

**SEBASTIAN COUNTY QUORUM COURT MEETING
AUGUST 15, 2017 @ 6:00 P.M.
GREENWOOD COURTHOUSE, 2ND FLOOR
GREENWOOD, ARKANSAS**

C O N T E N T S

ITEM

Agenda	1-9
2018 Budget Meeting Schedule	10
Memo – Public Defender	11-12
Memo – Circuit Clerk	13
Memo – Sheriff	14-17
Memo – Judge Fitzhugh	18-19
Personnel Change Request Juvenile Probation	20-21
Personnel Change Request Library	22
Memo – Treasurer/Collector	23-24
Personnel Change Request Collector	25
Memo – Treasurer/Collector	26-27
Personnel Change Request Treasurer/Collector & Assessor	28
Memo – Assessor	29
Personnel Change Request Assessor	30-32
Personnel Change Request County Clerk	33-41
Personnel Change Request Elections	42
Personnel Change Request County Judge	43
Personnel Change Request Computer/IS Department	44
Memo – Director of Technology Services	45
Ordinance – Amending Pay Policy	46-47

**SEBASTIAN COUNTY SPECIAL QUORUM COURT MEETING
AUGUST 15, 2017 @ 6:00 P.M.
GREENWOOD COURTHOUSE, UPPER COURTROOM
GREENWOOD, ARKANSAS**

A G E N D A

I. CALL TO ORDER

- A. Pledge of Allegiance
- B. Invocation
- C. Roll Call

II. PUBLIC COMMENTS

III. MEETING PURPOSE

Review the Personnel Requests and Q & A

NOTE: Voting to Approve any New Position Proposals and Other Personnel Matters for Further Consideration by 2/3 vote, will be during the September 19 Special Meeting at 6:00 at the Fort Smith Courthouse, Room 204 prior to the Regular Meeting at 7:00.

- IV. Elect Quorum Court Chair of the Special Quorum Court Budget Review Meetings for the 2018 Budget Review Process.

V. REVIEW 2018 PRELIMINARY GENERAL FUND BUDGET & REVENUE

2017 Beginning Balance	\$8,683,898
Estimated 2017 Year End Balance	\$6,287,046
Preliminary 2018 Estimated Revenue	\$23,077,370

Restricted Funds	2017	2018 Estimate	2018 Total
Jail Restricted	-\$99,698	\$0	-\$99,698
Computer Reserve Earmark	-\$150,000	-\$30,000	-\$180,000
2% Sebastian Co EMS	\$0	-\$70,660	-\$70,660
1% County Parks	-\$74,818	-\$35,330	<u>-\$110,148</u>
			\$28,903,910
Less 10% Holdback			<u>-\$3,040,391</u>
			\$25,863,519
Less Unobligated Balance			-\$250,000
Funds Available			\$25,613,519

	PLAN 1 <i>Shown at 2017 Adopted levels</i>	PLAN 2 <i>Health Insurance Increase</i>	PLAN 3 <i>Health Insurance Increase & Personnel Requests</i>
	<u>0% Increase</u>	<u>0% Increase</u>	<u>3% Pay Adjustment</u>
2017 Salaries/Benefits	\$16,889,008	\$16,889,008	\$17,417,977
2018 New Positions			\$367,900
2018 Over-Time Increase			\$54,958
2018 Salary Changes Within Pay Range			<u>\$59,344</u>
Total 2018 Personnel Requests			\$482,202

2.6% Increase Insurance for 2018		<u>\$68,184</u>	<u>\$68,184</u>
		\$16,957,192	\$17,968,363

	<u>0% Inc</u>	<u>0 % Inc</u>	2% Increase In <u>Contract Line Items</u>
2017 Supplies/Services	\$7,706,899	\$7,706,899	\$7,732,403

	2017 Adopted Capital	* 2018 Priority Capital	* 2018 Priority Capital
* Priority Capital	\$721,509	\$74,891	\$74,891

Plan Total	\$25,317,416	\$24,738,982	\$25,775,657
------------	--------------	--------------	--------------

Funds Available Less Budget	\$296,103	\$874,537	-\$162,138
------------------------------------	------------------	------------------	-------------------

***2018 Priority Capital**

Sheriff - Vehicles (6 Units)	33,091
Computer Replacement	<u>41,800</u>
Total	74,891

VI. REVIEW 2018 PERSONNEL REQUESTS

2018 New Personnel

General Fund New Position Requests for 2018	\$367,900
Collector & Assessor New Security	<u>\$42,034</u>
Total New Position Requests for 2018	\$409,934

2018 Over-Time Increases

General Fund 2018 Over-Time Increases	\$54,958
---------------------------------------	----------

2018 Salary Changes Within Pay Range

General Fund 2018 Salary Changes Within Pay Range	\$59,344
Treasurer's Comm. Fund 2018 Salary Changes Within Pay Range	\$3,339
Road Fund 2018 Salary Changes Within Pay Range	<u>\$1,698</u>
Total Salary Changes Within Pay Range	\$64,382

2018 Personnel Requests Per Fund

Total General Fund 2018 Personnel Requests	\$482,202
Total Treasurer's Commission Fund 2018 Personnel Requests	\$3,339
Total Assessor's Commission Fund 2018 Personnel Requests	\$21,017
Total Collector's Commission Fund 2018 Personnel Requests	\$21,017
Total Road Fund 2018 Personnel Requests	<u>\$1,698</u>
Grand Total of All 2018 Personnel Requests	\$529,273

VII. REVIEW NEW PERSONNEL FOR 2018

General Fund - 1000

A. 0417 Public Defender - Ernie Woodard

POSITION	Salary	7.65%	14.75%	W/C	Health	Dental	Life	Aff Care	Total
NEW 0417 - Attorney	55,000	4,208	8,113	77	11,376	881	97	127	79,878
NEW 0417 - Attorney	55,000	4,208	8,113	77	11,376	881	97	127	79,878
NEW 0417 - Administrative Assistant	30,000	2,295	4,425	42	11,376	881	97	127	49,243
NEW 0417 - Administrative Assistant	30,000	2,295	4,425	42	11,376	881	97	127	49,243
								Total:	258,242

General Fund - 1000

B. 0422 Courthouse Security - Judge Hudson

	Pay Rate	Hours	Annual		W/C	7.65%	14.75%	Total	
NEW 0422 - Courts Security Officer	13.00	1,300	16,900	NEW	16,900	331	1,293	2,493	21,017
NEW 0422 - Courts Security Officer	13.00	1,300	16,900	NEW	16,900	331	1,293	2,493	21,017
<i>Part time security officers are to secure the Fort Smith Courthouse.</i>									42,034

1801 - Collector's & 1802 - Assessor's Funds (Split Equally)

C. 0422 Courthouse Security - Judith Miller & Zach Johnson

	Pay Rate	Hours	Annual		W/C	7.65%	14.75%	Total	
NEW 0422 - Courts Security Officer	13.00	1,300	16,900	NEW	16,900	331	1,293	2,493	21,017
NEW 0422 - Courts Security Officer	13.00	1,300	16,900	NEW	16,900	331	1,293	2,493	21,017
<i>Part time security officers are to secure the Phoenix Branch. Managed by the Sheriff's Office, but the cost will be split equally between the Collector's and Assessor's Funds. These funds will be transferred by a court order at the end of the year to reimburse the General Fund.</i>									Total: 42,034

General Fund - 1000

D. NEW - Criminal Justice Council - Judge Hudson

		7.65%	14.75%	W/C	Health	Dental	Life	Aff Care	Total
NEW Criminal Justice Coord/Admin	45,000	3,443	6,638	63	11,376	881	97	127	67,624

County Library Fund - 3008

E. 0600 County Library - Judy Clevenger

	Annual Hours	Budget Amount		Request	W/C	Total
060048601 - Summer Part-Time I	10	1,000	1,000	(1,000)	(76.50)	0.00
060048801 - Summer Part-Time II	10	1,000	1,000	(1,000)	(76.50)	0.00
NEW 0600 - Summer Part-Time			NEW	2,000	153	0.00
<i>Combine the 2 Summer Part-Time Positions</i>						Total: 0.00

GENERAL FUND TOTAL FOR NEW PERSONNEL FOR 2018 367,900

NEW PERSONNEL REQUESTS FOR COLLECTOR & ASSESSOR FUNDS FOR 2018 42,034

TOTAL NEW PERSONNEL REQUESTS FOR 2018 409,934

VIII. REVIEW OVER-TIME INCREASES FOR 2018

General Fund - 1000

A. 0400 - Sheriff's Office - Sheriff Hollenbeck

	<u>2017</u>	<u>2018</u>	<u>Diff</u>	<u>7.65%</u>	<u>14.75%</u>	<u>Total</u>
Over-Time Increase	42,000	77,544	35,544	2,719	5,243	43,506

General Fund - 1000

B. 0418 - Adult Detention Center - Sheriff Hollenbeck

	<u>2017</u>	<u>2018</u>	<u>Diff</u>	<u>7.65%</u>	<u>14.75%</u>	<u>Total</u>
Over-Time Increase	84,700	90,000	5,300	405	782	6,487

General Fund - 1000

C. 0424 - Sheriff Traffic Division - Sheriff Hollenbeck

	<u>2017</u>	<u>2018</u>	<u>Diff</u>	<u>7.65%</u>	<u>14.75%</u>	<u>Total</u>
Over-Time Increase	2,400	6,456	4,056	310	598	4,965

GENERAL FUND TOTAL FOR OVER-TIME INCREASES FOR 2018 54,958

IX REVIEW COST TO ADJUST SALARY TO MIDPOINT AFTER 7 YEARS IN POSITION

MIDPOINT ADJUSTMENT - Steve Hotz

A salary adjustment will be awarded to employees as they reach the following threshold of service in their current position. The increase will be effective on the 1st pay period of the budget year. If an employee has already reached these levels in the described time frame, this policy will have no effect.

3 full years in current position as of Jan. 1 = 90% of midpoint

5 full years in current position as of Jan. 1 = 95% of midpoint

7 full years in current position as of Jan. 1 = Midpoint

It is to be noted that this adjustment applies to years in the position, not years of employment. A change in title or job description that resulted in a pay adjustment for the employee will designate a new start date for time in the position.

Salary Adjusted in 3 Steps

	<u>Number of Employees</u>	<u>Cost to General Fund</u>	<u>Cost to All Funds</u>
3 YRS IN POSITION	26	27,333	32,822
5 YRS IN POSITION	10	24,406	24,406
7 YRS IN POSITION	22	49,544	64,550
	Totals	101,283	121,778
	Total with Tax & Fringe	123,970	149,056

X. REVIEW SALARY CHANGES WITHIN PAY RANGE FOR 2018

General Fund - 1000

A. 0100 - County Judge - Judge Hudson

	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget Amount</u>	<u>Request</u>	<u>Total Increase</u>	<u>FICA 7.65%</u>	<u>Ret 14.75%</u>	<u>Total w/Fringe</u>
010012601 - County Admin/Chief of Staff	57,684	67,863	78,043	58,838	62,774	3,936	301	580	4,817

General Fund - 1000

D. 0113 - Financial Mgmt - Judge Hudson

	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget Amount</u>	<u>Request</u>	<u>Total Increase</u>	<u>FICA 7.65%</u>	<u>Ret 14.75%</u>	<u>Total w/Fringe</u>
011312401 - Comptroller	55,319	65,081	74,844	56,425	60,200	3,775	289	557	4,621

General Fund - 1000

C. 0115 - Computer/IS - Judge Hudson

	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget Amount</u>	<u>Request</u>	<u>Total Increase</u>	<u>FICA 7.65%</u>	<u>Ret 14.75%</u>	<u>Total w/Fringe</u>
011520401 - Director of Tech. Service	65,000	76,471	87,941	68,289	70,735	2,446	187	361	2,994
011502601 - Business Analyst	46,218	54,373	62,529	49,203	53,581	4,378	335	646	5,359
								Total:	8,353

General Fund - 1000

D. 0117 - Purchasing/HR - Judge Hudson

	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget Amount</u>	<u>Request</u>	<u>Total Increase</u>	<u>FICA 7.65%</u>	<u>Ret 14.75%</u>	<u>Total w/Fringe</u>
011725401 - Human Resource Director	54,383	63,980	73,577	55,484	59,182	3,698	283	545	4,526

General Fund - 1000

E. 0102 - Circuit Clerk - Denora Coomer

	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget Amount</u>	<u>Request</u>	<u>Total Increase</u>	<u>FICA 7.65%</u>	<u>Ret 14.75%</u>	<u>Total w/Fringe</u>
010208401 - Chief Deputy Circuit Clerk	41,816	49,319	56,574	47,772	49,319	1,547	118	228	1,894
010247801 - SR Deputy Criminal	30,454	35,828	41,202	33,857	35,828	1,971	151	291	2,413
010248001 - SR Deputy Juvenile	30,454	35,828	41,202	33,000	35,828	2,828	216	417	3,461
010248001 - SR Deputy Records Mgmt	30,454	35,828	41,202	31,495	35,828	4,333	331	639	5,304
								Total:	13,071

General Fund - 1000

F. 0114 - Child Support - Denora Coomer

	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget Amount</u>	<u>Request</u>	<u>Total Increase</u>	<u>FICA 7.65%</u>	<u>Ret 14.75%</u>	<u>Total w/Fringe</u>
011416901 - Deputy Clerk/Child Support	26,550	31,235	35,921	27,081	31,235	4,154	318	613	5,084

General Fund - 1000

H. 0414 - Juvenile Probation - Judge Zuerker

<u>Promotion (Effective 1/29/2018)</u>	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget Amount</u>	<u>Request</u>	<u>Total Increase</u>	<u>FICA 7.65%</u>	<u>Ret 14.75%</u>	<u>Total w/Fringe</u>
041409601 - Chief Juv Prob Officer	44,234	52,040	59,846	46,535	52,040	5,505	421	812	6,738

Downgrade (Effective 1/29/2018)

041420601 - Dir Juv Services (From)				46,535					
041420601 - Juv Prob Officer (To)				46,535	31,600	(14,935)	(1,143)	(2,203)	(18,280)

Adjust To Midpoint

041427603 - Juvenile Probation Officer	30,407	35,772	41,138	33,482	35,772	2,290	175	338	2,803
041427602 - Juvenile Probation Officer	30,407	35,772	41,138	32,277	35,772	3,495	267	516	4,278
								Total:	(4,461)

X. REVIEW SALARY CHANGES WITHIN PAY RANGE FOR 2018 - cont'd

General Fund - 1000

I. 0426 - Communications - Sheriff Hollenbeck

	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget</u> <u>Amount</u>	<u>Request</u>	<u>Total</u> <u>Increase</u>	<u>FICA</u> <u>7.65%</u>	<u>Ret</u> <u>14.75%</u>	<u>Total</u> <u>w/Fringe</u>
042612001 - Communications Coord	29,824	35,087	40,351	34,664	1,600	1,600	122	236	1,958
042612201 - Communications Deputy	24,134	28,392	32,651	26,990	1,246	1,246	95	184	1,525
042612202 - Communications Deputy	24,134	28,392	32,651	26,464	1,221	1,221	93	180	1,495
042612203 - Communications Deputy	24,134	28,392	32,651	25,672	1,185	1,185	91	175	1,450
042612204 - Communications Deputy	24,134	28,392	32,651	25,168	1,162	1,162	89	171	1,422
042612205 - Communications Deputy	24,134	28,392	32,651	27,802	1,283	1,283	98	189	1,571
042612206 - Communications Deputy	24,134	28,392	32,651	28,356	1,309	1,309	100	193	1,602
042612207 - Communications Deputy	24,134	28,392	32,651	25,168	1,162	1,162	89	171	1,422
042612208 - Communications Deputy	24,134	28,392	32,651	25,672	1,185	1,185	91	175	1,450
042612209 - Communications Deputy	24,134	28,392	32,651	26,991	1,246	1,246	95	184	1,525
<i>Compensate the Communications Deputies for Holidays.</i>								Total:	15,419

General Fund - 1000

J. 0460 - Circuit Courtroom Operations - Judge Fitzhugh

	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget</u> <u>Amount</u>	<u>Request</u>	<u>Total</u> <u>Increase</u>	<u>FICA</u> <u>7.65%</u>	<u>Ret</u> <u>14.75%</u>	<u>Total</u> <u>w/Fringe</u>
046013401 - Court Administrator	41,052	48,296	55,541	49,074	55,540	6,466	495	954	7,914

GENERAL FUND TOTAL FOR SALARY CHANGES WITHIN PAY RANGE: 59,344

K. Treasurer's Commission Fund - 1800

	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget</u> <u>Amount</u>	<u>Request</u>	<u>Total</u> <u>Increase</u>	<u>FICA</u> <u>7.65%</u>	<u>Ret</u> <u>14.75%</u>	<u>Total</u> <u>w/Fringe</u>
0103 - Treasurer - Judith Miller									
010309401 - Chief Deputy Treasurer	41,678	49,032	56,387	47,772	50,500	2,728	209	402	3,339

TREASURER'S COMMISSION FUND TOTAL FOR SALARY CHANGES WITHIN PAY RANGE: 3,339

L. Road Fund - 2000

	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget</u> <u>Amount</u>	<u>Request</u>	<u>Total</u> <u>Increase</u>	<u>FICA</u> <u>7.65%</u>	<u>Ret</u> <u>14.75%</u>	<u>Total</u> <u>w/Fringe</u>
020041001 - Road Superintendent	49,546	58,289	67,033	52,530	53,918	1,388	106	205	1,698

ROAD FUND GRAND TOTAL FOR SALARY CHANGES WITHIN PAY RANGE: 1,698

II. REVIEW DELETION OF POSITION FOR 2018

A. Assessor's Commission Fund				Budget	Total	FICA	Ret	Total	
0105 - Assessor - Zach Johnson	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Amount</u>	<u>Request</u>	<u>Increase</u>	<u>7.65%</u>	<u>14.75%</u>	<u>w/Fringe</u>
010524801 - Homestead Specialist	34,243	40,287	46,330	40,523	-	(40,523)	(3,100)	(5,977)	(49,600)
<i>These duties have been dispersed amongst other positions</i>				ASSESSOR'S FUND TOTAL: (49,600)					

III. REVIEW TITLE CHANGES FOR 2018

General Fund - 1000

A. County Clerk - Sharon Brooks

010118601 - Deputy County Clerk/Recorder	Change Title To	Deputy Clerk
010118602 - Deputy County Clerk/Recorder	Change Title To	Assistant Voter Registrar

Recorder's Cost Fund - 3006

B. 0122 - County Recorder - Sharon Brooks

012244601 - Senior County Clerk/Recorder	Change Title To	Supervisor
012218605 - County Clerk/Recorder	Change Title To	Deputy Clerk
012218602 - County Clerk/Recorder	Change Title To	Senior Deputy Clerk/Recorder
012218601 - County Clerk/Recorder	Change Title To	Deputy Clerk/Recorder
012218604 - County Clerk/Recorder	Change Title To	Senior Deputy Clerk/Recorder
012218603 - County Clerk/Recorder	Change Title To	Assistant Voter Registrar

General Fund - 1000

C. 0414 - Juvenile Probation - Judge Zuerker

041404401 - Associate Dir Juv Service	Change Title To	Assistant Chief Juv Prob Office
---------------------------------------	-----------------	---------------------------------

Assessor's Commission Fund - 1802

D. 0105 - Assessor - Zach Johnson

010502802 - Appraiser IV	Change Title To	Business Commercial Deputy Assessor
010500202 - Abstractor/Mapper	Change Title To	Personal Property Deputy Assessor
010511601 - Co-Reappraisal Mgr	Change Title To	Personal Property Manager
010511602 - Co-Reappraisal Mgr	Change Title To	Real Property Manager

Collector's Automation Fund - 3001

E. 0126 - Collector's Automation - Judith Miller

012644801 - Sr. Deputy Collector	Change Title To	Supervisor Sr. Deputy
----------------------------------	-----------------	-----------------------

III. PAY RANGE EVALUATIONS FOR 2018

Evaluation of the following salary ranges with possible salary increases to be budgeted

General Fund - 1000

A. 0426 - Communications - Sheriff Hollenbeck

	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget</u>
				<u>Amount</u>
042612001 - Communications Coord	29,824	35,087	40,351	34,664
042612201 - Communications Deputy	24,134	28,392	32,651	26,990
042612202 - Communications Deputy	24,134	28,392	32,651	26,464
042612203 - Communications Deputy	24,134	28,392	32,651	25,672
042612204 - Communications Deputy	24,134	28,392	32,651	25,168
042612205 - Communications Deputy	24,134	28,392	32,651	27,802
042612206 - Communications Deputy	24,134	28,392	32,651	28,356
042612207 - Communications Deputy	24,134	28,392	32,651	25,168
042612208 - Communications Deputy	24,134	28,392	32,651	25,672
042612209 - Communications Deputy	24,134	28,392	32,651	26,991

General Fund - 1000

B. 0505 - Dept of Emergency Mgmt - Judge Hudson

	<u>Min</u>	<u>Mid</u>	<u>Max</u>	<u>Budget</u>
				<u>Amount</u>
050503401 - Dir of Emerg Mgmt./EMS	42,928	50,503	58,079	50,650

C. Evaluate all Office Manager Positions in all Departments and Funds

V. REVIEW ELECTION COMMISSION POSITION

General Fund - 1000

A. Election Commission - Judge Hudson

010922001 - Election Coordinator	<i>Include this position in annual wage adjustments</i>
----------------------------------	---

2018 BUDGET DEVELOPMENT & REVIEW SCHEDULE

ALL MEETINGS WILL BE HELD AT THE FORT SMITH COURTHOUSE, ROOM 204,
UNLESS OTHERWISE NOTED

	<u>DATE</u>	<u>TIME</u>
I. In Accordance with Ordinance 2016-14 Proposals for New Personnel are to be Submitted to the Sebastian County Judges Office by June 30, 2017.	06/30/17	
II. Mid-Year Budget Review-Regular Quorum Court Meeting A. Review 2017 Actual and Projected Revenue and Actual and Projected Budget Expenses. B. Review preliminary 2018 Revenue and Budget Projections.	07/18/17 -	7:00
III. Distribute Budget Instructions and Budget Forms 7/1/17 to Elected Officials and Department Heads for Completion of Budgets by July 31, 2017	07/1/ to 7/31/17	
IV. Special Meeting Prior to the Regular Meeting/ Review Personnel Proposals for New Positions and Other Personnel Matters for consideration (Meeting will the held in Greenwood)	08/15/17 -	6:00
V. Special Meeting Prior to the Regular Meeting/ Vote to Approve any New Position Proposals and Other Personnel Matters for Further Consideration by 2/3 vote.	09/19/17 -	6:00
VI. Joint Meeting with the City of Fort Smith and the Quorum Court Concerning the Aquatics Facility (Ben Geren Safe Shelter)	10/05/17 -	6:00
VII. Quorum Court Special Meeting Prior to Regular meeting to Review the 2018 Budget-Plan to Present the Proposed Budget Subject to Pending Revisions (Meeting will the held in Greenwood)	10/17/17 -	6:00
VIII. Quorum Court Special Meeting to Review the 2018 Budget	11/07/17 -	6:00
IX. Quorum Court Special Meeting to Review the 2018 Budget	11/14/17 -	6:00
X. Quorum Court Special Meeting, prior to the Regular Meeting to Consider the 2018 Budget	11/21/17 -	6:00
XI. Quorum Court Special Meeting (if Needed)	11/28/17 -	6:00
XII. Draft Final Budget and Ordinance for Quorum Court adoption - County Judge's Office	11/29-12/14, 2017	
XIII. Quorum Court Regular Meeting Adopt 2018 Budget	12/19/17 -	7:00



OFFICE OF THE PUBLIC DEFENDER
SEBASTIAN COUNTY, ARKANSAS - TWELFTH JUDICIAL DISTRICT
P.O. Box 1902
40 SOUTH 4TH STREET
FORT SMITH, AR 72902
(479) 785-2326 Fax: (479) 784-1504

ATTORNEYS
ERNIE WOODARD
MANAGING PUBLIC
DEFENDER

MATT DAVIS
CASH HAASER
CHAD KELLY
NANCY E. PRYOR
CHRISTINA SCHERREY
TIMOTHY C. SHARUM
WENDY SHARUM
R. HOWARD WATKINS

June 30, 2017

VIA EMAIL ONLY

Mr. Steve Hotz
Sebastian County Human Resources Director
35 S. 6th Street (Room G5)
Fort Smith, AR 72901

Re: Personnel Request

Dear Mr. Hotz:

Please accept this correspondence as my official request to add four new positions to the Sebastian County Public Defender's Office. I request the addition of two attorney positions and two administrative assistant positions to the Sebastian County Public Defender's Office to be funded by Sebastian County. I provided a brief synopsis of the reasoning for my request with the understanding that I will have the opportunity to prepare a more detailed request (including financial information) which will be submitted to the quorum court.

My office consists of nine full-time attorney positions and three full-time administrative assistants funded by the Arkansas Public Defender Commission in addition to one additional full-time administrative assistant funded equally by the Arkansas Public Defender Commission and Sebastian County. I also have one full-time investigator funded by Sebastian County. **(The total office consists of nine attorneys, four administrative assistants, and one investigator).**

My office represents indigent persons in the in the following courts:

- Sebastian County Circuit Court – Criminal Division
- Sebastian County Circuit Court – Drug Court and Veteran’s Court
- Sebastian County District Court - Criminal Division (Fort Smith and Greenwood Departments)
- Sebastian County Circuit Court – Juvenile Division
- Sebastian County Circuit Court – Probate Division

My office handles at least 95% of all criminal and juvenile cases filed in Sebastian County. The four positions would improve the efficiency of the court process, increase the timely disposition of cases, and decrease many of the redundant expenses associated with the process (e.g. jail costs, transportation costs, trial costs, etc.)

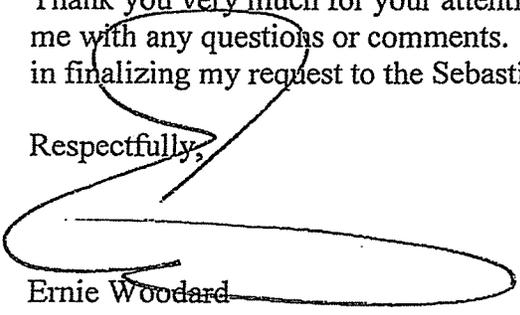
My office works directly with the Sebastian County Prosecuting Attorney’s Office in all of the listed courts (excluding the Probate Division and the City Divisions of District Court). The Sebastian County Prosecuting Attorney’s Office currently has at least fifteen attorneys and at least sixteen non-attorney positions.

All felony cases filed in Sebastian County are essentially divided equally between three circuit judges. The Prosecutor’s Office handles 100% of those cases while my office handles approximately 95% of those cases. Fifteen prosecutors are assigned to handle the three courts (five per judge) compared to six total public defenders to handle all three courts. The ratio of prosecutors to public defenders is basically 3:1. In other words, each public defender has three felony cases to every one case handled by each prosecutor.

The additional positions would provide a more equal ratio of cases between prosecutors and public defenders resulting in more timely and efficient disposition of cases and decreased costs for Sebastian County.

Thank you very much for your attention to this matter and please feel free to contact me with any questions or comments. I look forward to your guidance and assistance in finalizing my request to the Sebastian County Quorum Court.

Respectfully,



Ernie Woodard

cc: David Hudson

INTEROFFICE MEMORANDUM

TO: QUORUM COURT JUSTICES
FROM: DENORA COOMER, CIRCUIT CLERK
SUBJECT: SALARY ADJUSTMENT REQUESTS FOR 2018 BUDGET APPLICATION
DATE: JUNE 20, 2017
COPY: STEVE HOTZ, HR DIRECTOR

On behalf of the Circuit Clerks Office, I submit the following requests for salary adjustments for the 2018 budget cycle to mid-point of their respective positions:

Chief Deputy Clerk, Position 01028401. The current Chief has 23 years as a deputy clerk, 2 years as the Circuit Clerk, and 5 years as Chief Deputy Clerk. The responsibility of this position include all duties of the Circuit Clerk, in her absence, the day-to-day financial responsibilities, administrative responsibilities, IT responsibilities between this office and the IT County Department, JustWare administration, and Contexte administration with the Administrative Office of the Courts. Her knowledge and experience are relied upon every day by myself, deputies of this office, as well as the Circuit Judges, court staff, attorneys, and the general public.

Current Salary - \$47,772 Requested Salary - \$49,319

Senior Deputy Clerks, Positions 010247801; 010248001; 010217801. These 3 Senior Deputy Clerks represent three divisions of court (criminal, juvenile, and records management). Each has supervision of one to three junior deputies for which they are responsible for training and the day-to-day duties of each division of court prioritizing workload for court hearings, access to court filings to the judges, court personnel, attorneys, parties and the general public. Senior Deputies share responsibilities that a junior deputy does not and there should be some incentive to take on these additional responsibilities.

SR Deputy Criminal – Current Salary - \$33,857 – Requested Salary \$35,828.00;

SR Deputy Juvenile – Current Salary \$33,000 – Requested Salary \$35,828;

SR Deputy Records Management – Current Salary \$31,495 – Requested Salary \$35,828

Deputy Clerk, Child Support Position 011416901: The Deputy filling this position previously worked for this office for twelve years and most recently served five years as Chief Deputy Clerk for the Benton County Circuit Clerk. Her acquired knowledge of the duties of the circuit clerk's office is an asset not only to this office but to the County. The value she brings, as we transition to Contexte and e-filing, is tremendous as she can assist in training of staff as Benton County is already engaged in the State system.

Current Salary - \$27,080 – Requested Salary \$31,235

SEBASTIAN COUNTY SHERIFF'S OFFICE



SHERIFF BILL HOLLENBECK

Honor and Integrity

SINCE 1851

6/20/2017

FROM: Sheriff Bill Hollenbeck

TO: Quorum Court

REF: 911 Operator Increase

I am proposing a modification of our communications/911 dispatcher's compensation. Based on the data we have our 911 operators answer at least 19,000 911 calls and 120,000 main line calls a year. This works out to approximately 15 phone calls an hour for a 2 person team. They also dispatch over 45,000 radio calls a year.

Under the current pay plan the 911 operators make less than a booking clerk or records clerk. Their job is much more complex and stressful, and they are responsible for covering 24 hours a day, weekends, holidays, and 365 days a year. They DO NOT get paid holidays. Based on this fact alone they are working 12 extra days a year for less pay than their co workers in other divisions of the county.

Communications Deputy	\$24,133.20
Records Clerk ADC	\$24,236.05
Records/Validation	\$24,720.55

Currently, some of our surrounding agencies start out their 911 operators at the following pay;

Benton County SO	\$27,976.00
Garland County SO	\$27,996.00
Washington County SO	\$28,392.00
Alma Police Dept.	\$28,121.60

Fort Smith Police Dept.	\$29,203.20
-------------------------	-------------

800 South A Street
Fort Smith, AR 72901
(479) 783-1051
Fax: (479) 784-1595



P.O. Box 337
Greenwood, AR 72936
(479) 996-2145
Fax: (479) 996-7771

SEBASTIAN COUNTY SHERIFF'S OFFICE

SHERIFF BILL HOLLENBECK

Honor and Integrity

SINCE 1851



I realize that the county has shrinking resources but I propose two modifications that will help alleviate our current crisis.

- Establish a manner to compensate the 911 operators for working holidays. HR advised me that there are only 12 civilian full time employees that are not paid for holidays. The rest are either part time or work in public safety. **Even some of our part time and seasonal help employee's get holiday pay.** This combined with their pay level makes it difficult to recruit and retain quality, trained personnel. I would suggest paying them at the end of the year for their holidays. There is not a manner to give 10 personnel off 12 more days a year in addition to any sick or vacation time without using overtime for those 120 shifts. Currently we do not have a relief factor for employees taking time off. This would cost the county approximately \$1700.00 per employee annually.
- Raise the pay range for 911 operators as it was overlooked last year with all of the other changes made. I am proposing compensating them by raising the starting pay and compensating them for holidays. Traditionally we paid them the same as Detention Deputies. I believe this was done because of the non paid holidays in the past.

800 South A Street
Fort Smith, AR 72901
(479) 783-1051
Fax: (479) 784-1595



P.O. Box 337
Greenwood, AR 72936
(479) 996-2145
Fax: (479) 996-7771

SEBASTIAN COUNTY SHERIFF'S OFFICE

SHERIFF BILL HOLLENBECK

Honor and Integrity

SINCE 1851



6/20/2017

FROM: Sheriff Bill Hollenbeck

TO: Quorum Court

REF: Overtime Increase

We currently budget \$42,000 for overtime for our enforcement personnel. This comes out to approximately 1 (1) hour per week per Deputy. This is woefully inadequate as a Deputy will frequently exceed that for one late call or court appearance. We then have to give that person time off from their regular duties, which leave our patrol troops shorthanded. By being forced to run short handed we create a safety concern for our deputies and our citizens.

Over the last several years we have been mandated by our governing bodies to perform increased training in every division. Some examples of this are as follows:

- K-9's are required to complete 16 hours a month per unit 384 hours
- SWAT Deputies are required 12 hours per person per month 144 hours
- Enforcement Dep's are required to complete 40 hours annually 1160 hours
- Total hours 1688 X \$25.00 = \$42,200.00

In addition to training requirements we perform other activities that take over time to accomplish. If we stay within standards and complete our required training using overtime for these assignments, we have already used all of our budgeted overtime. That leaves us without the ability to complete:

- All search and rescue activities in our region.
- MI transports to facilities outside our county.

Our citizens have an expectation that we will participate in community events. We believe that it is imperative that we support our county in as many activities as possible. As a department we support several activities a year that require overtime or compensation time. We provide

800 South A Street
Fort Smith, AR 72901
(479) 783-1051
Fax: (479) 784-1595



P.O. Box 337
Greenwood, AR 72936
(479) 996-2145
Fax: (479) 996-7771

SEBASTIAN COUNTY SHERIFF'S OFFICE

SHERIFF BILL HOLLENBECK

Honor and Integrity

SINCE 1851



personnel for all of these activities and do our best to balance our requirements with our limited manpower and overtime constraints. There are many times where we provide a minimal amount or provide less than asked for, or required. These activities include but are not limited to the following:

- Fort Smith Marathon
- Steel Horse Rally
- Ben Geren extra patrols
- National Nite Out
- Cancer Support House charity run
- Parades in Fort Smith, Chaffee Crossing, Lavaca, Hackett, Mansfield, and Hartford
- Kiwanis Club Camp
- Fort Smith Boys and Girls Club programs
- Special Olympics Torch Run

With the increasing demands on mandated law enforcement training, community policing, as well as more active an ongoing law enforcement activities , we respectfully request raising our overtime budget to \$84,000 for 2018.

800 South A Street
Fort Smith, AR 72901
(479) 783-1051
Fax: (479) 784-1595



P.O. Box 337
Greenwood, AR 72936
(479) 996-2145
Fnx: (479) 996-7771



SEBASTIAN COUNTY COURTS BUILDING
901 SOUTH B STREET
FORT SMITH, ARKANSAS 72901

TELEPHONE: (479) 782-8667
FACSIMILE: (479) 784-1566

J. MICHAEL FITZHUGH
CIRCUIT JUDGE – DIVISION V
TWELFTH JUDICIAL DISTRICT

CHARLENE WADE DALE
TRIAL COURT ASSISTANT

BILL MAULDIN
COURT REPORTER

June 20, 2017

Hon. Quorum Court Members

RE: Salary Exception Request

Dear Quorum Court Members:

Please consider this letter as a request to place on the agenda for the 2018 Budget review a request for salary exception for Raquel Harvey, Court Administrator.

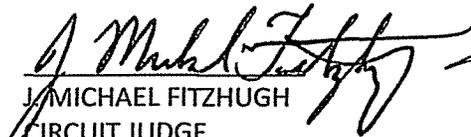
Raquel has been an employee of Sebastian County for almost 27 years, with the last 5 as Court Administrator and as the Assistant Court Administrator before that. Since becoming Court Administrator in 2013, the duties of this position have increased, to wit:

- 1) Felony case filings have significantly increased with the three of us having over 12,000 cases just in the last year. These are matters that Raquel has to handle whether it be arraignments, pleas, trial settings, motion hearings, juror coordination, notice to all participants and sentencing hearings;
 - 2) As you are aware we are trying our best to help in the alleviation of the jail overcrowding. In doing so we have implemented a "rocket docket" whereby cases are ideally disposed of within 75-80 rather than the previous time of being 180 days. Because of the increase in case filing, major changes have been taken in the scheduling of court cases from arraignment, mandatory appearance, hearings and jury trials. These "rocket dockets" require intense monitoring in an effort to fast track inmates unable to post bond. That is Raquel's additional duty;
 - 3) Because we now have three criminal courtrooms with jury boxes Raquel has to coordinate the scheduling of the increase in hearings and jury trials for both criminal and civil cases in the Fort Smith and Greenwood Districts; and
 - 4) Finally, with the recent implementation of Veterans Treatment Court, Drug Court and hopefully in the future Mental Health Court, Raquel is charged with overseeing the day-to-day operations and budgetary matters. Also, she supervises three full-time employees.
-

In all of our opinions she is doing the work of several people. What is so great about her is that she never complains, always has a cheerful presence and is a wonderful reflection on the Court system and Sebastian County.

Now, as Court Administrator, her salary is 48,112. The maximum amount of pay is 55,540. The responsibilities for her position are not reflected in her salary. She is the go-to person for Judges, attorneys, courthouse personnel, jurors and the public concerning just about any matter regarding the Court system in Sebastian County. We request a salary adjustment to the maximum of this position of \$55,540, or in the alternative a reclassification of this position to one in which she can be adequately compensated.

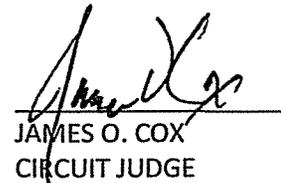
Sincerely,



MICHAEL FITZHUGH
CIRCUIT JUDGE



STEPHEN TABOR
CIRCUIT JUDGE



JAMES O. COX
CIRCUIT JUDGE

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: 0414 JUVENILE PROBATION DATE: 6-30-17

BRIEF DESCRIPTION OF CHANGE REQUESTED: Promote Employee from 041420601 to 041409601 (Chief JPO) and increase pay to midpoint. Increase pay for positions 041427602 & 041427601 to midpoint, downgrade position 041420601 from Director Juvenile Services to Juvenile Probation Officer. RETITLE ASSOC. DIR JUV SERVICES/INTAKE TO ASSISTANT CHIEF JUVENILE PROBATION OFFICER

DEPARTMENT HEAD SIGNATURE

ELECTED OFFICIAL SIGNATURE



1. Has a request similar to this occurred in the last 10 years? Yes ___ No .
If YES, approximately what date: _____.
2. What prompted this request: Employee retiring, time to reorganize and adjust salaries where appropriate.
3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...) _____
LESS FUNDING - HELPS THE GENERAL FUND.
4. What other options are there to obtain the results you seek, other than the request you are making. NONE, ITS TIME TO REORGANIZE.
5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.

For new positions, contact HR for assistance with writing a new job description.
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

Juvenile Probation

Dept 0414

Circuit Judge
Juvenile Division

Chief Juvenile Probation Officer
041409601

Assistant Chief Juv Probation Officer
041404401

Intake Coordinator/
Legal Secretary
041425801

Juvenile Probation Officer	
041427601	040127604
041427602	041414404
041427603	041420601

Revised 8/2/17

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: Library____(0600)_____

DATE:____6-30-2017____

BRIEF DESCRIPTION OF CHANGE REQUESTED: __Combine existing Library Summer Part-time I and Part Time II positions into one position to allow for 200 hours at total salary for two existing positions. (\$2000)_____


DEPARTMENT HEAD SIGNATURE

ELECTED OFFICIAL SIGNATURE

1. Has a request similar to this occurred in the last 10 years? Yes No .
If YES, approximately what date: _this summer, staff member filling Position I transferred to Poistion II when hours were all used_____.
2. What prompted this request: __Need for stability in summer staffing and for one person to perform duties for whole summer. Original positions were designed for 2 teen workers and now one adult employee is needed to help with children's programming._____
3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...) _____
__No additional funding required; combine two existing salaries for the one new position with double the hours. 200 hours for \$2000
4. What other options are there to obtain the results you seek, other than the request you are making.
____None_____

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.



JUDITH MILLER
Sebastian County Treasurer

35 South 6th Street, Room 112
Fort Smith, Arkansas 72901

(479) 783-5646
Fax (479) 784-1501

June 28, 2017

To: Quorum Court Members

Fr: Judith Miller *Qm*
Treasurer/Collector

Re: Salaries that need to be evaluated

The following need to be evaluated: Job Descriptions, Salary Survey, Job Titles, and Office flow.

According to the budget book for 2017, the following is a list of office managers from low to high salaries.

Collector Phoenix	Collector Greenwood	Assessor FS	Assessor Greenwood	Co Clerk FS	Road Greenwood	Circuit Clerk Greenwood	Park
<u>Actual 2017 Salaries</u>							
37,215	37,748	37,796	39,657	40,240	48,232	49,666	39,989
<u>Supervisors</u>							
2	1	0	2	5	0	3	0
<u>\$ Handled</u>							
\$11.5M	\$5.2M				\$36,786	\$120,239	\$570,000

These salaries need to be more in line regardless of the survey. We know what they do and how many they supervisor plus the amount of money they handle. The circuit clerk office manager has many years of employment and that accounts for the higher salary.

The title for the Sr. Deputy Collector needs to be updated to: Supervisor Sr Deputy. This position supervises 8 deputy below her plus 3 different locations. This position collects all the daily deposit slips from all 3 offices and balances the bank account at the end of the month. This position's salary needs to be re-evaluated.

The Treasurer is the unofficial or quasi comptroller. These duties are passed to the Chief Deputy to receive all the revenue for the county and make sure disbursements are correct. The Chief makes sure the monthly financial reports are made to the Quorum Court per state Statute 14-20-105.

The Comptroller is under the County Judge and is responsible for the expenses of the county and pulls the budget together. I know there are other job duties but the Chief Deputy has other duties as well.

Chief Deputy Treasurer (2017)

Actual
\$47,772

Comptroller (2017)

Actual
\$56,425

The Chief Deputy is responsible for collecting and depositing \$273,081,139. Every penny must be accounted for each day. Must be in balance before disbursing funds to different vendors or entries.

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: Collector DATE: 6/28/17

BRIEF DESCRIPTION OF CHANGE REQUESTED: update title of
Senior Deputy Collector (012644801) to:
Supervisor Senior Collector and re-evaluate.

DEPARTMENT HEAD SIGNATURE _____ Elected Official Signature Judith Miller

1. Has a request similar to this occurred in the last 10 years? Yes ___ No X .
If YES, approximately what date: _____.
2. What prompted this request: SUPERVISOR TO 8 PEOPLE AND
2 ARE MAKING NEAR SAME AMOUNT.
3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...) MORE
AUTOMATION - COLLECTOR
4. What other options are there to obtain the results you seek, other than the request you are making. REMOVE RE-EVALUATE ~~SOME~~ PAY SCHEDULES
5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
For new positions, contact HR for assistance with writing a new job description.
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.



JUDITH MILLER
Sebastian County Treasurer

35 South 6th Street, Room 112
Fort Smith, Arkansas 72901

(479) 783-5646
Fax (479) 784-1501

June 19, 2017

To: Quorum Court Members

Fr: Judith Miller *JM*
Sebastian County Treasurer/Collector

Re: Salary Chief Deputy Treasurer

In reviewing the salary of the Chief Deputy Treasurer, the salary was found to be below the midpoint for that position. The current salary is \$47,772 and I would like to move it to \$50,500 an increase of \$2728

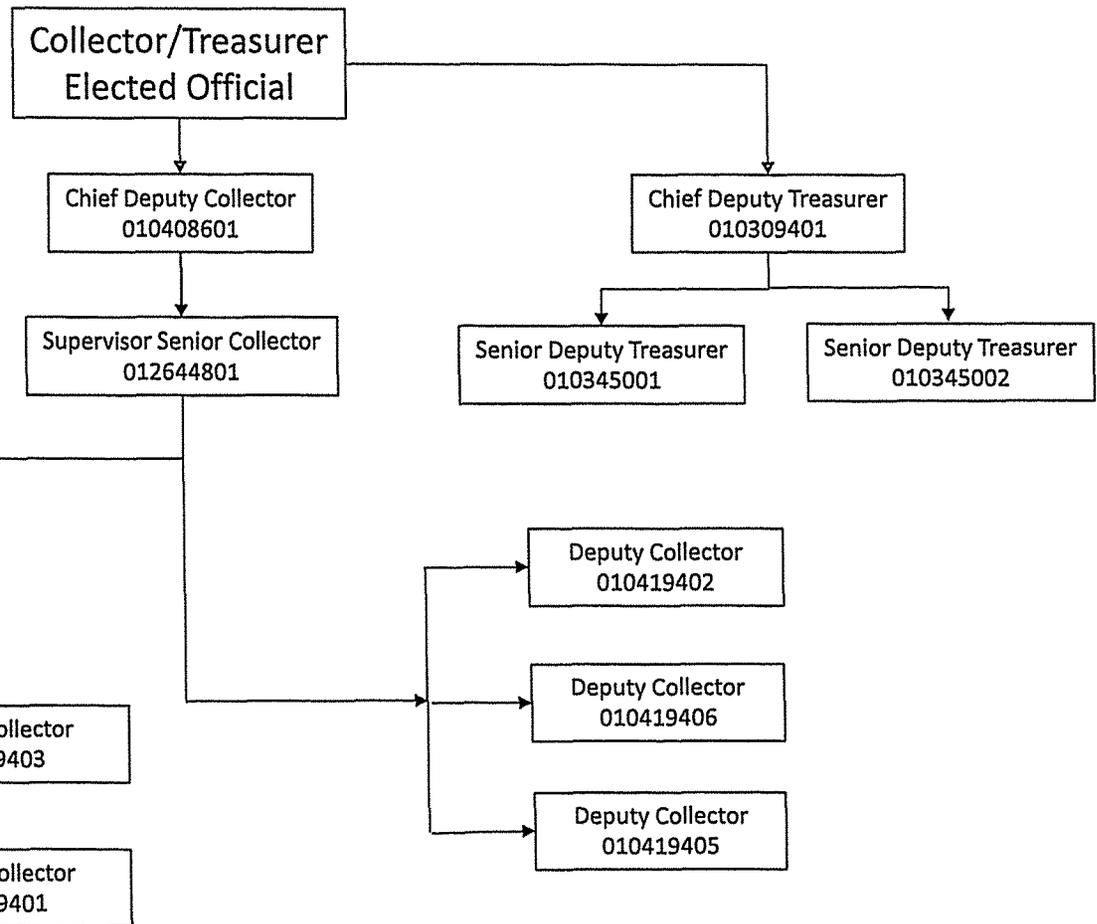
The Schools pay approximately 70% of the salaries in the Treasurer's office and would cost the General Fund approximately 10% or \$273.

This would put the salary in line with the Assessor's and Collector's Chief Deputies.

Collector/Treasurer

Dept 0104, 0126, 0103

-27-

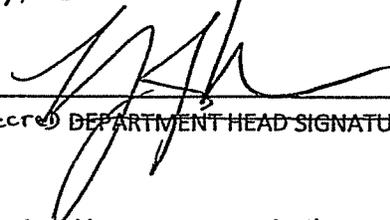


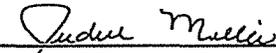
Revised July 21, 2017

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: Treasurer/collector & Assessor DATE: 6-28-17

BRIEF DESCRIPTION OF CHANGE REQUESTED: ADD 2 PART TIME Security officers TO PHOENIX OFFICE. COST OF \$42034 ANNUALLY TO BE SPLIT EQUALLY BETWEEN THE COLLECTOR'S AND ASSESSOR'S FUNDS.


ELECTED DEPARTMENT HEAD SIGNATURE official


ELECTED OFFICIAL SIGNATURE

1. Has a request similar to this occurred in the last 10 years? Yes ___ No .
If YES, approximately what date: _____.
2. What prompted this request: THE CONCERNS ABOUT THE MONEY THAT GOES THROUGH THIS OFFICE AND THE SAFETY OF OUR EMPLOYEES WITH WHAT IS GOING ON IN TODAY'S WORLD, HAVE BEEN ASKED WHY WE DON'T HAVE SECURITY AT PHOENIX.
3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...) FUNDING WILL COME FOR COLLECTOR'S & ASSESSOR'S FUNDS.
4. What other options are there to obtain the results you seek, other than the request you are making. NONE
5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.

For new positions, contact HR for assistance with writing a new job description.
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

ZACH JOHNSON
Sebastian County Assessor
zjohnson@co.sebastian.ar.us



SEBASTIAN • COUNTY • COURT • HOUSE

35 S. 6th Street, Room 105
Fort Smith, Arkansas 72901-2490
Phone: 479-783-8948 • Fax 479-784-1522

June 26, 2017

To: Steve Hotz, Director of Human Resources

Re: Possible Title Changes for Assessor's office Positions

Steve,

I am writing to inform your office of my intention to explore possible title changes to the following positions during the upcoming budget cycle:

Position	Current Job Title
10502802	Appraiser IV
10500202	Abstractor/Mapper
10511601	Co-Reappraisal Manager
10511602	Co-Reappraisal Manager

I am also wanting to see what steps I need to take to release the following position back to the county:

Position	Job Title		
010524801	Homestead Specialist		

This job is currently unfilled and its duties have been dispersed amongst a few other positions in our office.

I would also like to explore adding security to the Eastside (Phoenix Ave) location. There is currently no security individuals or set up there. (YES)

I look forward to working with you and your staff on these changes. Thanks and have a great day.

Sincerely,

A handwritten signature in black ink, appearing to read 'Zach Johnson', written over a horizontal line.

Zach Johnson
Sebastian County Assessor

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: Assessor DATE: 6/30/17

BRIEF DESCRIPTION OF CHANGE REQUESTED: CHANGE TITLE of
Position From Appraiser IV (10502802)
TO: Business Commercial Deputy Assessor

DEPARTMENT HEAD SIGNATURE


ELECTED OFFICIAL SIGNATURE

1. Has a request similar to this occurred in the last 10 years? Yes ___ No .
If YES, approximately what date: _____

2. What prompted this request: needed A TITLE WHICH
IS more appropriate for the Position

3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...) _____
No Funding CHANGES

4. What other options are there to obtain the results you seek, other than the request you are making. NA

5. Provide any of the following that pertain to your request:
- a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.

For new positions, contact HR for assistance with writing a new job description.
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: Assessor DATE: 6/30/17

BRIEF DESCRIPTION OF CHANGE REQUESTED: CHANGE TITLE of
POSITION From ABTRACTOR/MAPPER (10500202)
TO: Personal Property Deputy Assessor

DEPARTMENT HEAD SIGNATURE

ELECTED OFFICIAL SIGNATURE

1. Has a request similar to this occurred in the last 10 years? Yes ___ No .
If YES, approximately what date: _____

2. What prompted this request: needed A TITLE WHICH
IS more appropriate for THE POSITION

3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...) _____
No Funding CHANGES

4. What other options are there to obtain the results you seek, other than the request you are making. NA

5. Provide any of the following that pertain to your request:

a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.

For new positions, contact HR for assistance with writing a new job description.

b. Updated organizational chart (mark up old chart using red ink).

c. Estimated additional costs or savings as a result of your request.

d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: Assessor DATE: 6/30/17

BRIEF DESCRIPTION OF CHANGE REQUESTED: CHANGE TITLE of
Position From: CO-REAPPRAISAL MGR (10511601) & (10511602)
TO: Personal Property Manager (10511601)
Real Property Manager (10511602)

DEPARTMENT HEAD SIGNATURE _____ ELECTED OFFICIAL SIGNATURE _____

1. Has a request similar to this occurred in the last 10 years? Yes ___ No .
If YES, approximately what date: _____
2. What prompted this request: needed A TITLE WHICH
IS more appropriate for the position
3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...) _____
No Funding Changes
4. What other options are there to obtain the results you seek, other than the request you are making. NA
5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
For new positions, contact HR for assistance with writing a new job description.
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: County Clerk DATE: 6/24/17

BRIEF DESCRIPTION OF CHANGE REQUESTED: changing Job Title position

#012244601 from Senior County Clerk/Recorder to Supervisor

DEPARTMENT HEAD SIGNATURE

Sharon Brooks

ELECTED OFFICIAL SIGNATURE

1. Has a request similar to this occurred in the last 10 years? Yes ___ No X.
If YES, approximately what date: _____.
2. What prompted this request: To have an Appropriate Job Title to reflect the Job description and duties of the position
_____.
3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...)? _____
None
4. What other options are there to obtain the results you seek, other than the request you are making? None
_____.
5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
~~For new positions, contact HR for assistance with writing a new job description.~~
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: County Clerk DATE: 6/24/17

BRIEF DESCRIPTION OF CHANGE REQUESTED: changing Job Title position

#010118602 from County Clerk/Recorder to Assistant Voter Registrar

DEPARTMENT HEAD SIGNATURE

Sharon Brunko
ELECTED OFFICIAL SIGNATURE

1. Has a request similar to this occurred in the last 10 years? Yes ___ No X.
If YES, approximately what date: _____

2. What prompted this request: To have an Appropriate Job Title to reflect the Job description and duties of the position

3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...)? _____
None

4. What other options are there to obtain the results you seek, other than the request you are making? None

5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
~~For new positions, contact HR for assistance with writing a new job description.~~
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: County Clerk DATE: 6/24/17

BRIEF DESCRIPTION OF CHANGE REQUESTED: changing Job Title position

#012218605 from County Clerk/Recorder to Deputy Clerk

_____.

DEPARTMENT HEAD SIGNATURE

ELECTED OFFICIAL SIGNATURE

Sharon Brooks

1. Has a request similar to this occurred in the last 10 years? Yes ___ No X .
If YES, approximately what date: _____.
2. What prompted this request: To have an Appropriate Job Title to reflect the Job description and duties of the position
_____.
3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...)? _____
None
4. What other options are there to obtain the results you seek, other than the request you are making? None
_____.
5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
~~For new positions, contact HR for assistance with writing a new job description.~~
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

PERSONNEL CHANGE REQUEST

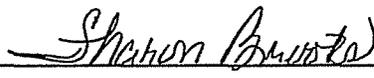
OFFICE/DEPARTMENT: County Clerk DATE: 6/24/17

BRIEF DESCRIPTION OF CHANGE REQUESTED: changing Job Title position

#012218602 from County Clerk/Recorder to Senior Deputy Clerk Recorder

_____.

DEPARTMENT HEAD SIGNATURE


ELECTED OFFICIAL SIGNATURE

1. Has a request similar to this occurred in the last 10 years? Yes ___ No X.
If YES, approximately what date: _____.

2. What prompted this request: To have an Appropriate Job Title to reflect the Job description and duties of the position
_____.

3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...)? _____
None

4. What other options are there to obtain the results you seek, other than the request you are making? None
_____.

5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
~~For new positions, contact HR for assistance with writing a new job description.~~
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: County Clerk DATE: 6/24/17

BRIEF DESCRIPTION OF CHANGE REQUESTED: changing Job Title position

#012218601 from County Clerk/Recorder to Deputy Clerk Recorder

_____.

DEPARTMENT HEAD SIGNATURE Sharon Brubaker
ELECTED OFFICIAL SIGNATURE

1. Has a request similar to this occurred in the last 10 years? Yes ___ No X .
If YES, approximately what date: _____.

2. What prompted this request: To have an Appropriate Job Title to reflect the Job description and duties of the position
_____.

3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...)? _____
None

4. What other options are there to obtain the results you seek, other than the request you are making? None
_____.

5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
~~For new positions, contact HR for assistance with writing a new job description.~~
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: County Clerk DATE: 6/24/17

BRIEF DESCRIPTION OF CHANGE REQUESTED: changing Job Title position

#012218604 from County Clerk/Recorder to Senior Deputy Clerk

_____.

DEPARTMENT HEAD SIGNATURE

Sharon Brewster
ELECTED OFFICIAL SIGNATURE

1. Has a request similar to this occurred in the last 10 years? Yes ___ No X .
If YES, approximately what date: _____.
2. What prompted this request: To have an Appropriate Job Title to reflect the Job description and duties of the position
_____.
3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...)? _____
None
4. What other options are there to obtain the results you seek, other than the request you are making? None
_____.
5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
~~For new positions, contact HR for assistance with writing a new job description.~~
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

PERSONNEL CHANGE REQUEST

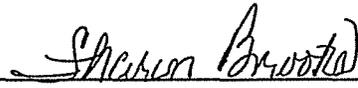
OFFICE/DEPARTMENT: County Clerk DATE: 6/24/17

BRIEF DESCRIPTION OF CHANGE REQUESTED: changing Job Title position

#010118601 from County Clerk/Recorder to Deputy Clerk

DEPARTMENT HEAD SIGNATURE

ELECTED OFFICIAL SIGNATURE



1. Has a request similar to this occurred in the last 10 years? Yes ___ No X.
If YES, approximately what date: _____.
2. What prompted this request: To have an Appropriate Job Title to reflect the Job description and duties of the position
3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...)? _____
None
4. What other options are there to obtain the results you seek, other than the request you are making? None
5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
~~For new positions, contact HR for assistance with writing a new job description.~~
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: County Clerk DATE: 6/24/17

BRIEF DESCRIPTION OF CHANGE REQUESTED: changing Job Title position

#012218603 from County Clerk/Recorder to Assistant Voter Registrar

_____  _____

DEPARTMENT HEAD SIGNATURE

ELECTED OFFICIAL SIGNATURE

1. Has a request similar to this occurred in the last 10 years? Yes ___ No X.
If YES, approximately what date: _____.

2. What prompted this request: To have an Appropriate Job Title to reflect the Job description and duties of the position
_____.

3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...)? _____
None

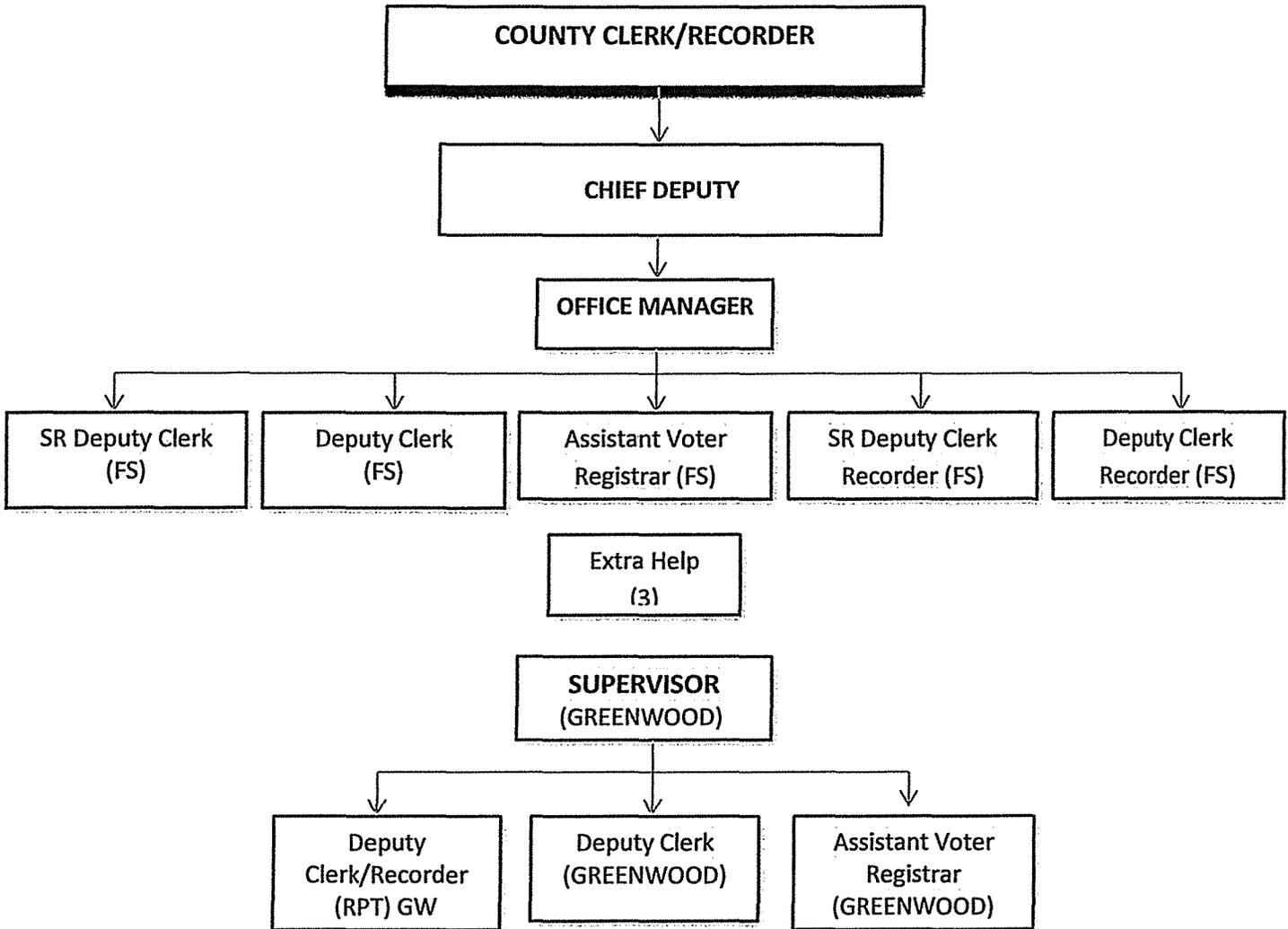
4. What other options are there to obtain the results you seek, other than the request you are making? None
_____.

5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
~~For new positions, contact HR for assistance with writing a new job description.~~
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

COUNTY CLERK

Department 20 & 32



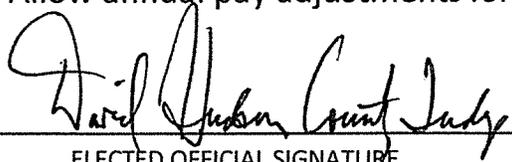
PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: Elections

DATE: 6/29/2017

BRIEF DESCRIPTION OF CHANGE REQUESTED: Allow annual pay adjustments for the Election Coordinator position.

DEPARTMENT HEAD SIGNATURE


ELECTED OFFICIAL SIGNATURE

1. Has a request similar to this occurred in the last 10 years? Yes No X .
If YES, approximately what date: _____.
2. What prompted this request: The Election Coordinator performs an essential role regarding the election process for Sebastian County. Recognizing the need to retain stability in this function we need to maintain the salary through regular increases in pay.
3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...) _____
 Increase in funding from the General Fund.
4. What other options are there to obtain the results you seek, other than the request you are making. None
_____.
5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
For new positions, contact HR for assistance with writing a new job description.
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: County Judge DATE: 6/29/2017

BRIEF DESCRIPTION OF CHANGE REQUESTED: Adjust salary of key positions which have not reached halfway to midpoint, specifically, County Administrator/Chief of Staff, Comptroller, Director of Technology Services, Director of Human Resources and Road Superintendent to a salary of halfway to midpoint of their salary range.

DEPARTMENT HEAD SIGNATURE

ELECTED OFFICIAL SIGNATURE

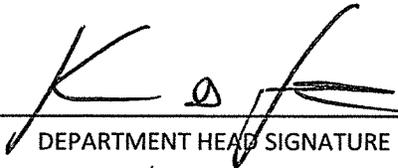
1. Has a request similar to this occurred in the last 10 years? Yes No .
If YES, approximately what date: _____.
2. What prompted this request: --- These are key positions to the County where the salaries are so low they have not even reached half way to midpoint, much less midpoint.
3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...)--- More funding. \$16,958 General Fund, \$1698 Road Fund (Includes Fringe/Taxes) .
4. What other options are there to obtain the results you seek, other than the request you are making. --- A policy which promotes movement up one's salary range .
5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
For new positions, contact HR for assistance with writing a new job description.
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.

PERSONNEL CHANGE REQUEST

OFFICE/DEPARTMENT: Computer/IS Department DATE: 6/29/2017

BRIEF DESCRIPTION OF CHANGE REQUESTED: Adjust the salary of the Business Analyst 011502601 to equal that of the other Business Analyst.


DEPARTMENT HEAD SIGNATURE


ELECTED OFFICIAL SIGNATURE

1. Has a request similar to this occurred in the last 10 years? Yes No .
If YES, approximately what date: _____.

2. What prompted this request: In 2016 the title and duties of the position was changed to Business Analyst, however the salary was not adjusted at that time for the additional responsibilities taken on. This is to adjust for that and make both Business Analyst positions equally compensated.

3. Will your request require more or less funding, and if more, from where will you be requesting additional funds (State, County, General Fund, Specific Funds...) _____
This will require additional funding of \$5359 to the General Fund (Salary + Fringes/Tax) .

4. What other options are there to obtain the results you seek, other than the request you are making. None_____

5. Provide any of the following that pertain to your request:
 - a. Revised job description. Please attach the old job description with the changes or additions hand written in red ink. Attach additional pages if needed.
For new positions, contact HR for assistance with writing a new job description.
 - b. Updated organizational chart (mark up old chart using red ink).
 - c. Estimated additional costs or savings as a result of your request.
 - d. A letter addressed to the Quorum Court explaining your justification for the request.

SUBMIT THIS FORM TO HUMAN RESOURCES NO LATER THAN JUNE 30 FOR UPCOMING BUDGET YEAR.



Memo

To: Quorum Court
From: Kevin Smith, Director of Technology Services
CC: David Hudson, County Judge,
Steve Hotz, Director of Human Resources
Date: June 27, 2017
Re: Personnel Change Request

In 2016, it was determined that the computer system changes made throughout the County caused the Applications Administrator position to take on more responsibilities and to do the work that a Business Analyst position would normally do.

In 2017, the title of that position was changed to Business Analyst and the Technology Services Department would employ two Business Analysts. However, the pay of the position was never changed to match the existing Business Analyst position.

I am submitting a Personnel Change Request form asking that both Business Analysts be paid the same rate. The difference between the two positions at this time is \$4,378.81 annually. This would be paid from the General Fund and through Cost Allocation.

Please do not hesitate to contact me if you have any questions regarding this.

“DRAFT” Work in Progress

ORDINANCE NO. 2017-

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

AN ORDINANCE AMENDING SEBASTIAN COUNTY PAY POLICY ORDINANCE NO. 2016-14; AND FOR OTHER PURPOSES

Section 1. Sebastian County Pay Policy Adopted by Ordinance 2016-14 shall be amended as follows:

Section III. Pay Adjustments: A, Promotion shall be replaced with the following:

When an employee is promoted to a position with a salary range at least \$500 higher than his/her current salary range, the employee’s salary will be adjusted to the higher of the following 2 options:

1. The least of minimum, 90%, 95% or midpoint which will result in a salary increase.
2. 7% salary increase.

However, if within a 12 month period, an employee is promoted to the same job they were previously demoted from, their new salary will not exceed the salary they would be earning (including raises they would have received) had they never left the higher position.

Section III. Pay Adjustments, E, New Hire Rate shall be replaced with paragraph below.

The rate for a newly hired employee is set at the minimum of the salary range, except for key positions (defined as Chief Deputies and Department Heads) who may be hired at the existing rate of pay, to midpoint.

Section III. Pay Adjustments, Add the Following Section:

H. Service Threshold Adjustment

A salary adjustment will be awarded to employees as they reach the following threshold of service in their current position. The increase will be effective on the 1st pay period of the budget year. If an employee has already reached these levels in the described time frame, this policy will have no effect.

- 3 full years in current position as of Jan. 1=90% of midpoint
- 5 full years in current position as of Jan. 1=95% of midpoint
- 7 full years in current position as of Jan. 1= midpoint

It is to be noted that this adjustment applies to years in the position, not years of employment. A change in title or job description that resulted in a pay adjustment for the employee will designate a new start date for time in the position.

DATED: _____ APPROVED: _____
COUNTY JUDGE

ATTEST: _____ COUNTY CLERK