\$189,000.00	\$44,268.00	(\$144,732.00)
<u>Total: Capital Outlay</u>		\$0.00	\$189,000.00	\$44,268.00	(\$144,732.00)
Department Total: FY14 LETPA/FSPD/Bomb		\$0.00	(\$189,000.00)	(\$44,268.00)	\$144,732.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	1902 - Homeland Security Grant			
Department	0464 - FY14 LETPA/FSPD/Bomb			
Account	4026 - Special Projects			
1902-0464 4026	Digital Hybrid Radio Control Assembly - PO 2015-00000053	1.00	44,268.00	44,268.00
	Account 4026 - Special Projects Totals	Transactions	1	<u>44,268.00</u>
	Department 0464 - FY14 LETPA/FSPD/Bomb Totals	Transactions	1	<u>44,268.00</u>
	Fund 1902 - Homeland Security Grant Totals	Transactions	1	<u>44,268.00</u>

Capital Justification Form

Office/Department: 0464 - FY14
LETPA/FSPD/BOMB
Fund: 1902 Homeland Security
Grant

Cost Information:

Line Item: 4026 - Special Projects
Number of Units: 1
Unit Cost: \$44268.00
Purchase Price: \$44,268.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total: \$44,268.00

Description of Item Requested:

Fort Smith Bomb Squad will add a Hybrid Radio System for their (F6A) Robot to give complete wireless capabilities to support the WMD Stabilization Mission.

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:

In this project, we will replace the fiber optics link with a radio control link which will allow the robot to be used completely wireless. There is nothing to get tangled while maneuvering the robot. This radio link is a fully licensed 5 watt radio system built by the robot manufacturer. All licensing coordination and applicable fees are handled by the manufacturer. The radio link allows us to utilize elevators instead of stairs which decreases wear and tear on the robot and increases operational speed. It allows us to maneuver at greater distances and tasks can be completed much faster. This decreases the on-scene time when this robot is being used and therefore decrease the time that the public is being inconvenienced and displaced. The safety of our technicians is increased because the robot can be utilized in more situations keeping the technicians out of the danger zone.

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3002	Circuit Ct Automation Fnd			
Department	0124	Court Automation-Circuit			
<u>Personal Services - Salaries & Benefits</u>					
1002	Salaries,Part Time	\$5,715.00	\$7,540.00	\$7,540.00	\$0.00
1006	Social Security Matching	\$437.11	\$577.00	\$577.00	\$0.00
1007	Retirement	\$932.14	\$1,113.00	\$1,094.00	(\$19.00)
1010	Workmen's Compensation	\$8.44	\$23.00	\$14.00	(\$9.00)
1011	Unemployment Compensation	\$4,658.00	\$1,096.00	\$0.00	(\$1,096.00)
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1028	Cafeteria Fees	\$0.00	\$0.00	\$0.00	\$0.00
1040	Affordable Care Act	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$11,750.69	\$10,349.00	\$9,225.00	(\$1,124.00)
<u>Supplies</u>					
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$1,210.00	\$5,566.00	\$5,566.00	\$0.00
<u>Total: Other Services and Charges</u>		\$1,210.00	\$5,566.00	\$5,566.00	\$0.00
<u>Capital Outlay</u>					
4016	Computer Equip Purchase	\$0.00	\$0.00	\$1,000.00	\$1,000.00
4017	Other Equipment Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$1,000.00	\$1,000.00
<u>Debt Service</u>					
5599	Lump Sum Trans/Fund Level	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Debt Service</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Interfund Transfers</u>					
9993	Transfers	\$6,000.00	\$6,000.00	\$6,004.00	\$4.00
<u>Total: Interfund Transfers</u>		\$6,000.00	\$6,000.00	\$6,004.00	\$4.00
Department Total: Court Automation-Circuit		(\$18,960.69)	(\$21,915.00)	(\$21,795.00)	\$120.00

2016 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	10.0000	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



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	3002 - Circuit Ct Automation Fnd			
Department	0124 - Court Automation-Circuit			
Account	3102 - Software,Supt/Maint Agmnt			
3002-0124 3102	Maintenance of purchased software package	1.00	5,566.00	5,566.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions	1	<u>\$5,566.00</u>
Account	4016 - Computer Equip Purchase			
3002-0124 4016	Computer Replacement Plan (1) CPU	1.00	1,000.00	1,000.00
	Account 4016 - Computer Equip Purchase Totals	Transactions	1	<u>\$1,000.00</u>
Account	9993 - Transfers			
3002-0124 9993	Estimated Cost Allocation for General Services for 2016	1.00	6,004.00	6,004.00
	Account 9993 - Transfers Totals	Transactions	1	<u>\$6,004.00</u>
	Department 0124 - Court Automation-Circuit Totals	Transactions	3	<u>\$12,570.00</u>
	Fund 3002 - Circuit Ct Automation Fnd Totals	Transactions	3	<u>\$12,570.00</u>

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
012441201 Scanning Clerk	01/01/2016	12/31/2016	29	26	\$10.00	\$10.00	\$7,540	\$7,540	\$0
Total:							\$7,540	\$7,540	\$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:

2016 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? Yes**

- 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	\$34,197.70	Maintenance Agreement for H&S	1/1/16 – 01/01/17
Fidlar Technologies	\$13,765.00	Software Maintenance Agreement	1/1/16 – 01/01/17
Great American Financial	\$ 2,505.00	Meter Postage Rental (FS)	1/1/16 – 01/01/17
Great American Financial	\$ 988.00	Meter Postage Rental (GW)	1/1/16 – 01/01/17
WAPDD	\$ 1,440.00	County Clerk Website	1/1/16 – 12/30/16

- 6. Does your office/department have a capital replacement sinking fund? No**

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3006	Recorder's Cost Fund			
Department	0122	County Recorder Dept			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$280,093.86	\$281,225.00	\$286,856.00	\$5,631.00
1002	Salaries,Part Time	\$6,522.75	\$9,048.00	\$9,048.00	\$0.00
1006	Social Security Matching	\$21,213.95	\$22,696.00	\$22,696.00	\$0.00
1007	Retirement	\$42,456.06	\$43,790.00	\$43,018.00	(\$772.00)
1009	Health Insurance Matching	\$44,607.00	\$48,984.00	\$58,824.00	\$9,840.00
1010	Workmen's Compensation	\$352.23	\$358.00	\$548.00	\$190.00
1011	Unemployment Compensation	(\$541.83)	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$672.66	\$600.00	\$735.00	\$135.00
1017	Col/Merit	\$0.00	\$5,625.00	\$0.00	(\$5,625.00)
1021	Longevity	\$840.00	\$780.00	\$780.00	\$0.00
1023	Dental Insurance-Matching	\$5,368.02	\$4,066.00	\$4,676.00	\$610.00
1040	Affordable Care Act	\$693.00	\$823.00	\$953.00	\$130.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$402,277.70	\$417,995.00	\$428,134.00	\$10,139.00
<u>Supplies</u>					
2001	General Supplies	\$8,976.36	\$13,000.00	\$13,000.00	\$0.00
2002	Small Equipment	\$2,425.50	\$3,359.00	\$3,500.00	\$141.00
2007	Fuel, Oils & Lubricants	\$612.17	\$1,700.00	\$1,700.00	\$0.00
2008	Tires and Tubes	\$0.00	\$100.00	\$100.00	\$0.00
2009	Computer Accessories	\$1,033.80	\$1,000.00	\$1,000.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$31.15	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$28,479.06	\$33,891.00	\$52,896.00	\$19,005.00
2032	Bldg & Improvement-R/M	\$0.00	\$682.00	\$682.00	\$0.00
2033	Machinery & Equipment-R/M	\$42.51	\$1,600.00	\$1,600.00	\$0.00
2038	Lic & Fees For Vehicles	\$0.00	\$8.00	\$8.00	\$0.00
<u>Total: Supplies</u>		\$41,600.55	\$55,340.00	\$74,486.00	\$19,146.00
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$17,212.02	\$45,000.00	\$45,000.00	\$0.00
3020	Telephone & Fax Landline	\$198.75	\$2,369.00	\$0.00	(\$2,369.00)
3021	Postage	\$9,639.42	\$10,000.00	\$10,000.00	\$0.00
3022	Cell Phone & Pagers	\$1,109.37	\$876.00	\$876.00	\$0.00
3023	Internet Connection	\$1,584.45	\$1,710.00	\$1,710.00	\$0.00
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$149.76	\$1,850.00	\$1,850.00	\$0.00
3031	Common Carrier	\$120.00	\$0.00	\$2,000.00	\$2,000.00
3035	Travel-Rental Car	\$255.40	\$0.00	\$0.00	\$0.00
3053	Fleet Liability	\$441.00	\$471.00	\$471.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3075	Postage Mach/PO Box Rent	\$1,251.00	\$2,493.00	\$2,493.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3006	Recorder's Cost Fund			
Department	0122	County Recorder Dept			
3090	Dues & Memberships	\$450.00	\$1,500.00	\$1,500.00	\$0.00
3094	Meals & Lodging	\$1,886.00	\$3,100.00	\$3,100.00	\$0.00
3101	Training & Education	\$0.00	\$1,500.00	\$1,500.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
3104	Books	\$0.00	\$0.00	\$0.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3157	Petty Cash	\$20.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$34,317.17	\$70,869.00	\$70,500.00	(\$369.00)
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4011	Capital Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$8,226.00	\$8,226.00
4016	Computer Equip Purchase	\$14,810.32	\$33,671.00	\$13,971.00	(\$19,700.00)
4019	Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$14,810.32	\$33,671.00	\$22,197.00	(\$11,474.00)
<u>Debt Service</u>					
5599	Lump Sum Trans/Fund Level	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Debt Service</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Interfund Transfers</u>					
9993	Transfers	\$191,752.00	\$199,230.00	\$206,750.00	\$7,520.00
9997	Co Clerk Gf Budget Trans	\$244,586.62	\$286,928.00	\$269,402.00	(\$17,526.00)
<u>Total: Interfund Transfers</u>		\$436,338.62	\$486,158.00	\$476,152.00	(\$10,006.00)
Department Total: County Recorder Dept		(\$929,344.36)	(\$1,064,033.00)	(\$1,071,469.00)	(\$7,436.00)

2016 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>
010108801 - Chief Deputy County Clerk	15 - 15	(2) 104 - Reg. Full-Time Exempt	33,946	50,918	22,736
010112801 - County Clerk	DEO - DEO	(1) 140 - Elected Official			41,335
010133601 - Office Manager County Clerk	11 - 11	(3) 100 - Work Full Time	28,592	42,888	19,151
012218601 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	30,134
012218602 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	31,754
012218603 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	36,731
012218604 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	33,582
012218605 - Deputy County Clerk/Recorder	08 - 08	100 - Work Full Time	26,114	36,867	28,611
012244601 - Senior County Clerk/Recorder	09 - 09	100 - Work Full Time	27,535	38,873	42,822
Total Positions:	<u>6</u>			Full Time Annual Salaries Subtotal:	<u>286,856</u>

REGULAR PART TIME / SEASONAL / EXTRA HELP

	<u>Grade</u>	<u>Benefit Group</u>	<u># of Positions</u>	<u>Grade Rate</u>	<u>Budget Amount</u>
012211401 - Clerical	RPT - RPT	(4) 200 - Regular Part-Time 29	1	12.0000	9,048
Total Positions:	<u>1</u>			Total Regular Part Time:	<u>9,048</u>
				Total Salaries:	<u>295,904</u>

- (1) Annual Salary \$82,669 Prorated - Position counted in Dept. 0101 County Clerk
50% (\$41,335) Dept. 0101 County Clerk
50% (\$41,335) Dept. 0122 County Recorder
- (2) Annual Salary \$45,472 Prorated - Position counted in Dept. 0101 County Clerk
50% (\$22,736) Dept. 0101 County Clerk
50% (\$22,736) Dept. 0122 County Recorder
- (3) Annual Salary \$38,301 Prorated - Position counted in Dept. 0101 County Clerk
50% (\$19,151) Dept. 0101 County Clerk
50% (\$19,151) 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 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3006 - Recorder's Cost Fund				
Department 0122 - County Recorder Dept				
Account 2001 - General Supplies				
3006-0122 2001	ML, Letterhead, Envelopes, file folders, Pens, Etc	1.00	13,000.00	13,000.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$13,000.00</u>
Account 2002 - Small Equipment				
3006-0122 2002	Desk file cabinets, book cases, etc	1.00	3,000.00	3,000.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$3,000.00</u>
Account 2007 - Fuel, Oils & Lubricants				
3006-0122 2007	County vehicle oil change and fuel	1.00	1,700.00	1,700.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		<u>\$1,700.00</u>
Account 2008 - Tires and Tubes				
3006-0122 2008	Tire rotation for County vehicle	1.00	100.00	100.00
	Account 2008 - Tires and Tubes Totals	Transactions 1		<u>\$100.00</u>
Account 2009 - Computer Accessories				
3006-0122 2009	battery backups, keyboards, mouse, etc	1.00	1,000.00	1,000.00
	Account 2009 - Computer Accessories Totals	Transactions 1		<u>\$1,000.00</u>
Account 2024 - Maint & Service Contracts				
3006-0122 2024	Apprentice Information System CCO-2014-109	1.00	34,198.00	34,198.00
3006-0122 2024	Fidlar Technologies CCO-2014-29	1.00	13,765.00	13,765.00
3006-0122 2024	Great American Financial (FS) CCO-2011-35	1.00	2,505.00	2,505.00
3006-0122 2024	Great American Financial (GW) CCO-2011-35	1.00	988.00	988.00
3006-0122 2024	WAPDD (Website) CCO-2013-31	1.00	1,440.00	1,440.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 5		<u>\$52,896.00</u>
Account 2032 - Bldg & Improvement-R/M				
3006-0122 2032	Maintenance and Repairs	1.00	682.00	682.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		<u>\$682.00</u>
Account 2033 - Machinery & Equipment-R/M				
3006-0122 2033	Maintenance and Repair for Equipment	1.00	1,600.00	1,600.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		<u>\$1,600.00</u>
Account 2038 - Lic & Fees For Vehicles				
3006-0122 2038	License fee for the County Vehicle	1.00	8.00	8.00
	Account 2038 - Lic & Fees For Vehicles Totals	Transactions 1		<u>\$8.00</u>
Account 3009 - Oth Professional Services				
3006-0122 3009	Extra help for Elections	1.00	45,000.00	45,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		<u>\$45,000.00</u>
Account 3020 - Telephone & Fax Landline				
3006-0122 3020	Telephone and Fax line	1.00	2,369.00	2,369.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$2,369.00</u>
Account 3021 - Postage				
3006-0122 3021	Postage for Elections, Confirmation notices, etc	1.00	10,000.00	10,000.00
	Account 3021 - Postage Totals	Transactions 1		<u>\$10,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	3006 - Recorder's Cost Fund			
Department	0122 - County Recorder Dept			
Account	3022 - Cell Phone & Pagers			
3006-0122 3022	cell phone & pager	1.00	876.00	876.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		<u>\$876.00</u>
Account	3023 - Internet Connection			
3006-0122 3023	FS and GW Marriage License Software	1.00	1,710.00	1,710.00
	Account 3023 - Internet Connection Totals	Transactions 1		<u>\$1,710.00</u>
Account	3030 - Travel			
3006-0122 3030	Seminars, Training, etc	1.00	1,850.00	1,850.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$1,850.00</u>
Account	3031 - Common Carrier			
3006-0122 3031	Meetings, seminars and training	1.00	2,000.00	2,000.00
	Account 3031 - Common Carrier Totals	Transactions 1		<u>\$2,000.00</u>
Account	3053 - Fleet Liability			
3006-0122 3053	County vehicle insurance	1.00	455.00	455.00
	Account 3053 - Fleet Liability Totals	Transactions 1		<u>\$455.00</u>
Account	3075 - Postage Mach/PO Box Rent			
3006-0122 3075	Postage Rentals	1.00	2,493.00	2,493.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions 1		<u>\$2,493.00</u>
Account	3090 - Dues & Memberships			
3006-0122 3090	Membership fee and dues	1.00	1,500.00	1,500.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		<u>\$1,500.00</u>
Account	3094 - Meals & Lodging			
3006-0122 3094	Lodging and meals for out of town meetings	1.00	3,100.00	3,100.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>\$3,100.00</u>
Account	3101 - Training & Education			
3006-0122 3101	Registration fees for continue education and training	1.00	1,500.00	1,500.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$1,500.00</u>
Account	4015 - Office Equipment-Purchase			
3006-0122 4015	Kyocera Task Alfa 3551ci Copier	1.00	8,226.00	8,226.00
	Account 4015 - Office Equipment-Purchase Totals	Transactions 1		<u>\$8,226.00</u>
Account	4016 - Computer Equip Purchase			
3006-0122 4016	Colortrac SmartLF SC 36m Xpress Scanner	1.00	4,270.00	4,270.00
3006-0122 4016	Computer Replacement Plan (1) Printer	1.00	650.00	650.00
3006-0122 4016	HP Designjet T2500 PS 36IN Scanner	1.00	9,051.00	9,051.00
	Account 4016 - Computer Equip Purchase Totals	Transactions 3		<u>\$13,971.00</u>
Account	9993 - Transfers			
3006-0122 9993	Estimated Cost Allocation for General Services for 2016	1.00	206,750.00	206,750.00
	Account 9993 - Transfers Totals	Transactions 1		<u>\$206,750.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3006 - Recorder's Cost Fund				
	Department 0122 - County Recorder Dept Totals	Transactions	30	<u>\$375,786.00</u>

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/ Decrease 2015/2016
012211401 Clerical	01/01/2016	12/31/2016	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:

Capital Justification Form

Office/Department: 0122 – County Recorder Dept

Fund: 3006 County Recorder Cost Fund

Cost Information:

Description of Item Requested:

Kyocera Task Alfa 3551ci

Line Item: 4015 – Office Equipment Purchase

Number of Units: 1

Unit Cost:

Purchase Price: \$7,495.00

Installation Cost:

**Warranty/
Maintenance Cost:**

Taxes: \$ 730.26

Total: \$8,225.76

Needs Analysis:

Needs Analysis Justification:

**Copier purchased in 2011 will be sent to GW
and copier purchased in 2007 will be traded for
new copier**

Replacement per capital replacement plan:
Attach copy of your capital replacement plan:
Present equipment worn out:
Expanded service:
New Service:
New Personnel:

Capital Justification Form

Office/Department: 0122 – County Recorder Dept

Fund: 3006 County Recorder Cost Fund

Cost Information:

Description of Item Requested:

HP Designjet T2500 PS 36IN EMFP

Line Item: 4016 – Computer Equipment Purchase

Number of Units: 1

Unit Cost:

Purchase Price: \$8,246.25

Installation Cost:

**Warranty/
Maintenance Cost:**

Taxes: \$ 804.01

Total: \$9,050.26

Needs Analysis:

Needs Analysis Justification:

Replacing Graptec Scanner in Fort Smith Office
Due to the age, compatibility to current
software and all parts may not be available

Replacement per capital replacement plan:
Attach copy of your capital replacement plan:
Present equipment worn out:
Expanded service:
New Service:
New Personnel:

Capital Justification Form

Office/Department: 0122 – County Recorder Dept

Fund: 3006 County Recorder Cost Fund

Cost Information:

Description of Item Requested:

Colortrac SmartLF SC 36m Xpress Scanner

Line Item: 4016 – Computer Equipment Purchase

Number of Units: 1

Unit Cost:

Purchase Price: \$3,995.00

Installation Cost:

**Warranty/
Maintenance Cost:**

Shipping/Taxes: \$275.00

Total: \$4,270.00

Needs Analysis:

Needs Analysis Justification:

Replacing Graptec Scanner in Greenwood Office
Due to the age, compatibility to current
software and all parts may not be available

Replacement per capital replacement plan:
Attach copy of your capital replacement plan:
Present equipment worn out:
Expanded service:
New Service:
New Personnel:

2016 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**

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3006	Recorder's Cost Fund			
Department	0123	Automated Records Systems			
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2022	Plumbing & Electrical	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$0.00	\$0.00	\$0.00	\$0.00
2032	Bldg & Improvement-R/M	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$189.00	\$40,000.00	\$40,000.00	\$0.00
3020	Telephone & Fax Landline	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3029	Telephone & PC Cabling	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$13,400.00	\$13,400.00	\$0.00
<u>Total: Other Services and Charges</u>		\$189.00	\$53,400.00	\$53,400.00	\$0.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4017	Other Equipment Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Automated Records Systems		(\$189.00)	(\$53,400.00)	(\$53,400.00)	\$0.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	3006 - Recorder's Cost Fund			
Department	0123 - Automated Records Systems			
Account	3009 - Oth Professional Services			
3006-0123 3009	Microfilming services and digitizing	1.00	40,000.00	40,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		<u>\$40,000.00</u>
Account	3102 - Software,Supt/Maint Agmnt			
3006-0123 3102	Software updates	1.00	13,400.00	13,400.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		<u>\$13,400.00</u>
	Department 0123 - Automated Records Systems Totals	Transactions 2		<u>\$53,400.00</u>
	Fund 3006 - Recorder's Cost Fund Totals	Transactions 2		<u>\$53,400.00</u>

2016 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 (600 participants in 2015) as well as develop a balanced collection of children's materials.
- E. Work with independent library consultants to implement long range plans and 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. 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 will be cut by 20% in 2016. State aid was cut in 1998 as well. This overall budget proposed by the library will allow for the purchase of approximately 6,000 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.

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3008	County Library Fund			
Department	0600	Sebastian County Library			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$141,768.82	\$152,505.00	\$155,542.00	\$3,037.00
1002	Salaries, Part Time	\$0.00	\$0.00	\$0.00	\$0.00
1003	Extra Help	\$19,471.31	\$23,891.00	\$23,891.00	\$0.00
1006	Social Security Matching	\$12,043.93	\$13,728.00	\$13,726.00	(\$2.00)
1007	Retirement	\$20,924.21	\$22,960.00	\$22,553.00	(\$407.00)
1009	Health Insurance Matching	\$18,095.00	\$25,200.00	\$31,512.00	\$6,312.00
1010	Workmen's Compensation	\$358.73	\$431.00	\$586.00	\$155.00
1011	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1016	Life Insurance	\$437.40	\$486.00	\$490.00	\$4.00
1017	Col/Merit	\$0.00	\$3,050.00	\$0.00	(\$3,050.00)
1021	Longevity	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$1,670.42	\$2,512.00	\$2,889.00	\$377.00
1040	Affordable Care Act	\$252.00	\$633.00	\$635.00	\$2.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$215,021.82	\$245,396.00	\$251,824.00	\$6,428.00
<u>Supplies</u>					
2001	General Supplies	\$752.44	\$2,500.00	\$2,500.00	\$0.00
2002	Small Equipment	\$0.00	\$2,500.00	\$2,500.00	\$0.00
2003	Janitorial Supplies	\$539.77	\$750.00	\$750.00	\$0.00
2009	Computer Accessories	\$64.75	\$1,800.00	\$2,000.00	\$200.00
2020	Bldg Materials & Supplies	\$91.06	\$1,500.00	\$1,500.00	\$0.00
2021	Paints & Metals	\$0.00	\$700.00	\$700.00	\$0.00
2022	Plumbing & Electrical	\$0.00	\$1,500.00	\$1,700.00	\$200.00
2024	Maint & Service Contracts	\$537.30	\$379.00	\$379.00	\$0.00
2032	Bldg & Improvement-R/M	\$1,126.42	\$3,000.00	\$3,000.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$2,000.00	\$2,000.00	\$0.00
2039	Emergency & Contingency	\$0.00	\$5,000.00	\$5,000.00	\$0.00
<u>Total: Supplies</u>		\$3,111.74	\$21,629.00	\$22,029.00	\$400.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$493.89	\$3,500.00	\$3,500.00	\$0.00
3009	Oth Professional Services	\$260.00	\$9,000.00	\$10,000.00	\$1,000.00
3020	Telephone & Fax Landline	\$1,829.97	\$2,400.00	\$2,400.00	\$0.00
3023	Internet Connection	\$2,331.50	\$2,750.00	\$2,750.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$0.00	\$500.00	\$500.00	\$0.00
3052	Fire & Extended Coverage	\$2,850.00	\$2,900.00	\$3,000.00	\$100.00
3060	Utilities-Electricity	\$6,445.27	\$7,000.00	\$8,000.00	\$1,000.00
3061	Utilities-Gas	\$1,693.17	\$2,750.00	\$2,750.00	\$0.00
3062	Utilities-Water	\$310.32	\$350.00	\$400.00	\$50.00
3063	Utilities-Waste Disposal	\$134.19	\$240.00	\$200.00	(\$40.00)
3090	Dues & Memberships	\$1,661.84	\$2,000.00	\$2,250.00	\$250.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3008	County Library Fund			
Department	0600	Sebastian County Library			
3094	Meals & Lodging	\$0.00	\$500.00	\$500.00	\$0.00
3101	Training & Education	\$0.00	\$0.00	\$0.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$4,000.00	\$4,000.00	\$0.00
3104	Books	\$20,812.36	\$32,000.00	\$30,000.00	(\$2,000.00)
<u>Total: Other Services and Charges</u>		\$38,822.51	\$69,890.00	\$70,250.00	\$360.00
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$500.00	\$0.00	\$500.00	\$500.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$6,295.00	\$6,295.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$5,163.00	\$5,163.00
4018	Reserve	\$6,305.14	\$0.00	\$10,000.00	\$10,000.00
4019	Equipment Replacement	\$0.00	\$0.00	\$5,000.00	\$5,000.00
<u>Total: Capital Outlay</u>		\$6,805.14	\$0.00	\$26,958.00	\$26,958.00
Department Total: Sebastian County Library		(\$263,761.21)	(\$336,915.00)	(\$371,061.00)	(\$34,146.00)

2016 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			62,411
060001401 - Administrative Assistant Lib	LIB - LIB	700 - Library Full-Time			22,295
060006601 - Branch Clerk I Library GW	LIB - LIB	700 - Library Full-Time			25,658
060006801 - Branch Clerk II Library GW	LIB - LIB	700 - Library Full-Time			23,562
060049201 - Technical Support Clerk	LIB - LIB	700 - Library Full-Time			21,616
Total Positions:	<u>5</u>			Full Time Annual Salaries Subtotal:	<u>155,542</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>
060014801 - Custodian Library	EHP - EHP	900 - No Benefits (26 hrs/year)	1	318.9395	8,293
060006401 - Branch Clerk Hartford Library	EHP - EHP	900 - No Benefits (26 hrs/year)	1	116.9100	3,040
060007001 - Branch Clerk Lavaca Library	EHP - EHP	900 - No Benefits (26 hrs/year)	1	116.9100	3,040
060007201 - Branch Clerk Mansfield Library	EHP - EHP	900 - No Benefits (26 hrs/year)	1	116.9100	3,040
060009801 - Children's Program Asst	EHP - EHP	409 - Extra Help 370 Annual hrs.	1	11.8500	4,480
060048601 - Summer Part-Time I	EHP - EHP	410 - Extra Help 100 Annual hrs.	1	10.0000	1,000
060048801 - Summer Part-Time II	EHP - EHP	410 - Extra Help 100 Annual hrs.	1	10.0000	1,000
Total Positions:	<u>7</u>			Total Part Time Extra Help:	<u>23,892</u>
				Total Salaries:	<u>179,434</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3008 - County Library Fund				
Department 0600 - Sebastian County Library				
Account 2001 - General Supplies				
3008-0600 2001	printed request forms & stationery; barcode labels, printer ink	1.00	2,500.00	2,500.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$2,500.00</u>
Account 2002 - Small Equipment				
3008-0600 2002	storage cabinets, paper cutters, chairs, tables	1.00	2,500.00	2,500.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$2,500.00</u>
Account 2003 - Janitorial Supplies				
3008-0600 2003	rug and mop service; carpet cleaner; janitorial supplies	1.00	750.00	750.00
	Account 2003 - Janitorial Supplies Totals	Transactions 1		<u>\$750.00</u>
Account 2009 - Computer Accessories				
3008-0600 2009	battery back-ups for workstations, headphones, keyboards	1.00	2,000.00	2,000.00
	Account 2009 - Computer Accessories Totals	Transactions 1		<u>\$2,000.00</u>
Account 2020 - Bldg Materials & Supplies				
3008-0600 2020	lumber, hardware required for 49 year old bldg., AC filters	1.00	1,500.00	1,500.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions 1		<u>\$1,500.00</u>
Account 2021 - Paints & Metals				
3008-0600 2021	49 year old bldg needs exterior work and interior touch-up paint	1.00	700.00	700.00
	Account 2021 - Paints & Metals Totals	Transactions 1		<u>\$700.00</u>
Account 2022 - Plumbing & Electrical				
3008-0600 2022	2 restrooms require maintenance and repair; ceiling lights need	1.00	1,700.00	1,700.00
	Account 2022 - Plumbing & Electrical Totals	Transactions 1		<u>\$1,700.00</u>
Account 2024 - Maint & Service Contracts				
3008-0600 2024	pest control with West Termite CCO-2012-49	1.00	244.00	244.00
3008-0600 2024	termite control with West Termite CCO-2012-48	1.00	135.00	135.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 2		<u>\$379.00</u>
Account 2032 - Bldg & Improvement-R/M				
3008-0600 2032	bldg is 49 years old; windows need replaced; parking lot repairs	1.00	3,000.00	3,000.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		<u>\$3,000.00</u>
Account 2033 - Machinery & Equipment-R/M				
3008-0600 2033	3 AC units are 20 years old; dumbwaiter is 49;	1.00	2,000.00	2,000.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		<u>\$2,000.00</u>
Account 2039 - Emergency & Contingency				
3008-0600 2039	fund unanticipated needs due to emergencies or catastrophic even	1.00	5,000.00	5,000.00
	Account 2039 - Emergency & Contingency Totals	Transactions 1		<u>\$5,000.00</u>
Account 3003 - Computer Services				
3008-0600 3003	maintenance on 23 computers; installation new software; website	1.00	3,500.00	3,500.00
	Account 3003 - Computer Services Totals	Transactions 1		<u>\$3,500.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3008 - County Library Fund				
Department 0600 - Sebastian County Library				
Account 3009 - Oth Professional Services				
3008-0600 3009	carpet cleaning; landscaping; maintenance on 50 year old build	1.00	10,000.00	10,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$10,000.00
Account 3020 - Telephone & Fax Landline				
3008-0600 3020	fax and land lines (2) at Greenwood Library	1.00	2,400.00	2,400.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$2,400.00
Account 3023 - Internet Connection				
3008-0600 3023	internet for internal network at Greenwood Lib (14 workstations)	1.00	2,750.00	2,750.00
	Account 3023 - Internet Connection Totals	Transactions 1		\$2,750.00
Account 3030 - Travel				
3008-0600 3030	reimbursement for consultants; staff travel to workshops	1.00	500.00	500.00
	Account 3030 - Travel Totals	Transactions 1		\$500.00
Account 3052 - Fire & Extended Coverage				
3008-0600 3052	increased rates & coverage on building and equipment	1.00	3,000.00	3,000.00
	Account 3052 - Fire & Extended Coverage Totals	Transactions 1		\$3,000.00
Account 3060 - Utilities-Electricity				
3008-0600 3060	older bldg hard to cool; increased rates anticipated	1.00	8,000.00	8,000.00
	Account 3060 - Utilities-Electricity Totals	Transactions 1		\$8,000.00
Account 3061 - Utilities-Gas				
3008-0600 3061	old bldg hard to heat; anticipated rate increase	1.00	2,750.00	2,750.00
	Account 3061 - Utilities-Gas Totals	Transactions 1		\$2,750.00
Account 3062 - Utilities-Water				
3008-0600 3062	city water and sewer service	1.00	400.00	400.00
	Account 3062 - Utilities-Water Totals	Transactions 1		\$400.00
Account 3063 - Utilities-Waste Disposal				
3008-0600 3063	weekly trash pick up by independent contractor	1.00	200.00	200.00
	Account 3063 - Utilities-Waste Disposal Totals	Transactions 1		\$200.00
Account 3090 - Dues & Memberships				
3008-0600 3090	magazines made available to public and professional staff	1.00	2,250.00	2,250.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		\$2,250.00
Account 3094 - Meals & Lodging				
3008-0600 3094	reimbursement consultant or professional staff travel	1.00	500.00	500.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		\$500.00
Account 3102 - Software,Supt/Maint Agmnt				
3008-0600 3102	upgrade in circulation software; new titles for public access	1.00	4,000.00	4,000.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		\$4,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	3008 - County Library Fund			
Department	0600 - Sebastian County Library			
Account	3104 - Books			
3008-0600 3104	new books for adults & children; average cost \$35/title	1.00	30,000.00	30,000.00
	Account 3104 - Books Totals	Transactions 1		<u>\$30,000.00</u>
Account	4005 - Vehicles			
3008-0600 4005	Sebastian County Share of annual replacement fee for Regional Li	1.00	500.00	500.00
	Account 4005 - Vehicles Totals	Transactions 1		<u>\$500.00</u>
Account	4015 - Office Equipment-Purchase			
3008-0600 4015	Add book truck for each building	4.00	276.24	1,104.96
3008-0600 4015	Add metal storage cabinets at Greenwood	4.00	297.60	1,190.40
3008-0600 4015	Install new outdoor book return at Greenwood	1.00	2,069.25	2,069.25
3008-0600 4015	Replace wall book return system at front door at Greenwood	1.00	1,260.15	1,260.15
3008-0600 4015	Single faced shelving for Lavaca Branch Library	4.00	167.40	669.60
	Account 4015 - Office Equipment-Purchase Totals	Transactions 5		<u>\$6,294.36</u>
Account	4016 - Computer Equip Purchase			
3008-0600 4016	replace library computers as needed with units compatible to Reg	6.00	860.44	5,162.64
	Account 4016 - Computer Equip Purchase Totals	Transactions 1		<u>\$5,162.64</u>
Account	4018 - Reserve			
3008-0600 4018	unanticipated emergencies, replacements, etc. for 50 year old bu	1.00	10,000.00	10,000.00
	Account 4018 - Reserve Totals	Transactions 1		<u>\$10,000.00</u>
Account	4019 - Equipment Replacement			
3008-0600 4019	AC units are 20 years old and could need to be replaced	1.00	5,000.00	5,000.00
	Account 4019 - Equipment Replacement Totals	Transactions 1		<u>\$5,000.00</u>
	Department 0600 - Sebastian County Library Totals	Transactions 35		<u>\$119,236.00</u>
	Fund 3008 - County Library Fund Totals	Transactions 35		<u>\$119,236.00</u>
	EXPENSES Totals	Transactions 37		<u>\$172,636.00</u>
	Grand Totals	Transactions 37		<u>\$172,636.00</u>

2016 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 50 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	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 49 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 Continued use of library consultant to help develop strategy and long range plan; evaluate existing facilities and programs and make recommendations for the best use of space and resources countywide. Use a consultant to help develop library website. Costs for this category shared with library's share of sales tax.	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	<p>VEHICLE PURCHASE</p> <p>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.</p>	500
4015	<p>OFFICE EQUIPMENT</p> <p>Add shelving and storage equipment for headquarters and branches. All libraries need book carts for shelving, processing and storage. Greenwood needs new curbside steel book return and public access copier replaced.</p>	6,295
4016	<p>COMPUTER EQUIPMENT PURCHASE</p> <p>Replace and/or upgrade existing work stations (11 public access; 5 staff) and add minimum of 3 public and 2 staff workstations..</p>	5,163
4018	<p>RESERVE</p> <p>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.</p>	10,000
4019	<p>EQUIPMENT REPLACEMENT FUND</p> <p>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.</p>	5,000

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/Decrease 2015/2016
060014801 Custodian Library	01/01/2016	12/31/2016	0.5	52	\$318.94	\$318.94	\$8,292	\$8,292	\$0
060006401 Branch Clerk Hartford Library	01/01/2016	12/31/2016	1	26	\$116.91	\$116.91	\$3,040	\$3,040	(\$0)
060007001 Branch Clerk Lavaca Library	01/01/2016	12/31/2016	1	26	\$116.91	\$116.91	\$3,040	\$3,040	(\$0)
060007201 Branch Clerk Mansfield Library	01/01/2016	12/31/2016	1	26	\$116.91	\$116.91	\$3,040	\$3,040	(\$0)
060009801 Children's Program Asst	01/01/2016	12/31/2016	7.268	52	\$11.85	\$11.85	\$4,479	\$4,479	(\$0)
060048601 Summer Part-time I	01/01/2016	12/31/2016	7.69	13	\$10.00	\$10.00	\$1,000	\$1,000	(\$0)
060048801 Summer Part-time I	01/01/2016	12/31/2016	7.69	13	\$10.00	\$10.00	\$1,000	\$1,000	(\$0)
Total:							\$23,891	\$23,889	(\$2)

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:

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3014	Comm Equip & Facility Fnd			
Department	0427	Sheriff's Radio Equipment			
<u>Personal Services - Salaries & Benefits</u>					
1005	OT & Other Premium Comp	\$35,687.20	\$40,000.00	\$40,000.00	\$0.00
1006	Social Security Matching	\$2,653.76	\$3,060.00	\$3,060.00	\$0.00
1007	Retirement	\$5,146.13	\$5,904.00	\$5,904.00	\$0.00
1010	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$43,487.09	\$48,964.00	\$48,964.00	\$0.00
<u>Supplies</u>					
2001	General Supplies	\$93.74	\$100.00	\$100.00	\$0.00
2002	Small Equipment	\$619.98	\$200.00	\$200.00	\$0.00
2003	Janitorial Supplies	\$0.00	\$1,000.00	\$1,000.00	\$0.00
2006	Clothing & Uniforms	\$452.85	\$2,000.00	\$1,500.00	(\$500.00)
2007	Fuel, Oils & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$761.48	\$1,000.00	\$1,000.00	\$0.00
2023	Parts & Repairs	\$30.00	\$5,000.00	\$5,000.00	\$0.00
2024	Maint & Service Contracts	\$24,015.95	\$24,017.00	\$24,017.00	\$0.00
2032	Bldg & Improvement-R/M	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$932.71	\$15,000.00	\$15,000.00	\$0.00
2035	Radio Batteries/Accessory	\$5,073.50	\$5,000.00	\$5,000.00	\$0.00
<u>Total: Supplies</u>		\$31,980.21	\$53,317.00	\$52,817.00	(\$500.00)
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3009	Oth Professional Services	\$2,980.49	\$3,000.00	\$3,000.00	\$0.00
3020	Telephone & Fax Landline	\$9,028.79	\$8,000.00	\$8,000.00	\$0.00
3022	Cell Phone & Pagers	\$28,563.46	\$28,600.00	\$28,600.00	\$0.00
3023	Internet Connection	\$16,543.71	\$18,000.00	\$19,500.00	\$1,500.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$516.88	\$1,000.00	\$500.00	(\$500.00)
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3070	Rent-Land & Buildings	\$0.00	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3073	Lease-Machinery and Equip	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$69.00	\$800.00	\$800.00	\$0.00
3093	Misc Law Enforcement	\$0.00	\$600.00	\$600.00	\$0.00
3094	Meals & Lodging	\$2,330.57	\$1,500.00	\$3,000.00	\$1,500.00
3101	Training & Education	\$150.00	\$2,500.00	\$2,500.00	\$0.00
3102	Software, Supt/Maint Agmnt	\$0.00	\$5,000.00	\$1,000.00	(\$4,000.00)
<u>Total: Other Services and Charges</u>		\$60,182.90	\$73,000.00	\$71,500.00	(\$1,500.00)
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3014	Comm Equip & Facility Fnd			
Department	0427	Sheriff's Radio Equipment			
4013	Small Machinery & Equip	\$0.00	\$0.00	\$4,926.00	\$4,926.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$5,321.00	\$5,321.00
4025	A Win Radio System/Radios	\$0.00	\$0.00	\$14,122.00	\$14,122.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$24,369.00	\$24,369.00
Department Total: Sheriff's Radio Equipment		(\$135,650.20)	(\$175,281.00)	(\$197,650.00)	(\$22,369.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3014 - Comm Equip & Facility Fnd				
Department 0427 - Sheriff's Radio Equipment				
Account 2001 - General Supplies				
3014-0427 2001	General office supplies such as paper and pens. Printing	1.00	100.00	100.00
	Account 2001 - General Supplies Totals	Transactions 1		\$100.00
Account 2002 - Small Equipment				
3014-0427 2002	Small computer and office equipment under \$500	1.00	200.00	200.00
	Account 2002 - Small Equipment Totals	Transactions 1		\$200.00
Account 2003 - Janitorial Supplies				
3014-0427 2003	Cleaning supplies, trash bags, paper towels...etc	1.00	1,000.00	1,000.00
	Account 2003 - Janitorial Supplies Totals	Transactions 1		\$1,000.00
Account 2006 - Clothing & Uniforms				
3014-0427 2006	Uniforms for new hires or replacement	1.00	1,500.00	1,500.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		\$1,500.00
Account 2009 - Computer Accessories				
3014-0427 2009	Computer accessories such as mouse, keyboards, etc	1.00	1,000.00	1,000.00
	Account 2009 - Computer Accessories Totals	Transactions 1		\$1,000.00
Account 2023 - Parts & Repairs				
3014-0427 2023	Repair or replace parts not stored	1.00	5,000.00	5,000.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		\$5,000.00
Account 2024 - Maint & Service Contracts				
3014-0427 2024	DCS Radio Communication Inc CCO2014-129	1.00	8,805.00	8,805.00
3014-0427 2024	Motorola AWIN Radios CCO-2015-37	1.00	15,212.00	15,212.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 2		\$24,017.00
Account 2033 - Machinery & Equipment-R/M				
3014-0427 2033	Repair of any equipment	1.00	15,000.00	15,000.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		\$15,000.00
Account 2035 - Radio Batteries/Accessory				
3014-0427 2035	Batteries and accessories as needed	1.00	5,000.00	5,000.00
	Account 2035 - Radio Batteries/Accessory Totals	Transactions 1		\$5,000.00
Account 3003 - Computer Services				
3014-0427 3003	Professional services for computer	1.00	2,000.00	2,000.00
	Account 3003 - Computer Services Totals	Transactions 1		\$2,000.00
Account 3009 - Oth Professional Services				
3014-0427 3009	Professional services such as technicians, cleaners, etc	1.00	3,000.00	3,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		\$3,000.00
Account 3020 - Telephone & Fax Landline				
3014-0427 3020	Telephone, long distance, faxline service	1.00	8,000.00	8,000.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		\$8,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3014 - Comm Equip & Facility Fnd				
Department 0427 - Sheriff's Radio Equipment				
Account 3022 - Cell Phone & Pagers				
3014-0427 3022	Services for cell phones	1.00	28,600.00	28,600.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		<u>\$28,600.00</u>
Account 3023 - Internet Connection				
3014-0427 3023	Services for internet for tablets	1.00	19,500.00	19,500.00
	Account 3023 - Internet Connection Totals	Transactions 1		<u>\$19,500.00</u>
Account 3030 - Travel				
3014-0427 3030	Employee mileage, hotel parking and cab fare	1.00	500.00	500.00
	Account 3030 - Travel Totals	Transactions 1		<u>\$500.00</u>
Account 3031 - Common Carrier				
3014-0427 3031	Transportation by commercial carrier	1.00	800.00	800.00
	Account 3031 - Common Carrier Totals	Transactions 1		<u>\$800.00</u>
Account 3090 - Dues & Memberships				
3014-0427 3090	Membership dues	1.00	800.00	800.00
	Account 3090 - Dues & Memberships Totals	Transactions 1		<u>\$800.00</u>
Account 3093 - Misc Law Enforcement				
3014-0427 3093	For law enforcement supplies as needed	1.00	600.00	600.00
	Account 3093 - Misc Law Enforcement Totals	Transactions 1		<u>\$600.00</u>
Account 3094 - Meals & Lodging				
3014-0427 3094	Payments for expenses incurred while traveling for SO	1.00	3,000.00	3,000.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>\$3,000.00</u>
Account 3101 - Training & Education				
3014-0427 3101	Registration for conferences, educational materials	1.00	2,500.00	2,500.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$2,500.00</u>
Account 3102 - Software,Supt/Maint Agmnt				
3014-0427 3102	Purchase of software/maintenance agreement	1.00	1,000.00	1,000.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		<u>\$1,000.00</u>
Account 4013 - Small Machinery & Equip				
3014-0427 4013	(1) Bosch 16CH DVR 960 H	1.00	2,363.47	2,363.47
3014-0427 4013	(3) Surface 3-10".8 Intel	1.00	1,646.22	1,646.22
3014-0427 4013	(3) tablet and clamping cradle and keyboards	1.00	916.15	916.15
	Account 4013 - Small Machinery & Equip Totals	Transactions 3		<u>\$4,925.84</u>
Account 4016 - Computer Equip Purchase				
3014-0427 4016	(3) Acers Touch Screen Monitors 23 in each with mount arms	1.00	4,104.49	4,104.49
3014-0427 4016	(3) Dell Touch Monitor for 911 Systems	1.00	1,216.50	1,216.50
	Account 4016 - Computer Equip Purchase Totals	Transactions 2		<u>\$5,320.99</u>
Account 4025 - A Win Radio System/Radios				
3014-0427 4025	(14) XTI Portable batteries, 2700 Mah	1.00	2,443.05	2,443.05
3014-0427 4025	(3) APX4000 Portable AWIN radios	1.00	10,631.43	10,631.43



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	3014 - Comm Equip & Facility Fnd			
Department	0427 - Sheriff's Radio Equipment			
Account	4025 - A Win Radio System/Radios			
3014-0427 4025	(6) APX 4000 Portable batteries, 2300Mah	1.00	1,047.00	1,047.00
Account	4025 - A Win Radio System/Radios Totals	Transactions	3	<u>\$14,121.48</u>
Department	0427 - Sheriff's Radio Equipment Totals	Transactions	30	<u>\$147,485.31</u>
Fund	3014 - Comm Equip & Facility Fnd Totals	Transactions	30	<u>\$147,485.31</u>

2016 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

2015 Budgeted Overtime	2016 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: 4013 - Small Machinery &
Equipment
Number of 1
Units:
Unit Cost: \$1773.30
Purchase Price: \$1,773.30
Installation \$380.00
Cost:
Warranty/Maint
enance Cost:
Taxes: \$209.97
Total:\$2,363.27

Description of Item Requested:

(1) Bosch 16CH DVR 960H 4CH Audio

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 present DVR system disc writer does not work properly. It may take up to several tries with different flash drives to transfer videos from the device to be used on a computer to view video recordings. This makes it very time consuming, especially where FOIA requests come into play or investigative reasons.

Capital Justification Form

Office/Department:0427 - Sheriff's Radio

Equipment

Fund: 3014 Communication Facility
& Equip Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of 3
Units:
Unit Cost: \$499.99
Purchase Price: \$1,499.97
Installation \$0.00
Cost:
Warranty/Maint
enance Cost:
Taxes: \$146.25
Total:\$1,646.22

Description of Item Requested:

(3) Microsoft-Surface 3 10.8" Intel Atom 64GB Tablets

Needs Analysis:

Replacement per capital replacement No
plan?
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:0427 - Sheriff's Radio
Equipment
Fund: 3014 Communication Facility
& Equip Fund

Cost Information:

Line Item: 4013 - Small Machinery &
Equipment
Number of 3
Units:
Unit Cost: \$218.25
Purchase Price: \$654.75
Installation \$180.00
Cost:
Warranty/Maint
enance Cost:
Taxes: \$81.39
Total:\$916.14

Description of Item Requested:

(3) RAM X-Grip Universal Clamping cradle for large tablets, with (3)arms, (3) bluetooth keyboard (3) adaptors and (3) bases

Needs Analysis:

Replacement per capital replacement No
plan?
Attach copy of your capital replacement plan:

Present equipment worn out? No
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

PC Related Capital Justification Form

Office/Department: 0427 - Sheriff's Radio
Fund: Equipment
3014 Communication Facility
& Equip Fund

Request Information:

Request type: Monitor only
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 3
Unit Cost: \$854.95
Purchase Price: \$2,564.85
Installation Cost: \$1,000.00
Warranty/Maintenance Cost:
Shipping Cost: \$175.00
Taxes: \$364.64
Total: \$4,104.49

Justification

Please state the justification for this equipment purchase:

The touch screen monitors will reduce delay in answering officers' calls if an operator can simply touch the channel in which they need to speak to an officer. Currently, operators use a boom mic, which only answers the select channel or they use a mouse and locate the channels to which to speak to the officer. This serves a challenge as there are three other keyboard/mouse combinations associated with each station. Additional benefit to touch screen is during an emergency button activation, operators can stun the screaming alert in their headset much quicker in an effort to hear what is being said on the 10 second hot mic.

Replacement: Replacement of existing equipment? No Yes

PC Related Capital Justification Form

Office/Department: 0427 - Sheriff's Radio
Fund: Equipment
3014 Communication Facility
& Equip Fund

Request Information:

Request type: Monitor only
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 3
Unit Cost: \$405.50
Purchase Price: \$1,216.50
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes:

Total: \$1,216.50

Justification

Please state the justification for this equipment purchase: Touch screen monitors for the 911 System will aid the dispatchers in using their systems more effectively. The current system set up is to use a keyboard and mouse to answer the inbound calls and navigate the map. Having a touch screen would improve time management during calls and allow the operator to use the keyboard and mouse on the mapping system only.

Replacement: Replacement of existing equipment? No Yes

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 20
Units:
Unit Cost: \$159.00
Purchase Price: \$3,180.00
Installation
Cost:
Warranty/Maint
enance Cost:
Taxes: \$310.05
Total:\$3,490.05

Description of Item Requested:

(14) XTL Portable batteries, 2700Mah (6) APX 4000
Portable batteris 2300Mah for AWIN radios

Needs Analysis:

Replacement per capital replacement No
plan?
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:0427 - Sheriff's Radio

Fund: Equipment
3014 Communication Facility
& Equip Fund

Cost Information:

Line Item: 4025 - A WIN Radio
System/Radios
Number of Units: 3
Unit Cost: \$3195.65
Purchase Price: \$9,586.95
Installation Cost: \$100.00
Warranty/Maintenance Cost:
Taxes: \$944.48
Total:\$10,631.43

Description of Item Requested:

(3) APX4000 Portable, Mdl 2 with chargers and programming

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:

2016 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 2016 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? Yes

Expense Budget Worksheet

Account Number	Description	Amount	Budget	2016 Quorum Court	Increase/Decrease
Fund	3015	Drug Control Fund			
Department	0429	Drug Asset Forfeiture Fun			
<u>Personal Services - Salaries & Benefits</u>					
1005	OT & Other Premium Comp	\$14,417.07	\$30,000.00	\$24,500.00	(\$5,500.00)
1006	Social Security Matching	\$1,055.20	\$2,295.00	\$1,875.00	(\$420.00)
1007	Retirement	\$2,129.34	\$4,428.00	\$3,553.00	(\$875.00)
1026	OT Special Assignment	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$17,601.61	\$36,723.00	\$29,928.00	(\$6,795.00)
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2002	Small Equipment	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$11,065.79	\$14,573.00	\$0.00	(\$14,573.00)
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$11,065.79	\$14,573.00	\$0.00	(\$14,573.00)
<u>Other Services and Charges</u>					
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$0.00	\$0.00
3093	Misc Law Enforcement	\$100.85	\$7,000.00	\$1,000.00	(\$6,000.00)
3094	Meals & Lodging	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$0.00	\$0.00	\$0.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
3156	Canine (K-9)	\$1,049.20	\$2,500.00	\$500.00	(\$2,000.00)
<u>Total: Other Services and Charges</u>		\$1,150.05	\$9,500.00	\$1,500.00	(\$8,000.00)
<u>Capital Outlay</u>					
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4025	A Win Radio System/Radios	\$5,442.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$5,442.00	\$0.00	\$0.00	\$0.00
Department Total: Drug Asset Forfeiture Fun		(\$35,259.45)	(\$60,796.00)	(\$31,428.00)	\$29,368.00

** The following maintenance contracts were moved to 1000-0400 for the 2016 Budget

L3 Communications/Mobile Version \$3500

Praetorian Group Police One \$2395

Thomson Reuters West Publishing \$6720

Watch System Offender Notification \$5864



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	3015 - Drug Control Fund			
Department	0429 - Drug Asset Forfeiture Fun			
Account	3093 - Misc Law Enforcement			
3015-0429 3093	Equipment, supplies, ammunition, cameras etc	1.00	1,000.00	1,000.00
	Account 3093 - Misc Law Enforcement Totals	Transactions	1	<u>\$1,000.00</u>
Account	3156 - Canine (K-9)			
3015-0429 3156	Canine food, collar, leash, handler gloves, harness etc	1.00	500.00	500.00
	Account 3156 - Canine (K-9) Totals	Transactions	1	<u>\$500.00</u>
	Department 0429 - Drug Asset Forfeiture Fun Totals	Transactions	2	<u>\$1,500.00</u>
	Fund 3015 - Drug Control Fund Totals	Transactions	2	<u>\$1,500.00</u>

2016 Overtime Justification

Office/Department: 0429 - Drug Asset

Forfeiture Fund

Fund 3015 Drug Control Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 Budget	Difference
30,000	30,000	0.00

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

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3019	Boating Safety Fund			
Department	0504	County Rescue Department			
<u>Supplies</u>					
2002	Small Equipment	\$2,393.63	\$1,000.00	\$1,000.00	\$0.00
2006	Clothing & Uniforms	\$3,078.67	\$3,000.00	\$3,000.00	\$0.00
2007	Fuel, Oils & Lubricants	\$34.30	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$401.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$2,000.00	\$2,000.00	\$0.00
<u>Total: Supplies</u>		\$5,907.60	\$6,000.00	\$6,000.00	\$0.00
<u>Other Services and Charges</u>					
3009	Oth Professional Services	\$455.64	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$185.00	\$0.00	\$0.00	\$0.00
3098	Judgements & Damages	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$1,154.00	\$2,000.00	\$2,000.00	\$0.00
3104	Books	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$1,794.64	\$2,000.00	\$2,000.00	\$0.00
Department Total: County Rescue Department		(\$7,702.24)	(\$8,000.00)	(\$8,000.00)	\$0.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	3019 - Boating Safety Fund			
Department	0504 - County Rescue Department			
Account	2002 - Small Equipment			
3019-0504 2002	Equipment to support Sebastian County Search & Rescue/ EMS Rescu	1.00	1,000.00	1,000.00
	Account 2002 - Small Equipment Totals	Transactions 1	<u>1,000.00</u>	<u>\$1,000.00</u>
Account	2006 - Clothing & Uniforms			
3019-0504 2006	Funding to purchase and maintain Search & Rescue uniforms	1.00	3,000.00	3,000.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1	<u>3,000.00</u>	<u>\$3,000.00</u>
Account	2033 - Machinery & Equipment-R/M			
3019-0504 2033	Funding to cover repairs costs on Search & Rescue equipment	1.00	2,000.00	2,000.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1	<u>2,000.00</u>	<u>\$2,000.00</u>
Account	3101 - Training & Education			
3019-0504 3101	Funding to support education and training for Search & Rescue	1.00	2,000.00	2,000.00
	Account 3101 - Training & Education Totals	Transactions 1	<u>2,000.00</u>	<u>\$2,000.00</u>
	Department 0504 - County Rescue Department Totals	Transactions 4	<u>8,000.00</u>	<u>\$8,000.00</u>
	Fund 3019 - Boating Safety Fund Totals	Transactions 4	<u>8,000.00</u>	<u>\$8,000.00</u>

2016 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 receipted 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 2016 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

Oversee GIS mapping for Sebastian County

Preparation and printing of an 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3020	Emergency 911 Fund			
Department	0501	9 1 1 Telephone System			
<u>Personal Services - Salaries & Benefits</u>					
1024	Personnel Subsidy	\$395,219.17	\$414,894.00	\$409,589.00	(\$5,305.00)
1025	OEM Subsidy	\$30,137.00	\$29,370.00	\$29,858.00	\$488.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$425,356.17	\$444,264.00	\$439,447.00	(\$4,817.00)
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2002	Small Equipment	\$1,821.77	\$1,000.00	\$2,500.00	\$1,500.00
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2022	Plumbing & Electrical	\$0.00	\$0.00	\$0.00	\$0.00
2024	Maint & Service Contracts	\$63,403.29	\$90,416.00	\$84,693.00	(\$5,723.00)
2033	Machinery & Equipment-R/M	\$4,108.39	\$5,000.00	\$5,670.00	\$670.00
2035	Radio Batteries/Accessory	\$0.00	\$0.00	\$500.00	\$500.00
<u>Total: Supplies</u>		\$69,333.45	\$96,416.00	\$93,363.00	(\$3,053.00)
<u>Other Services and Charges</u>					
3002	Management Consulting	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$80,804.20	\$55,000.00	\$86,672.00	\$31,672.00
3020	Telephone & Fax Landline	\$5,974.22	\$6,392.00	\$7,400.00	\$1,008.00
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$0.00	\$0.00
3023	Internet Connection	\$17,125.15	\$17,724.00	\$37,980.00	\$20,256.00
3025	Data/Video Circuit	\$0.00	\$0.00	\$0.00	\$0.00
3026	Telephone-911	\$161,269.03	\$209,000.00	\$209,000.00	\$0.00
3027	Telephone Purchase/Maint	\$0.00	\$0.00	\$0.00	\$0.00
3052	Fire & Extended Coverage	\$54.92	\$0.00	\$0.00	\$0.00
3061	Utilities-Gas	\$527.10	\$0.00	\$0.00	\$0.00
3071	Rent-Machinery & Equip	\$629,589.93	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3094	Meals & Lodging	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3101	Training & Education	\$0.00	\$1,500.00	\$3,000.00	\$1,500.00
3102	Software, Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
3104	Books	\$0.00	\$0.00	\$0.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$895,344.55	\$290,616.00	\$345,052.00	\$54,436.00
<u>Capital Outlay</u>					
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$10,000.00	\$10,000.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$3,231.90	\$0.00	\$4,000.00	\$4,000.00
4017	Other Equipment Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4019	Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00
4023	Inactive Grants	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3020	Emergency 911 Fund			
Department	0501	9 1 1 Telephone System			
4025	A Win Radio System/Radios	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Total: Capital Outlay</u>	\$3,231.90	\$0.00	\$14,000.00	\$14,000.00
	<u>Debt Service</u>				
5599	Lump Sum Trans/Fund Level	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Total: Debt Service</u>	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Interfund Transfers</u>				
9993	Transfers	\$28,397.00	\$140,516.00	\$140,647.00	\$131.00
	<u>Total: Interfund Transfers</u>	\$28,397.00	\$140,516.00	\$140,647.00	\$131.00
Department Total: 9 1 1 Telephone System		(\$1,421,663.07)	(\$971,812.00)	(\$1,032,509.00)	(\$60,697.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3020 - Emergency 911 Fund				
Department 0501 - 9 1 1 Telephone System				
Account 2002 - Small Equipment				
3020-0501 2002	Small Equip (under \$500)Pagers/volunteer fire departments	1.00	2,500.00	2,500.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$2,500.00</u>
Account 2024 - Maint & Service Contracts				
3020-0501 2024	AT&T CCO2013-5	1.00	24,636.00	24,636.00
3020-0501 2024	Blackboard, Inc	1.00	25,852.00	25,852.00
3020-0501 2024	Corley Electric CCO2014-110	1.00	1,105.00	1,105.00
3020-0501 2024	Motorola AWIN Radios CCO2015-37	1.00	21,271.00	21,271.00
3020-0501 2024	Rhodes, Lauck & Assoc. - CCO-2014-170	1.00	3,842.00	3,842.00
3020-0501 2024	Stancil Recording System CCO2015-93	1.00	5,397.00	5,397.00
3020-0501 2024	WAPDD CCO2003-122	1.00	2,590.00	2,590.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 7		<u>\$84,693.00</u>
Account 2033 - Machinery & Equipment-R/M				
3020-0501 2033	Maint.&Repair of PSAP equip./fire radio tower equip/generators	1.00	5,670.00	5,670.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		<u>\$5,670.00</u>
Account 3009 - Oth Professional Services				
3020-0501 3009	Hardware & network maint. costs for ea. PSAP; usage on towers	1.00	5,000.00	5,000.00
3020-0501 3009	WAPDD - maint. for Sebastian Co 911 address system & Admin SVC	1.00	81,672.00	81,672.00
	Account 3009 - Oth Professional Services Totals	Transactions 2		<u>\$86,672.00</u>
Account 3020 - Telephone & Fax Landline				
3020-0501 3020	Long Distance at PSAP, comp. access lines for RACES for radio RM	1.00	7,400.00	7,400.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$7,400.00</u>
Account 3023 - Internet Connection				
3020-0501 3023	Internet Service for Communications Centers backup 911 at EOC	1.00	37,980.00	37,980.00
	Account 3023 - Internet Connection Totals	Transactions 1		<u>\$37,980.00</u>
Account 3026 - Telephone-911				
3020-0501 3026	Support of new 911 system	1.00	209,000.00	209,000.00
	Account 3026 - Telephone-911 Totals	Transactions 1		<u>\$209,000.00</u>
Account 3094 - Meals & Lodging				
3020-0501 3094	Meals & Lodging for 911 personnel to attend training seminars	1.00	1,000.00	1,000.00
	Account 3094 - Meals & Lodging Totals	Transactions 1		<u>\$1,000.00</u>
Account 3101 - Training & Education				
3020-0501 3101	911 Awareness through Public info campaigns/awareness materials	1.00	3,000.00	3,000.00
	Account 3101 - Training & Education Totals	Transactions 1		<u>\$3,000.00</u>
Account 9993 - Transfers				
3020-0501 9993	Estimated Cost Allocation for General Services	1.00	140,647.00	140,647.00
	Account 9993 - Transfers Totals	Transactions 1		<u>\$140,647.00</u>
	Department 0501 - 9 1 1 Telephone System Totals	Transactions 17		<u>\$578,562.00</u>
	Fund 3020 - Emergency 911 Fund Totals	Transactions 17		<u>\$578,562.00</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: \$10000.00
Purchase Price: \$10,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$10,000.00

Description of Item Requested:

Emergency replacement of equipment to support 911 operations

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:

PC Related Capital Justification Form

Office/Department: 0501 - 911 Telephone System
Fund: 3020 Emergency 911 Fund

Request Information:

Request type: Emergency & Contingency
Line Item: 4016 - Computer Equipment
Purchase
Number of Units: 1
Unit Cost: \$4000.00
Purchase Price: \$4,000.00
Installation Cost:
Warranty/Maintenance Cost:
Shipping Cost:
Taxes:
Total:\$4,000.00

Justification

Please state the justification for this equipment purchase: Emergency replacement of computer equipment to support 911 operations

Replacement: Replacement of existing equipment? No Yes

2016 Budget Information Form

Office/Department: 0437 - Juvenile Indigent

Budget

Fund: 3026 Indigent Criminal

Defense Fund

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

The juvenile court function provides bus tickets, plane tickets, or clothing needed by any juvenile deemed needy by the Circuit Judge, especially those that need to go to a safe home or those on runaway status. This budget is only used in emergency cases and to support casa personnel. This fund is collected by the Juvenile Department as court ordered probation fees.

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

To continue to provide transportation/clothing and any services as needed by juveniles. In the past years, there were times when the Juvenile Department collected more court fees and these funds were transferred to the indigent fund as needed. More court fees were collected due to the need to pay attorneys representing juveniles in cases where there were conflicts with the public defender's office. All juveniles are required by law to have an attorney represent them in Juvenile Court. At this time and in future, the Juvenile Department will be collecting more probation fees to build up the depleted indigent fund. The past amount listed is the monthly average of the previous months of this year, multiplied by 12 to come to an estimated figure for the upcoming year. In past, we were not collecting a large amount and we attempted to give a more accurate figure this year due to past transfers from the court fees collected to the indigent fund (probation fees).

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3026	Indigent Criminal Dfns Fd			
Department	0437	Juvenile Indigent Budget			
<u>Supplies</u>					
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Other Services and Charges</u>					
3006	Med, Dental, and Hospital	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3092	Jurors & Witnesses	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Services and Charges</u>		\$35,000.00	\$35,000.00	\$35,000.00	\$0.00
Department Total: Juvenile Indigent Budget		(\$35,000.00)	(\$35,000.00)	(\$35,000.00)	\$0.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	3026 - Indigent Criminal Dfns Fd			
Department	0437 - Juvenile Indigent Budget			
Account	3009 - Oth Professional Services			
3026-0437 3009	CASA Staff and training	1.00	35,000.00	35,000.00
Account	3009 - Oth Professional Services Totals	Transactions	1	<u>\$35,000.00</u>
Department	0437 - Juvenile Indigent Budget Totals	Transactions	1	<u>\$35,000.00</u>
Fund	3026 - Indigent Criminal Dfns Fd Totals	Transactions	1	<u>\$35,000.00</u>

2016 BUDGET INFORMATION

OFFICE/DEPT: 0603 ---SEBASTIAN COUNTY LIBRARY SALES TAX

FUND 3400

PREPARED BY: _____ LIBRARY DIRECTOR

1. Please describe the main functions supported by this budget/department:

The County Library's share of the sales tax (1/2%) is used to hire a consultant to complete a needs assessment study and develop a long range plan. Funds are also 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. Greenwood Library needs exterior paint; sidewalk and concrete repair, and landscaping. 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 beginning to show 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 2016 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.
- I. Continue work with hired library consultant to assess needs of the library district, develop a long range plan and develop methodology for obtaining the necessary funding to meet the needs of the district.

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.

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3400	Reg Library Sales Tax Fnd			
Department	0603	Co Library Sales Tax			
<u>Supplies</u>					
2001	General Supplies	\$632.16	\$3,750.00	\$3,750.00	\$0.00
2002	Small Equipment	\$691.56	\$3,000.00	\$3,000.00	\$0.00
2032	Bldg & Improvement-R/M	\$2,798.63	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$4,122.35	\$6,750.00	\$6,750.00	\$0.00
<u>Other Services and Charges</u>					
3003	Computer Services	\$0.00	\$2,000.00	\$2,000.00	\$0.00
3009	Oth Professional Services	\$60.00	\$20,000.00	\$10,000.00	(\$10,000.00)
3020	Telephone & Fax Landline	\$0.00	\$1,200.00	\$1,200.00	\$0.00
3021	Postage	\$0.00	\$0.00	\$0.00	\$0.00
3023	Internet Connection	\$1,459.89	\$2,500.00	\$2,500.00	\$0.00
3040	Advertising & Publication	\$239.35	\$500.00	\$500.00	\$0.00
3050	Official & Deputy Bond	\$0.00	\$0.00	\$0.00	\$0.00
3102	Software, Supt/Maint Agmnt	\$0.00	\$5,000.00	\$5,000.00	\$0.00
3104	Books	\$4,426.50	\$6,000.00	\$6,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$6,185.74	\$37,200.00	\$27,200.00	(\$10,000.00)
<u>Capital Outlay</u>					
4002	Bldgs(Purchase & Improv)	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$4,697.00	\$4,697.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$5,767.00	\$5,767.00
4019	Equipment Replacement	\$0.00	\$0.00	\$6,507.00	\$6,507.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$16,971.00	\$16,971.00
Department Total: Co Library Sales Tax		(\$10,308.09)	(\$43,950.00)	(\$50,921.00)	(\$6,971.00)



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3400 - Reg Library Sales Tax Fnd				
Department 0603 - Co Library Sales Tax				
Account 2001 - General Supplies				
3400-0603 2001	Printed forms, stationery, paper supplies, envelopes, book ends,	1.00	3,750.00	3,750.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$3,750.00</u>
Account 2002 - Small Equipment				
3400-0603 2002	shelving, printers, calculators, display racks	1.00	3,000.00	3,000.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$3,000.00</u>
Account 3003 - Computer Services				
3400-0603 3003	software installation, repairs, upgrades, problem solving, consu	1.00	2,000.00	2,000.00
	Account 3003 - Computer Services Totals	Transactions 1		<u>\$2,000.00</u>
Account 3009 - Oth Professional Services				
3400-0603 3009	Consulting services; website design	1.00	10,000.00	10,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 1		<u>\$10,000.00</u>
Account 3020 - Telephone & Fax Landline				
3400-0603 3020	telephone and fax landline at 3 library branches	1.00	1,200.00	1,200.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$1,200.00</u>
Account 3023 - Internet Connection				
3400-0603 3023	internet connections at 3 library branches	1.00	2,500.00	2,500.00
	Account 3023 - Internet Connection Totals	Transactions 1		<u>\$2,500.00</u>
Account 3040 - Advertising & Publication				
3400-0603 3040	classified advertising for staff, programming events	1.00	500.00	500.00
	Account 3040 - Advertising & Publication Totals	Transactions 1		<u>\$500.00</u>
Account 3102 - Software,Supt/Maint Agmnt				
3400-0603 3102	upgrades to library circulation software; children's software	1.00	5,000.00	5,000.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions 1		<u>\$5,000.00</u>
Account 3104 - Books				
3400-0603 3104	arge print books, books on cd, children's materials	1.00	6,000.00	6,000.00
	Account 3104 - Books Totals	Transactions 1		<u>\$6,000.00</u>
Account 4015 - Office Equipment-Purchase				
3400-0603 4015	Add end panels to new shelving at Greenwood	3.00	139.50	418.50
3400-0603 4015	Add new steel shelving at Greenwood Library; double faced 84 "	10.00	427.80	4,278.00
	Account 4015 - Office Equipment-Purchase Totals	Transactions 2		<u>\$4,696.50</u>
Account 4016 - Computer Equip Purchase				
3400-0603 4016	Replace public access computers	4.00	860.44	3,441.76
3400-0603 4016	Replace staff workstations with compatible units	2.00	1,162.26	2,324.52
	Account 4016 - Computer Equip Purchase Totals	Transactions 2		<u>\$5,766.28</u>
Account 4019 - Equipment Replacement				
3400-0603 4019	Add canopy tops to Lavaca shelving	3.00	46.50	139.50
3400-0603 4019	Replace children's shelving at Lavaca	3.00	167.40	502.20
3400-0603 4019	Replace wall shelving at Lavaca	3.00	288.30	864.90



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3400 - Reg Library Sales Tax Fnd				
Department 0603 - Co Library Sales Tax				
Account 4019 - Equipment Replacement				
3400-0603 4019	reserve funds for replacement of 20 year old AC units	1.00	5,000.00	5,000.00
	Account 4019 - Equipment Replacement Totals	Transactions 4		<u>\$6,506.60</u>
	Department 0603 - Co Library Sales Tax Totals	Transactions 17		<u>\$50,919.38</u>
	Fund 3400 - Reg Library Sales Tax Fnd Totals	Transactions 17		<u>\$50,919.38</u>

2016 LINE ITEM JUSTIFICATION FORM

FUND 3400 OFFICE/DEPT: 0603---SEBASTIAN COUNTY LIBRARY—SALES TAX

SIGNATURE _____ LIBRARY DIRECTOR

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 fund to complete the study of library district (needs assessment study; develop a long range plan; plans are being developed to bring in professional to help develop a County Library website.	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	<p>Advertising and Publishing Local advertising for staff vacancies and to promote library Events.</p>	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 13 years ago 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>	4,697
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>	5,767
4019	<p>Equipment Replacement Fund Add to a special account for the replacement of public computers.</p>	6,507

2016 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 2016 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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3401	Federal Forfeiture Fund			
Department	0423	Federal Forfeiture			
<u>Personal Services - Salaries & Benefits</u>					
1005	OT & Other Premium Comp	\$0.00	\$0.00	\$0.00	\$0.00
1006	Social Security Matching	\$0.00	\$0.00	\$0.00	\$0.00
1007	Retirement	\$0.00	\$0.00	\$0.00	\$0.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Supplies</u>					
2001	General Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2002	Small Equipment	\$699.98	\$1,000.00	\$500.00	(\$500.00)
2006	Clothing & Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
2009	Computer Accessories	\$0.00	\$0.00	\$0.00	\$0.00
2020	Bldg Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
2023	Parts & Repairs	\$0.00	\$0.00	\$0.00	\$0.00
2033	Machinery & Equipment-R/M	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$699.98	\$1,000.00	\$500.00	(\$500.00)
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$0.00	\$0.00	\$0.00
3009	Oth Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
3022	Cell Phone & Pagers	\$0.00	\$0.00	\$0.00	\$0.00
3030	Travel	\$0.00	\$0.00	\$0.00	\$0.00
3031	Common Carrier	\$0.00	\$0.00	\$0.00	\$0.00
3090	Dues & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
3093	Misc Law Enforcement	\$7,653.26	\$4,700.00	\$1,000.00	(\$3,700.00)
3094	Meals & Lodging	\$0.00	\$2,800.00	\$1,000.00	(\$1,800.00)
3101	Training & Education	\$0.00	\$320.00	\$320.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$0.00	\$0.00	\$0.00
3155	CI Funds	\$1,900.00	\$1,900.00	\$1,900.00	\$0.00
<u>Total: Other Services and Charges</u>		\$9,553.26	\$9,720.00	\$4,220.00	(\$5,500.00)
<u>Capital Outlay</u>					
4005	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$0.00	\$0.00	\$0.00	\$0.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Federal Forfeiture		(\$10,253.24)	(\$10,720.00)	(\$4,720.00)	\$6,000.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	3401 - Federal Forfeiture Fund			
Department	0423 - Federal Forfeiture			
Account	2002 - Small Equipment			
3401-0423 2002	Equipment under \$500 for misc operational items	1.00	500.00	500.00
	Account 2002 - Small Equipment Totals	Transactions	1	<u>\$500.00</u>
Account	3093 - Misc Law Enforcement			
3401-0423 3093	Misc law enforcement items	1.00	1,000.00	1,000.00
	Account 3093 - Misc Law Enforcement Totals	Transactions	1	<u>\$1,000.00</u>
Account	3094 - Meals & Lodging			
3401-0423 3094	Meals and lodging to employees for traveling on county business	1.00	1,000.00	1,000.00
	Account 3094 - Meals & Lodging Totals	Transactions	1	<u>\$1,000.00</u>
Account	3101 - Training & Education			
3401-0423 3101	Registrations for conferences, seminars and training materials	1.00	320.00	320.00
	Account 3101 - Training & Education Totals	Transactions	1	<u>\$320.00</u>
Account	3155 - CI Funds			
3401-0423 3155	Funds to use for confidential informants	1.00	1,900.00	1,900.00
	Account 3155 - CI Funds Totals	Transactions	1	<u>\$1,900.00</u>
	Department 0423 - Federal Forfeiture Totals	Transactions	5	<u>\$4,720.00</u>
	Fund 3401 - Federal Forfeiture Fund Totals	Transactions	5	<u>\$4,720.00</u>

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	3403	Drug Ct Emergency & Contingency			
Department	0434	Drug Ct Emergency & Contingency			
	<u>Supplies</u>				
2039	Emergency & Contingency	\$0.00	\$16,210.00	\$15,856.00	(\$354.00)
	<u>Total: Supplies</u>	\$0.00	\$16,210.00	\$15,856.00	(\$354.00)
	Department Total: Drug Ct Emergency & Contingency	\$0.00	(\$16,210.00)	(\$15,856.00)	\$354.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 3403 - Drug Ct Emergency & Contingency				
Department 0434 - Drug Ct Emergency & Contingency				
Account 2039 - Emergency & Contingency				
3403-0434 2039	Emergency & Contingency	1.00	15,856.00	15,856.00
	Account 2039 - Emergency & Contingency Totals	Transactions	1	<u>\$15,856.00</u>
	Department 0434 - Drug Ct Emergency & Contingency Totals	Transactions	1	<u>\$15,856.00</u>
	Fund 3403 - Drug Ct Emergency & Contingency Totals	Transactions	1	<u>\$15,856.00</u>
	EXPENSES Totals	Transactions	1	<u>\$15,856.00</u>
	Grand Totals	Transactions	1	<u>\$15,856.00</u>

2016 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 2016 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 2016 will be to continue programs put into effect in 2002 for asphalt overlay of County roads, of reseal and improvement of 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 2016 also supported by GIS and internet access.

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

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	2000	Road Fund			
Department	0200	County Road			
<u>Personal Services - Salaries & Benefits</u>					
1001	Salaries Full Time	\$1,024,029.19	\$1,197,510.00	\$1,196,662.00	(\$848.00)
1005	OT & Other Premium Comp	\$23,628.04	\$15,000.00	\$20,000.00	\$5,000.00
1006	Social Security Matching	\$81,842.88	\$101,486.00	\$99,975.00	(\$1,511.00)
1007	Retirement	\$163,003.24	\$195,809.00	\$189,496.00	(\$6,313.00)
1009	Health Insurance Matching	\$256,625.00	\$302,940.00	\$342,012.00	\$39,072.00
1010	Workmen's Compensation	\$46,446.56	\$48,521.00	\$59,683.00	\$11,162.00
1011	Unemployment Compensation	\$6,175.16	\$4,694.00	\$4,982.00	\$288.00
1016	Life Insurance	\$3,110.42	\$3,986.00	\$4,018.00	\$32.00
1017	Col/Merit	\$0.00	\$23,950.00	\$0.00	(\$23,950.00)
1018	Salaries, Seasonal PT	\$64,185.83	\$85,840.00	\$85,842.00	\$2.00
1021	Longevity	\$4,525.00	\$4,320.00	\$4,380.00	\$60.00
1022	Retirement-Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1023	Dental Insurance-Matching	\$31,722.55	\$25,841.00	\$29,718.00	\$3,877.00
1027	Soc Sec Delinquent	\$0.00	\$0.00	\$0.00	\$0.00
1028	Cafeteria Fees	\$0.00	\$0.00	\$0.00	\$0.00
1037	Tool Allowance	\$3,800.00	\$4,800.00	\$4,800.00	\$0.00
1040	Affordable Care Act	\$4,473.00	\$5,191.00	\$5,207.00	\$16.00
<u>Total: Personal Services - Salaries & Benefits</u>		\$1,713,566.87	\$2,019,888.00	\$2,046,775.00	\$26,887.00
<u>Supplies</u>					
2001	General Supplies	\$2,661.10	\$4,500.00	\$4,500.00	\$0.00
2002	Small Equipment	\$5,063.91	\$5,000.00	\$5,000.00	\$0.00
2003	Janitorial Supplies	\$1,856.21	\$7,000.00	\$7,000.00	\$0.00
2004	Medicine & Drugs	\$284.91	\$1,500.00	\$1,500.00	\$0.00
2005	Food/Supplies	\$1,197.93	\$1,000.00	\$1,000.00	\$0.00
2006	Clothing & Uniforms	\$6,827.50	\$9,000.00	\$9,000.00	\$0.00
2007	Fuel, Oils & Lubricants	\$228,553.18	\$275,000.00	\$275,000.00	\$0.00
2008	Tires and Tubes	\$31,528.85	\$50,000.00	\$50,000.00	\$0.00
2009	Computer Accessories	\$51.30	\$1,000.00	\$1,000.00	\$0.00
2015	Oxygen	\$883.26	\$1,500.00	\$1,500.00	\$0.00
2020	Bldg Materials & Supplies	\$10,092.71	\$6,000.00	\$6,000.00	\$0.00
2021	Paints & Metals	\$3,769.13	\$4,000.00	\$4,000.00	\$0.00
2022	Plumbing & Electrical	\$697.12	\$2,000.00	\$2,000.00	\$0.00
2023	Parts & Repairs	\$99,181.11	\$121,000.00	\$121,000.00	\$0.00
2024	Maint & Service Contracts	\$9,581.20	\$12,250.00	\$11,022.00	(\$1,228.00)
2025	Asphalt	\$63,770.91	\$1,500,000.00	\$1,500,000.00	\$0.00
2026	Culvert & Pipe	\$44,428.76	\$86,000.00	\$86,000.00	\$0.00
2027	Gravel, Dirt, and Sand	\$328,827.74	\$500,000.00	\$500,000.00	\$0.00
2028	Lumber & Pilings	\$1,540.22	\$4,000.00	\$4,000.00	\$0.00
2029	Small Tools	\$1,614.14	\$9,500.00	\$9,500.00	\$0.00
2030	Concrete	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	2000	Road Fund			
Department	0200	County Road			
2032	Bldg & Improvement-R/M	\$3,617.19	\$3,000.00	\$3,000.00	\$0.00
2033	Machinery & Equipment-R/M	\$43,851.33	\$39,428.00	\$39,428.00	\$0.00
2035	Radio Batteries/Accessory	\$219.18	\$300.00	\$300.00	\$0.00
2036	Road Signs	\$28,273.91	\$30,000.00	\$30,000.00	\$0.00
2038	Lic & Fees For Vehicles	\$816.28	\$900.00	\$900.00	\$0.00
2040	Botanical & Agricultural	\$3,679.55	\$10,000.00	\$10,000.00	\$0.00
2045	Liquid Asphalt	\$575,327.45	\$700,000.00	\$1,013,890.00	\$313,890.00
<u>Total: Supplies</u>		\$1,498,196.08	\$3,383,878.00	\$3,696,540.00	\$312,662.00
<u>Other Services and Charges</u>					
3001	Accounting & Auditing	\$0.00	\$500.00	\$500.00	\$0.00
3003	Computer Services	\$0.00	\$0.00	\$0.00	\$0.00
3004	Engineering/Architecture	\$32,510.50	\$25,000.00	\$25,000.00	\$0.00
3005	Special Legal	\$0.00	\$1,000.00	\$1,000.00	\$0.00
3009	Oth Professional Services	\$157,816.79	\$102,800.00	\$160,000.00	\$57,200.00
3020	Telephone & Fax Landline	\$1,901.26	\$2,185.00	\$1,080.00	(\$1,105.00)
3021	Postage	\$0.46	\$250.00	\$250.00	\$0.00
3022	Cell Phone & Pagers	\$2,875.56	\$3,800.00	\$3,800.00	\$0.00
3023	Internet Connection	\$0.00	\$0.00	\$0.00	\$0.00
3025	Data/Video Circuit	\$7,815.46	\$5,487.00	\$5,487.00	\$0.00
3027	Telephone Purchase/Maint	\$1,446.63	\$1,407.00	\$1,407.00	\$0.00
3030	Travel	\$12.00	\$150.00	\$150.00	\$0.00
3031	Common Carrier	\$444.20	\$0.00	\$500.00	\$500.00
3040	Advertising & Publication	\$0.00	\$500.00	\$500.00	\$0.00
3052	Fire & Extended Coverage	\$56,760.78	\$60,575.00	\$60,575.00	\$0.00
3053	Fleet Liability	\$38,155.33	\$41,521.00	\$41,521.00	\$0.00
3060	Utilities-Electricity	\$10,798.51	\$10,500.00	\$10,500.00	\$0.00
3061	Utilities-Gas	\$4,402.60	\$13,000.00	\$13,000.00	\$0.00
3062	Utilities-Water	\$2,704.25	\$9,360.00	\$9,360.00	\$0.00
3063	Utilities-Waste Disposal	\$9,056.66	\$22,800.00	\$22,800.00	\$0.00
3071	Rent-Machinery & Equip	\$26,830.43	\$72,940.00	\$73,140.00	\$200.00
3075	Postage Mach/PO Box Rent	\$68.00	\$100.00	\$100.00	\$0.00
3090	Dues & Memberships	\$262.20	\$2,218.00	\$2,218.00	\$0.00
3094	Meals & Lodging	\$456.28	\$3,500.00	\$3,500.00	\$0.00
3098	Judgements & Damages	\$375.90	\$4,000.00	\$4,000.00	\$0.00
3100	Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
3101	Training & Education	\$1,030.00	\$1,000.00	\$1,000.00	\$0.00
3102	Software,Supt/Maint Agmnt	\$0.00	\$1,500.00	\$2,800.00	\$1,300.00
3104	Books	\$98.78	\$782.00	\$782.00	\$0.00
3113	Disaster Recovery	\$107,864.41	\$0.00	\$0.00	\$0.00
3117	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00

SEBASTIAN COUNTY

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2016 Quorum Court	Increase/Decrease
Fund	2000	Road Fund			
Department	0200	County Road			
3158	Special Project	\$331,273.71	\$350,000.00	\$350,000.00	\$0.00
<u>Total: Other Services and Charges</u>		\$794,960.70	\$736,875.00	\$794,970.00	\$58,095.00
<u>Capital Outlay</u>					
4001	Land Purc/Filing&Lgl Fees	\$0.00	\$0.00	\$0.00	\$0.00
4002	Bldgs(Purchase & Improv)	\$860.78	\$0.00	\$0.00	\$0.00
4003	Improv Oth Than Buildings	\$0.00	\$0.00	\$0.00	\$0.00
4005	Vehicles	\$31,237.44	\$0.00	\$200,000.00	\$200,000.00
4007	Co Mtch Adv-Rd Const/Mnt	\$44,172.00	\$0.00	\$44,000.00	\$44,000.00
4009	Purchase Telephone Equip	\$0.00	\$0.00	\$0.00	\$0.00
4011	Capital Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
4012	Building Construction	\$0.00	\$0.00	\$0.00	\$0.00
4013	Small Machinery & Equip	\$4,135.78	\$0.00	\$0.00	\$0.00
4014	Heavy Machinery & Equip	\$204,214.07	\$0.00	\$331,000.00	\$331,000.00
4015	Office Equipment-Purchase	\$0.00	\$0.00	\$0.00	\$0.00
4016	Computer Equip Purchase	\$186.58	\$0.00	\$3,000.00	\$3,000.00
4017	Other Equipment Purchase	\$0.00	\$0.00	\$834.00	\$834.00
4022	Capital Purchases-Misc	\$0.00	\$0.00	\$0.00	\$0.00
4023	Inactive Grants	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$284,806.65	\$0.00	\$578,834.00	\$578,834.00
<u>Debt Service</u>					
5598	Co Judge/Road Cost Alloc	\$0.00	\$0.00	\$0.00	\$0.00
5599	Lump Sum Trans/Fund Level	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Debt Service</u>		\$0.00	\$0.00	\$0.00	\$0.00
<u>Interfund Transfers</u>					
9993	Transfers	\$297,812.00	\$320,187.00	\$300,001.00	(\$20,186.00)
9998	County Judge/Road Allocation	\$131,693.00	\$138,071.00	\$136,725.00	(\$1,346.00)
<u>Total: Interfund Transfers</u>		\$429,505.00	\$458,258.00	\$436,726.00	(\$21,532.00)
Department Total: County Road		(\$4,721,035.30)	(\$6,598,899.00)	(\$7,553,845.00)	(\$954,946.00)

2016 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>
020024601 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	32,202
020024602 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	43,558
020024603 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	23,031
020024604 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	23,655
020024605 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	22,917
020024606 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	22,470
020024607 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	23,655
020024608 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	26,219
020024609 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	41,681
020024610 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	25,704
020024611 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	22,579
020024612 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	36,806
020024613 - Heavy Equipment Operator	05 - 05	100 - Work Full Time	21,848	30,844	22,919
020030801 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	20,686
020030802 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	20,686
020030803 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	20,686
020030804 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	20,686
020030805 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	21,419
020030806 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	22,107
020030807 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	20,999
020030808 - Light Equipment Operator	02 - 02	100 - Work Full Time	17,584	24,824	20,999
020032001 - Mechanic Services	03 - 03	100 - Work Full Time	19,004	26,830	20,998
020032002 - Mechanic Services	03 - 03	100 - Work Full Time	19,004	26,830	20,998
020040601 - Road Dept Office Manager	08 - 08	100 - Work Full Time	26,114	36,867	45,909
020040801 - Road Foreman	12 - 12	104 - Reg. Full-Time Exempt	29,931	44,896	37,414
020041001 - Road Superintendent	17 - 17	104 - Reg. Full-Time Exempt	36,621	54,932	45,776
020045201 - Senior HEO/Oil Distributor	08 - 08	100 - Work Full Time	26,114	36,867	27,581
020045401 - Senior HEO/Sign Operator	08 - 08	100 - Work Full Time	26,114	36,867	34,586
020045601 - Senior Mechanic	05 - 05	100 - Work Full Time	21,848	30,844	26,219
020045602 - Senior Mechanic	05 - 05	100 - Work Full Time	21,848	30,844	22,285
020045603 - Senior Mechanic	05 - 05	100 - Work Full Time	21,848	30,844	28,096
020045801 - Senior Motor Patrol Operator	08 - 08	100 - Work Full Time	26,114	36,867	36,892
020045802 - Senior Motor Patrol Operator	08 - 08	100 - Work Full Time	26,114	36,867	33,582
020046401 - Shop Supervisor/Parts Manager	10 - 10	100 - Work Full Time	28,318	41,441	50,815
020047001 - Sr Heavy Equipment Operator	08 - 08	100 - Work Full Time	26,114	36,867	34,606
020047002 - Sr Heavy Equipment Operator	08 - 08	100 - Work Full Time	26,114	36,867	28,054
020047201 - Sr HEO Bridge Maintenance	08 - 08	100 - Work Full Time	26,114	36,867	32,602
020047401 - Sr HEO Mowing Crew Supervisor	08 - 08	100 - Work Full Time	26,114	36,867	36,663
020047601 - Sr HEO Right of Way Coord.	08 - 08	100 - Work Full Time	26,114	36,867	27,170
020048201 - Stock & Parts Manager	05 - 05	100 - Work Full Time	21,848	30,844	25,704
050503401 - Assistant Admin/Public Safety	16 - 16	(1) 104 - Reg. Full-Time Exempt	35,284	52,926	24,105
050515201 - Dept Emerg Mgmt Coordinator	13 - 13	(2) 104 - Reg. Full-Time Exempt	31,269	46,904	20,943

Total Positions:

40

Full Time Annual Salaries Subtotal:

1,196,662

2016 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	9.2500	10,730
020042002 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9.2500	10,730
020042003 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9.2500	10,730
020042004 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9.2500	10,730
020042005 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9.2500	10,730
020042006 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9.2500	10,730
020042007 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9.2500	10,730
020042008 - Seasonal Mower	SPT - SPT	300 - Seasonal Part-Time Road 1160hr	1	9.2500	10,730
Total Positions:	<u>8</u>		Total Part Time Seasonal:		<u>85,840</u>
			Total Salaries:		1,282,502

- (1) Annual Salary \$48,210 Prorated - Position counted in Department 0505
50% (\$24,105) Dept. 0505 - Dept. of Emergency Management
50% (\$24,105) Dept. 0200 - County Road
- (2) Annual Salary \$41,886 Prorated - Position counted in Department 0505
50% (\$20,943) Dept. 0505 - Dept. of Emergency Management
50% (\$20,943) Dept. 0200 - County Road



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 2000 - Road Fund				
Department 0200 - County Road				
Account 2001 - General Supplies				
2000-0200 2001	Copy paper, envelopes, toner, manilla folders, pens, etc.	1.00	4,500.00	4,500.00
	Account 2001 - General Supplies Totals	Transactions 1		<u>\$4,500.00</u>
Account 2002 - Small Equipment				
2000-0200 2002	Paper shredder, digital camera, weed eaters etc.	1.00	5,000.00	5,000.00
	Account 2002 - Small Equipment Totals	Transactions 1		<u>\$5,000.00</u>
Account 2003 - Janitorial Supplies				
2000-0200 2003	Soap, paper towels, brooms, mops, toilet paper, bleach, etc.	1.00	7,000.00	7,000.00
	Account 2003 - Janitorial Supplies Totals	Transactions 1		<u>\$7,000.00</u>
Account 2004 - Medicine & Drugs				
2000-0200 2004	Bandages, alcohol, aspirin, eye wash, cold & flu relief, etc.	1.00	1,500.00	1,500.00
	Account 2004 - Medicine & Drugs Totals	Transactions 1		<u>\$1,500.00</u>
Account 2005 - Food/Supplies				
2000-0200 2005	Purchase food for Christmas luncheon	1.00	1,000.00	1,000.00
	Account 2005 - Food/Supplies Totals	Transactions 1		<u>\$1,000.00</u>
Account 2006 - Clothing & Uniforms				
2000-0200 2006	Uniforms for full time employees, misc gloves, ear plugs, etc.	1.00	9,000.00	9,000.00
	Account 2006 - Clothing & Uniforms Totals	Transactions 1		<u>\$9,000.00</u>
Account 2007 - Fuel, Oils & Lubricants				
2000-0200 2007	Gasoline, diesel fuel for co vehicles, equipt, machinery etc.	1.00	275,000.00	275,000.00
	Account 2007 - Fuel, Oils & Lubricants Totals	Transactions 1		<u>\$275,000.00</u>
Account 2008 - Tires and Tubes				
2000-0200 2008	Tires and tubes for Co vehicles, machinery, equipment, etc.	1.00	50,000.00	50,000.00
	Account 2008 - Tires and Tubes Totals	Transactions 1		<u>\$50,000.00</u>
Account 2009 - Computer Accessories				
2000-0200 2009	Battery backups, flash drives, cd read/write drives, memory, etc	1.00	1,000.00	1,000.00
	Account 2009 - Computer Accessories Totals	Transactions 1		<u>\$1,000.00</u>
Account 2015 - Oxygen				
2000-0200 2015	Oxygen, acetylene for welding purposes, etc.	1.00	1,500.00	1,500.00
	Account 2015 - Oxygen Totals	Transactions 1		<u>\$1,500.00</u>
Account 2020 - Bldg Materials & Supplies				
2000-0200 2020	Light bulbs, lock sets, flagging material, stakes, screws, etc.	1.00	6,000.00	6,000.00
	Account 2020 - Bldg Materials & Supplies Totals	Transactions 1		<u>\$6,000.00</u>
Account 2021 - Paints & Metals				
2000-0200 2021	Marking paint, steel flat bar, steel angle iron, etc.	1.00	4,000.00	4,000.00
	Account 2021 - Paints & Metals Totals	Transactions 1		<u>\$4,000.00</u>
Account 2022 - Plumbing & Electrical				
2000-0200 2022	Plumbing and electrical supplies needed to maintain buildings	1.00	2,000.00	2,000.00
	Account 2022 - Plumbing & Electrical Totals	Transactions 1		<u>\$2,000.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	2000 - Road Fund			
Department	0200 - County Road			
Account	2023 - Parts & Repairs			
2000-0200 2023	Parts not kept in stock for Co vehicles, mach, equip, etc.	1.00	121,000.00	121,000.00
	Account 2023 - Parts & Repairs Totals	Transactions 1		<u>\$121,000.00</u>
Account	2024 - Maint & Service Contracts			
2000-0200 2024	Motorola - AWIN Radio Maintenance CCO2015-37	1.00	5,698.00	5,698.00
2000-0200 2024	Corley Electric CCO 2015-145	1.00	1,006.00	1,006.00
2000-0200 2024	DCS - AWIN Radio Maintenance CCO2014-129	1.00	2,693.00	2,693.00
2000-0200 2024	Signal Tek - Traffic Signal Light 71/10 Hwy (CCO2012-143)	1.00	360.00	360.00
2000-0200 2024	Signal Tek - Traffic Signal Light Maint. (CCO2012-143)	1.00	360.00	360.00
2000-0200 2024	Terminix - Pest Control CCO2012-43	1.00	288.00	288.00
2000-0200 2024	Terminix - Subterranean Termite Plan CCO2012-42	1.00	232.00	232.00
2000-0200 2024	Wight Kyocera FS-255C Copier (CCO - 2015-31)	1.00	385.00	385.00
	Account 2024 - Maint & Service Contracts Totals	Transactions 8		<u>\$11,022.00</u>
Account	2025 - Asphalt			
2000-0200 2025	Type #3 Hot Mix, Cold Mix, UPM Mix for County road use	1.00	1,500,000.00	1,500,000.00
	Account 2025 - Asphalt Totals	Transactions 1		<u>\$1,500,000.00</u>
Account	2026 - Culvert & Pipe			
2000-0200 2026	Plastic Pipe, RCP to repair and maintain Co roads.	1.00	86,000.00	86,000.00
	Account 2026 - Culvert & Pipe Totals	Transactions 1		<u>\$86,000.00</u>
Account	2027 - Gravel, Dirt, and Sand			
2000-0200 2027	Gravel, dirt, sand, class 7 base, chips, commercial base, etc	1.00	500,000.00	500,000.00
	Account 2027 - Gravel, Dirt, and Sand Totals	Transactions 1		<u>\$500,000.00</u>
Account	2028 - Lumber & Pilings			
2000-0200 2028	Lumber, pilings, plywood, rough cedar, 2x4's, etc.	1.00	4,000.00	4,000.00
	Account 2028 - Lumber & Pilings Totals	Transactions 1		<u>\$4,000.00</u>
Account	2029 - Small Tools			
2000-0200 2029	Wrenches, pliers, shovels, garden sprayers, hammers, etc.	1.00	9,500.00	9,500.00
	Account 2029 - Small Tools Totals	Transactions 1		<u>\$9,500.00</u>
Account	2032 - Bldg & Improvement-R/M			
2000-0200 2032	Service, Labor, Parts performed by other than Co employees. etc.	1.00	3,000.00	3,000.00
	Account 2032 - Bldg & Improvement-R/M Totals	Transactions 1		<u>\$3,000.00</u>
Account	2033 - Machinery & Equipment-R/M			
2000-0200 2033	Serv, Labor, Parts performed by other than Co emp for Co equip	1.00	39,428.00	39,428.00
	Account 2033 - Machinery & Equipment-R/M Totals	Transactions 1		<u>\$39,428.00</u>
Account	2035 - Radio Batteries/Accessory			
2000-0200 2035	Radio Batteries/Accessory	1.00	300.00	300.00
	Account 2035 - Radio Batteries/Accessory Totals	Transactions 1		<u>\$300.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 2000 - Road Fund				
Department 0200 - County Road				
Account 2036 - Road Signs				
2000-0200 2036	Sign materials, tri pod stands, blanks, sheeting, film, etc.	1.00	30,000.00	30,000.00
	Account 2036 - Road Signs Totals	Transactions 1		<u>\$30,000.00</u>
Account 2038 - Lic & Fees For Vehicles				
2000-0200 2038	License/Fees Co Veh, CDL Appl, CDL License, etc.	1.00	900.00	900.00
	Account 2038 - Lic & Fees For Vehicles Totals	Transactions 1		<u>\$900.00</u>
Account 2040 - Botanical & Agricultural				
2000-0200 2040	MSMA, round-up, rush, gly fos aquatic, etc.	1.00	10,000.00	10,000.00
	Account 2040 - Botanical & Agricultural Totals	Transactions 1		<u>\$10,000.00</u>
Account 2045 - Liquid Asphalt				
2000-0200 2045	CRS-2P, MC30, etc.	1.00	1,013,890.00	1,013,890.00
	Account 2045 - Liquid Asphalt Totals	Transactions 1		<u>\$1,013,890.00</u>
Account 3001 - Accounting & Auditing				
2000-0200 3001	Fees required to hire outside accounting/auditing firms	1.00	500.00	500.00
	Account 3001 - Accounting & Auditing Totals	Transactions 1		<u>\$500.00</u>
Account 3004 - Engineering/Architecture				
2000-0200 3004	Engineering and Architectural services	1.00	25,000.00	25,000.00
	Account 3004 - Engineering/Architecture Totals	Transactions 1		<u>\$25,000.00</u>
Account 3005 - Special Legal				
2000-0200 3005	Special Legal Services	1.00	1,000.00	1,000.00
	Account 3005 - Special Legal Totals	Transactions 1		<u>\$1,000.00</u>
Account 3009 - Oth Professional Services				
2000-0200 3009	Pavement Markings	1.00	10,000.00	10,000.00
2000-0200 3009	Striping, road testing, Ft Sm City Agreement, field serv	1.00	150,000.00	150,000.00
	Account 3009 - Oth Professional Services Totals	Transactions 2		<u>\$160,000.00</u>
Account 3020 - Telephone & Fax Landline				
2000-0200 3020	Monthly charges telephone/fax landline	1.00	2,185.00	2,185.00
	Account 3020 - Telephone & Fax Landline Totals	Transactions 1		<u>\$2,185.00</u>
Account 3021 - Postage				
2000-0200 3021	Stamps, postage due, register and certified mail, etc.	1.00	250.00	250.00
	Account 3021 - Postage Totals	Transactions 1		<u>\$250.00</u>
Account 3022 - Cell Phone & Pagers				
2000-0200 3022	Cellular services for 479.414.0395 and 479.650.5406, etc	1.00	3,800.00	3,800.00
	Account 3022 - Cell Phone & Pagers Totals	Transactions 1		<u>\$3,800.00</u>
Account 3025 - Data/Video Circuit				
2000-0200 3025	Modem data/computer circuits connecting via frame relay	1.00	5,487.00	5,487.00
	Account 3025 - Data/Video Circuit Totals	Transactions 1		<u>\$5,487.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 2000 - Road Fund				
Department 0200 - County Road				
Account 3027 - Telephone Purchase/Maint	Telephone Purchase/Maintenance	1.00	1,407.00	1,407.00
2000-0200 3027		Transactions	1	<u>\$1,407.00</u>
	Account 3027 - Telephone Purchase/Maint Totals			
Account 3030 - Travel	Transp other than common carrier for official duties	1.00	150.00	150.00
2000-0200 3030		Transactions	1	<u>\$150.00</u>
	Account 3030 - Travel Totals			
Account 3031 - Common Carrier	Air fare for continuing education	1.00	500.00	500.00
2000-0200 3031		Transactions	1	<u>\$500.00</u>
	Account 3031 - Common Carrier Totals			
Account 3040 - Advertising & Publication	Job Openings, Publications, Ordinances, Bids, Legals, etc	1.00	500.00	500.00
2000-0200 3040		Transactions	1	<u>\$500.00</u>
	Account 3040 - Advertising & Publication Totals			
Account 3052 - Fire & Extended Coverage	Fire and extended coverage	1.00	56,270.00	56,270.00
2000-0200 3052		Transactions	1	<u>\$56,270.00</u>
	Account 3052 - Fire & Extended Coverage Totals			
Account 3053 - Fleet Liability	Fleet liability	1.00	39,645.00	39,645.00
2000-0200 3053		Transactions	1	<u>\$39,645.00</u>
	Account 3053 - Fleet Liability Totals			
Account 3060 - Utilities-Electricity	Electricity furnished by franchise operators	1.00	10,500.00	10,500.00
2000-0200 3060		Transactions	1	<u>\$10,500.00</u>
	Account 3060 - Utilities-Electricity Totals			
Account 3061 - Utilities-Gas	Gas furnished by municipalities or franchise operators	1.00	13,000.00	13,000.00
2000-0200 3061		Transactions	1	<u>\$13,000.00</u>
	Account 3061 - Utilities-Gas Totals			
Account 3062 - Utilities-Water	Water furnished by municipalities or franchise operators	1.00	9,360.00	9,360.00
2000-0200 3062		Transactions	1	<u>\$9,360.00</u>
	Account 3062 - Utilities-Water Totals			
Account 3063 - Utilities-Waste Disposal	Waste disposal furnished by municipalities/franchise operators	1.00	22,800.00	22,800.00
2000-0200 3063		Transactions	1	<u>\$22,800.00</u>
	Account 3063 - Utilities-Waste Disposal Totals			
Account 3071 - Rent-Machinery & Equip	Backhoe 420EBHL w/Jack Hammer GH4	1.00	5,500.00	5,500.00
2000-0200 3071	Cooler Rental	1.00	200.00	200.00
2000-0200 3071	CP433E Compactor	6.00	4,500.00	27,000.00
2000-0200 3071	CS44 Compactor	6.00	4,100.00	24,600.00
2000-0200 3071	DS KXLA Dozer	3.00	5,000.00	15,000.00
2000-0200 3071	Oxygen Rental	12.00	70.00	840.00
	Account 3071 - Rent-Machinery & Equip Totals	Transactions	6	<u>\$73,140.00</u>



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	2000 - Road Fund			
Department	0200 - County Road			
Account	3075 - Postage Mach/PO Box Rent			
2000-0200 3075	P O Box 368 - Annual Services	1.00	100.00	100.00
	Account 3075 - Postage Mach/PO Box Rent Totals	Transactions	1	<u>100.00</u> \$100.00
Account	3090 - Dues & Memberships			
2000-0200 3090	Dues, memberships, subscriptions, etc	1.00	2,218.00	2,218.00
	Account 3090 - Dues & Memberships Totals	Transactions	1	<u>2,218.00</u> \$2,218.00
Account	3094 - Meals & Lodging			
2000-0200 3094	Reimb employees for expenses incurred while on Co business	1.00	3,500.00	3,500.00
	Account 3094 - Meals & Lodging Totals	Transactions	1	<u>3,500.00</u> \$3,500.00
Account	3098 - Judgements & Damages			
2000-0200 3098	Damage Repairs: Windshield, Mailbox, Vehicles, etc.	1.00	4,000.00	4,000.00
	Account 3098 - Judgements & Damages Totals	Transactions	1	<u>4,000.00</u> \$4,000.00
Account	3101 - Training & Education			
2000-0200 3101	Education, Training/Reg	1.00	1,000.00	1,000.00
	Account 3101 - Training & Education Totals	Transactions	1	<u>1,000.00</u> \$1,000.00
Account	3102 - Software,Supt/Maint Agmnt			
2000-0200 3102	Paver Software	1.00	1,300.00	1,300.00
2000-0200 3102	Related services not of capital nature	1.00	1,500.00	1,500.00
	Account 3102 - Software,Supt/Maint Agmnt Totals	Transactions	2	<u>2,800.00</u> \$2,800.00
Account	3104 - Books			
2000-0200 3104	Books, manuals for repair County vehicles, machinery, equipment	1.00	782.00	782.00
	Account 3104 - Books Totals	Transactions	1	<u>782.00</u> \$782.00
Account	3158 - Special Project			
2000-0200 3158	Funds approx four (4) bridges, etc.	1.00	350,000.00	350,000.00
	Account 3158 - Special Project Totals	Transactions	1	<u>350,000.00</u> \$350,000.00
Account	4005 - Vehicles			
2000-0200 4005	(2) Tri Axle Trucks	2.00	75,000.00	150,000.00
2000-0200 4005	(2) Zone Trucks (replacing (2) 14 yr old trucks)	2.00	25,000.00	50,000.00
	Account 4005 - Vehicles Totals	Transactions	2	<u>200,000.00</u> \$200,000.00
Account	4007 - Co Mtch Adv-Rd Const/Mnt			
2000-0200 4007	Road Construction and Maintenance	1.00	44,000.00	44,000.00
	Account 4007 - Co Mtch Adv-Rd Const/Mnt Totals	Transactions	1	<u>44,000.00</u> \$44,000.00
Account	4014 - Heavy Machinery & Equip			
2000-0200 4014	Backhoe	1.00	90,000.00	90,000.00
2000-0200 4014	Flail Mower	1.00	11,000.00	11,000.00
2000-0200 4014	Herbicide Spray Slide in Unit	1.00	20,000.00	20,000.00
2000-0200 4014	Paver	1.00	170,000.00	170,000.00
2000-0200 4014	Road Widener	1.00	36,500.00	36,500.00



Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2016

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	2000 - Road Fund			
Department	0200 - County Road			
Account	4014 - Heavy Machinery & Equip Tamper/Compactor			
2000-0200 4014		1.00	3,500.00	3,500.00
	Account	4014 - Heavy Machinery & Equip Totals		6
		Transactions		\$331,000.00
Account	4016 - Computer Equip Purchase Computer Replacement Plan (3) CPU			
2000-0200 4016		1.00	3,000.00	3,000.00
	Account	4016 - Computer Equip Purchase Totals		1
		Transactions		\$3,000.00
Account	4017 - Other Equipment Purchase Cisco Aironet & Cisco Smartnet			
2000-0200 4017		1.00	834.00	834.00
	Account	4017 - Other Equipment Purchase Totals		1
		Transactions		\$834.00
Account	9993 - Transfers Estimated Cost Allocation for General Services for 2016			
2000-0200 9993		1.00	300,001.00	300,001.00
	Account	9993 - Transfers Totals		1
		Transactions		\$300,001.00
Account	9998 - County Judge/Road Allocation Road Allocation			
2000-0200 9998		1.00	136,725.00	136,725.00
	Account	9998 - County Judge/Road Allocation Totals		1
		Transactions		\$136,725.00
	Department	0200 - County Road Totals		81
		Transactions		\$5,501,994.00
	Fund	2000 - Road Fund Totals		81
		Transactions		\$5,501,994.00

2016 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	2016 Date Start	2016 Date End	2016 # Hrs Worked Per Week	2016 Total # Weeks	2015 Rate	2016 Rate	2015 Annual Budget	Amount of Annual Request for 2016	Amount of Increase/Decrease 2015/2016
020042001 Seasonal Mower	01/01/2016	12/31/2016	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042002 Seasonal Mower	01/01/2016	12/31/2016	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042003 Seasonal Mower	01/01/2016	12/31/2016	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042004 Seasonal Mower	01/01/2016	12/31/2016	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042005 Seasonal Mower	01/01/2016	12/31/2016	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042006 Seasonal Mower	01/01/2016	12/31/2016	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042007 Seasonal Mower	01/01/2016	12/31/2016	40	29	\$9.25	\$9.25	\$10,730	\$10,730	\$0
020042002 Seasonal Mower	01/01/2016	12/31/2016	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:

2016 Overtime Justification

Office/Department: 0200 - County Road

Fund 2000 Road Fund

Do you currently budget overtime pay for this department? Yes

2015 Budgeted Overtime	2016 Budget	Difference
15,000	20,000	5,000.00

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: \$90000.00
Purchase Price: \$90,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$90,000.00

Description of Item Requested:

Backhoe, replace 320

Needs Analysis:

Replacement per capital replacement plan? Yes
Attach copy of your capital replacement plan:

Present equipment worn out? Yes
Expanded service? No
New service? No
New personnel? No

Needs Analysis Justification:

This is following the scheduled replacement plan

Capital Justification Form

Office/Department:0200 - County Road

Fund: 2000 Road Fund

Cost Information:

Line Item: 4005 - Vehicles
Number of 2
Units:
Unit Cost: \$75000.00
Purchase Price: \$150,000.00
Installation
Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$150,000.00

Description of Item Requested:

2 Tri-Axle Trucks, trading in 2 tandems

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 are larger capacity and needed because of APAC's availability of materials.

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: \$170000.00
Purchase Price: \$170,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$170,000.00

Description of Item Requested:

Paver, with our paver trade in

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 paver is 14 years old and the repair bills are not feasible any longer. The paving needs have changed. The new paver is more versatile.

Capital Justification Form

Office/Department:0200 - County Road

Fund: 2000 Road Fund

Cost Information:

Line Item: 4014 - Heavy Machinery &
Equipment
Number of 1
Units:
Unit Cost: \$11000.00
Purchase Price: \$11,000.00
Installation
Cost:
Warranty/Maint
enance Cost:
Taxes:
Total:\$11,000.00

Description of Item Requested:

Flail Mower

Needs Analysis:

Replacement per capital replacement No
plan?
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 flail mower is a safer machine than conventional bush hogs, there is very little debris thrown from this unit. This results in safer conditions for operator and general public.

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: \$20000.00
Purchase Price: \$20,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$20,000.00

Description of Item Requested:

Herbicide Spray Slide in Unit

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 spray unit will allow us to spray our R.O.W. more efficiently resulting in less mowing and safer road conditions.

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: \$3500.00
Purchase Price: \$3,500.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$3,500.00

Description of Item Requested:

Tamper/Compactor

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 unit allows us to compact in small areas during road repairs.

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: \$36500.00
Purchase Price: \$36,500.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$36,500.00

Description of Item Requested:

Road Widener

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 unit will allow us to do shoulder repair in a more efficient time and also bring shoulder levels level to road surface. This makes driving conditions safer.

Capital Justification Form

Office/Department:0200 - County Road

Fund: 2000 Road Fund

Cost Information:

Line Item: 4005 - Vehicles
Number of Units: 2
Unit Cost: \$25000.00
Purchase Price: \$50,000.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:

Total:\$50,000.00

Description of Item Requested:

2 Zone Trucks, Replaces 2 14 year old trucks

Needs Analysis:

Replacement per capital replacement plan? Yes

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 14 year old trucks 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: 4017 - Other Equipment
Purchase
Number of Units: 1
Unit Cost: \$834.00
Purchase Price: \$834.00
Installation Cost:
Warranty/Maintenance Cost:
Taxes:
Total:\$834.00

Description of Item Requested:

Cisco Aironet and Cisco Smartnet

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? Yes
New personnel? No

Needs Analysis Justification:

Install wireless internet