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PRESENTED: 11-05-2024 08:54:05 AM

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CANDA REESE  
CIRCUIT CLERK  
BY: LISA PEMBERTON  
DEPUTY

APPROPRIATION ORDINANCE NO. 2024 - 53

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

ORDINANCE  
8 Pages

AN ORDINANCE PROVIDING FOR AND ADOPTING A BUDGET FOR BAXTER COUNTY, ARKANSAS FOR THE PERIOD BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025.

**Article 1. Affirmation:** ANNUAL BUDGET ADOPTED BY REFERENCE. The annual budget for calendar year 2025 identified as "2025 ANNUAL BUDGET, BAXTER COUNTY, ARKANSAS" dated November 4, 2024 is hereby adopted by reference. A copy of said budget shall be filed in the office of the Circuit/County Clerk and shall be available for inspection and copying by any person during normal office hours.

**Article 2. Designation:** NONRESTRICTED EXPENDITURE CATEGORIES. Expenditure of funds appropriated by this Ordinance shall not be restricted to the line-item expenditure codes comprising the major categories of expenditures – Supplies, Other Services and Charges, Capital Outlay, and Debt Service – but shall be restricted to office/departmental expenditures within the above enumerated major categories of expenditures except for funds appropriated for personnel salaries and wages and related employee benefits. Personnel expenditures shall not exceed the dollar amounts, numbers of employees, and salary or wage rates specified in the annual budget or an amendment thereto.

**Article 3. SALARIES & MERIT INCREASE/EMPLOYEE PERFORMANCE EVALUATIONS.** Salaries for County employees are based on the grade assignments for various positions with designated salaries outlined on the salary schedule. The Personal Services Schedule of Salaries and Wages is attached. Employee performance evaluations must be completed (*Baxter County Code § 240.00*) prior to the anniversary of the employee's hire date before any merit increases authorized in this budget are awarded. Each Department Head is responsible for ensuring that requests for merit increases follow proper procedure, which includes the submission of a completed and signed *Notification of Personnel Action* form, with a satisfactory performance evaluation attached.

**Article 4. FY 2025 REVENUE FUND SUMMARY AND APPROPRIATIONS (Attached)**

**Article 5. EXPENDITURES RESTRICTED TO SPECIFIED FUND.** No expenditure of appropriated funds shall be made from any fund other than the fund specified in this Ordinance, or an amendment thereto.

**Article 6. TRANSFERS.** Any transfers of monies between various funds of the County or between the major categories of expenditures – Personal Services, Supplies, Other Services and Charges, Capital Outlay, and Debt Service – shall be made only with prior approval of the Baxter County Quorum Court. After Quorum Court approval of transfers between major categories within any office or department budget the transfer shall be made only upon order of the county court. Any legal transfer of money between various funds of the County shall be made only upon an appropriated transfer by ordinance in compliance with the county financial management system. Provided, however, all transfers budgeted for in the original annual budget shall be exempt from the provisions of this section.

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ARTICLE 4 FY 2025 REVENUE FUND SUMMARY AND APPROPRIATIONS					
FUND #	Fund	Total Revenues to budget	Expenditures	Net Difference	%
1000	COUNTY GENERAL	\$ 15,252,850.00	\$ 13,500,440.00	\$ 1,752,410.00	89%
1001	GENERAL RESERVE FUND	\$ 1,917,871.00	\$ 1,725,000.00	\$ 192,871.00	90%
1003	COUNTY GENERAL INVESTMENTS #2	\$ 5,433,094.00	\$ 4,889,785.00	\$ 543,309.00	90%
1004	COUNTY GENERAL INVESTMENTS	\$ 5,553,856.00	\$ 4,998,471.00	\$ 555,385.00	90%
1006	ARPA REVENUE REPLACEMENT FUND	\$ 2,393,091.00	\$ 2,393,091.00	\$ -	100%
1800	ANIMAL CONTROL FUND	\$ 228,590.00	\$ 198,638.00	\$ 29,952.00	87%
1803	AVIATION RESERVE FUND	\$ 88,025.00	\$ -	\$ 88,025.00	0%
1805	EMPLOYEE LIABILITY FUND	\$ 505,000.00	\$ 276,450.00	\$ 228,550.00	55%
1900	E-WASTE GRANT FUND	\$ 28,039.00	\$ 28,039.00	\$ -	100%
2000	ROAD AND BRIDGE	\$ 5,950,850.00	\$ 5,139,477.00	\$ 811,373.00	86%
2003	ADD'L MOTOR FUEL TAX (Act 416 of 2019)	\$ 498,000.00	\$ 260,000.00	\$ 238,000.00	52%
3000	TREASURER'S AUTOMATION FUND	\$ 329,500.00	\$ 80,000.00	\$ 249,500.00	24%
3001	COLLECTOR'S AUTOMATION FUND	\$ 918,230.00	\$ 476,000.00	\$ 442,230.00	52%
3002	CIRCUIT COURT AUTOMATION FUND	\$ 238,200.00	\$ 50,000.00	\$ 188,200.00	21%
3004	ASSESSOR'S AMENDMENT NO. 79 FUND	\$ 137,600.00	\$ 60,000.00	\$ 77,600.00	44%
3006	RECORDER'S COST FUND	\$ 1,130,840.00	\$ 473,925.00	\$ 656,915.00	42%
3008	BAXTER COUNTY LIBRARY	\$ 1,073,325.00	\$ 966,000.00	\$ 107,325.00	90%
3010	COUNTY CLERK'S COST FUND	\$ 5,597.00	\$ 300.00	\$ 5,297.00	5%
3012	CHILD SUPPORT COST FUND	\$ 57,530.00	\$ 9,500.00	\$ 48,030.00	17%
3016	BREATHALYZER FUND	\$ 13,229.00	\$ 1,000.00	\$ 12,229.00	8%
3017	SPECIAL JAIL FEES	\$ 76,524.00	\$ 7,000.00	\$ 69,524.00	9%
3018	COUNTY DETENTION FACILITY FUND ( \$20 BC	\$ 33,570.00	\$ 5,000.00	\$ 28,570.00	15%
3019	BOATING SAFETY FUND	\$ 97,120.00	\$ 40,725.00	\$ 56,395.00	42%
3020	EMERGENCY 911 FUND	\$ 1,174,173.00	\$ 1,047,712.00	\$ 126,461.00	89%
3024	PUBLIC DEFENDER FUND	\$ 118,017.00	\$ 83,663.00	\$ 34,354.00	71%
3028	DRUG COURT FUND	\$ 10,327.00	\$ 6,000.00	\$ 4,327.00	58%
3031	JUVENILE PROBATION FEES	\$ 142,160.00	\$ 81,880.00	\$ 60,280.00	58%
3039	CIRCUIT CLERKS COMMISSIONER'S FEE FUND	\$ 24,760.00	\$ 5,500.00	\$ 19,260.00	22%
3042	ASSESSOR'S LATE ASSESSMENT FEE FUND	\$ 20,825.00	\$ 10,000.00	\$ 10,825.00	48%
3400	SHERIFF'S PROJECTS	\$ 80,090.00	\$ 72,102.00	\$ 7,988.00	90%
3401	JAIL MAINTENANCE & OPERATION FUND	\$ 4,385,000.00	\$ 3,647,095.00	\$ 737,905.00	83%
3410	DRUG ENFORCEMENT FUND	\$ 14,200.00	\$ 1,000.00	\$ 13,200.00	7%
3411	K-9 FUND	\$ 28,500.00	\$ 1,000.00	\$ 27,500.00	4%
3505	BJA/DOJ FY21 14TH JUD. DRUG COURT FUND	\$ 90,000.00	\$ 79,515.00	\$ 10,485.00	88%
4001	HEALTH DEPT BLDG CONSTRUCTION FUND	\$ 600,000.00	\$ 500,000.00	\$ 100,000.00	83%
6009	LAW LIBRARY	\$ 16,687.00	\$ -	\$ 16,687.00	0%
	Totals	\$ 48,665,270.00	\$ 41,114,308.00	\$ 7,550,962.00	84%

**Article 7. Severability:** If a provision of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provisions or application, and to this end the provisions of this ordinance are declared to be severable.

**Article 8. Effective Date:** This Ordinance, being necessary for the protection and preservation of public health and safety, an emergency is hereby declared to exist and this Ordinance shall be in force and shall take effect upon passage and publication.

APPROVED:

Kevin Litty  
KEVIN LITTY, COUNTY JUDGE  
Date Signed: 11-4-24

ATTEST:

Canda Reese  
CANDA J. REESE, COUNTY CLERK  
Sponsor: Baxter County Budget Committee  
Date Adopted: 11/04/2024  
Votes: For: 11 Against: 0  
Abstain: 0 Present: 0 Absent: 0

## Baxter County 2025 Salary Schedule - Personnel Services

### 1000.0100 County Judge

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0100 County Judge	Baxter County Judge	\$ 106,294.80
1	1000.0100 County Judge	County Administrator	\$ 69,804.07
1	1000.0100 County Judge	Executive Secretary	\$ 43,306.71
3			\$ 219,405.58

### 1000.0101 County Clerk

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0101 County Clerk	Baxter County & Circuit Clerk	\$ 99,037.20
1	1000.0101 County Clerk	Chief Deputy	\$ 55,943.57
3	1000.0101 County Clerk	Deputy Clerk	\$ 149,520.60
1	1000.0101 County Clerk	Payroll Administrator	\$ 52,873.34
1	1000.0101 County Clerk	Administrative Assistant	\$ 55,620.00
7			\$ 412,994.71

### 1000.0103 County Treasurer

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0103 County Treasurer	Baxter County Treasurer	\$ 92,816.40
1	1000.0103 County Treasurer	Chief Deputy	\$ 51,560.71
2			\$ 144,377.11

### 1000.0104 County Tax Collector

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0104 County Tax Collector	Baxter County Tax Collector	\$ 92,816.40
1	1000.0104 County Tax Collector	Chief Deputy	\$ 72,117.86
4	1000.0104 County Tax Collector	Deputy Collector	\$ 208,645.64
6			\$ 373,579.90

### 1000.0105 County Assessor

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0105 County Assessor	Baxter County Assessor	\$ 92,816.40
3	1000.0105 County Assessor	Chief Deputy	\$ 155,794.54
5	1000.0105 County Assessor	Deputy Assessor	\$ 225,010.01
2	1000.0105 County Assessor	GIS Technician	\$ 102,409.48
2	1000.0105 County Assessor	Temporary Deputy Assessor **both positions expire on 01/11/2025**	\$ 8,072.00
11			\$ 584,102.43

### 1000.0111 County Building & Grounds

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0111 Building & Grounds	Manager	\$ 57,300.70
1	1000.0111 Building & Grounds	Assistant	\$ 44,953.06
4	1000.0111 Building & Grounds	Maintenance Worker	\$ 160,078.24
6			\$ 262,332.00

### 1000.0115 County Information Technology

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0115 Information Technology	It Manager	\$ 72,273.60
1	1000.0115 Information Technology	IT Technician	\$ 47,111.11
2			\$ 119,384.71

### 1000.0140 County Human Resources

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0140 Human Resources	Human Resources Director	\$ 64,064.09
1			\$ 64,064.09

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1000.0151 County Maintenance Shop			
N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0151 County Maintenance Shop	Foreman	\$ 53,785.51
5	1000.0151 County Maintenance Shop	Mechanic	\$ 237,869.35
6			\$ 291,654.86

1000.0400 Sheriff's Office			
N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0400 County Sheriff	Baxter County Sheriff	\$ 106,294.80
1	1000.0400 County Sheriff	Chief Deputy/ Captain	\$ 80,177.69
1	1000.0400 County Sheriff	CID Lieutenant	\$ 64,337.11
1	1000.0400 County Sheriff	CID Sergeant	\$ 62,290.30
5	1000.0400 County Sheriff	CID Investigator	\$ 281,038.46
1	1000.0400 County Sheriff	CID Secretary	\$ 42,683.76
1	1000.0400 County Sheriff	Patrol Lieuenant	\$ 69,587.64
4	1000.0400 County Sheriff	Patrol Sergeant	\$ 254,789.93
4	1000.0400 County Sheriff	Patrol Corporal	\$ 227,068.92
10	1000.0400 County Sheriff	Patrol Deputy	\$ 467,545.18
1	1000.0400 County Sheriff	Support Services Lieutenant	\$ 68,786.71
1	1000.0400 County Sheriff	Support Services Sergeant	\$ 59,042.09
1	1000.0400 County Sheriff	Support Services Corporal	\$ 62,223.55
5	1000.0400 County Sheriff	Support Services Deputy	\$ 247,177.01
1	1000.0400 County Sheriff	Office Manager Lieutenant	\$ 63,024.48
4	1000.0400 County Sheriff	Secretary	\$ 174,806.42
0.5	1000.0400 County Sheriff	IT Administrator	\$ 31,376.70
42.5			\$ 2,362,250.75

1000.0409 10th District Court			
N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0409 10th District Court	Probation Officer	\$ 49,669.63
1			\$ 49,669.63

1000.0415 Juvenile Services			
N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0415 Juvenile Services	Director	\$ 71,250.19
3	1000.0415 Juvenile Services	Probation Officer	\$ 163,737.08
4	1000.0415 Juvenile Services	Intake Officer	\$ 217,500.33
8			\$ 452,487.60

1000.0416 Prosecuting Attorney			
N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
2	1000.0416 Prosecuting Attorney	Administrative Assistant	\$ 116,425.72
1	1000.0416 Prosecuting Attorney	Program Coordinator	\$ 48,179.02
1	1000.0416 Prosecuting Attorney	Secretary	\$ 45,442.52
4			\$ 210,047.26

1000.0419 County Coroner			
N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0419 County Coroner	County Coroner	\$ 92,816.40
1	1000.0419 County Coroner	Chief Deputy	\$ 50,359.32
2			\$ 143,175.72

1000.0500 Office of Emergency Management			
N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0500 OEM	Director	\$ 57,634.42
1	1000.0500 OEM	Safety & Risk Mgmt Coordinator	\$ 49,447.15
2			\$ 107,081.57

**1000.0800 Veteran's Services**

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0800 Veteran's Services	Veteran's Services Officer	\$ 50,670.79
<b>1</b>			<b>\$ 50,670.79</b>

**1000.0900 Airport**

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	1000.0900 Airport	Manager	\$ 55,164.89
1	1000.0900 Airport	Maintenance	\$ 42,394.54
<b>2</b>			<b>\$ 97,559.43</b>

**1800.0191 Animal Control**

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
2	1800.0191 Animal Control	Warden	\$ 83,543.18
<b>2</b>			<b>\$ 83,543.18</b>

**2000.0200 County Road & Bridge**

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	2000.0200 Road and Bridge	Superintendent	\$ 68,802.91
1	2000.0200 Road and Bridge	Assistant Superintendent	\$ 61,817.04
2	2000.0200 Road and Bridge	Foreman	\$ 118,583.78
17	2000.0200 Road and Bridge	Road Tech II	\$ 803,425.18
15	2000.0200 Road and Bridge	Road Tech I	\$ 653,916.67
2	2000.0200 Road and Bridge	Quarry Technician	\$ 85,856.98
1	2000.0200 Road and Bridge	Office Manager	\$ 50,359.32
<b>39</b>			<b>\$ 1,842,761.88</b>

**3006.0101 Recorder's Cost Fund**

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
4	3006.0101 Recorder's Cost Fund	Deputy Clerk of Courts	\$ 190,291.03
1	3006.0101 Recorder's Cost Fund	Deputy Clerk - Recording	\$ 45,576.00
<b>5</b>			<b>\$ 235,867.03</b>

**3020.0501 911**

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
10	3020.0501 911	911 Telecommunicator	\$ 421,655.76
<b>10</b>			<b>\$ 421,655.76</b>

**3401.0418 County Jail**

N. of Employees	Department	Classification(Job Title)	2025 Annual Salary (Projected)
1	3401.0418 County Jail	Jail Lieutenant	\$ 59,131.08
4	3401.0418 County Jail	Jail Sergeant	\$ 207,290.45
4	3401.0418 County Jail	Jail Corporal	\$ 179,791.92
2	3401.0418 County Jail	Jail Nurse	\$ 130,214.32
1	3401.0418 County Jail	Jail Secretary	\$ 48,067.78
1	3401.0418 County Jail	Warrant/Jail Training Corporal	\$ 45,915.77
2	3401.0418 County Jail	Jail Transport Deputy	\$ 91,898.28
16	3401.0418 County Jail	Jailer	\$ 739,376.79
0.5	3401.0418 County Jail	IT Administrator	\$ 31,376.70
<b>31.5</b>			<b>\$ 1,533,063.09</b>

approp. ord. # 2



# BAXTER COUNTY GOVERNMENT



## Pay Scale

County Judge	Starting Rate
County Administrator	\$25.50
Executive Secretary	\$17.50
County & Circuit Clerk	Starting Rate
Chief Deputy Clerk	\$21.50
Payroll Administrator	\$20.50
Election Coordinator	\$20.50
Administrative Assistant	\$20.50
Deputy Clerk - Accounts Payable	\$18.50
Deputy Clerk - Voter Registration	\$18.50
Deputy Clerk - Recording	\$18.50
Deputy Clerk - Courts	\$18.50
Deputy Clerk - General	\$18.50
County Collector	Starting Rate
Chief Deputy Collector/Office Administrator	\$21.50
Deputy Collector - Office Coordinator	\$19.50
Deputy Collector - DAV Specialist	\$18.50
Deputy Collector - Debt Specialist	\$17.50
Deputy Collector - Tax Enforcement Specialist	\$17.50
County Assessor	Starting Rate
Chief Deputy Assessor	\$21.50
Deputy Assessor - Real Estate/GIS	\$18.50
Deputy Assessor - Personal Property	\$17.50
County Treasurer	Starting Rate
Chief Deputy Treasurer	\$21.50
County Coroner	Starting Rate
Chief Deputy Coroner	\$21.50
Information Technology	Starting Rate
Information Technology Manager	\$22.50
Information Technology Technician	\$19.50
Human Resources	Starting Rate
Human Resources Director	\$22.50
Veterans Services	Starting Rate
Veterans Services Officer	\$17.50

Juvenile Services	Starting Rate
Juvenile Services Director	\$22.50
Probation Officer	\$18.50
Intake Officer	\$17.50
Building & Grounds	Starting Rate
Building & Grounds Manager	\$21.50
Building & Grounds Assistant	\$17.50
Building & Grounds Night Lead	\$17.50
Building & Grounds Maintenance	\$16.50
10th District Court	Starting Rate
Probation Officer	\$18.50
Public Defender	Starting Rate
Secretary	\$16.50
Prosecuting Attorney	Starting Rate
Administrative Assistant	\$18.50
Secretary	\$16.50
OEM	Starting Rate
OEM Director	\$22.50
Safety Coordinator	\$18.50
Airport	Starting Rate
Airport Manager	\$20.50
Airport Maintenance	\$16.50
911 Department	Starting Rate
PSAP Coordinator	\$20.50
Telecommunicator	\$16.50
Road & Bridge	Starting Rate
Superintendent	\$24.50
Assistant Superintendent	\$22.50
Foreman	\$21.50
Office Manager	\$18.50
Mechanic	\$18.50
Road Technician II	\$18.50
Road Technician I	\$17.50
Quarry Technician	\$17.50

Baxter County Government  
Revised December 2023

## Baxter County Sheriff's Office Pay Scale 2025

Job Position	2025 Starting Pay	Starting wage can be + 3 % for every 2-years of experience up to maximum of 24%
Captain - Chief Deputy	Salary \$27.25	6% minimum increase for promotion 9% maximum decrease for demotion
Lieutenant - Jail Administrator	Salary Optional per Sheriff \$22.75	
Lieutenant - Patrol	Salary Optional per Sheriff	
Lieutenant - CID	Salary Optional per Sheriff	
Lieutenant - Support Services	Salary Optional per Sheriff	
Office Manager	Salary Optional per Sheriff	
IT Administrator	Salary Optional per Sheriff \$28.25	
Nurse/LPN - Jail	Salary Optional per Sheriff \$23.00	
Sergeant - Jail	\$20.25	90 day probation increase only for new hires, not promotions or transfers
Sergeant - Patrol		
Sergeant - CID		
Sergeant - Support Services		
Transport Deputy - Jail	\$19.50	
Corporal - Patrol		
Corporal Support Services		
Corporal - Jail		
Corporal Warrants/Training Deputy Jail		
Investigator - CID	\$19.00	
Deputy - Support Services		
Deputy - Patrol		
Deputy - Administration		
Part-time Deputy or Investigator	\$18.25	
Animal Control Warden	\$18.00	
Jailer / Dispatcher	\$18.00	
Part-Time Jailer/Dispatcher	\$17.25	
Secretary - Administration	\$16.25	
Secretary - CID		
Secretary - Jail		

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