

HUMAN RESOURCES DEPARTMENT

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Date: January 26, 2012
To: Dee F. Bruemmer, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Human Resources Policy Updates

I am recommending the following changes to the Administration Policies:

General Policy 1 “Board of Supervisors Appointments” updates the policy to reflect practice of informing the Board 3 months prior to the expiration of the appointment. This practice provides the Board time to reflect on the appointment and work toward requirement of achieving gender balance when appropriate.

General Policy 15 “Tax Abatement of Exempt Property” this creates a new policy to provide staff direction from the Board regarding requests for tax abatement by property owners. This periodically becomes an issue when property is transferred to a potentially exempt property owner but the application for exempt status has passed. It is the Board’s desire that these issues be addressed by the property owners at the time of transfer. This policy will serve as notice to property owners and clarify the issue for staff.

1. BOARD OF SUPERVISORS' APPOINTMENTS

POLICY

It is the policy of Scott County to ensure fair and unbiased selection of qualified applicants, along with gender balance, when considering appointments to Boards and/or Commissions. Additionally the County shall when required by law make specific appointments of individuals to positions as public officials.

SCOPE

This policy is applicable to individuals involved in the Boards and/or Commissions appointments process.

ADMINISTRATIVE PROCEDURES

- A. This appointment will be put on the Committee of the Whole agenda for review 3 months ~~discussion two to four weeks~~ prior to the term expiration. This will provide time for interested parties to step forward, review contributions of current appointment and the Board to seek gender balance when appropriate.
- B. In compliance with state law prior to making an appointment to a Board or Commission the Board of Supervisors shall consider the current gender balance of the Board or Commission. The Board of Supervisors will make a good faith effort of at least three months to appoint a qualified individual of the appropriate gender to fill a vacancy on a Board or Commission. When there are multiple appointing authorities the Board of Supervisors will coordinate with the other appointing authorities to avoid a violation of state law.
- C. The appointment will be formally approved at the formal meeting of the Board.
- D. In recognition of contributions made during years of dedicated service as an appointment to a Scott County Board or Commission, an individual who has served five years or more will receive a resolution approved by the Board of Supervisors upon ending their service as an appointment. This resolution will then

be presented to the individual at a Board of Supervisor's meeting when possible. An individual who has served less than five years will receive a letter of appreciation from the Board of Supervisors upon ending service as an appointment to the respective Board or Commission.

- E. The following list is a summary of Boards and Commissions and Public Officials to which the Board of Supervisors appoint members or individuals:

Boards and Commissions Appointments

Airport Zoning Commission
Airport Zoning Board of Adjustment
Benefited Fire District #1 (Princeton)
Benefited Fire District #2 (McCausland)
Benefited Fire District #3 (Eldridge)
Benefited Fire District #4 (Long Grove)
Benefited Fire District #5 (Donahue)
Benefited Fire District #6 (Walcott)
Building Board of Appeals
Board of Health
Civil Service Commission (2 out of 3 members)
~~Community Jail Alternatives Advisory Committee~~
Compensation Board (2 out of 7 members)
Condemnation Jury
Conservation Board
Judicial Magistrate Appointment Commission
Library Board
Mental Health/Mental Retardation Advisory Board
Planning and Zoning Commission
Public Safety Authority
Veterans Affairs Commission
Zoning Board of Adjustment

Individual Appointments to a Board or Commission

Bi-State Revolving Loan
Citizen's Advisory Board of the Mental Health Institute
Community Action of Eastern Iowa
County Assessor Examining Board
DHAC (Medic) Board
Generations Area Agency
Medical Examiner
Mississippi Valley Welcome Center

Quad City Convention and Visitors Bureau
Quad City Riverfront Council
~~Resource Conservation and Development (RC & D) Council~~
Vera French Mental Health Center
Weed Commissioner

Chair Appointments to a Board or Commission

Bi-State Regional Commission
City County School
Emergency Management Agency
Quad City ~~Development Group~~First
River Bend Transit
Rock Island Arsenal Development Group
Scott County REAP
Scott County Watershed
Seventh Judicial District Court Services Board
Region 9 Transportation
Urban Transportation
Waste Commission of Scott County
Workforce Development Region 9 Chief Elected Officials



**BOARDS & COMMISSION
PERSONAL DATA FORM**

Name: _____ Desired Board: _____

Address: _____

City: _____, IA Zip _____

Preferred Form of Contact:

Phone(s): _____ E-mail: _____

Geographic Location of Residence: City Rural/County

Gender: Female Male

Employer: _____

Address: _____

City: _____, State: _____ Zip _____

In order to assure compliance with Iowa Code §331.342 (Conflict of Interest); please list any businesses you have an ownership interest in that may contract with the County on occasion: _____

Please list any past governmental Boards, Commissions or Task Forces you've served on and the dates of service: _____

Please list any past volunteer experiences: _____

This form assists the Board of Supervisors in ensuring compliance with state law as it relates to gender balance and geographic balance when applicable.

Signature

Date: _____

15. Tax Abatement on Exempt Properties

POLICY

It is the policy of Scott County to obtain the full value of property taxes to be distributed to the county, cities, school district and other taxing authorities.

SCOPE

This policy is applicable to those County offices and departments involved in the tax abatement process.

ADMINISTRATIVE PROCEDURES

- A. The County recognizes its ability under Iowa Code Section 427.3 to abate property taxes in a situation where property may have been considered exempt under state code is transferred after the deadline to request exemption.
- B. The County recognizes that it does not have discretion to abate property taxes retroactively and that property owners who may qualify for exempt status under state law have an obligation to timely file an application for said status during the time of transfer of the property.
- C. The Board of Supervisors hereby notifies property owners and their representatives (e.g. real estate agents, bankers and lawyers) that properties transferred that may obtain or lose a tax exempt status need to make timely filings under the state law. That the Board will not abate taxes under its discretion under Iowa Code Section 427.3, therefore proper provisions should be considered at the time of closing or transfer of the property to pay future tax obligations of the property.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

February 2, 2012

APPROVING VARIOUS HUMAN RESOURCES AND GENERAL POLICIES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That General Policy 1 "Board of Supervisors' Appointments" is hereby modified to provide 90 day notice of expiration of term of appointments.

Section 2. That General Policy 15. "Tax Abatement on Exempt Properties" is a new policy regarding the denial of abatement of taxes for exempt properties.

Section 3. This resolution shall take effect immediately.