

Scott County Board of Supervisors
March 10, 2016 5:00 p.m.

The Board of Supervisors met pursuant to adjournment with Kinzer, Sunderbruch, Holst, Hancock and Earnhardt present. The Board recited the pledge of allegiance.

Moved by Sunderbruch, seconded by Earnhardt approval of the minutes of the February 25, 2016 Regular Board Meeting and the minutes of the March 8, 2016 Committee of the Whole Meeting. All Ayes.

Moved by Earnhardt, seconded by Kinzer that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) That the Board of Supervisors approve the IDOT contract for use of Farm-to-Market Funds for the HMA Resurfacing Project: FM-C082(56)-55-82 [Y-48 - From F-65 North to F-58]. 2) That the Chairperson be authorized to sign the contract document on behalf of the Board. 3) That this resolution shall take effect immediately.

Moved by Earnhardt, seconded by Holst that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) That a public hearing be held at the regular meeting on March 24, 2016 in the Scott County Board Room at 5:00 p.m. to consider the recommendation of the Planning and Zoning Commission on the adoption of proposed amendments to the Scott County Comprehensive Plan and the Scott County Zoning Ordinance. 2) This resolution shall take effect immediately.

Moved by Earnhardt, seconded by Kinzer that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) As the local governing body responsible for the approval of subdivision plats within its unincorporated jurisdiction, the Scott County Board of Supervisors has, on this 10th day of March, 2016, considered the Final Plat known as Eagle Ridge Heights. Said Plat is a subdivision being formerly a part of Lot 1 of Little Acres Second Addition, located in the SW $\frac{1}{4}$ NW $\frac{1}{4}$ of Section 21 of Township 80 North, Range 3 East of the 5th Principal Meridian (Winfield Township). Scott County, Iowa. The Scott County Board of Supervisors, having found said Plat to be in substantial compliance with the provisions of Chapter 354, Code of Iowa, and the Scott County Subdivision and Zoning Ordinances, does hereby approve the Final Plat of Eagle Ridge Heights. 2) The Board Chairman is authorized to sign the Certificate of Approval on behalf of the Board of Supervisors and the County Auditor to attest to his signature. 3) This Resolution shall take effect immediately.

Moved by Kinzer, seconded by Earnhardt that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) That General Policy 14 "Use of County Owned Facilities" updates the policy by adding language on employee responsibilities regarding their ID/access card. 2) This resolution shall take effect immediately.

Moved by Kinzer, seconded by Earnhardt that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) The hiring of Benjamin Leture for the position of Golf Maintenance Technician in the Conservation Department at the entry level rate.

Moved by Holst, seconded by Sunderbruch that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) The 2014 property taxes, due September 2015 and March 2016 including interest and penalties for Dwight Bishop, 2623 College Avenue, Davenport, Iowa, in the amount of \$1,770.00 are hereby suspended. 2) That the County Treasurer is hereby directed to suspend collection of the above stated taxes, assessments, and rates or charges, including interest, fees, and costs, thereby establishing a lien on said property as required by law, with future collection to include statutory interest. 3) This resolution shall take effect immediately.

Moved by Holst, seconded by Kinzer that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) The second half of the 2014 property taxes due March 2016 for Joanna Graller, 1019 West 15th Street, Davenport, Iowa, Parcel: G0015-27B in the amount of \$700.00 are hereby suspended. 2) The County Treasurer is hereby requested to suspend the collection of the above stated taxes thereby establishing a lien on said property as required by law with future collection to include statutory interest, if any. 3) This resolution shall take effect immediately.

Moved by Holst, seconded by Earnhardt that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) That the Multi-Year Contractual Agreement between Scott County, Scott County Board of Health and MEDIC EMS is hereby approved. 2) That the chairman is hereby authorized to sign said agreement. 3) This resolution shall take effect immediately.

Moved by Sunderbruch, seconded by Holst that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) That the MorphoTrak LiveScan Equipment and Interface is hereby approved as presented in the amount of \$50,746.00. 2) This resolution shall take effect immediately.

Moved by Sunderbruch, seconded by Kinzer that the following resolution be approved. Supervisor Holst spoke in opposition of the Assurances and Certification terms of the Iowa Homeland Security Grant for this resolution. Four Ayes, with Holst voting Nay.

BE IT RESOLVED: 1) That the Board hereby approves the purchase of the Quad City Bomb Squad vehicle for \$137,978.00 through LDV, Inc. with the funds from the Iowa Department of Homeland Security & Emergency Management grant. 2) That the Board approves purchase of this vehicle. 3) That the Sheriff is approved to order and purchase this vehicle. 4) This resolution shall take effect immediately.

Moved by Sunderbruch, seconded by Earnhardt that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) That the annual maintenance renewal for GIS software suite with ESRI, Inc. in the amount of \$22,300.00 is hereby approved. 2) That a purchase order shall be issued for said amount for the annual maintenance renewal for GIS software suite in the amount of \$22,300.00 (further described in ESRI, Inc. quote # 25722205). 3) This resolution shall take effect immediately.

Moved by Sunderbruch, seconded by Holst that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) The Fiscal Year 2017 salary schedule for Elected County Officials as recommended by the Scott County Compensation Board is hereby approved as follows:

| <u>Position</u> | <u>Annual Salary (effective 7/1/16)</u> |
|------------------------------------|---|
| Auditor | \$ 84,000 |
| County Attorney | \$145,200 ¹ |
| Recorder | \$ 84,000 |
| Sheriff | \$109,200 |
| Treasurer | \$ 84,000 |
| Board Member, Board of Supervisors | \$ 42,200 |
| Chair, Board of Supervisors | \$ 45,200 |

2) The Fiscal Year 2017 salary schedule for Deputy Office Holders is hereby approved as follows:

| <u>Position</u> | <u>Annual Salary (effective 7/1/16)</u> |
|--------------------------------|---|
| Deputy Auditor – Tax (75%) | \$ 63,000 |
| First Assistant Attorney (85%) | \$123,420 ¹ |
| Second Deputy Recorder (85%) | \$ 71,400 |
| Chief Deputy Sheriff (85%) | \$ 92,820 |

3) It is understood that in those positions referenced herein are salaried employees and are not paid by the hour. 4) This resolution shall take effect July 1, 2016.

1. Salary may need to be reduced depending on Judicial Branch setting of District Court Judge's salary pursuant to Iowa Code 331.752(2)

Moved by Sunderbruch, seconded by Earnhardt that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) The salary ranges for County positions included in the Non-represented group shall be adjusted on July 1, 2016 by increasing the salary range midpoint by two percent (2%). 2) For the purpose of determining an hourly rate of pay for the Non-represented group, the annual base salary shall be divided by 2,080 hours. 3) The top of the salary schedule for Seasonal Health Worker, Planning Intern, Enforcement Aide and Seasonal Maintenance Worker (Roads) in the Z schedule of the pay plan shall be increased by two percent (2%). 4) The hourly rate for the part-time LPN and RN/EMT-P for the Immunization Clinic and Jail Health in the Z schedule of the pay plan shall be increased by two percent (2%). 5) This resolution shall take effect July 1, 2016.

Moved by Sunderbruch, seconded by Earnhardt that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) That a new department Budget and Administrative Services be created, upon passage and publication of an ordinance and include the positions of Budget and Administrative Services Director; ERP/ECM Budget Analyst, Purchasing Coordinator, and Administrative Assistant – Administration. That the table of organizations for said department, Administration and FSS be reflected accordingly .2) In the Budget and Administrative Services Department the position of Budget Manager (1.0 FTE) is hereby changed to Budget & Administration Director and upgraded from 597 to 657 Hay points. 3) That the table of organization for the Attorney's Office increased by up to 3.00 FTE Attorney II (total 7.0 FTE) to reflect the increased pay of the those prosecuting major crimes and the decrease of up to 3.0 FTE of Attorney I (total 7.0 FTE). In no case shall the number of Attorney II positions exceed 7.0 FTE (3 in supervisory positions, 1 Corporation Counsel and up to 3 prosecuting major crimes) or the combined total of Attorney I and Attorney II positions exceed 14.0 FTE. 4) In the Conservation Department the position of Equipment Specialist (West Lake Park) (1.0 FTE) is hereby changed to Equipment Specialist/Crew Leader and upgraded from 187 to 220 Hay Points. 5) That the table of organization for the Conservation Department be decreased by 1.0 FTE to reflect the elimination of the position of Golf Course Superintendent. 6) That the table of organization for the FSS Department be decreased by 1.0 FTE to reflect the elimination of the position of Operations Manager. 7) That the table of organization for the FSS Department be increased by 0.75 FTE to reflect the addition of the position of Maintenance Worker. 8) That the table of organization for the FSS Department be increased by 0.45 FTE to reflect the addition of the position of Custodial Worker. 9) That the table of organization for the IT Department be decreased by 0.4 FTE to reflect the elimination of the position of Clerk III. 10) That the table of organization for the Juvenile Detention Center be modified to reflect the addition of a full

time (1.0 FTE) Detention Youth Counselor and the elimination of 0.6 FTE part-time Detention Youth Counselor for a total of 12.4 FTE Total. 11) In the Secondary Roads Department the position of Service Technician (1.0 FTE) shall hereby be created at 143 Hay points. 12) That the table of organization for the Sheriff's Office be increased by 0.8 FTE to reflect the addition of hours being utilized by the Bailiffs, thereby adding two part-time 0.4 FTE Bailiff's for a total hours reflecting 12.4 FTE Bailiffs. 13) This resolution shall take effect July 1, 2016. However, paragraph 6 shall take effect upon passage of the resolution. However, paragraph 1 & 2 shall not take effect until July 1, 2016 and passage/publication of related ordinance. However, paragraphs 7 and 8 shall not take effect until March 1, 2017 or to coincide with the opening of the Patrol Facility.

Moved by Sunderbruch, seconded by Holst the first of three readings of an ordinance amending Chapter 3 "Appointed Officers and Departments" of the Scott County Iowa Code. Roll Call: All Ayes.

AN ORDINANCE AMENDING CHAPTER 3 APPOINTED OFFICERS AND DEPARTMENTS OF THE SCOTT COUNTY IOWA CODE, BY AMENDING NUMEROUS SECTIONS THERETO

BE IT ENACTED BY THE BOARD OF SUPERVISORS OF SCOTT COUNTY IOWA:

Section 1. That Chapter 3 of the Scott County Iowa Code, be and the same is hereby amended to read as follows:

SECTIONS:

- 3-1. OFFICE OF THE ADMINISTRATOR
- 3-2. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE COUNTY ADMINISTRATOR
- 3-3. DEPARTMENT OF INFORMATION TECHNOLOGY
- 3-4. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF INFORMATION TECHNOLOGY
- 3-5. DEPARTMENT OF FACILITIES AND SUPPORT SERVICES
- 3-6. AUTHORITY, DUTIES, AND RESPONSIBILITIES OF THE DIRECTOR OF FACILITIES AND SUPPORT SERVICES
- 3-7. DEPARTMENT OF COMMUNITY SERVICES
- 3-8. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF COMMUNITY SERVICES
- 3-9. DEPARTMENT OF HUMAN RESOURCES
- 3-10. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE HUMAN RESOURCES DIRECTOR
- 3-11. DEPARTMENT OF PLANNING AND DEVELOPMENT
- 3-12. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF PLANNING AND DEVELOPMENT
- (NEW) 3-13 DEPARTMENT OF BUDGET AND ADMINISTRATIVE SERVICES
- (NEW) 3-14 AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF BUDGET AND ADMINISTRATIVE SERVICES
- (NEW) 3-13 JUVENILE DETENTION CENTER

(NEW) 3-14 AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE
JUVENILE DETENTION CENTER DIRECTOR

NOTE: COUNTY ENGINEER - SEE CODE OF IOWA SECTION 309.16
THROUGH 309.21

Section 2. That Section 3-2 of the Scott County Iowa Code, be and the same is hereby amended to read as follows:

SEC. 3-2 AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE COUNTY
ADMINISTRATOR

A. The County Administrator serves as the principal advisor to the Board of Supervisors in all matters relating to the overall management of county government operations.

B. The County Administrator shall have direct administrative authority over all operating departments within the scope of responsibility of the Board of Supervisors.

C. The County Administrator shall prescribe the accepted standards of administrative practice for all operating departments within the scope of responsibility of the Board of Supervisors.

D. The County Administrator shall execute and enforce all resolutions and orders of the Board of Supervisors and see that all laws required to be enforced through the Board of Supervisors or by operating departments subject to its control are faithfully executed.

E. The County Administrator is authorized by the Board of Supervisors to take any reasonable ministerial action necessary in carrying out the responsibilities assigned to him, and to act at his discretion, upon matters not covered by Board policy or strictly prohibited by the Code of Iowa or this code. Such action will be reported to the Board of Supervisors as soon as practicable thereafter.

F. The County Administrator may delegate to appropriate department heads or professional staff members the authority to discharge certain duties and responsibilities vested in him by the Board of Supervisors. However, the delegation of such authority does not relieve the County Administrator of ultimate accountability and responsibility.

G. The County Administrator shall be responsible for the preparation, review and submission (in conjunction with the County Auditor as provided by the Code of Iowa) of a proposed annual operating budget plan for consideration by the Board of Supervisors. As such, a copy of the budget requests of all operating departments, including those under the direction of other elected county officials, and appointed boards, commissions, or other agencies receiving County funding, shall be submitted to the County Administrator in accordance with an annual budget planning calendar and in compliance with such dates and dead-lines as identified in the Code of Iowa. All departmental budget requests shall be in the format and contain such content as prescribed by the County Administrator.

H. The County Administrator shall be responsible for the development of all proposed capital program plans and the financing thereof, for consideration by the Board of Supervisors. He shall further be responsible for the execution of, and status reporting for all capital projects approved by the Board of Supervisors.

I. The County Administrator or his designee shall have access to the books and papers of all operating departments, for purposes of gathering appropriate data required

in support of the execution of the official duties of the Administrator's Office or in compliance with specific directions of the Board of Supervisors.

J. The County Administrator is responsible for periodic reporting of the status of the certified or amended annual operating budget, as well as the status of all active funds. Such reporting shall be done in cooperation with the appropriate elected officials having statutory authority and/or responsibility.

K. The County Administrator is responsible for the review and recommendation of all County operating department personnel appointments and other personnel items to be brought before the Board of Supervisors for their consideration and action.

L. The County Administrator shall have the authority to fill vacancies in authorized positions below department head level, within the limitations of budget funding and in conformance with established personnel policies. Such personnel appointments shall be filed bi-weekly in conjunction with Board of Supervisors meetings.

M. The County Administrator shall be authorized to approve compensation step increases that are in conformance with personnel policies.

N. The County Administrator is responsible for the review and assessment of all administrative matters to be considered by the Board of Supervisors. All administrative items to be considered by the Board of Supervisors shall be forwarded to the Chairman of the Board of Supervisors by the County Administrator for purposes of assigning to the appropriate committee for consideration.

O. The County Administrator may recommend appropriate administrative organizational structures and/or administrative reorganizations as he deems necessary for the efficient and effective operation of County government.

P. The County Administrator may recommend policy to the Board of Supervisors.

Q. The County Administrator shall be responsible for the management of all County facilities, except as responsibility for specific facilities is otherwise entrusted to county elected officials pursuant to the Code of Iowa.

R. The County Administrator shall be responsible for acquisition of all County goods and services in the most cost effective manner as possible, and in accordance with policies and procedures established by the Board of Supervisors and the State of Iowa.

S. The County Administrator shall present to the Board of Supervisors a recommended candidate for all department head position vacancies. The County Administrator will use a broad-based advisory selection committee represented by at least three elected office holders and three department heads in an advisory capacity during the selection process. The final decision relative to filling department head vacancies shall be made by the Board of Supervisors based upon the aforementioned selection process. For purposes of this section department head positions include the Director of Information Technology, Director of Facilities and Support Services, Director of Community Services, Director of Human Resources, Director of Planning and Development, Juvenile Detention Center Director, Director of Budget and Administrative Services and County Engineer. The advisory selection committee members may also include the Health Department Director, or Conservation Director.

T. The County Administrator may, under the general direction of the Board of Supervisors, bring together various county elected office holders, departments, and agencies to work together on common problems, issues, or opportunities.

U. The County Administrator may, under the general direction of the Board of Supervisors, represent the Board of Supervisors in meetings with the following: elected office holders; county agencies not under the direct responsibility of the Board of Supervisors; local, state, and federal officials and agencies; community groups and agencies; and the general public.

V. The County Administrator has the authority to terminate employees, including department heads, of Departments of County Government not under the direct control of an elected official. Terminations of employees, other than department heads and employees covered by a collective bargaining agreement, shall be subject to the grievance procedure set forth in Scott County Policy S. Terminated department heads shall begin the grievance procedure at Step 4 of Policy S.

Section 3. That Section 3-3 of the Scott County Iowa Code, be and the same is hereby amended to read as follows:

SEC. 3-3. DEPARTMENT OF INFORMATION TECHNOLOGY

A. There shall be a Department of Information Technology responsible for coordination and monitoring of the County's information technology functions including technology needs assessment, development and support of in-house or third party computer applications and management of County's LAN/WAN network.

B. The Department of Information Technology shall be headed by a Director appointed by the Board of Supervisors.

C. The Director of Information Technology shall report to and be accountable to the County Administrator for the performance of the department's duties and responsibilities.

D. The Director of Information Technology shall be a full time employee of the County.

Section 4. That Section 3-5 of the Scott County Iowa Code, be and the same is hereby amended to read as follows:

SEC. 3-5. DEPARTMENT OF FACILITIES AND SUPPORT SERVICES

A. There shall be a Department of Facilities and Support Services responsible for the management of the County's physical facilities, including building maintenance, custodial services, building and parking lot security, records storage, space allocation planning, purchase card administrative functions, print shop and mailroom functions, administrative reception, and coordination of construction and remodeling projects.

B. The Department of Facilities and Support Services shall be headed by a Director appointed by the Board of Supervisors.

C. The Director of Facilities and Support Services shall report to and be accountable to the County Administrator for the performance of the department's duties and responsibilities.

D. The Director of Facilities and Support Services shall be a full time employee of the County.

Section 5. That Section 3-6 of the Scott County Iowa Code, be and the same is hereby amended to read as follows:

SEC. 3-6. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF FACILITIES AND SUPPORT SERVICES

A. The Director of Facilities and Support Services serves as the principal management official in the planning, direction, operation, and control functions of the Department of Facilities and Support Services.

B. The Director of Facilities and Support Services shall have direct administrative authority over the employees of the Department of Facilities and Support Services, including responsibility for administering collective bargaining agreements and County personnel policies as appropriate to the department.

C. The Director of Facilities and Support Services shall be responsible for the maintenance and upkeep of County buildings and grounds, including the development and implementation of preventative maintenance program.

D. The Director of Facilities and Support Services shall be responsible for the cleaning and custodial upkeep of County buildings.

E. The Director of Facilities and Support Services shall be responsible for developing, implementing and administering a program to provide adequate security of County buildings and parking lots.

F. The Director of Facilities and Support Services shall be responsible for developing recommendations in regard to space allocation in County buildings, and shall act as the liaison between the County and tenants in County buildings.

G. The Director of Facilities and Support Services shall be responsible for the coordination of planning, construction and remodeling projects as assigned by the County Administrator and/or the Board of Supervisors including the development of the multi-year Capital Improvements Plan.

H. The Director of Facilities and Support Services shall be responsible for developing, implementing and administering a program for the proper storage of County records.

I. The Director of Facilities and Support Services shall be responsible for the coordination and monitoring of various support services used by County offices and departments. These support services include: print shop and mail functions; inbound, outbound and inter-office mail; copier and records imaging coordination; and administration of County motor pool.

J. The Director of Facilities and Support Services shall be responsible for the performance of special projects as assigned from time to time by the County Administrator and/or the Board of Supervisors.

Section 6. That Section 3-7 of the Scott County Iowa Code, be and the same is hereby amended to read as follows:

SEC. 3-7. DEPARTMENT OF COMMUNITY SERVICES

A. There shall be a Department of Community Services overseeing activity in the area of human services. The department shall be responsible for providing emergency assistance to indigent persons in the County to ensure that they have adequate food, housing and medical services, for acting as advocate and liaison to County residents in County, State, or private institutions, for acting as conservator, guardian or payee for mentally incompetent residents of the County, for coordination of interdepartmental activities related to mental health, for acting as liaison with the County Commission on Veteran Affairs.

B. The Department of Community Services shall be headed by a Director appointed by the Board of Supervisors. The Director shall serve as the General Relief Director.

Section 7. That Section 3-9 of the Scott County Iowa Code, be and the same is hereby amended to read as follows:

SEC. 3-9. DEPARTMENT OF HUMAN RESOURCES

A. There shall be a Department of Human Resources responsible for the planning, development and administration of the County's personnel management program, including recruitment, performance appraisal, classification and compensation, training, collective bargaining negotiations and administration, administration of the employee benefits program for County employees and equal opportunity/affirmation action.

B. The Department of Human Resources shall be headed by a Director of Human Resources appointed by the Board of Supervisors.

C. The Director of Human Resources shall report to and be accountable to the County Administrator for the responsibilities.

D. The Director of Human Resources shall be a full time employee of the County.

Section 8. That Section 3-11 of the Scott County Iowa Code, be and the same is hereby amended to read as follows:

SEC. 3-11. DEPARTMENT OF PLANNING AND DEVELOPMENT

A. There shall be a Department of Planning and Development responsible for current and future land use and development planning; development and maintenance of the County rural address system; the disposition/maintenance of Scott County Industrial Park and tax deed properties; and building code administration.

B. The Department of Planning and Development shall be headed by a Director appointed by the Board of Supervisors.

C. The Director of Planning and Development shall report to and be accountable to the County Administrator for the performance of the department's duties and responsibilities.

D. The Director of Planning and Development shall be a full-time employee of the County.

Section 9. That Chapter 3 of the Scott County Iowa Code, be and the same is hereby amended by adding a new section 3-13 entitled Department of Budget and Administrative Services to read as follows:

3-13 Department of Budget and Administrative Services

A. There shall be a Department of Budget and Administrative Services responsible for the management of the County's fiscal internal control evaluation and development, budget and five year capital plan development, comprehensive annual financial reporting, municipal securities disclosure and debt covenant compliance, county-wide purchasing and purchase card administrative functions, administration of County ERP system, contract management, asset management, and fleet fiscal management.

B. The Department of Budget and Administrative Services shall be headed by a Director appointed by the Board of Supervisors.

- C. The Director of Budget and Administrative Services shall report to and be accountable to the County Administrator for the performance of the Department's duties and responsibilities.
- D. The Director of Budget and Administrative Services shall be a full time employee of the County.
- E. The Director of Budget and Administrative Services shall be responsible for preparing the comprehensive annual financial report to accounting principles generally accepted in the United States of America.
- F. The Director of Budget and Administrative Services shall be responsible for developing, implementing and administrating the annual budget and five year capital plan.
- G. The Director of Budget and Administrative Services shall be responsible for developing, implementing and administrating a central purchase function for all County elected officials and departments.
- H. The Director of Budget and Administrative Services shall be responsible for developing, implementing and maintaining an capital asset control system for all County equipment and property and providing appropriate interface with the County purchasing system.

Section 10. That Chapter 3 of the Scott County Iowa Code, be and the same is hereby amended by adding a new section 3-14 entitled Authority, duties and responsibilities of the Director of Budget and Administrative Services to read as follows:

3-14 Authority, duties and responsibilities of the Director of Budget and Administrative Services

- A. The Director of Budget and Administrative Services serves as the principal management official in the planning, direction, operation and control functions of the Department of Budget and Administrative Services, working closely with the operating departments and agencies of the County in all facets of the process.
- B. The Director of Budget and Administrative Services shall have direct administrative authority over the employees of the Budget and Administrative Services department including responsibility for administrating collective bargaining agreements and County personnel policies as appropriate to the Department.
- C. The Director of Budget and Administrative Services Director shall be responsible for monitoring revenues and expenditures of the approved County Budget and providing timely management financial reports including budget amendments respecting the same for the County Administrator. The Director will chair the County Financial Review Committee.
- D. The Director of Budget and Administrative Services shall be responsible for the procurement and administration of specialized accounting services such as the indirect cost plan, actuarial studies and bond compliance and reporting.
- E. The Director of Budget and Administrative Services shall be responsible for the performance of special projects as assigned from time to time by the County Administrator.
- F. The Director of Budget and Administrative Services shall be responsible for the preparation and coordination of the County annual financial report according to accounting principles generally accepted in the United States of America.

G. The Director of Budget and Administrative Services shall be the fiscal agent for the Eastern Iowa Mental Health Region which includes duties of procurement, accounts payable and preparation of the comprehensive annual financial report and other financial management duties. The Director of Budget and Administrative Services reports directly the Eastern Iowa Metal Health Board in these matters.

Section 11. That Chapter 3 of the Scott County Iowa Code, be and the same is hereby amended by adding a new section 3-15 entitled Juvenile Detention Center to read as follows:

- A. There shall be a Juvenile Detention Center that focuses on juvenile justice and ensures the safety and security of detainees housed at the facility.
- B. The Juvenile Detention Center shall be headed by a Director appointed by the Board of Supervisors.
- C. The Juvenile Detention Center Director shall report to and be accountable to the County Administrator for the performance of the department's duties and responsibilities.
- D. The Juvenile Detention Center Director shall be a full-time employee of the County.

Section 12. That Chapter 3 of the Scott County Iowa Code, be and the same is hereby amended by adding a new section 3-16 entitled Authority, duties and responsibilities of the Juvenile Detention Center Director to read as follows:

- A. The Juvenile Detention Center Director serves as the principal management official in the Juvenile Detention Center with direction, operation and control of the functions of the Juvenile Detention Center Director.
- B. The Juvenile Detention Center Director shall have direct administrative authority over the employees of the Juvenile Detention Center including responsibility for administrating collective bargaining agreements and County personnel polices as appropriate to the Department.
- C. The Juvenile Detention Center Director shall develop and implement policies and procedures to meet the changing needs, regulations and guidelines pertaining to the operation of the Center and supervision of its clients.
- D. The Juvenile Detention Center Director shall ensure appropriate coordination and performance of the admission, supervision and release of juveniles in accordance with Departmental and legislated procedures and guidelines.
- E. The Juvenile Detention Center Director shall ensure appropriate documentation of Center activities are logged and maintained for internal and external audit, including but, not limited to: detainee daily logs, medication records, visitation records, Child Nutrition Program, and court orders for placement or release.
- F. The Juvenile Detention Center Director shall participates on local juvenile justice committees to ensure the Center functions and community role is appropriately conveyed and provides coordination with other juvenile justice systems in the area.
- G. The Juvenile Detention Center Director shall create and conduct appropriate training for new and current staff to ensure adherence to regulatory requirements, departmental procedures and behavior management programs.

H. The Juvenile Detention Center Director shall administer the grievance procedures for detainees and investigates complaints in accordance with guidelines and takes appropriate action.

SEVERABILITY CLAUSE. If any of the provisions of this ordinance are for any reason illegal or void, then the lawful provisions of this ordinance, which are separable from said unlawful provisions shall be and remain in full force and effect, the same as if the ordinance contained no illegal or void provisions.

REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

EFFECTIVE DATE. This ordinance shall be in full force and effective after its final passage and publication as by law provided.

Moved by Sunderbruch, seconded by Earnhardt that the following resolution be approved. Roll Call: All Ayes except that Supervisor Holst voted nay on the Lodge design plans in the FY18-21 Capital Projects Program and the Patrol Center design plans in the FY17 Capital Projects Program.

BE IT RESOLVED: 1) The FY17 County Budget as presented by the County Administrator and as reviewed and considered by this Board is hereby adopted in the amount of \$80,568,437 (which includes the Golf Course Enterprise Fund in the amount of \$1,053,324, a non-budgeted fund for State certification purposes).

2) The total amount of service area:

| <u>Service Area</u> | <u>Amount</u> |
|-----------------------------------|---------------------|
| Public Safety & Legal Services | \$29,723,373 |
| Physical Health & Social Services | 6,559,546 |
| Mental Health, ID & DD | 5,070,706 |
| County Environment & Education | 4,845,056 |
| Roads & Transportation | 6,198,523 |
| Government Services to Residents | 2,431,520 |
| Administration (interprogram) | <u>11,039,710</u> |
| Subtotal Operating Budget | \$65,868,434 |
| Debt Service | 3,866,579 |
| Capital Projects | <u>9,780,100</u> |
| Subtotal County Budget | \$79,515,113 |
| Golf Course Operations | <u>1,053,324</u> |
| TOTAL | <u>\$80,568,437</u> |

3) The FY17 capital budget and FY18-21 capital program is hereby adopted. 4) The County Auditor is hereby directed to properly certify the budget as adopted and file with the records of her office and that of the State Department of Management as required by law. 5) This resolution shall take effect immediately.

Moved by Sunderbruch, seconded by Earnhardt a motion approving the filing of quarterly financial reports from various county offices. All Ayes.

Moved by Sunderbruch, seconded by Holst that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) That the appointment of John Schnekloth, Eldridge, Iowa, to the Benefited Fire District #3 for a three (3) year term expiring on April 1, 2019 is hereby approved. 2) This resolution shall take effect immediately.

Moved by Sunderbruch, seconded by Earnhardt that the following resolution be approved. All Ayes.

BE IT RESOLVED: 1) That the appointment of Merlyn Madden, Long Grove, Iowa, to the Benefited Fire District #4 for a three (3) year term expiring on April 1, 2019 is hereby approved. 2) This resolution shall take effect immediately.

Moved by Sunderbruch, seconded by Kinzer that the following resolution be approved. Roll Call: All Ayes.

BE IT RESOLVED: 1) The Scott County Board of Supervisors approves for payment all warrants numbered 274853 through 275107 as submitted and prepared for payment by the County Auditor, in the total amount of \$1,931,860.22. 2) This resolution shall take effect immediately.

Moved by Kinzer, seconded by Earnhardt a motion to adjourn. All Ayes.

Jim Hancock, Chair of the Board
Scott County Board of Supervisors

ATTEST: Roxanna Moritz
Scott County Auditor