

TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
January 28 - February 1, 2013

Tuesday, January 29, 2013

Committee of the Whole - 8:00 am
Board Room, 1st Floor, Administrative Center

- ___ 1. Roll Call: Hancock, Minard, Sunderbruch, Cusack, Earnhardt

Facilities & Economic Development

- ___ 2. Approval of the first of two readings of ordinance to rezone a 4.72 acre parcel located in part of the SE $\frac{1}{4}$ SE $\frac{1}{4}$ and the SW $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 7 and part of the NW $\frac{1}{4}$ NE $\frac{1}{4}$ and the NE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 18 all in Pleasant Valley Township from conditional Commercial and Light Industrial (C-2), with a landscaping only use condition, to Commercial and Light Industrial (C-2), without a landscaping only use restriction. (Item 2)
- ___ 3. Approval of the second and final reading of ordinance to rezone approximately 5 acres from Agricultural-Preservation District (A-P) to Agriculture Service Floating Zone (A-F) in the southwesterly corner (precisely the west 600 feet of the south 365 feet) of the SW $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 18 in Butler Township. (Item 3)
- ___ 4. Approval of authorization for County Engineer to make necessary road closures. (Item 4)
- ___ 5. Approval of policy for Purchase of Right of Way for 2013. (Item 5)

Human Resources

- ___ 6. Approval of classification and staffing adjustments for FSS. (Item 6)
- ___ 7. Discussion of pending litigation pursuant to Iowa Code Section 21.5(1)(c). - CLOSED SESSION9:00 A.M.
- ___ 8. Approval of personnel actions. (Item 8)

Finance & Intergovernmental

- ___ 9. Approval of purchase of Websense Security Service. (Item 9)
- ___ 10. Approval of purchase of HP Server and Storage Maintenance. (Item 10)
- ___ 11. Approval of contract amendment with BerryDunn for ERP implementation and project oversight services. (Item 11)

- ___ 12. Approval of abatement of property taxes. (Item 12)
- ___ 13. Approval of boards and commission appointments. (Item 13)
- ___ 14. Approval of setting a public hearing for February 14 at 5:30 p.m. for an amendment to the County's current FY13 Budget. (Item 14)
- ___ 15. Approval of authorization for the filing and publication of the budget estimate for FY14 and setting a public hearing for February 14 at 5:30 p.m. (Item 15)
- ___ 16. Discussion of Administration FY14 budget presentation. 8:30 A.M.
- ___ 17. Other items of interest.

Thursday, January 31, 2013

**Regular Board Meeting - 5:30 pm
Board Room, 1st Floor, Administrative Center**

Prepared by: Scott County Planning and Development, 500 West Fourth Street, Davenport Iowa

SCOTT COUNTY ORDINANCE NO. 13-_____

AN ORDINANCE TO AMEND THE ZONING MAP BY REZONING APPROXIMATELY 4.72 ACRES IN SECTION 7, PLEASANT VALLEY TOWNSHIP FROM COMMERCIAL-LIGHT INDUSTRIAL (C-2) WITH A LANDSCAPING BUSINESS ONLY USE RESTRICTION, TO COMMERCIAL AND LIGHT INDUSTRIAL (C-2) WITHOUT ANY USE RESTRICTION, ALL WITHIN UNINCORPORATED SCOTT COUNTY.

BE IT ENACTED BY THE BOARD OF SUPERVISORS OF SCOTT COUNTY

IOWA:

Section 1. In accordance with Section 6-31 Scott County Code, the following described units of real estate are hereby rezoned from conditional Commercial and Light Industrial (C-2), with a landscaping business only use restriction, to Commercial and Light Industrial (C-2), without any use restriction to-wit:

Tract commencing at the Southwest corner of the Southeast Quarter (SE ¼) of Section Seven (7), Township Seventy-eight (78) North, Range Five (5) East of the 5th P.M.; thence East on the South line of said Section Seven (7) a distance of Nine Hundred Sixteen and Seventy-Four Hundredths (916.74) feet (deed) to the center line of Spencer Street and the point of beginning; thence North Thirty-Six (36) degrees West Twelve and Six tenths (12.6) feet along the center of Spencer Street; thence North Seventy (70) degrees Eighteen (18) minutes East One Hundred Sixty (160) feet; thence North Thirty-Six (36) degrees West Sixty (60) feet; thence North Seventy (70) degrees Eighteen minutes (18) East Two Hundred Sixty Six (266) feet; thence South Twenty-six (26) degrees, Six (6) minutes East Twenty-five and Two tenths (25.2) feet; thence North Seventy (70) degrees Eighteen (18) minutes East Five Hundred Fifteen and Fifty Hundredths (515.50) feet; thence South Thirty-five (35) degrees, Forty (40) minutes East Two Hundred Twenty-six and Eleven Hundredths (226.11) feet; thence South Seventy(70) degrees, Eight (08) minutes West Nine Hundred Thirty-five and Seventeen Hundredths (935.17) feet; thence North Thirty-six (36) degrees West One Hundred Eighty one and Sixty-Six (181.66) feet on the center line of said Spencer Street to the point of beginning, containing Four and Seventy-two Hundredths (4.72) acres.

And

That part of Lot Three (3) of the Subdivision of the Southeast Quarter (SE ¼) of Section Seven (7), in Township Seventy-eight (78) North, Range Five(5) East of the 5th P.M., Scott County, Iowa, which is particularly described as follows; Beginning at a point in the center of a public road and in the Southern line of the Right of Way of the Davenport, Rock Island & Northwestern Railway Company's right of way which point is One and Ten Hundredths (1.10) chains North Thirty Six(36) degrees West from a certain point in the section line(and in the center of said road) between Sections Seven(7) and Eighteen(18), in Township and Range aforesaid, which last named point is Thirteen and Eighty-nine(13.89) chains due East from the Northwest corner of the Northeast Quarter (NE ¼) of said Section Eighteen(18), thence running South Thirty-six (36) degrees East along the center of said road sixty (60) feet, thence running in an Easterly direction and parallel with the said South line of the right of way of said railroad company One Hundred Sixty (160) feet, thence North Thirty-six (36) degrees West Sixty(60) feet to the South line of said railroad right of way, thence Westerly along the South line of said railroad right of way One Hundred Sixty (160) feet to the place of beginning.

Section 2. This ordinance changing the above described land to Commercial Light Industrial (C-2) is approved as recommended by the Planning and Zoning Commission.

Section 3. The County Auditor is directed to record this ordinance in the County Recorder's Office.

Section 4. Severability Clause. If any of the provisions of this Ordinance are for any reason illegal or void, then the lawful provisions of the Ordinance, which are separate 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.

Section 5. Repealer. All ordinances or part of ordinances in conflict with the provisions of the Ordinance are hereby repealed.

Section 6. Effective Date. This Ordinance shall be in full force and effect after its final passage and publication as by law provided.

Approved this _____ day of _____ 2013.

Larry Minard, Chairman
Scott County Board of Supervisors

Roxanna Moritz, County Auditor

Prepared by: Scott County Planning and Development, 500 West Fourth Street, Davenport Iowa

SCOTT COUNTY ORDINANCE NO. 13-_____

AN ORDINANCE TO AMEND THE ZONING MAP BY REZONING APPROXIMATELY 5 ACRES MORE OR LESS IN SECTION 18, TOWNSHIP 80 NORTH, RANGE 4 EAST OF THE 5TH PRINCIPAL MERIDIAN (BUTLER) TOWNSHIP) FROM "A-P" AGRICULTURAL PRESERVATION DISTRICT TO "A-F" AGRICULTURE SERVICE FLOATING ZONE IN UNINCORPORATED SCOTT COUNTY WITH THE CONDITIONS OF THE SITE PLAN REVIEW

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

Section 1. In accordance with Section 6-31 Scott County Code, the following described unit of real estate are hereby rezoned from an "A-P" Agricultural Preservation District to "A-F" Agriculture Service Floating Zone with the conditions:

- 1) A permanent, secure, and lockable front gate must be constructed across the completed driveway entrance of the site.
- 2) The applicant shall install and maintain adequate security lighting for the site. Specifically, all buildings and storage areas shall be lit during nighttime hours, and all nighttime lighting shall be "full cut-off" in nature as well as designed to minimize light spillover across the property line. A lighting plan must be submitted prior to issuance of a building permit.
- 3) A landscaping plan shall be submitted prior to the issuance of a building permit. The plan must show how general site operations as well as any light spillover will be buffered from nearby properties. Special attention shall be paid to shielding the southern and western boundaries of the site, where the nearest residential properties are located. The landscaping plan shall include at least some evergreens or other non-deciduous plants which will provide buffering during all seasons. The plan may include any combination of plantings that achieve a reasonable buffering of the site during its operation.
- 4) Copies of any state and federal permits required to be held by Crop Production Services for this site shall be submitted to the Scott County Planning and Development Office prior to the issuance of a building permit.

that to wit:

The west 600 feet of the south 365 feet of the SW¹/₄SW¹/₄ of Section 18 in Butler Township (T80N, R4E)

Section 2. The County Auditor is directed to record this ordinance in the County Recorder's Office.

Section 3. Severability Clause. If any of the provisions of this Ordinance are for any reason illegal or void, then the lawful provisions of the Ordinance, which are separate 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.

Section 4. Repealer. All ordinances or part of ordinances in conflict with the provisions of the Ordinance are hereby repealed.

Section 5. Effective Date. This Ordinance shall be in full force and effect after its final passage and publication as by law provided.

Approved this day of , 2013

Larry Minard, Chairman
Scott County Board of Supervisors

Roxanna Moritz, Scott County Auditor

SCOTT COUNTY ENGINEER'S OFFICE

500 West Fourth Street
Davenport, Iowa 52801-1106

(563) 326-8640
FAX – (563) 326-8257
E-MAIL - engineer@scottcountyiowa.com
WEB SITE - www.scottcountyiowa.com



JON R. BURGSTRUM, P.E.
County Engineer

ANGELA K. KERSTEN, P.E.
Assistant County Engineer

BECKY WILKISON
Administrative Assistant

MEMO

TO: Dee F. Bruemmer
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJ: Resolution Authorizing Engineer to Make Necessary Road Closures

DATE: January 31, 2013

Resolution authorizing the County Engineer to make necessary road closures 2013 due to approved construction or maintenance projects on county roads and also any emergency closures as deemed necessary. Other road closures during the 2013 year for activities such as the Quad City Air Show and other community sponsored events will be handled by a separate resolution and are not included in this resolution

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

January 31, 2013

AUTHORIZATION FOR COUNTY ENGINEER TO MAKE NECESSARY ROAD CLOSURES.

WHEREAS, the Code of Iowa, Section 306.41, provides for the temporary closure of County Secondary Roads for various reasons and purposes.

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

SECTION 1 That the County Engineer be authorized to close Scott County Secondary Roads during the 2013 calendar year, as necessary, with the actual dates and times of closure to be determined by the County Engineer as follows:

For Construction: Any project as described in the approved "Scott County Secondary Roads Construction and Farm-to-Market Construction Program" and any supplements thereto.

For Maintenance: Any maintenance project or activity requiring the road to be closed.

For any emergency road closure of any route as deemed necessary by the County Engineer.

SECTION 2 That this resolution shall take effect immediately.

SCOTT COUNTY ENGINEER'S OFFICE

500 West Fourth Street
Davenport, Iowa 52801-1106

(563) 326-8640
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BECKY WILKISON
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MEMO

TO: Dee F. Bruemmer
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJ: Resolution Approving Policy for Purchase of Right of Way 2013

DATE: January 31, 2013

The County Assessor has provided a list of land purchases over the past year and we have determined a multiplier to determine the price of land when right-of-way is purchased by the County. With land prices rapidly increasing this factor is becoming quite significant; accordingly it is important that appropriate prices are being paid.

The factor in 2012 for land by easement or deed was 5.48 times the assessed valuation per acre. The 2013 factor will be 4.93 times the assessed valuation per acre.

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

Policy for Purchase of Right of Way for 2013

January 31, 2013

WHEREAS: The uniform treatment of landowners in right-of-way is of paramount importance, and

WHEREAS: Assurance must be given to the Iowa Department of Transportation that Scott County is in compliance with the provisions of the 1970 Uniform Relocation Assistance and Land Acquisition Policies Act,

NOW, THEREFORE BE IT RESOLVED by the Scott County Board of Supervisors on this thirty-first day of January, 2013, that the Scott County Engineer is authorized to purchase the necessary right-of-way for construction and maintenance during the calendar year 2013, using the values computed in accord with the following schedule of allowances:

SCHEDULE I - AGRICULTURAL LAND:

For land by easement or deed: 4.93 times the assessed valuation per acre as it currently exists at the time an offer is made.

SECTION II - RESIDENTIAL, COMMERCIAL OR INDUSTRIAL LAND:

For land by easement or deed, where such land is classified by the assessor as residential, commercial or industrial for zoning

purposes - generally the appraisal method will be used.

SECTION III - FEDERALLY FUNDED PROJECTS, FARM-TO-MARKET FUNDED PROJECTS, AND SPECIAL PURCHASES - APPRAISAL METHOD:

This section will only be utilized when the following conditions are determined to exist:

1. Where any buildings or special improvements or appurtenances exist on the parcel being taken.
2. Where there are definable damages to the remaining property.
3. Where federal funds or farm-to-market funds are involved requiring the complete appraisal method.
4. Where the parcel being taken is not representative of the total piece.
5. For properties as noted under Section II.

The County Engineer will seek two or more quotes for the service of an appraiser for the review by the Board of Supervisors prior to employment of an appraiser. The appraisal document will serve as the basis for purchase of the parcel.

SECTION IV - BORROW:

For land disturbed by reason of borrow or backslope: The value shall be based on the price per cubic yard of material taken - (\$0.30/cu.yd.). Agreement will also be made for the restoration of the area disturbed for borrow or backslope, either by removing and replacing 8 inches of top soil or by other appropriate measures, in accordance with Section 314.12, 1995 Code of Iowa. Compensation for crop loss or other land use loss in borrow or backslope areas will be determined based on the rental value for similar land in the area. If crops have been planted, payment

will be made to cover tillage cost, seed cost and fertilizer cost based on the pro-rated actual cost incurred. If the crop is harvested before the area is disturbed there will be no compensation for crop loss.

SECTION V - WATER LINES:

For existing privately owned water lines crossing the roadway: The total cost of any alterations required on the line within the new or existing right-of-way will be at the expense of the County.

SECTION VI - FENCES:

For the relocation of functional fences made necessary by the reconstruction of an existing roadway, a new fence will be allowed for all of the same type as the existing right-of-way fence. Allowances are \$25.00 per rod for woven wire, \$16.00 per rod for barbed wire. If no fence exists, no fence payment will be allowed. The length for payment will be the footage required to fence the new right-of-way. For relocating cross fences to the new right-of-way, the length of fence required to be moved shall be compensated at the rate for the same type of right-of-way fence above. For angle points introduced into the fence line by the design of the roadway, an allowance of \$166.00 for a two-post panel and \$260.00 for a three-post panel will be made.

NOTE: All salvage from the existing fence shall become the property of the property owner. Payment for fencing will be withheld until all existing fence has been removed and cleared from the right-of-way. If the fence or any part thereof is not removed at the time of construction, it will be removed by Scott

County or its contractor and a penalty of \$3.00 per rod assessed and deducted from the fence payment. For the removal of non-functional fences made necessary for the reconstruction of an existing roadway, the County will compensate the owner for his labor and equipment at the following rates:

Woven Wire	-	\$10.00 per rod
Barbed Wire	-	\$ 8.00 per rod

NOTE: All salvage from existing fence shall become the property of the owner. Payment for removal of non-functional fences will be withheld until all existing fences has been removed and cleared from the right-of-way. If fence or any part thereof is not removed at time of construction, it will be removed by Scott County or its contractor and the owner will forfeit any payment tendered for the fence.

DEFINITIONS:

Functional: In good state of repair and capable of containing livestock for which the fence was constructed.

Non-functional: In disrepair and incapable of containing the livestock for which the fence was constructed. Compensation for relocating fences of a type other than those described shall be negotiated.

SECTION VII - TREES AND SHRUBS:

For trees and ornamental shrubs which must be removed from the residence areas: compensation will be made on basis of appraisal by an arborist or by negotiation.

SECTION VIII - INCIDENTAL EXPENSES:

A lump sum of \$50.00 which shall compensate the owner for any

out-of-pocket expense incurred as a result of this transaction;
i.e., abstracting fees, postage, telephone, etc.

SECTION IX - EASEMENT PRIORITY AGREEMENTS:

Scott County will pay all costs assessed by mortgage holders in
executing "Easement Priority Agreements" for the easements
obtained under the terms of this policy.

SECTION X:

PASSED AND APPROVED this thirty-first day of January, 2013, by
the Scott County Board of Supervisors.

SECTION XI: This resolution shall take effect immediately.

Human Resources Department

600 West Fourth Street
Davenport, Iowa 52801-1030

Office: (563) 326-8767
Fax: (563) 328-3285
www.scottcountyiowa.com



Date: January 18, 2013

To: Dee F. Bruemmer, County Administrator

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

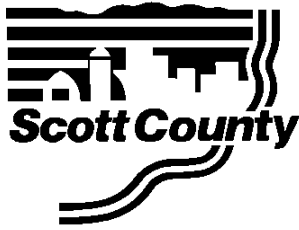
Subject: Organizational Change Recommendation - FSS

The following organizational change request was submitted outside of the budget process and will be considered per the County Classification and Compensation policy. In April 2012, the Board of Supervisors approved FSS to overfill the Maintenance Coordinator position for training purposes while the Custodial & Security Coordinator position remained vacant. During this time period Human Resources and FSS studied the position, various staffing options and as a result we are recommending the position be returned to Custodial Coordinator as it was prior to July 2005 and adjust the Hay points back to 198. The security responsibilities will be transferred within FSS to the Operation Manager. The Custodial Coordinator will be a working supervisor position with a schedule overlapping the Custodial Workers. Thus, the need for the Lead Custodial Worker position is no longer necessary and can be eliminated.

The recommended Hay point change, from 238 to 198, for the Custodial Coordinator position results in a pay range of \$34,394 (minimum), \$40,197 (midpoint) to \$46,227 (maximum). The wage scale decrease is \$3,227. The pay range for Lead Custodial Worker is \$29,682 - \$37,918. There are currently two incumbents in the Lead Custodial Worker position with wages of \$36,712 and \$37,856. Their pay will be red circled pursuant to Section 4.6 of the AFSCME contract, until the Custodial Worker scale catches up to their respective wages at the appropriate step. Currently the top wage for a Custodial Worker is \$36,400. While there will not be an immediate savings, the difference between the entry wages for the Lead Custodial Worker and the Custodian positions is \$2,184. The long term savings in salary and benefits is \$8,835 annually.

The recommended changes to the job descriptions are attached for your information. Upon approval of the Board, we will work with FSS to recruit for the Custodial Coordinator position.

Cc: Dave Donovan, FSS Director
Tammy Speidel, Operations Manager FSS



Rev. 11/07
Rev. 12/10
Rev. 12/12

SCOTT COUNTY JOB DESCRIPTION

Class Title: Custodial ~~and Security~~ Coordinator

Working Title: Same

Department: Facility & Support Services

Hay Point Value:

Job Summary

Coordinates daily activities of the custodial staff and work site clients in efforts to maintain a clean, sanitary and secure environment in County facilities. Provides supervision of custodial staff and worksite clients to ensure appropriate levels of work performance. Actively participates in management functions as a key member of the FSS management team ~~and coordinates facility maintenance efforts.~~ Assists with Provides project management, coordination and assistance in the planning and implementation phases of county or department projects. ~~Administers County security/access control system. Acts as department liaison on matters of building security and access control.~~ Performs a broad range of custodial duties as necessary.

Relationships

Reports to: Operations Manager

Supervises: ~~Lead Custodial Workers,~~ Custodial Workers and, worksite clients

Works with: Facility & Support Services staff, other County/State employees.

Physical/Environmental Conditions

Primarily indoor work. Incumbent is on-call for assistance 24 hours a day. Exposure to industrial strength cleaning solvents and related chemicals. May be exposed to angry/rude or potentially violent clients/customers in the course of maintaining facility and overseeing worksite program.

Major Duties/Performance Measures

1. Schedules and assigns work orders ~~in an effort~~ to utilize custodial staff in the most effective and efficient manner; to meet facility needs. Takes an active role as team participant and performs a wide range of custodial duties as necessary. Develops work order scheduling system for routine and non-routine work (i.e. carpet cleaning, floor care, etc.)
2. Monitors and reviews work performance of custodial staff and work site clients on a continuing basis and documents work performance in an appropriate manner. Participates in employee selection process ~~and makes hiring recommendations to Facility & Support Services Director~~. Provides coaching, conducts performance appraisals and takes appropriate corrective/disciplinary actions as necessary and reports the same to the Facility & Support Services ~~Director~~Operation Manager. Administers collective bargaining agreement as it relates to custodial staff. Acts to resolve employee complaints at the first step of the grievance procedure.
3. ~~Administers County security/access control system which includes determining proper security groups and access levels, coordinating access levels with departments, issuing cards, deactivating lost or stolen cards and monitoring card usage during and after hours to ensure proper usage and maintain building security.~~ Responsible for all ~~after hour's~~ security issues after hours with regards to scheduled and non-scheduled activity including securing buildings and accommodating meetings and building access.
4. Incumbent is a member of the Facility and Support Services management team. Actively participates in the development of department strategic and tactical planning including setting goals, objectives, master planning and priorities. Assists in development and implementation of departmental policy and procedures.
5. Develops and maintains computerized floor tracking system that allows for organized monitoring and time/expenditure evaluation of all hard and soft floor reconditioning projects. Presents same for quarterly budget ~~reporting indicator information.~~
6. Develops cleaning procedures and trains employees/work site clients to ensure proper use of cleaning solvents and equipment. Conducts periodic staff meetings to promote the use of effective safety and security methods.
7. Gathers required documentation to ensure materials are properly documented in MSDS system to meet Federal regulations for entire department. Reviews, updates and distributes every six months.
- ~~8.~~ Ensures prescribed access control and security procedures are followed by Lead Custodial Workers/Client Workers to maintain safety and security of facilities during and after custodial care.
- ~~9.~~
- ~~10.8.~~

~~11.9.~~ Develops and maintains computerized system to track inventory and supply expenditures. Ensures supplies are stocked and accessible for staff. Meets with product/equipment vendors as required to gather information, develop specifications and order custodial supplies; ~~and~~ submit recommendations to the Facility & Support Services Director for approval and requisition as necessary. ~~Plans for and approves expenditures for supplies and equipment. Presents expenditure and usage data for quarterly budget indicator reporting-reporting information. Reports expenditure and usage data for quarterly budget outcome measures.~~

~~12.10.~~ Develops and maintains a preventative maintenance system for all cleaning equipment. Repairs equipment when necessary; notifies Maintenance department for repairs beyond scope/ability in a timely manner.

~~13.11.~~ Monitors expenditures in supplies, equipment and overtime usage to ensure budgetary compliance. Assists in preparation of annual custodial services budget. Plans for major equipment purchases and future years operating budget as necessary. ~~Makes recommendations to Facility & Support Services Director. Assists the Facility & Support Services Director with the preparation of quarterly performance indicators.~~

~~14.12.~~ Oversees custodial worksite program in conjunction with the program coordinator(s). Evaluates client worker program to ensure productivity expectations and program parameters are met. Responsible for ensuring program supervision meets department requirements. Documents and communicates issues and concerns to the program coordinator(s) and the Facility & Support Services- ~~Management Team~~ Director.

~~15.13.~~ Provides courteous and tactful response to inquiries/complaints regarding custodial activities. Informs the Facility & Support Services Director of inquiries and action(s) taken.

~~16.14.~~ Performs other job-related duties as necessary or assigned.

Background Requisites

Education: High school diploma or GED required. Post high school technical or vocational training in ~~building maintenance~~ custodial services is required. Associates degree preferred.

Work Experience: Minimum of six (6) years of progressive responsibility in custodial service experience is required. Two (2) years of experience in a supervisory capacity is required.

Essential Skills:

- Must possess a valid Driver's License and pass an entrance background investigation.
- Ability to establish effective working relationships with supervisor, subordinates, all levels of County staff, vendors and outside contractors.

- Demonstrated ability to utilize personal computers and various software applications including but not limited to; electronic spreadsheet, word processing, calendar/scheduling programs and department specific software packages.
- Ability to utilize effective verbal, written and listening communication skills.
- Knowledge of and ability to operate institutional cleaning equipment such as: extractors, buffers, vacuum, burnisher, auto scrubbers, upholstery cleaners, wet/dry vacuum, carpet cleaners and power tools.
- Ability to supervise and review the work of others and provide feedback to improve/maintain appropriate levels of work performance.
- Ability to interpret and administer safety and security policies and procedures, including hazard communication [\(MSDS\), OSHA, and blood borne pathogens.](#)
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Self Development

Seeks out and attends appropriate workshops/seminars to enhance performance and stay abreast of industry trends.

Physical/Environmental Conditions

Primarily indoor work. Incumbent is on-call for assistance 24 hours a day. Exposure to industrial strength cleaning solvents and related chemicals. May be exposed to angry/rude or potentially violent clients/customers in the course of maintaining facility and overseeing worksite program.

Physical Ability Requirement(s)

[Frequently stands, bends, walks, lifts, climbs up and down six \(6\) flights of stairs.](#)

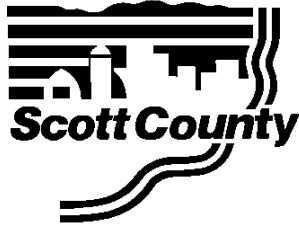
Occasionally climbs to a level of six (6) feet utilizing ladder. Operates commercial cleaning equipment weighing up to ninety (90) pounds. Utilizes a computer keyboard and mouse for typing and data entry.

~~Ability to frequently stand, bend, walk, lift and carry objects weighing up to 90 lbs. Ability to operate commercial cleaning equipment weighing up to ninety (90) pounds. Utilizes a computer keyboard for typing and data entry. We need to add same verbiage regarding climbing up to 6 flights of stairs to this job description. IN FACT, I think that with that addition, this should be the physical requirement for all of them. We will expect ALL people to utilize computers.~~

Prepared by: _____ Date: _____

[Custodial ~~& Security~~ Coordinator]

Approved by: _____ Date: _____



SCOTT COUNTY JOB DESCRIPTION

Class Title: Custodial Worker
Working Title: Same
Department: Facility & Support Services
Hay Point Value: 130

Job Summary

Incumbent is responsible for maintaining a clean and sanitary atmosphere in the Scott County Courthouse, Administrative Center, Annex, Tremont substation and Juvenile Court Services.

Relationships

Reports to: Custodial Coordinator
Supervises: N/A
Works with: All levels of County / State employees and job site clients

Physical/Environmental Conditions

Primarily indoor work, exposure to commercial strength cleaning solvents and related chemicals.

Major Duties/Performance Measures

1. Performs various custodial duties such as sweeping, mopping, scrubbing, stripping, refinishing and buffing of hard surface flooring. Vacuums, bonnet cleans and extracts all carpeted surfaces. Clean and sanitizes lavatories. Cleans glass in hallways, doors and partitions. Dusts and polishes furniture. Cleans windows and blinds. Removes trash and recyclables from facilities and disposes in appropriate containers.

2. Notifies supervisor of needed supplies. Demonstrates knowledge of supply inventory system.
4. Maintains preventive maintenance system for cleaning equipment. Submits equipment repair work orders to maintenance department in a timely manner.
5. Performs basic maintenance duties including, but not limited to: painting, ~~pulling cable,~~ re-lamping, assisting in a labor capacity for special projects and remodeling.
6. ~~Serves as back-up to Lead Custodial Worker on a rotating basis as necessary. Duties include, but are not limited to: Locking exterior doors, activating alarms, notifying dispatch center to ensure security of building, and securing interior areas as assigned.~~
7. ~~Assist Lead Custodial Worker in P~~roviding access control of public and/or unauthorized areas during and after custodial care. Reports any unusual activities to supervisor or appropriate authorities as necessary.
8. Responsible for the use of engineering and safe work practice controls in blood borne pathogens cleanup which includes but is not limited to; blood, bodily fluids and other potentially infectious microorganisms.
9. Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures. Mix water and detergents or acids in containers to prepare cleaning solutions, according to manufacturer's specifications.
10. Performs other job-related duties as necessary or assigned.

Background Requisites

Education:

High school diploma or GED equivalent required.

Work Experience:

Previous custodial and/or basic maintenance work experience preferred.

Essential Skills:

- Must possess a valid Driver's License and pass an entrance background

investigation.

- Ability to establish effective working relationships with supervisor, co-workers and the public.
- Ability to effectively direct the work of others. ~~is important.~~
- Demonstrated knowledge and ability to operate institutional cleaning equipment such as: buffer, vacuum, carpet cleaner and/or burnisher utilizing proper safety procedures ~~is essential.~~
- Ability to utilize effective written, verbal and listening communication skills.
- Ability to exemplify by his/her actions the County's PRIDE philosophy.

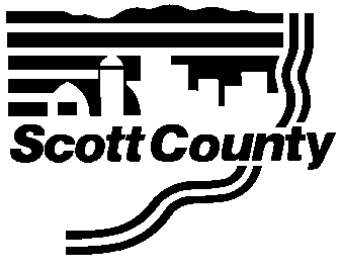
Physical Ability Requirement

~~Frequently stands, bends, walks, lifts, climbs up and down six (6) flights of stairs. Occasionally climbs to a level of six (6) feet utilizing ladder. Operates commercial cleaning equipment cleaning equipment weighing up to ninety (90) pounds. Utilizes a computer keyboard and mouse for typing and data entry.~~

~~Ability to operate commercial cleaning equipment weighing up to ninety (90) pounds. Frequently climbs up to a six (6) flights of stairs. Occasionally climbs to a level of six (6) feet using a ladder.~~

Prepared by: _____ Date: _____

Approved by: _____ Date: _____



SCOTT COUNTY JOB DESCRIPTION

Class Title: Custodial/Client Worker
Working Title: Same
Department: Facility & Support Services
Hay Point Value: 130

Job Summary

Incumbent is responsible for guiding and supervising the work of job site clients in addition to maintaining a clean and sanitary atmosphere in the Scott County Courthouse, Administrative Center, Annex, Tremont substation and Juvenile Court Services. Guide and lead the work of job site clients including work direction and recommendation for disciplinary action.

Relationships

Reports to: Custodial Coordinator
Supervises: Job site clients
Works with: All levels of County / State employees and job site clients

Physical/Environmental Conditions

Primarily indoor work, exposure to commercial strength cleaning solvents and related chemicals.

Major Duties/Performance Measures

1. Guides and supervises the work of up to eight (8) job site clients ~~assigned by the Community Services Department.~~ Works directly with the ~~Facility & Support Services management team~~ Custodial Coordinator identifying and prioritizing projects and work assignments. Duties may include light maintenance, deliveries, moving furniture, landscaping, grounds keeping and maintenance, painting, snow removal, cleaning and washing cars.
2. Reports and documents client incidents such as substandard work performance, altercation and/or insubordination to supervisor.
3. Performs various custodial duties such as sweeping, mopping, scrubbing, stripping, refinishing and buffing of hard surface flooring. Vacuums, bonnet cleans and extracts all carpeted surfaces. Cleans and sanitizes lavatories. Cleans glass in hallways, doors and partitions. Dusts and polishes furniture. Cleans windows and blinds. Removes trash and recyclables from facilities and disposes in appropriate containers.
4. Notifies supervisor of needed supplies. Demonstrates knowledge of supply inventory system.
5. Maintains preventive maintenance system for cleaning equipment. Submits equipment repair work orders to maintenance department in a timely manner.
6. Performs basic maintenance duties including, but not limited to: painting, ~~pulling cable~~, re-lamping, assisting in a labor capacity for special projects and remodeling.
- ~~7. Serves as back-up to Lead Custodial Worker on a rotating basis as necessary.~~
- ~~8. Duties include, but are not limited to: Locking exterior doors, activating alarms,~~
- ~~9. notifying dispatch center to ensure security of building, and securing interior~~
- ~~10.7. areas as assigned.~~
- ~~11.8. Assist Lead Custodial Worker in providing~~ access control of public and/or unauthorized areas during and after custodial care. Reports any unusual activities to supervisor or appropriate authorities as necessary.
- ~~12.9.~~ Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures. Mix water and detergents or acids in containers to prepare cleaning solutions according to ~~manufactures~~ manufacturer's specifications.

13.10. Responsible for the use of engineering and safe work practice controls in blood borne pathogens cleanup which includes but is not limited to; blood, bodily fluids and other potentially infectious microorganisms.

14.11. Performs other job-related duties as necessary or assigned.

Background Requisites

Education: High school diploma or GED equivalent required.

Work

Experience: Previous custodial and/or basic maintenance work experience preferred.

Demonstrated leadership experience such as leading, guiding and/or supervising people is preferred.

Essential

Skills: * Must possess a valid Driver's License and pass an entrance background investigation.

* Ability to establish effective working relationships with supervisor, co-worker and workfare clients.

* Ability to effectively direct the work of others. ~~is important.~~

* Demonstrated knowledge and ability to operate institutional cleaning equipment such as: buffer, vacuum, carpet cleaner and/or burnisher utilizing proper safety procedures. ~~is essential.~~

* Ability to utilize effective written, verbal and listening communication skills.

* Ability to exemplify by their actions the County's PRIDE philosophy.

Physical Ability Requirements

Frequently stands, bends, walks, lifts, climbs up and down six (6) flights of stairs. Occasionally climbs to a level of six (6) feet utilizing ladder. Operates commercial cleaning equipment weighing up to ninety (90) pounds. Utilizes a computer keyboard and mouse for typing and data entry.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

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

January 31, 2013

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS OF FSS

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

Section 1. That the Custodial & Security Coordinator is hereby downgraded from 238 to 198 Hay points and title changed to Custodial Coordinator.

Section 2. That the table of organization be decreased by 2.0 FTE and position of Lead Custodial Worker be eliminated.

Section 3. That the table of organization be increased by 2.0 FTE for Custodial Worker.

Section 4. This resolution shall take effect immediately.

SCOTT COUNTY PERSONNEL ACTIONS

BOARD MEETING: January 31, 2013

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
None				

TRANSFERS AND PROMOTIONS

Employee/Department	New Position	Salary Change	Effective Date	Remarks
Ashley Caudle FSS	Clerk II	\$13.68/hr - \$14.64/hr	01/22/13	Replaces Rebecca Burgess

LEAVES OF ABSENCE/OTHER

Employee/Department	Position	Effective Date	Remarks
None			

BARGAINING UNIT STEP INCREASES

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Brian Huff Sheriff	Bailiff – P/T	\$19.72/hr - \$20.41/hr	Step 5	01/14/13
Jerry Cralle FSS	Lead Custodial Worker	\$37,856 - \$38,979	Step 9	01/15/13
Marsha Kraciun Community Services	Clerk III	\$34,278 - \$35,651	Step 6	01/18/13
Seth Bibens Sheriff/Jail	Correction Officer	\$45,198 - \$46,363	Step 6	01/19/13
Elizabeth Froehlich Sheriff/Jail	Correction Officer	\$45,198 - \$46,363	Step 6	01/26/13

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Janis Barnett Information Technology	Clerk III – P/T	\$15.785/hr - \$16.416/hr (4.0%)	92.8%	08/15/12
Stephanie Macuga Information Technology	GIS Analyst	\$52,243 - \$54,333 (4.0%)	104.4%	11/10/12

*First review following appointment or promotion. Salary adjusted 5% if not above 95% of midpoint & employee receives rating of 3 or better.

BONUS

Employee/Department	Position	Effective Date
Mitch Tollerud Information Technology	Webmaster	07/2/12
Jerry Brundies Sheriff/Jail	Assistant Jail Administrator	01/5/13
Linnea Juarez Conservation	Clerk II	01/18/13
David Engler	Sign Crew	01/22/13

BONUS (continued)

Employee/Department	Position	Effective Date
Tom Simons Sheriff	Bailiff	01/22/13
Roger Hamann Secondary Roads	Heavy Equipment Operator III	02/05/13

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
Rob Fox Information Technology	Network Systems Administrator	02/14/06	12/28/12	Voluntary resignation

REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Network Systems Administrator Information Technology	Vacant 12/28/12	ASAP	Rob Fox	Approve to fill
Custodial Worker P/T FSS	Vacant 1/22/13	ASAP	Ashley Caudle	Approve to fill

TUITION REQUESTS

Employee/Department	Position	Course of Study	Course dates(s)
None			

INFORMATION TECHNOLOGY

400 West Fourth Street
Davenport, Iowa 52801-1104

Ph: (563) 328-4100 Fax: (563) 326-8669

www.scottcountyiowa.com



January 22, 2013

To: Dee F. Bruemmer, County Administrator
From: Matt Hirst, Information Technology Director
Subject: Approval of Purchase of Websense Security Service

Bids have been received for the purchase of hosted security services from Websense for Internet security. Websense Software-as-a-Service (SaaS) Web security delivers Web security technology as a hosted service which provides malware and virus protection for Scott County users on and off the County's network. This service is hosted on the Internet and requires no hardware or software installations at the County. The service is deployed through simple, centrally managed policy based computer configuration changes.

County laptop and desktop computers use this service to filter Internet traffic and prevent County computers from being a point of entry to the County network for computer viruses and other malicious software. The service automatically checks County Web traffic real-time for malicious software with no client intervention. Additionally, this service provides the ability to filter Internet traffic to prevent non-business related use of this resource as well as Internet usage reporting capabilities.

The bid summary is as follows:

<u>Vendor</u>	<u>Total</u>	<u>Vendor</u>	<u>Total</u>
CDWG	\$28,884	SCW	\$46,758
Missouri Office Systems	\$29,850	Tech Depot	\$47,460
En Pointe	\$46,176	AOS	\$48,913.20
MCPC	\$46,284	PC Nation	\$56,394
Digital Information	\$46,308	RK Dixon	\$57,294

Note: This pricing is for a three year service contract which provides significant savings over one-year contract pricing. (CDW-G also was low bid for a one year contract with a price of \$14,652.00.)

It is recommended that the Board approve the low bid from CDW-G in the amount of \$28,884.00. Budget dollars are available in the Information Technology Department and SECC operational budgets to fund the cost of this service contract.

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

January 31, 2013

APPROVING PURCHASE OF WEBSense SECURITY SERVICE

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

Section 1. The purchase of Websense Security Service in the amount of
\$28,884 is hereby approved.

Section 2. This resolution shall take effect immediately.

INFORMATION TECHNOLOGY

400 West Fourth Street
Davenport, Iowa 52801-1104

Ph: (563) 328-4100 Fax: (563) 326-8669

www.scottcountyiowa.com



January 22, 2013

To: Dee F. Bruemmer, County Administrator
From: Matt Hirst, Information Technology Director
Subject: Approval of Purchase of HP Server and Storage Maintenance

Hewlett-Packard (HP) server and storage maintenance and support is due for renewal. The computers and storage equipment maintained by this contract run most all servers for Scott County and SECC.

The bid summary from HP is as follows:

<u>HP Server and Storage Maintenance</u>	<u>Total</u>
- Hardware Support	\$ 15,814.08
- Software Support	\$ 2,004.12
Total	\$ 17,818.20

It is recommended that the Board approve the bid from HP in the amount of \$17,818.20.

Note: This pricing is for a three year service contract which provides savings over one-year contract pricing. (HP's bid for a one year contract is \$6,386.16.)

The HP proposal provides Information Technology the ability to obtain the latest updates and patches to the firmware and software as well support 24x7. The contract also provides replacement of failed hardware. The result is a more functional and dependable computing environment.

Budget dollars are available in the Information Technology Department and SECC operational budgets to fund the cost of this contract.

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

January 31, 2013

APPROVING PURCHASE OF HP SERVER AND STORAGE MAINTENANCE

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

Section 1. The purchase of Hewlett-Packard server and storage maintenance in the amount of \$17,818.20 is hereby approved.

Section 2. This resolution shall take effect immediately.

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1003

Office: (563) 326-8702
Fax: (563) 328-3285
www.scottcountyiowa.com



January 22, 2013

TO: Board of Supervisors

FROM: Dee F. Bruemmer
County Administrator

SUBJECT: BerryDunn contract amendment for project oversight services for ERP

Attached is the contract amendment for project oversight services for the implementation of the County's ERP system with BerryDunn. Our consultant BerryDunn has provided consulting services to the County over the last three years starting with IT Master Plan. We have used their services in the development of the RFP for ERP system and in the bidding and selection process. It has been our intention to use their services throughout the implementation process to keep clear and effective controls on the project and the deliverables.

We have negotiated an 18 month work plan with BerryDunn that aligns with the implementation of the ERP system. The work includes assessing the plan and communicating with all of the participants on the status of the project throughout the implementation period. BerryDunn will assess the risks and issues that occur during implementation and help us develop the solutions. They will act on our behalf to assess the deliverables and the training to make sure that New World System is providing the software and support that they represented in their contract. BerryDunn will provide oversight and assessment of the testing activities and recommend modifications to increase the likelihood of success. Finally they will help us during the go live portions of the implementation to better address any shortcomings that emerge for the changeover.

The contract includes 858 hours over the 18 month implementation period for a contract amount of \$180,270. This contract amendment has been anticipated and budgeted in the overall project.

In addition to BerryDunn, David Farmer will be the overall project manager for the implementation. Helping him will be Chris Berge and Stephanie Macuga as

ERP analysts. A majority of their current job tasks will be set aside to aid in the implementation of the project. Both will receive step up pay during the 18 months. In order to continue the Board's work Renee Luze-Johnson will be filling in for Chris and her receptionist duties will be taken over by the scanning staff positions. These changes in pay total under \$10,000 for the 18 months. The staffing changes will aid the project and assist other departments during the implementation. The executive staff committee structure that has been in place during the selection will continue in overseeing the direction of the project and in working with BerryDunn. Those members include the County Administrator, staff from the Auditor and Treasurer departments, the Human Resource Director, IT Director, FSS Director and Budget Manager.

Enclosure

January 22, 2013

Ms. Dee F. Bruemmer,
County Administrator
Scott County Administrative Center
600 West Fourth Street
Davenport, Iowa 52801-1003 (sent via email)

Dear Dee:

Thank you for providing Berry, Dunn, McNeil & Parker (BerryDunn) with the opportunity to provide additional consulting services to Scott County (County) during the implementation of its recently selected Enterprise Resource Planning (ERP) System. In this letter, we have described our understanding of the County's needs, and have outlined our proposed approach for addressing these needs.

PROJECT OVERSIGHT SERVICES

Statement of Understanding

Scott County has requested assistance from BerryDunn during the implementation phase for its ERP system project. The following paragraphs provide a high-level description of BerryDunn's approach for project oversight, along with our deliverables and proposed fees.

Over the following pages, we have provided detailed descriptions of the services and deliverables for Project Oversight.

Project Oversight Services

BerryDunn's project oversight services are based on the assumption that we are providing high-level oversight throughout the implementation to monitor project progress, assist the County in identifying risks and issues, and provide recommendations to mitigate risks and keep the implementation on track. The approach to providing our oversight services includes monitoring the integration of other third party systems that will interface to the New World System product, including but not limited to, Novatime. Our approach assumes that the County will provide hands-on project management of day-to-day activities.

The following paragraphs describe the ongoing core project oversight services and the deliverables we will provide:

- **Initial Project Planning** – BerryDunn will develop a Project Plan that describes the project oversight approach and internal project controls we will utilize throughout the implementation. This document will identify BerryDunn deliverables, outline BerryDunn's schedule and project activities, and describe our approach to managing resources, scope, schedule, communication, risk, change, and quality during the project. We will provide a draft of the Project Plan for the County's review and approval.

- **Project Oversight** – Throughout the implementation, BerryDunn will provide a combination of onsite and offsite oversight activities, including participation in project meetings with the County and the implementation vendor, reviews of status reports submitted by the implementation vendor, observation of implementation activities, and participation in other meetings and implementation activities to assist in the monitoring of progress made towards risks, and issues. Over the course of the implementation, there will be some weeks when implementation activities are minimal and will not require participation from BerryDunn, while other weeks will require increased oversight. We will work collaboratively with the County to determine our onsite and offsite times and specific oversight activities BerryDunn will provide to address project needs.
- **Monthly Status Reports** – We will provide a Monthly Status Report that describes the activities BerryDunn performed during the reporting period, planned BerryDunn activities for the next reporting period, risks and issues identified during the month, and recommendations for addressing known risks and issues. Additionally, the Status Report will outline the activities/mitigation techniques being used by the County and the implementation vendor to resolve previously identified risks and issues that are still being monitored by our team. The status report and monitoring activities will also include progress, risks, and issues related to the integration of other County systems into NWS, including but not limited to, Novatime. *Note: we will communicate risks and issues to the County’s Project Manager as they arise, rather than waiting until the submission of the Monthly Status Report to alert the County of risks and issues. In doing so, the implementation vendor and the County are able to make progress toward the resolution of the issue, which can be documented in the Monthly Status Report.*
- **Weekly Project Management Meetings** – In addition to our planned onsite and offsite activities, we will meet with the Project Managers from the County and the implementation vendor once a week to facilitate strategy and mitigation approaches for project risks and issues. During this meeting we will review the vendor’s status report and discuss progress made against risks and issues.

In addition to our ongoing oversight activities, there are components and phases during ERP system implementations that carry greater risk and therefore benefit from a greater level of project oversight. Accordingly, we will perform the following oversight activities in addition to the ongoing activities described above:

- **Review of Implementation Vendor Deliverables (5)** –We will review the deliverable and provide a written summary of our findings for the County’s Project Management team. We will prioritize our findings into one of three types: Red (show stopper findings that, from our perspective, should be corrected prior to the County formally accepting the deliverable as complete); Yellow (important finding to be addressed, but should not prevent acceptance of the deliverable); and Green (findings typically related to grammar, spelling, and format). We have planned to review five vendor deliverables and will work with the County project team to identify the specific deliverables to be reviewed.
- **Oversight of User Acceptance Testing (UAT)** – We will provide dedicated oversight time for UAT testing, including reviewing the implementation vendor’s test plan and scripts, providing written feedback to the County, conducting onsite assessments of the testing activities, and providing recommendations to the County and implementation vendor for modifications to the testing process as appropriate. We have planned for 10 days of UAT oversight assistance.
- **Oversight of Training Activities** – We will provide dedicated oversight time associated with the implementation vendor’s training activities, including reviewing the training plan and training materials, conducting random spot checks of the training activities, providing recommendations for

modifications to the training delivery, and providing feedback on training documentation. Our approach is to identify issues associated with training early in the process so that they can be corrected either before training begins or before large numbers of County personnel have undergone training. We have planned for 8 days of training oversight assistance.

- **Go-Live Readiness Assessments** – We will conduct two readiness assessments to provide the County with an independent recommendation as to whether the system is ready to go live for a specific phase or set of modules (typically Financials and Payroll/Human Resources phases). As part of the assessments, we will identify risks and provide specific recommendations for action items that must be completed in order to go live, as well as other considerations for the County and implementation vendor to address during or shortly after the transition to live operation of the system.

Table 1 summarizes the deliverables BerryDunn will provide as part of the project oversight activities for the County’s ERP system implementation.

Table 1: BerryDunn Project Oversight Deliverables

Deliverable	Description
D1. Oversight Project Plan	The Oversight Project Plan will describe the project oversight methodology and internal project controls we will utilize throughout the implementation, identifies BerryDunn deliverables, outlines the planned BerryDunn schedule and project activities, and describes our approach for managing resources, scope, schedule, communication, risk, change, and quality. As part of this deliverable we will also participate in the vendor’s initial project planning workshops and review initial planning material.
D2. Monthly Status Reports	The Monthly Status Reports will describe the activities that BerryDunn performed during the previous reporting period, planned activities for the upcoming reporting period, BerryDunn’s planned onsite time, risks and issues associated with the implementation, and recommendations for addressing risks and issues. BerryDunn will provide 18 Project Status Reports. Reports will be provided on a monthly basis.
D3. Weekly Project Management Meetings	These meetings will involve the Project Managers from BerryDunn, the County, and the implementation vendor to facilitate strategy and approaches to mitigating issues and risks. BerryDunn will provide 4 hours of assistance each week over the course of the 18 month implementation for a total of 312 hours (78 weeks * 4 hours per week).
D4. Review of Implementation Vendor Deliverables	BerryDunn will provide a written assessment of five implementation vendor deliverables, determined in agreement with the County. These reports will provide prioritized findings for the County to address with the implementation vendor prior to approving the deliverable. The review of workflow configuration and guidance will be provided as part of this deliverable.
D5. User Acceptance Testing (UAT) Oversight	BerryDunn will provide ten days of UAT oversight, including review of the vendor’s test plan and scripts, onsite assessment of testing activities, and recommendations for modifications to increase the likelihood of success.
D6. Training	BerryDunn will provide eight days of training oversight, including reviewing the

Deliverable	Description
Oversight	training plan and training materials, conducting random spot checks of the training activities, providing recommendations for modifications to the training delivery, and providing feedback on training documentation.
D7. Go-Live Readiness Assessments	BerryDunn will conduct readiness assessments to identify risks that must be addressed in order to go live, as well as other considerations and recommendations for the County and implementation vendor to address during or shortly after the transition to live operation of the system.

County Roles and Responsibilities

With BerryDunn serving in the role of project oversight, our expectation for the County’s involvement is as follows:

- Provide an individual that serves in the role of Project Manager, overseeing the day-to-day implementation activities.
- Review and approve BerryDunn and implementation vendor deliverables. Work with the implementation vendor to address deficiencies in deliverables and implementation activities prior to approval.
- Proactively identify risks, issues and watchlist items and develop mitigation strategies.
- Lead the development and updating of the Project Work Plan, Communication Plan, Budget, and Project Implementation Plan.
- Participate in project management meetings with BerryDunn and the implementation vendor on a weekly basis and collaborate in developing the agenda and key discussion points.
- Lead the County’s stakeholder communication efforts.
- Lead testing activities and work with the implementation vendor to address issues throughout testing.
- Lead training activities and work with the implementation vendor to address issues prior to the start of training and throughout training.
- Collaborate with BerryDunn in developing go-live readiness assessment checklists; review and approve the Go-Live Readiness Assessment Reports; and work with the implementation vendor to address issues prior to go-live.

Project Staffing, Timing, and Costs

BerryDunn will assign the same team members who have been working with the County in BerryDunn’s previous projects to the roles associated with the ERP system project oversight. Chad Snow will serve as Engagement Manager and Seth Hedstrom will serve as BerryDunn’s Project Manager. We are available to begin this work as soon as the County approves this change request.

BerryDunn’s proposed fees have been provided in the below table. As before, BerryDunn will not charge for time spent traveling, so these costs are reflective only of the time BerryDunn team members will be working on the County’s project. Travel expenses will be billed as incurred.

The project fees presented assumes 18 months of oversight assistance. The County will be invoiced monthly for progress against each deliverable.

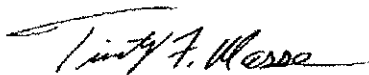
Overview of Proposed Costs

Deliverable	Hours	Cost*
D1. Project Plan and Schedule and Initial Project Planning	28	\$6,530
D2. Monthly Status Reports – 18	180	\$36,090
D3. Weekly PM Meetings – 4 Hours Per Week (78 weeks)	312	\$65,520
D4. Review Vendor Deliverables – 5	40	\$8,400
D5. User Acceptance Testing Oversight - 10 Days	92	\$19,780
D6. Training Oversight - 8 Days	74	\$15,770
D7. Go-Live Readiness Assessments (Two)	132	\$28,180
Project Totals*	858	\$180,270
Travel expenses billed as incurred.		

It is anticipated that BerryDunn will participate onsite at the New World Kickoff Meeting, during User Acceptance Testing, Training Assistance, Go-Live Readiness Assessments and at other times as agreed to by the County and BerryDunn.

We would enjoy the opportunity to continue our work with the County. Should you have any questions, please do not hesitate to contact us at 207-541-2294 (Chad).

Sincerely,



Timothy F. Masse
Principal

Sincerely,



Chad Snow
Senior Manager

Accepted by

Scott County

Date

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

January 31, 2013

APPROVAL OF ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM CONTRACT
AMENDMENT WITH BERRYDUNN

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

- Section 1. That the contract amendment with BerryDunn for the Enterprise Resource Planning (ERP) System in the amount of \$180,270 plus reimbursable expenses is hereby approved.
- Section 2. This resolution shall take effect immediately.

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1003

Office: (563) 326-8702
Fax: (563) 328-3285
www.scottcountyia.com



January 23, 2013

TO: Dee F. Bruemmer
County Administrator

FROM: Chris Berge
Administrative Assistant

SUBJECT: Request for Tax Abatement by the City of Davenport

At the January 2 Committee of the Whole, the Board reviewed a letter from County Treasurer Bill Fennelly in regards to the abatement of the current 2011 taxes and a few 2010 taxes for the City of Davenport parcels listed on the attached spreadsheet. The County Treasurer requested that the abatement of all the taxes pursuant to statute 445.63.

At the Board Meeting, the resolution prepared for Board approval erroneously stated that taxes on only 3 properties should be abated. A corrected resolution is attached for Board approval that states that the County Treasurer is hereby directed to strike the amount of property taxes due on the attached list of parcels owned by the City of Davenport. The corrected resolution is attached for your review.

cc: Bill Fennelly, County Treasurer

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

SCOTT COUNTY AUDITOR

RESOLUTION
SCOTT COUNTY BOARD OF SUPERVISORS
January 31, 2013

**APPROVAL OF THE ABATEMENT OF DELINQUENT PROPERTY TAXES AS
RECOMMENDED BY THE SCOTT COUNTY TREASURER AND IN ACCORDANCE
WITH IOWA CODE CHAPTER 445.63**

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

Section 1. Iowa Code Section 445.63 states that when taxes are owing against a parcel owned or claimed by the state or a political subdivision of this state and the taxes are owing before the parcel was acquired by the state or a political subdivision of this state, the county treasurer shall give notice to the appropriate governing body which shall pay the amount of the taxes due. If the governing body fails to immediately pay the taxes due, the board of supervisors shall abate all of the taxes.

Section 2. The City of Davenport has requested that the taxes due on the attached list of parcel owned by the City of Davenport be abated.

Section 3. The County Treasurer is hereby directed to strike the amount of property taxes due on the attached list of parcels owned by the City of Davenport in accordance with Iowa Code Section 445.63.

Section 4. This resolution shall take effect immediately.

Parcel	Tax Year 2010	Tax Year 2011
City of Davenport		
31901-01A		\$2,726.00
E0047-01C		\$5,212.00
F0041-11		\$10.00
F0042-27		\$2,556.00
F0054-04C		\$4,326.00
L0009-20		\$3,928.00
L0009-21		\$3,984.00
L0022-02		\$6,138.00
N0855AOLB	\$94.00	\$192.00
X0155-27E		\$190.00
X1221-25A		\$78.00
X1207-23A		\$1,182.00
X1223-22B		\$206.00
X1223-20D		\$804.00
B0008-26		\$1,608.00
C0002-22		\$1,780.00
C0002-23		\$1,692.00
C0002-24		\$1,944.00
C0003-36		\$2,358.00
G0022-44		\$1,226.00
G0049-40		\$628.00
G0055-16		\$696.00
G0057-02A		\$3,878.00
G0057-10A		\$14,310.00
L0005-32B	\$563.00	\$1,154.00
P1305C05		\$238.00
P1305C06		\$118.00
P1315B05		\$2,040.00
P1413-18		\$1,360.00
R0429-03B		\$110.00
S3201-08A		\$2.00
U0953-27A		\$862.00
W0439C11		\$1,024.00
X0235C29		\$118.00
X0235D06		\$122.00
X0235D07		\$128.00
X0235D13		\$132.00
X0235D14		\$110.00
X1205-24		\$82.00
Y0635-12C		\$68.00

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

DATE

SCOTT COUNTY AUDITOR

RESOLUTION
SCOTT COUNTY BOARD OF SUPERVISORS

January 31, 2013

APPROVING APPOINTMENTS TO THE CONDEMNATION APPRAISAL JURY

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

Section 1. That the following appointments to the Scott County Condemnation Appraisal Jury for a one (1) year term expiring on December 31, 2012, are hereby approved:

	BANKERS	CITY	FARMERS	REAL ESTATE
EARNHARDT:	Steven Suiter Trish Townsend Susan Zude	Kenny Guy Mark Ross Linda Greenlee	Jack Schnickel Kenneth Tank Richard Golinghorst	Lesa Buck
HANCOCK:	Peter McAndrews David Nauman Jim Tiedje	Greg Kautz Arless Whisler Jackie McManus	John Maxwell Paul Dierickx Matt Tobin	Jeff Weindruch Jacqueline Schwanz Meg Halligan
CUSACK:	Tom Messer Kristal Schaefer Joe Chambers	Sandra Frericks Jackie Wilcox	Mary Frick Jerry Mohr Harlan Meier	Lana Wulf Paula Ruefer Thad DenHartog
MINARD:	John Nagle Julie Smith Joe Slavens	Bruce Bleke Don Judge Chet Robbins	Jim Schneckloth Jennifer Ewoldt Keith Steward	Dick McNamara Mary Dircks
SUNDERBRUCH:	Victor J. Quinn Susan Daley Tom Andresen	Oscar Hawley Ben Niedert Bob Petersen	Joni Dittmer Jerry Vollbeer Carrie Keppy	Rick Schaefer

Section 2. This resolution shall take effect immediately.

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

January 31, 2013

APPROVING THE SETTING OF A PUBLIC HEARING ON AN AMENDMENT TO THE
COUNTY'S CURRENT FY13 BUDGET

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

Section 1. A public hearing date on an amendment to the County's current FY13 Budget is set for Thursday, February 14, 2013 at 5:30 p.m.

Section 2. The County Auditor is hereby directed to publish notice of said amendment as required by law.

Section 3. This resolution shall take effect immediately.

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

January 31, 2013

AUTHORIZING THE FILING AND PUBLICATION OF THE BUDGET ESTIMATE FOR
FY14 AND SETTING A PUBLIC HEARING

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

Section 1. All County departmental FY14 budget requests and all authorized agency FY14 funding requests are hereby authorized for filing and publication as the budget estimate for FY14.

Section 2. The Board of Supervisors hereby fixes the time and place for a public hearing on said budget estimate for Thursday, February 14, 2013 at 5:30 p.m. in the Board Room at the Scott County Administrative Center.

Section 3. The Scott County Auditor is hereby directed to publish the notice and estimate summary as required by law.

Section 4. This resolution shall take effect immediately.