



**PUBLIC WORKS AND SAFETY COMMITTEE MEETING  
AND  
FINANCE COMMITTEE MEETING  
AGENDA**

**DATE**-----October 7, 2024

**PLACE**-----Saline County Courthouse, Courtroom #3

**6:30 P.M.**-----Call meeting to Order

**PUBLIC WORKS AND SAFETY COMMITTEE MEETING:**

**APPROVAL OF MINUTES**

**Exhibit A:** Resolution Authorizing the Grant Application Process for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program for Fiscal Year 2024

**FINANCE COMMITTEE MEETING:**

**APPROVAL OF MINUTES**

**Exhibit B:** Ordinance to Amend the Saline County Personnel Policy Manual as it Pertains to Employee Paid Leave

**Exhibit C:** Ordinance to Amend the Saline County Personnel Policy Manual as it Pertains to Overtime and Compensatory Time

**Exhibit D:** Ordinance to Amend the Saline County Personnel Policy Manual as it Pertains to Travel and Credit Card Reimbursement Policy

**Exhibit E:** Ordinance Amending Ordinance 2002-54 to Raise the Fixed Asset Valuation Limit to \$5,000.00

**Exhibit F:** Appropriation Ordinance to Amend the 2024 Saline County Budget Ordinance No. 2023-30

**ADD-ON:**

**OTHER BUSINESS:**

**PUBLIC WORKS & SAFETY COMMITTEE MEETING  
and  
FINANCE COMMITTEE MEETING  
September 3, 2024 MINUTES**

**Committee Members:**

Pat Bisbee, District 1	Josh Curtis, District 7
VACANT, District 2	Ed Albares, District 8
Carlton Billingsley, District 3	C. J. Engel, District 9
Barbara Howell, District 4	Jim Whitley, District 10
Justin Rue, District 5	Clint Chism, District 11
Rick Bellinger, District 6	George Wyrick, District 12
	Keith Keck, District 13

**PUBLIC WORKS AND SAFETY COMMITTEE MEETING**

Pat Bisbee called the meeting to order. Motion made by CJ Engel, second by Barbara Howell, to approve the minutes from the Public Works & Safety Committee Meeting held on August 5, 2024. Vote was unanimous, motion carried.

**Exhibit A: Resolution Authorizing the STOP Grant Application for 2024-2025** – Motion to approve made by Jim Whitley, second by Justin Rue. After some discussion Chairperson Bisbee called for a vote. Vote was unanimous, motion carried.

**Exhibit B: Resolution Authorizing the VOCA Grant Application for 2024-2025** - Motion to approve made by Barbara Howell, second by Carlton Billingsley. Vote was unanimous, motion carried.

Comments: JP Keck asked to share about the benefits of the funds received by HSV Humane Society – told a story of how a constituent was able to use the services to get 30 cats that were at her parents' house spayed and neutered, some of which required being trapped because they were wild. They also were given the necessary shots. Judge Brumley gave a report on the litter signs that will be put up and asked the JP's to send him suggestions of the best places to put the signs. There will be another litter pick-up in October. He mentioned that the website is live now and we had over 86,000 views the first week. New processes being put in place for all commissions and boards, including the Airport Commission and the Library Board. The Library advertised in August for their Board position that is open. That position closed on August 30<sup>th</sup>, Judge has received two applications and has reached out to Leigh Espy at the Library to see what she has received. The Committee will be made up of the County Judge, one Library Board Trustee and a Quorum Court member. Pat Bisbee has agreed to serve as the Quorum Court Member liaison. JP Bellinger asked about a Committee to review the fines – Judge asked JP Bellinger to nominate some people for that committee and they also discussed a committee that had been in place several years ago. It seems that there hasn't been anyone on that committee for a very long time.

Motion to Adjourn made by CJ Engel, second by Jim Whitley. Vote was unanimous, meeting adjourned.

**FINANCE COMMITTEE MEETING**

Josh Curtis called the Finance Committee Meeting to Order. Motion made by Barbara Howell, second by Carlton Billingsley, to approve the minutes from the Finance Committee Meeting held on August 5, 2024. Vote was unanimous, motion carried.

**Exhibit C: Appropriation Ordinance Amending the 2024 Saline County Budget Ordinances No. 2023-30** - Motion to approve made by Jim Whitley, second by George Wyrick. Vote was unanimous, motion approved. JP Keck asked about Article 3 of the Ordinance. Angie Drummond explained that she is working with the Road Department to clean up the lines to make it clear what we have spent the monies on – overlays, special projects, etc. so that it is easily identifiable. No new appropriations, just moving it within lines of that budget. Vote was unanimous, motion carried.

**Exhibit D: Emergency Ordinance to Establish a Special Revenue Fund to be Called the Rapid DNA System Pilot Program for Investigations Grant Fund** – Motion to approve made by Pat Bisbee, second by Rick Bellinger. Chairperson Curtis explained the grant and how it will work. After discussion among the Committee members and questions to Angie Drummond, Chairperson Curtis called for a vote. Vote was unanimous, motion carried.

**Action Item: Request to change the title and job description of line 3020.0501.0110 to a Team Lead Dispatcher at the annual salary rate of \$50,867.00 No additional monies are needed in the current position budgeted.** Motion to approve made by Carlton Billingsley, Bisbee, second by Justin Rue. Vote was unanimous, motion carried.

**ADD-ON:** None.

**COMMENTS:** Chairperson Curtis discussed the HR meeting on travel policy and leave policies, lots of work done on that, and that there will be an HR meeting before the Quorum Court meeting in September. Their recommendation will then go to Finance Committee Meeting in October and final passage will take place at the October Quorum Court meeting. There was also discussion about Assessor Bob Ramsey retiring at end of year The Quorum Court has until the end of this year to appoint a new assessor to fill the remaining two years of Mr. Ramsey's term. However, it would be in everyone's best interest to get this vacancy filled as soon as possible, so there will be a Resolution Declaring a Vacancy brought forth in the September Quorum Court meeting. The process of accepting applications and interviewing will be put in place in October, after which a decision will be made on the best candidate for the position. Chairperson Curtis mentioned that there is also work being done on insurance for next year. There should be more information in October, and the Judge and his staff will make a recommendation on how to move forward at that point.

JP Keck asked where we stand on the Ballot Petitioners. County Attorney Kolton Jones gave an update on the hearing, and stated that we were successful. The Judge ruled that the County Clerk's office was correct in not accepting the signatures in question. We are waiting on the Judge's final order, but he did rule from the bench so we know what the decision was.

Judge Brumley mentioned voluntary animal tax collection and that there hasn't been a lot of funds brought in. Jim Whitley asked if we could push it better through social media or our Website. Trevor Villines spoke to that issue and stated that we will be doing more next year to get that information out to the public.

Motion to adjourn made by Pat Bisbee, second by Barbara Howell. Vote was unanimous, meeting adjourned.

RESOLUTION NO. 2024 - \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE GRANT APPLICATION PROCESS FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM – FY 2024 LOCAL SOLICITATION, AND PROVIDING OTHER ASSURANCES.**

**WHEREAS**, the need for additional equipment, such as computers and laptops, and for Saline County Sheriff’s Office Patrol Deputies is an ongoing need; and

**WHEREAS**, the need for laptops and other small equipment to assist Saline County Sheriff’s Office is compliant with the National Preparedness Goal, and

**WHEREAS**, the funding requested through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program – FY 2024 Local Solicitation will provide \$11,115 to address these needs, and matching funds are not required; and

**WHEREAS**, the members of the Saline County Quorum Court have had an opportunity to review and comment on the contents of the 2024 Edward Byrne Memorial Justice Assistance Program grant application; and

**WHEREAS**, the Saline County Quorum Court assures the United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance that the application or any future amendments have been or will be made public and an opportunity to comment has been or will be provided to citizens.

**NOW, THEREFORE, BE IT RESOLVED BY THE QUORUM COURT OF SALINE COUNTY, ARKANSAS THAT:**

**Article 1.** The Saline County Quorum Court hereby authorizes and directs the Saline County Grants Administrator to submit the Edward Byrne Memorial Justice Assistance Grant (JAG) Program - FY 2024 Local Solicitation grant application.

DATE: OCTOBER 21, 2024

APPROVED: \_\_\_\_\_

MATT BRUMLEY  
SALINE COUNTY JUDGE

Attest: \_\_\_\_\_

DOUG CURTIS  
SALINE COUNTY CLERK

## ORDINANCE NO. \_\_\_\_\_

BE IT ENACTED BY THE QUORUM COURT OF SALINE COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED: "AN ORDINANCE AMENDING ORDINANCE NO. 2010-13 TO AMEND THE SALINE COUNTY PERSONNEL POLICY MANUAL."

**WHEREAS**, Saline County is in need to amend its personnel leave policies to ensure that the leave benefits it offers are competitive with surrounding employers against whom Saline County recruits new employees; and

**WHEREAS**, Saline County has had trouble recruiting and retaining employees and places a high importance on maintaining a highly skilled and competent workforce; and

**WHEREAS**, It is the will of the Quorum Court to simplify and improve upon its current leave policies to be more successful at recruiting and retaining employees;

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

**Article 1.** Section 22 of the Saline County Personnel Policy entitled "HOLIDAYS" is hereby amended to read as follows:

**SECTION 22 HOLIDAYS\*\***

Saline County will grant holiday time off to all employees on the holidays listed below:

- ~~Sixteen (16) personal hours to taken after completing probation period of 90 days~~
- New Year's Day (January 1)
- Martin Luther King's Birthday (third Monday in January)
- ~~George Washington's Birthday~~ President's Day (third Monday in February)
- Good Friday
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve
- Christmas Day (December 25)

All regular full-time ~~non-exempt~~ employees in every department receive eight (8) 8 hours of straight time pay for an observed holiday. These eight (8) 8 hours of straight time pay are referred to as holiday pay. All other personnel in these departments who do not get holidays off shall receive eight (8) 8 hours of holiday pay for each observed holiday. If any eligible ~~non-~~

~~exempt~~ employee is required to work on an observed holiday, ~~he/she~~ he or she shall receive pay for the time actually worked on the holiday at the rate of time and one half ~~which pay will be~~ in addition to ~~the~~ regular pay for the holiday. For all ~~regular~~ full-time ~~non-exempt~~ employees in ~~these~~ departments that ~~work 24/7, 365 days a year, remain open year-round without closing~~, the recognized holiday will be observed on the day of the actual holiday.

To be eligible to receive the eight (8) 8 hours of ~~straight time pay (holiday pay)~~ holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday (with the exception of up to one hour grace period for the day before and immediately following the holiday) unless otherwise excused by the employee's elected official or the elected official's designee-your supervisor.

If an observed holiday falls during an eligible employee's paid absence (such as vacation), ~~that day will not count as a vacation day~~ the employee shall only be required to utilize vacation time for any hours more than the eight (8) holiday hours needed to take the complete day off. Paid time off for holidays will be counted as hours worked for purposes of overtime compensation.

**Article 2.** Section 23 of the Saline County Personnel Policy entitled "VACATION BENEFITS" is hereby amended to read as follows:

### SECTION 23 VACATION BENEFITS

~~Vacation time off with pay~~ Paid vacation time is available to ~~regular~~ full-time employees ~~to provide opportunities for rest, relaxation, and personal pursuits~~. Employees are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- ~~• One (1) year of service as a regular full-time employee, the employee shall be entitled to forty (40) hours of paid vacation.~~
- ~~• Three (3) years of service as a regular full-time employee, the employee shall be entitled to eighty (80) hours of paid vacation.~~
- ~~• Six (6) years of service as a regular full-time employee, the employee shall be entitled to one hundred twenty (120) hours of paid vacation.~~
- ~~• Eleven (11) years of service as a regular full-time employee, the employee shall be entitled to one hundred sixty (160) hours of~~

paid vacation:

- ~~Twenty (20) years of service as a regular full-time employee, the employee shall be entitled to two hundred (200) hours of paid vacation.~~
- ~~Twenty five (25) years of service as a regular full-time employee, the employee shall be entitled to two hundred and forty (240) hours of paid vacation.~~

<u>Vacation Accrual Rate</u>		
<u>Employee Tenure</u>	<u>Hours Per Year</u>	<u>Hours Per Pay Period</u>
<u>0-4 years of employment</u>	<u>96</u>	<u>3.69</u>
<u>5-9 years of employment</u>	<u>136</u>	<u>5.23</u>
<u>10-19 years of employment</u>	<u>176</u>	<u>6.77</u>
<u>20-24 years of employment</u>	<u>216</u>	<u>8.31</u>
<u>25+ years of employment</u>	<u>256</u>	<u>9.85</u>

Once an individual becomes a ~~regular~~ full-time employee, he or she begins to accrue paid vacation time according to this schedule. Vacation hours shall be accrued every pay period, and earned vacation time is available for use immediately following its accrual for all full-time employees who are not in their initial probationary period. Employees who are within their initial probationary period shall accrue vacation time pursuant to this schedule, but vacation leave shall not be allowed to be used until after the expiration of the initial probationary period. Earned vacation time is available for use following its accrual.

~~The length of eligible service is calculated on the basis of a "benefit year". This is the 12 month period that begins when the employee starts to earn vacation time at the end of the probationary period. In the event of any significant~~ Vacation hours do not accrue during an unpaid leave of absence (other than leaves of absence for military duty, or jury duty, FMLA, or workers' compensation). during a benefit year, the earned vacation days shall be reduced pro-rata for the period of said leave. Paid vacation time can be used in minimum increments of one hour. Vacations will be scheduled based upon the needs of Saline County, with consideration being given to the employee's wishes. one-half day, with a maximum of four one-half days per year. ~~Vacation should be used in the year following the one in which it is earned. Employees may, however, carry over a maximum of eighty (80) a number of vacation hours from one year to the next with without supervisor approval according to the following schedule. In unusual circumstances, employees may be allowed to carry over more than the number of hours set~~

~~forth in the schedule below from one year to the next with the written approval of the elected official in the employee's department. In the case of a weather event or local disaster emergency declared by the Saline County Judge that required the mobilization of essential personnel, employees who are deemed essential personnel and are required to report to work during the weather event or local disaster emergency will be allowed to exceed the maximum carryover of eighty (80) hours if the requirement to report to work would cause the employee to lose accrued vacation time. The time over 80 hours must be used within 6 months of his/her anniversary date.~~

<u>Vacation Carry Over</u>	
<u>Employee Tenure</u>	<u>Hours Per Year</u>
<u>0-9 years of employment</u>	<u>80</u>
<u>10-19 years of employment</u>	<u>160</u>
<u>20+ years of employment</u>	<u>240</u>

~~Employees who resign or are terminated within their initial probationary period shall not be paid for vacation time accrued during the probationary period. An established employee who retires, resigns, or is terminated shall be paid for accrued vacation time as of the date of retirement, resignation, or termination. Accrued vacation will be calculated on a pro-rata basis with respect to accrual of the benefit in the year of retirement, resignation, or termination.~~

~~In the event of the death of an employee, the value of accrued vacation shall be paid to the employee's surviving spouse or estate.~~

~~Other rules regarding use of vacation time are:~~

- ~~▪ Employees must apply in writing to the supervisor for use of vacation time a minimum of three (3) weeks in advance or earlier of the anticipated vacation.~~
- ~~▪ Requested vacation of three (3) days or less may be granted in the supervisor's discretion with less than three (3) weeks' notice.~~
- ~~▪ Vacations will be scheduled based upon the needs of Saline County, with consideration being given to the employee's wishes.~~
- ~~▪ When an employee's vacation includes a holiday recognized in Section 22 of this Personnel Policy, the employee will receive an additional workday of vacation.~~

**Article 3.** The changes set forth in this ordinance include the repeal of sixteen (16) hours of personal hours as a holiday, and because personal holiday hours under the County's current policy does not ever expire, all employees currently employed by Saline County when



this ordinance takes effect shall be allowed to carry forward and use hours from their individual balance of personal holiday hours for three years, until January 1, 2028, and upon such date, the personal holiday balances of all employees shall expire, and there shall be no compensation to employees for the expiration of personal holiday hours.

**Article 4.** All unused vacation leave accrued by employees through the end of the final payroll of 2024 shall be applied to the employee's existing vacation leave balance on the first payroll of 2025.

**Article 5.** To aid in retention of Saline County's more tenured employees and to ensure efficient operations of each Department in the transition of this policy change, all employees currently employed by Saline County when this ordinance takes effect shall be allowed to carry forward a temporary vacation balance and use hours from their temporary vacation balance for three years, until the employee's anniversary hire date in 2028. Upon each employee's anniversary hire date in 2028, the employee's temporary vacation balances shall expire, and there shall be no compensation to employees for the expiration of any hours remaining in the employee's temporary balance of vacation hours.

**Article 6. Severability** – Should any word, phrase, or section of this Ordinance be held to be invalid or unconstitutional, by a court of competent jurisdiction, such invalidity shall not affect the force and validity of the remaining portion of sections of this Ordinance.

**Article 7. Delayed Effective Date.** The changes set forth in this ordinance shall have a delayed effective date, and shall become effective on January 1, 2025.

DATE: October 21, 2024

APPROVED: \_\_\_\_\_  
MATT BRUMLEY  
SALINE COUNTY JUDGE

ATTEST: \_\_\_\_\_  
DOUG CURTIS  
SALINE COUNTY CLERK

SPONSOR: HUMAN RESOURCES COMMITTEE

## ORDINANCE NO. \_\_\_\_\_

BE IT ENACTED BY THE QUORUM COURT OF SALINE COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED: "AN ORDINANCE AMENDING ORDINANCE NO. 2010-13 TO AMEND THE SALINE COUNTY PERSONNEL POLICY MANUAL AS IT RELATES TO OVERTIME AND COMPENSATORY TIME."

**WHEREAS**, Saline County has a need to amend its policy regarding overtime and compensatory time to ensure that the leave benefits it offers are competitive with surrounding employers against whom Saline County recruits new employees; and

**WHEREAS**, Saline County has a need to reduce the maximum balance of compensatory time that is allowed to be accrued by its employees; and

**WHEREAS**, It is the will of the Quorum Court to simplify and improve upon its current policies to be more successful at recruiting and retaining employees;

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

**Article 1.** Section 18 of the Saline County Personnel Policy entitled "OVERTIME AND COMPENSATORY TIME" is hereby amended to read as follows:

**SECTION 18 OVERTIME AND COMPENSATORY TIME\*\***  
**(Revised December 30, 2002, Ordinance 2002-89)**  
**(Revised November 20, 2007, Ordinance 2007-96 as amended by Ordinance 2007-105)**

Each elected official shall establish and maintain written policies detailing the reasonable anticipated needs of The Office to have employees work overtime or be on call after regularly scheduled work hours. The Quorum Court may modify such policies from time to time if it appears to the Quorum Court that the policies established by any elected official are inconsistent with the policies established by the Quorum Court or are inconsistent with the best financial interest of the County.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour requirements. Non-exempt non-law enforcement employees shall be paid time and one-half after physically working 40 hours in a work period with the exception of holidays and call outs. Non-exempt law enforcement employees shall be paid time and one-half after physically working 85.5 hours in a work period with the exception of holidays and call outs.

When any employee is on call and receives a call related to work, it is the duty and responsibility of that employee to accurately record the time and date of the call, the duration of the call, the purpose of the call, and the identity of the person who initiated the call. These call records shall be reported on the timesheets. Each employee involved in telephone calls regarding official business of Saline County shall record on his or her timesheet the time devoted to all such

phone calls. It is the policy of Saline County that utilization of overtime shall be kept to an absolute minimum and shall be utilized only for operational necessities that cannot be addressed by employees during regularly scheduled work hours or by other employees who are working a regularly scheduled shift.

The Quorum Court of Saline County hereby defines a "call out" as the time an employee is called from home or while off duty to perform work that occurs after scheduled work hours. Call out time shall be paid at the time and one-half regardless of whether the employee has completed his or her regular work period (40 hours for non-law enforcement or 85.5 hours for law enforcement). Continuation of work on an employee's shift or when an employee is called to assume another's shift will not be considered a "call out." The County call out policy shall only apply to the following departments: Office of Emergency Management, Sheriff's Office Administration, Patrol during major incidents, Sheriff's Office Warrants Division, Criminal Investigation Division, Detention Administration, Detention Transport Officers, Saline County Maintenance, Saline County Road Department and Saline County Juvenile Court.

Non-exempt ~~regular~~ full-time employees who are required to work outside regularly scheduled hours (~~such as to attend~~ including but not limited to attending an official meeting, attending scheduled training classes or course certifications, or ~~when subpoenaed to court appearing in court in response to a subpoena~~) shall receive overtime pay only if the additional hours causes the employee's hours during the work period to exceed the number of regularly scheduled hours (40 hours for non-law enforcement or 85.5 hours for law enforcement). Non-law enforcement employees and law enforcement employees may choose to accrue up to ~~120~~ eighty (80) hours of compensatory time.

The Payroll Department ~~is mandated to shall~~ pay all accumulated compensatory time each pay period back to the allowable limit of eighty (80) hours maximum ~~set by the Quorum Court (current policy is 120 hours maximum) in Ordinance 2003-61~~. School Resource Officers employed by the Saline County Sheriff's Office shall be allowed to accumulated up to 240 hours of compensatory time. However, if Saline County has no funds from which to pay overtime, employees may accrue compensatory time until funds become available. Overtime payments and compensatory time accrual shall be reviewed by the Quorum Court on a quarterly basis.

Saline County encourages employees to utilize compensatory time within thirty (30) days of its accumulation. ~~The utilization of compensatory time must be in increments of at least one (1) hour.~~ The ELECTED OFFICIAL ~~can~~ is authorized to direct when an employee may use compensatory time to ensure that the best interests of Saline County and The Office are served.

Saline County reserves the right to redeem unused compensatory time from any employee

at any time and may restrict the accumulation of compensatory time when the aggregate accumulation of compensatory time by all employees exceeds a level which could be redeemed by Saline County at one time.

**Article 3.** All employees currently employed by Saline County when this ordinance is passed who have a balance of compensatory time hours in excess of the amended allowable limit of eighty (80) hours (hereinafter "excess compensatory time hours") shall be allowed to carry forward and use their excess compensatory time hours, or elect to be paid for their compensatory time, for three years to expire on January 1, 2028, and upon such date all employees with excess compensatory time hours remaining shall be paid back to the new allowable limit of eighty (80) hours.

**Article 4. Severability** – Should any word, phrase, or section of this Ordinance be held to be invalid or unconstitutional, by a court of competent jurisdiction, such invalidity shall not affect the force and validity of the remaining portion of sections of this Ordinance.

**Article 4. Delayed Effective Date.** The changes set forth in this ordinance shall have a delayed effective date, and shall become effective on January 1, 2025.

DATE: October 21, 2024

APPROVED: \_\_\_\_\_  
MATT BRUMLEY  
SALINE COUNTY JUDGE

ATTEST: \_\_\_\_\_  
DOUG CURTIS  
SALINE COUNTY CLERK

SPONSOR: HUMAN RESOURCES COMMITTEE

## ORDINANCE NO. \_\_\_\_\_

BE IT ENACTED BY THE QUORUM COURT OF SALINE COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED: "AN ORDINANCE AMENDING ORDINANCE NO. 2010-13 REGARDING COUNTY CREDIT CARDS, REIMBURSEMENT, AND TRAVEL."

**WHEREAS**, Saline County has a need to amend its policy regarding use of County credit cards, reimbursement, and travel to update and simplify the policy; and

**WHEREAS**, It is the will of the Quorum Court to simplify and improve upon its current personnel policies;

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

**Article 1.** Section 37 of the Saline County Personnel Policy entitled "TRAVEL/MILEAGE POLICIES" is hereby repealed and shall be incorporated, as amended, into Section 51, as reflected in Article 2, below:

**SECTION 37 TRAVEL/MILEAGE POLICIES**  
 (Revised September 19, 2006 Ordinance 2006-59)  
 (Amended October 16, 2007, Ordinance 2007-88)

~~Travel for Saline County employees shall be properly authorized, reported and reimbursed. Under no circumstances shall expenses for personal travel be charged to or be temporarily funded by Saline County. It is the traveler's responsibility to report and document on a form provided by Saline County his/her actual mileage. The rate of mileage reimbursement for the use of privately owned motor vehicles by County Employees or Elected Officials on official business of the County shall be the same rate as set by the State of Arkansas and is only reportable actual miles with no personal business included. Employees may not approve the reimbursement of his/her own travel expenses. Travel reports shall be signed by the employee and the ELECTED OFFICIAL upon whom that employee reports to.~~

~~Payment of travel — Saline County credit cards may be issued to employees who travel on official business. Any traveler issued such a card should use the card to pay for all expenses related to business travel.~~

~~Rental cars — a vehicle may be rented when renting would be more advantageous than other means of commercial transportation such as using a taxi. Advance reservations should be made whenever possible and compact or economy model requested. The employee is responsible for obtaining the best available rate for the trip.~~

**Article 2.** Section 51 of the Saline County Personnel Policy entitled "CREDIT CARD REIMBURSEMENT AND TRAVEL POLICY" is hereby amended as follows:

**SECTION 51 CREDIT CARD REIMBURSEMENT AND TRAVEL POLICY**  
**EMERGENCY ORDINANCE NO. 2014-08, March 18, 2014**  
**Revised October 21, 2014, Ordinance 2014-45**  
**Revised May 19, 2015, Ordinance. 2015-28**

The Saline County Judge will select a company to obtain necessary credit cards and establish a line of credit with that financial services institution or company. Consideration will be given to the financial services institution or company who can meet the general purchasing needs of the various County offices and departments and the billing and payment requirements of the County. Credit cards should be issued with the County logo if available.

Each Elected Official will determine how many cards are needed for their office and which employees will be allowed to use them. For offices without an elected official, the Saline County Comptroller shall determine the number of cards needed for the office and which employees are allowed to use them. All credit cards issued must be assigned to a specific Elected Official or employee. All employees issued a credit card must sign an acknowledgment form recognizing their responsibility to comply with the County's policy regarding credit cards. An Elected Official, at any time and without notice to the employee, may cancel credit card use authorization for any of their employees. If there is found to be continued misuse of one or more County credit cards, the County Judge may cancel credit card use authorization with confirmation of the Quorum Court.

At the request of the Elected Official, the Purchasing Finance Department will establish appropriate credit limits for each card, recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired. Additionally, an Elected Official may request that the Purchasing Finance Department keep a card in reserve for emergency purchases or in the event of lost or stolen credit cards.

The use of credit cards is restricted for Saline County Government to acquire goods and services which are appropriate for the conduct of County business. No personal expenditures are allowed by employees with the County credit cards. Any such purchase will be considered unauthorized and the employee will be subject to disciplinary action up to and including termination. The Elected Official or employee will be personally liable for their respective unauthorized charges.

Each Elected Official is responsible for the use of the cards by their offices. The Elected Official is responsible to make sure that any charges are authorized County expenditures and that adequate monies are available within the office's or department's approved budget. No card assigned to one office or department can be used to incur charges by another office or

department except for Information Technology (IT), Maintenance Department, or Purchasing Finance Department purchases made on behalf of another office or department.

Original receipts for all credit card purchases ~~are to~~ shall be submitted to the Purchasing Finance Department immediately upon receipt which detail; 1) the date of purchase; 2) the name and address of the vendor from whom the purchase is made; 3) each specific item purchased; and 4) the purchase order (P.O.) number authorizing the purchase where applicable. Copies of receipts will not be accepted without an express written explanation by the Elected Official stating why the original receipt cannot be produced. The Purchasing Finance Department shall not be responsible for obtaining receipts. ~~Receipts must have itemized detail of the purchase as required in this Article.~~ Receipts with the total purchase amount but without detailed explanation are not allowed. Purchases for which receipts cannot be produced or that are not itemized will be considered unauthorized purchases and may constitute grounds for disciplinary action up to and including termination. The Elected Official or employee may be personally liable for their respective charges if the appropriate documentation is not submitted. Any late fees incurred as a result of insufficient or untimely submitted documentation shall be paid out of the responsible office's budget.

~~The Purchasing Department will submit a monthly report to all Elected Officials if their office has made credit card purchases for that month.~~ Each Elected Official will be required to review and sign a form acknowledging that they have reviewed their office's credit card purchases. A report detailing credit card expenditures for the County will be submitted to the Quorum Court as requested by the Court.

Maximum amounts established for purchases. The maximum amount for a single purchase on a county credit card by an employee is \$2,500.00. The maximum amount for a single purchase on a county credit card by a Department Head or Elected Official is \$15,000.00. In the event of a declaration of local disaster emergency pursuant to A.C.A. § 12-75-108, the County Judge can double the limits established by this Article for the duration of the declaration.

Contractual personnel are not eligible to carry or use County credit cards. County credit cards are the property of the County and must personally be surrendered to the Purchasing Finance Department upon separation from employment or when otherwise requested by the Elected Official. Employees placed on administrative leave or suspension will also be required to surrender their cards to the Purchasing Finance Department for the duration of said leave or suspension. ~~The Saline County Grants Administrator and any grant-funded or grant-reimbursed employee shall be exempt from the provisions of this Ordinance.~~

Credit cards shall be kept in a secure location. Each cardholder will be directly

responsible for the physical security of the card assigned to him/ or her. Cardholders shall not permit anyone other than the cardholder to use the card for any purpose. Immediately upon discovering that a card has been lost or stolen, the cardholder is required to contact the Purchasing Finance Department.

No inventory items are allowed to be purchased with a county credit card without prior written approval of the Elected Official. A copy of the authorization for the inventory purchase shall be provided to the Inventory Control Officer so that proper adjustments may be made to the county inventory at the time of purchase.

Ineligible Uses of the County Credit Card. The following credit card transactions are strictly prohibited: cash advances; no show charges for hotels and car rentals; conference/convention meals if already included in registration fees; first or business class airfare upgrades; parking fines and traffic tickets; clothing rental; laundry, valet, or dry-cleaning charges; personal or adult entertainment such as including but not limited to hotel room movies, newspapers, magazines, health club facilities, event tickets, and spa services, ~~etc.~~; repairs or towing of personal vehicles; expense for non-employee or non-elected official travel companions; mini-bar refreshments or other snacks; ~~hotel telephone charges~~; and alcohol.

Meals: County credit cards shall only be used by Elected Officials or employees for the purchase of meals when the Elected Official or employee is out of the county on official county business. The county credit card may not be used to buy the meal of another person other than the Elected Official or Employee or other Saline County Elected Officials or Employees. Meals provided in-house for work-related training or meetings shall be exempt from this Article.

~~a. The maximum amount that may be charged to a county credit card is \$25.00 per meal per person. The maximum amount that may be charged to a county credit card for meals per day is \$75.00 (\$25 x 3 meals). There shall not be more than \$25 spent on any one meal (example: if an employee does not use the county credit card to purchase breakfast or lunch, the employee may not spend more than \$25 on dinner). The \$25 per meal per person is exclusive of tax; and meal tips are allowed but shall not exceed fifteen percent (15%) of the purchase amount of the meal as provided in A.C.A. § 14-14-1207. The \$75 limit for meals is a subtotal; taxes and tips are authorized but tips shall not exceed 15%. Tips not itemized on the receipt will be the responsibility of the Elected Official or employee.~~

Registration Fees: Registration fees for conferences, meetings, etc., may be charged to a county credit card provided that a receipt and agenda is submitted to the Purchasing Department at the time of registration.

Lodging: Fees for lodging may be charged to a county credit card when the travel is for



official county business outside of Saline County. The maximum amount that may be charged to a county credit card for a single night's stay shall be based on the current fiscal year per diem rate for the jurisdiction traveled to as established by the U.S. General Services Administration (GSA). Such rate(s) may be obtained from the Purchasing Department prior to travel authorization. County official and employee associational meetings, including meetings of the National Association of Counties (NACO) and the Association of Arkansas Counties (AAC), shall be exempt from the maximum limits established by this Article.

Travel: Travel for Saline County employees shall be properly authorized, reported and reimbursed. Under no circumstances shall expenses for personal travel be charged to or be temporarily funded by Saline County. It is the traveler's responsibility to report and document on a form provided by Saline County his or her actual mileage. The rate of mileage reimbursement for the use of privately-owned motor vehicles by County Employees or Elected Officials on official business of the County shall be the same rate as set by the State of Arkansas and is only reportable actual miles with no personal business included. Employees may not approve the reimbursement of his or her own travel expenses. Travel reports shall be signed by the employee and the employee's elected official, or the elected official's designee.

Payment of travel – Saline County credit cards may be issued to employees who travel on official business. Any traveler issued such a card should use the card to pay for all expenses related to business travel.

Transportation – When traveling on County business, ride sharing services, such as a taxi, Uber, Lyft, etc., may be used when necessary. A vehicle may be rented when doing so would be more affordable than other reasonable transportation alternatives. Advanced reservations should be made whenever possible and compact or economy model requested for rental vehicles. The employee is responsible for obtaining the best available rate for the trip. Tips for transportation services are allowed but shall not exceed 15%.

Reimbursement: If an Elected Official or employee uses their personal credit/ card, debit card, or cash to pay for expenses that would otherwise be paid for by the County, that Elected Official or employee may be reimbursed. if the receipt contains the items as requested in Article 6. The same spending limits apply to reimbursements as apply to the use of county credit cards; see Article 12, Article 13, Article 14 and Article 15. All spending limits and rules that apply to county credit cards shall apply to reimbursement purchases.

Travel: If an Elected Official or employee must travel for the county, receipts for expenses incurred, whether by county credit card or for reimbursement, must contain the items as requested in Article 6. The same spending limits apply to travel as apply to the use of county

~~credit cards; see Article 12, Article 13, Article 14 and Article 15.~~

**Article 3. Severability** – Should any word, phrase, or section of this Ordinance be held to be invalid or unconstitutional, by a court of competent jurisdiction, such invalidity shall not affect the force and validity of the remaining portion of sections of this Ordinance.

DATE: October 21, 2024

APPROVED: \_\_\_\_\_  
MATT BRUMLEY  
SALINE COUNTY JUDGE

ATTEST: \_\_\_\_\_  
DOUG CURTIS  
SALINE COUNTY CLERK

SPONSOR: HUMAN RESOURCES COMMITTEE

ORDINANCE NO. 2024-\_\_\_\_\_

BE IT ENACTED BY THE QUORUM COURT OF SALINE COUNTY, STATE OF ARKANSAS,  
AN ORDINANCE TO BE ENTITLED: "AN ORDINANCE AMENDING ORDINANCE NO. 2002-  
54 TO RAISE THE FIXED ASSET VALUATION LIMIT TO \$5,000.00."

**ARTICLE 1.** Saline County Ordinance No. 2002-54, Article 2, is hereby amended to read as follows:

**Article 2.** It is hereby declared that all offices shall create and maintain an inventory of all fixed assets with a value of \$5,000.00 or more. This ordinance does not prohibit any office from including items of lesser value if the department head deems it prudent to track smaller items. Items acquired after the enactment of this ordinance shall be reported with the required information to the Inventory Control Officer at the time of acquisition. Disposed items are not to be deleted from the list but noted as to the date and manner of disposal and shall also be reported to Inventory Control.

**Article 2.** The inventory limit for fixed capital assets has remained unchanged since 2013 and it is hereby determined that due to the higher value of such assets this limit be increased. It is deemed necessary for the smooth operation of Saline County Government that this ordinance be approved.

DATE: October 21, 2024

APPROVED: \_\_\_\_\_  
MATT BRUMLEY  
SALINE COUNTY JUDGE

ATTEST: \_\_\_\_\_  
DOUG CURTIS  
SALINE COUNTY CLERK

SPONSOR: HUMAN RESOURCES COMMITTEE

APPROPRIATION ORDINANCE NO. 2024 - \_\_\_\_\_

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

"AN ORDINANCE TO AMEND THE 2024 SALINE COUNTY BUDGET ORDINANCE NO. 2023-30; TO APPROPRIATE/TRANSFER FUNDS THEREFORE TO THE VARIOUS BUDGETS; AND, FOR OTHER PURPOSES."

WHEREAS, the County received an insurance reimbursement check for a totaled motor grader in the amount of \$144,000.00 the County Judge requests to appropriate the funds in Fund 2000 – County Road Fund and transfer funds to purchase a new motor grader for the department (Article 1); and,

WHEREAS, the County received an insurance reimbursement check in the amount of \$5,730.97 the County Judge requests to appropriate the funds in Fund 3020 – County 911 Emergency Fund for the purchase of equipment for the department (Article 2); and,

WHEREAS, the County received a Court Improvement Program (CIP) Juvenile Court grant of \$5,000.00 from the Administrative Office of the Courts. The grant directs the funds to be used for juvenile court technology and staff training, meetings, or conferences. The Juvenile Courts Department requests to appropriate the funds in Fund 3031 – Court Improvement Fund for the purposes directed in the grant. (Article 3); and,

WHEREAS, the Chief Deputy in the Treasurer’s office retired, and due to the number of employees in the office and the year-end approaching, the Treasurer would like to fill the position as soon as possible. In order to fill this position, the Treasurer requests to transfer funds in Fund 1000 – County General, Treasurer Department (0103) and Fund 3000 – Treasurer’s Automation Fund (Article 4); and,

WHEREAS, the Finance Committee previously met and approved this request.

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

**Article 1.** That the sum of \$144,000.00 is hereby appropriated and the sum of \$63,000.00 is hereby transferred in Fund 2000 – County Road Fund budget and anticipated revenues increased as follows:

Line Item/Trsf From	Description	Transfer To	Description	Amount
2000.0200.4001	Capt. Outlay - Land	2000.0200.4004	Mach & Equip	\$63,000.00
2000.0200.4004	Machinery & Equipment			\$144,000.00
2000.8718	Insurance Proceeds (Damages)			\$144,000.00

**Article 2.** That the sum of \$5,730.97 is hereby appropriated in Fund 3020 – County 911 Emergency Fund budget and anticipated revenues increased as follows:

Line Item	Description	Amount
3020.0501.4004	Machinery & Equipment	\$5,730.97
3020.8718	Insurance Proceeds (Damages)	\$5,730.97

**Article 3.** That the sum of \$5,000.00 is hereby appropriated in Fund 3031 – Juvenile Court Improvement Fund budget and anticipated revenues increased as follows:

Line Item	Description	Amount
3031.0414.3100	Other Miscellaneous	\$4,000.00
3031.0414.3101	Training & Education	\$1,000.00
3031.7010	Other State Grants	\$5,000.00

**Article 4.** That the sum of \$6,608.00 is hereby transferred in Fund 1000 – County General, Department 0103 – Treasurer budget and the sum of \$2,469.00 is hereby transferred in Fund 3000 – Treasurer's Automation Fund budget as follows:

Line Item/Trsf From	Description	Transfer To	Description	Amount
1000.0103.2002	Small Equipment	1000.0103.0102	Chief Dep/Off Mgr.	\$2,000.00
1000.0103.3101	Training & Educ	1000.0103.0102	Chief Dep/Off Mgr.	\$1,000.00
1000.0103.3030	Travel	1000.0103.0102	Chief Dep/Off Mgr.	\$750.00
1000.0103.3102	Computer Software	1000.0103.0102	Chief Dep/Off Mgr.	\$2,858.00
3000.0103.2002	Small Equipment	3000.0103.0101	Chief Dep/Off Mgr.	\$1,999.00
3000.0103.3100	Other Misc.	3000.0103.0101	Chief Dep/Off Mgr.	\$470.00

**Article 5.** It is deemed necessary for the smooth operation of Saline County Government that this ordinance be approved.

DATE: OCTOBER 21, 2024

APPROVED \_\_\_\_\_  
**MATT BRUMLEY**  
**SALINE COUNTY JUDGE**

ATTEST: \_\_\_\_\_  
**DOUG CURTIS**  
**SALINE COUNTY CLERK**

SPONSOR: BARBARA HOWELL, JP #4