

TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
August 12 - 16, 2013

Tuesday, August 13, 2013

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

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

Facilities & Economic Development

- ___ 2. Approval of the 28E Agreement between Scott County and the City of Eldridge for the HMA resurfacing on North Buttermilk Rd. (Item 2)
- ___ 3. Approval of the 28E Agreement between Scott County and the City of Long Grove for HMA resurfacing on West Grove St. as part of the project on 275th St in Scott County. (Item 3)
- ___ 4. Approval of the purchase of a dump box and hydraulics for a tandem axle truck. (Item 4)
- ___ 5. Approval of the purchase of a six column portable lift. (Item 5)
- ___ 6. Approval of the second and final reading of Zoning Ordinance text amendment to add agricultural commodities and logistics businesses as a permitted use in the Agricultural Service Floating Zone (A-F). (Item 6)
- ___ 7. Approval of fleet replacement and purchases. (Item 7)
- ___ 8. Approval of pump replacement for the Jail. (Item 8)

Human Resources

- ___ 9. Approval of two year agreement with Madison National Life for Long Term Disability Insurance Coverage. (Item 9)
- ___ 10. Approval of personnel actions. (Item 10)

Health & Community Services

- ___ 11. Approval of the reimbursement of the unexpended risk pool funds to the Department of Human Services. (Item 11)
- ___ 12. Approval of contract from Tri Data Division of System Planning Corporation for an EMS System Study. (Item 12)

- ___ 13. Approval of the report and recommendations for the Eastern Iowa Mental Health and Disability Services Region. (Item 13)

Finance & Intergovernmental

- ___ 14. Approval of changes to Scott County Board Policy 33- Financial Policies. (Item 14)
- ___ 15. Approval of purchase of backup software maintenance and support. (Item 15)
- ___ 16. Approval of the 2013 Homestead and Military Tax Credit Applications as recommended for allowance and disallowance by the Davenport City Assessor and the Scott County Assessor Offices. (Item 16)

Other Items of Interest

- ___ 17. Approval to recognize the contributions of Scott County's precinct election chair people and to express appreciation for their years of service. (Item 17)

Tuesday, August 13, 2013

McCausland City Postponed until September 10th
Hall

Thursday, August 15, 2013

Regular Board Meeting - 5:00 pm
Board Room, 1st Floor, Administrative Center

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: 28E Agreement with Eldridge, Iowa.

DATE: August 13, 2013

Resolution approving a 28E Agreement between Scott County and the City of Eldridge for HMA resurfacing on North Buttermilk Rd.

The City of Eldridge has let a project on North Buttermilk Road for resurfacing. Brandt Construction Co. was the low bidder. The Contract amount for the North Buttermilk portion of the project is \$131,128.00 and we have 24% of that for an estimated cost of \$31,470.72. We have budgeted \$25,000 for this project. At budget time the City had proposed a seal coat project but has now changed to a slightly more expensive overlay project. The extra \$6,470.72 St will come out of fund balance. The overlay project will have a longer life and therefore is a more cost effective maintenance project. We will reimburse the City after all final costs have been reconciled.

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

August 15, 2013

APPROVAL OF THE MEMORANDUM OF AGREEMENT WITH THE CITY OF ELDRIDGE
FOR THE HMA RESURFACING ON NORTH BUTTERMILK RD.

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

Section 1. That the 28E Agreement between the
City of Eldridge and Scott Co for
resurfacing on North Buttermilk Rd. be
approved.

Section 2. That the Chairperson be authorized to sign the
Memorandum of Agreement on behalf of the Board.

Section 3. That this resolution shall take effect
immediately.

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Davenport, Iowa 52801-1106

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BECKY WILKISON
Administrative Assistant

MEMO

TO: Dee F. Bruemmer
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJ: 28E Agreement with Long Grove, Iowa.

DATE: August 13, 2013

Resolution approving a 28E Agreement between Scott County and the City of Long Grove for HMA resurfacing on West Grove St as part of the project on 275th St in Scott County.

The City of Long Grove has agreed to participate in our project to pave 275th St and 270th St which is known as West Grove St in Long Grove. Long Grove's portion of the entire project is only 3.44% which is \$25,062 based on the contract price. The agreement states that Long Grove will pay based on the actual costs for the project and will reimburse the County when the final numbers have been audited and confirmed by us and the Contractor.

Intergovernmental Agreement
For
HMA Paving Project L-412
on
County Road 270th St (West Grove Street) at the Northwest City
Limits of Long Grove

This Agreement is made by and between Scott County, Iowa, a political subdivision of the State of Iowa, acting through its Board of Supervisors, hereinafter referred to as "County" and the incorporated City of Long Grove acting by and through its City Council, hereinafter referred to as the "City."

In the interest of intergovernmental cooperation and in the interest of economy, this agreement is being made to delineate the construction work to be done by the County and the reimbursement procedure for the City. This agreement between the County and the City is made under chapter 28E of the Code of Iowa.

Whereas: It is proposed to pave 275th St, 150th Ave and 270th St in Scott County and

Whereas: 270th St is known as West Grove Street within the City Limits of Long Grove and

Whereas: The contract price for this project is \$728,210.83 and

Whereas: 3.44% of the project is within the City of Long Grove and

Whereas: The City desires that the County contract for the above mentioned construction and desires making agreement with the County for reimbursement of their portion of this project, and

Whereas: Section 28E of the Code of Iowa provides that any power or powers, privileges or authority exercised or capable of exercise by a public agency of the State of Iowa may be exercised and enjoyed jointly by another public agency of the State of Iowa.

NOW, THEREFORE, BE IT RESOLVED that the following be stipulated and agreed upon between the parties hereto, as follows:

1. That this agreement shall commence on the date that both parties sign this agreement and shall continue until the project is completed and is approved by all agencies involved and the City has reimbursed the County for all cost incurred.
2. The County will act as the contracting authority and will have the complete authority to administer this project in compliance with approved State "Secondary Road Plan" procedures. The County will further keep all records, perform construction inspections, make all project decisions and have work executed in compliance with plans and specifications.
3. The County will be responsible for all inspection, and managerial costs of this project.

4. All associated actual construction costs of the project shall be presented to the City upon completion of the project. The City will reimburse the County upon receipt of the construction costs for the City portion of the project.
5. The City and County agree to hold harmless and indemnify each other against all liabilities, judgments, cost and expense which in any way come against the County or City as a result of this agreement.
6. This agreement shall be binding upon the City and the County and shall not be terminated until final settlement of the financial conditions and payment as set forth above.

EXECUTED this _____ day of _____ 2013 by the

Scott County Board of Supervisors

Chair

Attested by _____
Scott County Auditor

The City of Long Grove

Mayor

Attested by _____
Long Grove City Clerk

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

August 15, 2013

APPROVAL OF THE MEMORANDUM OF AGREEMENT WITH THE CITY OF LONG GROVE FOR THE HMA RESURFACING ON WEST GROVE ST.

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

Section 1. That the 28E Agreement between the City of Long Grove and Scott Co for resurfacing on West Grove ST. be approved.

Section 2. That the Chairperson be authorized to sign the Memorandum of Agreement on behalf of the Board.

Section 3. That this resolution shall take effect immediately.



SCOTT COUNTY ENGINEER'S OFFICE

500 West Fourth Street
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Assistant County Engineer

BECKY WILKISON
Administrative Assistant

MEMO

TO: Dee F. Bruemmer
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJ: Equipment Bids

DATE: August 13, 2013

Resolution approving the purchase of a Dump Box and Hydraulics for a tandem axle truck. We sent proposals and specifications out to four dealers but only one returned a bid.

Dump Box w/ hydraulics

Henderson Truck Equipment Manchester IA	\$78,367.00
--	-------------

The 2014 budgeted amount for the truck and dump box is: \$175,000.00.

The price of the truck came in at \$82,400 for a total price of \$160,767.00.

The extra dollars (\$14,233) will go into our fund balance to help pay for the higher than budgeted HMA overlay projects.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES THAT
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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 15, 2013

AWARD OF BID FOR DUMP BOX AND HYDRAULICS FOR 2014 TANDEM TRUCK.

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

Section 1. That the bid for Dump Box and Hydraulics for a tandem Truck be awarded to the following bidder:

Henderson Truck Equipment, Manchester IA - \$82,400.00

Section 2. That the County Engineer be authorized to sign the purchase orders on behalf of the Board.

Section 3. That this resolution shall take effect immediately.

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BECKY WILKISON
Administrative Assistant

MEMO

TO: Dee F. Bruemmer
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJ: Lift Bids

DATE: August 13, 2013

Resolution approving the purchase of a Six Column Portable Lift for the Secondary Roads Maintenance Facility. We sent proposals and specifications out to three dealers and received the following bids:

Six Column Portable Lift

SEFAC, Inc Baltimore MD	\$38,000.00*
Gray Manufacturing Co. St. Joseph MO	\$52,885.00
Seneca Co. Des Moines IA	\$53,968.25

The 2014 budgeted amount for new equipment: is \$693,000.00. The only dollars we have spent so far is for the tandem truck and dump box which totals \$160,767.00. We have decided that we have an opportunity to NOT purchase a Motorgrader and a single axle truck this year. The timing for this is opportune because our very large and very old floor hoist has been breaking down and is now leaking. It is over \$50,000 to contract the cost of removal of the old hoist and we would still need to install a new one. The newer style portable hoists are more flexible and less costly so we propose to purchase the portable lift from SEFAC. We will remove the old lift ourselves which will create a new maintenance bay adding to our flexibility at the shop. Of the remaining \$494,233.00 in our equipment budget, we are looking at trading in our old roller compactor and skid steer. Any remaining dollars will go back into fund balance to cover the costs of the HMA Projects.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES THAT
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DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 15, 2013

AWARD OF BID FOR A SIX COLUMN PORTABLE LIFT.

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

Section 1. That the bid for Six Column Portable Lift for
be awarded to the following bidder:

SEFAC, Inc, Baltimore MD - \$38,000.00

Section 2. That the County Engineer be authorized to
sign the purchase orders on behalf of the Board.

Section 3. That this resolution shall take effect
immediately.

PLANNING & DEVELOPMENT

500 West Fourth Street
Davenport, Iowa 52801-1106
E-mail: planning@scottcountyiaowa.com
Office: (563) 326-8643 Fax: (563) 326-8257



Timothy Huey
Director

To: Dee F. Bruemmer, County Administrator

From: Timothy Huey, Planning Director

Date: August 5, 2013

Re: Second and Final reading of proposed zoning ordinance text amendment to A-F Zoning District.

The Board of Supervisors held a public hearing on the proposed zoning text amendment submitted by Nick and Nathan Flenker, dba Flenker Bros LLC. Their request was to add "agricultural logistics" as a permitted use in the Agricultural Service Floating Zone (A-F). Approval of this amendment would then allow them to submit a subsequent A-F rezoning application to establish an A-F zoning district for their ag commodities trucking business. There was no one in attendance, other than the applicants, to address the Board at the public hearing.

During its review and discussion the Planning Commission had slightly amended the description of the permitted use to help ensure that the focus of any such ag logistics business would be on locally produced or locally used ag commodities. The Planning Commission concurred with staff that the current restrictions and requirements to establish an A-F zoning district would be sufficient to address the site specific issues related to such a proposed use.

The Planning Commission unanimously recommended approval of the proposed Zoning Ordinance text amendment to add as a permitted use: Agricultural commodities and logistics businesses involving the local transportation of grain, feed, fertilizer, livestock, and other agricultural commodities to the A-F Zoning District regulations

As stated by staff at the public hearing, approval of this text amendment does not create a site approved for this proposed use. Approval of this amendment will allow a subsequent rezoning application for a specific site to be submitted at a future date. Such an application would be reviewed under the guidelines and restrictions of the A-F Zoning District.

SCOTT COUNTY ORDINANCE NO. 13-_____

AN ORDINANCE TO AMEND A PORTION OF SECTION 6-10 OF THE ZONING
ORDINANCE FOR UNINCORPORATED SCOTT COUNTY

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

Section 1. Amend Section 6-10 “AGRICULTURE SERVICE FLOATING ZONE”

B. Principal Permitted Uses by adding “(7) Ag commodities and logistics businesses involving the local transportation of grain, feed, fertilizer, livestock, and other agricultural commodities.”

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 this 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 parts of ordinances in conflict with the provisions of this 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, County Auditor

Facility and Support Services

600 West 4th Street
Davenport, Iowa 52801-1003
fss @ scottcountyjowa.com
(563) 326-8738 Voice (563) 328-3245 Fax



August 6, 2013

To: Dee F. Bruemmer
County Administrator

From: Dave Donovan, Director
Facility and Support Services

Subj: Approvals of fleet replacements and one additional fleet unit

I have bids for two fleet replacements and one addition to the county fleet. The replacements are for one Health Department inspection vehicle and one replacement for the motor pool. The vehicles being replaced are a 2003 Ford Focus (Health) and a 2008 Kia Optima (FSS Motor Pool). Both replacements are recommended as hybrid class vehicles as most mileage is city driving. Below summarizes the bids received for this replacement:

<u>Vendor</u>	<u>Make/Model</u>	<u>Bid Price per Unit</u>
Dahl Ford	Ford C Max Hybrid	\$22,185.50
Gem City Ford (Quincy, IL)	Ford C Max Hybrid	\$23,216.80
Lindquist Ford	Ford C Max Hybrid	\$22,485.00
Reynolds Ford	Ford C Max Hybrid	\$22,285.50
Zimmerman Honda	Honda Insight Hybrid	\$21,100.00

In addition to the two vehicle replacements above, we also have budgeted to add an additional unit to the motor pool during the current fiscal year. As you may remember, the fleet study found that the motor pool routinely turns away customers, resulting in the need to reimburse mileage which has a higher cost than the use of a pool car. The study also suggested that we needed to continue to expand the flexibility and capability of the motor pool. They recommended consideration of the purchase of an all-wheel drive, sport utility type of vehicle. The all-wheel drive feature would provide for enhanced safety and capability during winter driving conditions, especially on trips out of town. An SUV also gives ample seating and cargo for larger groups on out of town trips, similar to the mini-van that was added to the fleet a few years ago. Below summarizes the bids received for an all-wheel drive

vehicle. Please note that we also allowed bids for standard all-wheel drive sedans for cost comparison.

<u>Vendor</u>	<u>Make/Model</u>	<u>Bid Price per Unit</u>
Courtesy Ford	Ford Explorer	\$26,237.25
Dahl Ford	Ford Fusion Sedan	\$26,284.50
D and D Chevrolet	Chevrolet Equinox	\$25,096.00
D and D Chevrolet	GMC Terrain	\$27,133.00
Lindquist Ford	Ford Edge	\$25,702.00
Reynolds Ford	Ford Explorer	\$26,137.25
Zimmerman Honda	Honda CRV	\$23,200.00

Based on the two sets of bids above, I recommend the following:

- Purchase two Ford C-max hybrid vehicles (\$22,185.50 each) from the low bidder (Dahl Ford). The C-max is a new model for Ford that we feel may address the visibility concerns we have had with the Honda Insight models. We would use the purchase of these two units to allow us to evaluate and compare this new models as we have several Honda Insights already in our fleet.
- Purchase one Honda CRV all-wheel drive SUV (\$23,300.00) from the low bidder above (Zimmerman Honda) as an additional unit for the motor pool. This purchase will address the recommendations of the fleet study.

The total of these purchases is \$67,671.00 in total. These purchases are budgeted in the amount of \$72,000 in the current fiscal year. I will be at the next Committee of the Whole meeting to discuss my recommendations and to answer any questions you or the Board may have.

CC: FSS Management Team

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

August 15, 2013

A RESOLUTION APPROVING THE PURCHASE OF TWO FLEET REPLACEMENTS
AND ONE ADDITIONAL UNIT FOR THE COUNTY FLEET IN THE TOTAL AMOUNT
OF \$67,671.00.

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

- Section 1. That the bids for hybrid replacement vehicles are hereby approved and awarded to Dahl Ford in the total amount of \$44,371.00 for two Ford C Max hybrid sedans.
- Section 2. That the bids for an all-wheel drive SUV addition to the county fleet, are hereby approved and awarded to Zimmerman Honda in the amount of \$23,300 for one Honda CRV.
- Section 3. That the Facility and Support Services Director (or his designee) is hereby authorized to sign ownership and purchase documents on behalf of the Scott County Board of Supervisors and to place said units into service.
- Section 4. This resolution shall take effect immediately.

Facility and Support Services

600 West 4th Street
Davenport, Iowa 52801-1003
fss @ scottcountyiowa.com
(563) 326-8738 Voice (563) 328-3245 Fax



August 6, 2013

To: Dee F. Bruemmer
County Administrator

From: Dave Donovan, Director
Facility and Support Services

Subj: Emergency purchase – Jail HVAC pump

As we discussed three weeks ago, Maintenance staff discovered a malfunctioning pump that provides circulation for air conditioning in the Jail facility. Until the pump was taken off line and opened up we were unable to determine the exact nature of the malfunction. At a minimum, we suspected that the pump assembly would need to be rebuilt (at a cost of \$3-5000). However, depending on the severity of the malfunction, we also knew it was possible that the pump housing and impeller were damaging, which would require the entire assembly (less the motor) would need to be replaced (at a cost of around \$20,000). Although we have a back-up pump, I wanted to make sure that we moved quickly with the repair, regardless of the final diagnosis.

Unfortunately, as our contractor opened the pump we discovered extensive damage to the housing, requiring replacement of the pump assembly. Per our discussion and using the emergency provisions our purchasing policy, I approved a purchase order for a replacement assembly and installation. Our policy requires that I place this purchase on the next Board agenda for information and formal approval.

I report and recommend that the Board approve (after the fact) the purchase of replacement pump assembly and installation services from Ragan Mechanical in the total amount of \$19,865.00. I will be at the next Committee of the Whole meeting to discuss this purchase further and to answer any questions you or the Board may have.

CC: FSS Management Team

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

August 15, 2013

A RESOLUTION APPROVING A PROPOSAL FROM RAGAN MECHANICAL FOR A
PUMP REPLACEMENT IN THE JAIL FACILITY.

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

- Section 1. That the proposal from Ragan Mechanical for the emergency purchase of a pump replacement for the Jail is hereby retroactively approved for emergency purchase order #22913 in the amount of \$19,865.00
- Section 2. This resolution shall take effect immediately.

HUMAN RESOURCES DEPARTMENT
600 W. 4TH Street
Davenport, IA 52801



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

Date: August 1, 2013

To: Dee Bruemmer, County Administrator

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

Subject: LTD Insurance Recommendation

Our broker, National Insurance Services has worked with our current provider to renew our Long term disability (LTD) coverage for two additional years with no rate increase. You may recall 4 years ago we entered a consortium agreement with National Insurance Services to get larger group rates for our Life and LTD policies. Last year we renewed our life insurance coverage with Met Life for 3 years (2 remaining) at the same rate. In 2009 the consortium savings totaled \$37,364 annually; \$20,424 of the savings is related to the reduced premiums for the LTD coverage. I recommend we renew the current agreement with Madison National Life. Both life and LTD coverage would be up for renewal in September, 2015.

Cc: David Farmer, Budget Manager
Cheri Sexton, Benefits Coordinator

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
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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

August 15, 2013

APPROVAL OF TWO YEAR AGREEMENT WITH MADISON NATIONAL LIFE FOR
LONG TERM DISABILITY INSURANCE COVERAGE

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

Section 1. That the proposal from Madison National Life for two year long term disability insurance coverage for staff is hereby accepted and approved.

Section 2. That the Human Resources Director is hereby authorized to sign the life insurance contracts for services on behalf of the Board.

Section 3. This resolution shall take effect immediately.

SCOTT COUNTY PERSONNEL ACTIONS

Item 10
08-13-13

BOARD MEETING: August 15, 2013

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
Melissa Casey Health	Jail Inmate Health Nurse P/T	\$22.59/hr	07/29/13	Per diem position

TRANSFERS AND PROMOTIONS

Employee/Department	New Position	Salary Change	Effective Date	Remarks
Brooke Barnes Health	Community Health Consultant	\$55,419 - \$58,190	08/12/13	Replaces Tiffany Tjepkes
Trent Singleton Sheriff	Court Compliance Coordinator	\$49,899 - \$45,388	08/19/13	Fills new position
Troy Sullivan Sheriff	Court Compliance Coordinator	\$43,306 - \$40,878	08/19/13	Fills new position

LEAVES OF ABSENCE/OTHER

Employee/Department	Position	Effective Date	Remarks
None			

BARGAINING UNIT STEP INCREASES

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Charles Barden Sheriff/Jail	Correction Officer	\$40,206 - \$42,078	Step 4	08/01/13
Nathanial Comer Sheriff	Deputy Sheriff	\$53,851 - \$56,285	Step 5	08/03/13
Tina Weets FSS	Maintenance Electronic Systems Tech	\$39,437 - \$40,768	Step 3	08/06/13
Mary Hancock Treasurer	Multi-Service Clerk	\$36,483 - \$37,565	Step 8	08/10/13

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Donna Harvey Secondary Roads	Garage Caretaker	\$13.373/hr - \$13.639/hr (2.0%)	90.167%	07/01/13
Tim Dougherty Health	Environmental Health Specialist	\$59,544 - \$60,735 (2.0%)	108.104%	07/09/13
Patricia Beckman Health	Medical Assistant	\$45,489 - \$47,309 (4.0%)	112.461%	07/18/13
Angela Kersten Secondary Roads	Assistant County Engineer	\$94,881 - \$95,617 (.885%)	115%	07/19/13
Ann Jepson Health	Public Health Nurse	\$64,975 - \$65,831 (1.495%)	115%	08/02/13
Leslie Arquilla Health	Community Health Consultant	\$63,472 - \$64,609 (2.024%)	115%	08/10/13

*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
Roger Kean Conservation	Director	07/01/13
Stuart Scott Health	Intervention Specialist	07/09/13
Barb Walton Juvenile Detention	Shift Leader	07/25/13

SEPARATIONS

Employee/Department	Position	Hire Date	Separation Date	Reason for Separation
None				

REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Child Health Consultant Health	Vacant 8/12/13	ASAP	Brooke Barnes	Approve to fill
Data Clerk/Receptionist County Attorney	Vacant 8/19/13	ASAP	Theresa Caras	Approve to fill
Bailiff Sheriff	Vacant 8/19/13	ASAP	Troy Sullivan	Approve to fill
Correction Officer Sheriff	Vacant 8/19/13	ASAP	Trent Singleton	Approve to fill

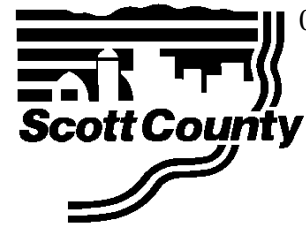
TUITION REQUESTS

Employee/Department	Position	Course of Study	Course dates(s)
Lashon Moore Health	Clinical Services Specialist	Community Nursing Pathophysiology Western Illinois University	08/19/13 – 12/13/13

Community Services Department

600 W. 4th St.
Davenport, Iowa 52801

(563) 326-8723 Fax (563) 326-8730



Item 11
08-13-13

August 2, 2013

TO: Risk Pool Board

FROM: Lori A. Elam, Scott County CPC Administrator

RE: Risk Pool Funds Final Report- Scott County

This letter serves as the final report to the Risk Pool Board regarding Scott County's use of Risk Pool funds in FY12 and FY13.

When Scott County applied for the funds in August of 2011, a waiting list of 72 people was provided. Over the two years (FY12 and FY13), another 188 individuals were approved for risk pool funding and added to the spreadsheets for a total of 260. But only 214 of them utilized the funds for services in Scott County. A variety of services were paid for: vocational, residential, transportation, outpatient, community support and day treatment over the two years. See the attached spreadsheets #1 (FY12) and #2 (FY13) for details.

Over the two years, we worked with local providers and the DHS/TCM office to locate the individuals and assist them in applying for Medicaid when applicable. Local providers did refer numerous new individuals to the county for funding and they were added to the list. Here are reasons why some cases were closed or individuals did not access funding over the two years:

1. Individuals passed away.
2. Individuals/families received an ID Waiver slot.
3. Several individuals moved out of the state.
4. Several individuals did not have an ID diagnosis, thus they were not eligible for ID Waiver services.
5. A couple of individuals were in jail.
6. Several individuals failed to return calls, return paperwork, or failed to keep appointments despite repeated attempts by DHS.
7. Four individuals were determined to be "State Case" status and were referred on to DHS.
8. Individuals moved to nursing facilities.
9. DHS and the county were unable to locate some individuals who were on the original waiting list.

Those cases were closed and funding projections were removed from the original spreadsheet (FY12).

Scott County received \$619,809 in Risk Pool funds in 2011. The FY12 expenditures totaled \$198,924.92 and the FY13 expenditures totaled \$359,679.76. The grand total spent by Scott County was \$558,604.68 for the two years. Scott County will be paying back the unspent amount of \$61,204.32 to the Risk Pool Fund as required by the 2012 Iowa Acts, Chapter 1133, section 67.

Again as requested, I have attached two spreadsheets showing the individuals, services, start dates and amount spent on each service for each fiscal year.

On behalf of Scott County, I thank you for the use Risk Pool funds to address the waiting list and the new individuals in our county needing services. If you have additional questions, please feel free to contact me.

Sincerely,

Lori A. Elam
Scott County CPC Administrator

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

AUGUST 15, 2013

APPROVAL OF THE REIMBURSEMENT OF THE UNEXPENDED RISK POOL FUNDS
TO THE DEPARTMENT OF HUMAN SERVICES

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

Section 1. That Scott County received \$619,809 in Risk Pool funds in August of 2011 to eliminate the waiting list for MH/DS services and provide funding to new individuals in the system.

Section 2. That the 2012 Iowa Acts, Chapter 1133, section 67, requires counties to reimburse any Risk Pool funds not expended by June 30, 2013 is hereby approved.

Section 3. Scott County did not spend \$61,204.32.

Section 4. This resolution shall take effect immediately.



SCOTT COUNTY HEALTH DEPARTMENT

Administrative Center
600 W. 4th Street
Davenport, Iowa 52801-1030
Office: (563) 326-8618 Fax: (563)326-8774
www.scottcountyiowa.com/health



Public Health
Prevent. Promote. Protect.

May 28, 2013

To: Dee F. Bruemmer, County Administrator
From: Edward Rivers, Director
RE: Contract with Tri Data Division of System Planning Corporation for EMS System Study

Attached you will find copies of the proposal from the Tri Data Division of System Planning Corporation for an EMS System Study.

The RFP submission from Tri Data Division received the highest score from members of the review panel, and upon negotiation, Tri Data Division agreed to perform the study for the budgeted amount of \$75,000.



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AGREEMENT

This Agreement is made and entered into as of the last day signed below by and between System Planning Corporation, a corporation organized and existing under the laws of the State of Delaware, having a place of business at 3601 Wilson Boulevard, Arlington, Virginia, 22201 (hereinafter referred to as "SPC") and Scott County a governmental unit of the State of Iowa at 600 West 4th Street, Davenport, Iowa (hereinafter referred to as "County").

NOW, THEREFORE, in consideration of and in express reliance upon the mutual covenants, promises, and conditions set forth herein, the parties intending to be legally bound agree as follows:

1. Period of Performance

Unless otherwise terminated in accordance with the provisions stated herein, this Agreement shall commence on the date of execution hereof and remain in full force and effect until March 1, 2014.

2. Performance Obligations

The obligations of the parties under this Agreement with respect to the performance thereof and the scope of work to be provided by SPC are detailed in Attachment 1. This Agreement is not exclusive, and SPC shall remain free to provide the same or similar work to other third parties.

3. Price and Invoicing

As payment for the work, SPC has agreed to provide under this Agreement, SPC shall be compensated and shall submit invoices in accordance with the provisions contained in Attachment 1. Time for payment is of the essence in this Agreement. The parties agree that SPC shall be paid within forty five (45) calendar days of the date of any invoice.

4. Additional Terms and Conditions

Additional terms and conditions that govern this Agreement are contained in Attachment 2.

5. Communications

Any and all communication related to this Agreement, from one party to the other party, must be addressed to the respective party as follows:

SPC:		SCHD:	
Name:	Philip Schaenman	Name:	Edward Rivers
Company:	System Planning Corp.	Agency:	Scott County Health Department
Title:	President, TriData Division	Title:	Director
Address:	3601 Wilson Blvd. Arlington, VA 22201	Address:	600 West 4 th Street Davenport, IA 52801
Telephone:	(703) 351-8300	Telephone:	(563) 326-8618
Facsimile:	(703) 351-8383	Facsimile:	(563) 326-8774
E-mail:	pschaenman@sysplan.com	E-mail:	Health@scottcountyiowa.com

The effective date of any such communication shall be the date on which it is actually received by the party to whom it is addressed.

6. Integration

This Agreement and any documents referred to herein or attached hereto constitutes the complete and entire understanding between the parties concerning the subject matter hereof and supersedes and merges any and all prior and contemporaneous promises, commitments, proposals, representations, or communications, oral or written, with respect thereto. Except as provided for herein, the terms and conditions of this Agreement may not be changed, modified or altered, nor any of its provisions waived, except by a written instrument signed by duly authorized representatives of both parties hereto.

7. Counterparts

This Agreement may be executed and accepted in any number of counterparts, each of which shall be an original with the same effect as if the signatures were on the same instrument. The delivery of an executed counterpart of a signature page to this Agreement by facsimile shall be effective as delivery of a manually executed counterpart of this Agreement.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives have executed this Agreement as of the day and year last written below.

FOR: SPC	FOR: Scott County
Name: _____	Name: _____
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

ATTACHMENT 1
STATEMENT OF WORK AND COMPENSATION TERMS

I. During the term of this Agreement, SPC shall provide the following services to County:

As detailed in Request for Proposal SCCAP 63015-16A-ASY issued by the Scott County Health Department and Proposal submitted by Philip Schaenman, President, TriData Divison on June 19, 2013.

II. During the term of this Agreement, SPC shall invoice and be paid in accordance with the following:

Total cost of the services provided by SPC and all expenses incurred by SPC under the terms of this Agreement shall be delivered as firm, fixed price in the amount of \$75,000, unless amended by both parties.

Invoices shall contain the following information: unique invoice number, date of invoice, period of performance, and labor, travel, and other direct costs. Travel and other direct costs detail shall be separated from labor costs. Travel shall be in accordance with the Joint Travel Regulations. SPC agrees to use the most economical method of travel available.

ATTACHMENT 2

ADDITIONAL TERMS AND CONDITIONS

- 1. Inspection and Acceptance of Service Deliverables.** Any deliverables or work product (i.e. information, data, writings, documents, materials, models) that are specified in this Agreement to result from the performance of services hereunder are subject to inspection in draft form during the period of performance when practicable and are subject to final inspection on or after delivery. In the event any deliverables or work product do not conform to the requirements or standards contained in this Agreement, they may be rejected and returned to SPC, provided that SPC is notified in writing of the particulars of any nonconformities within 30 calendar days of the date of delivery. Upon return of any deliverables or work product, SPC's sole and exclusive obligation and liability shall be to correct, at SPC's expense, any part of the deliverables or work product that SPC finds upon inspection to be nonconforming based on any particulars specified in the written notice. If any deficiencies are found to be not of SPC's causing, SPC shall be reimbursed for any correcting activities SPC agrees to perform. Any deliverables or work product not rejected within 30 calendar days shall be deemed accepted.
- 2. Limitation on Warranties.** SPC warrants only that it will perform all work hereunder in good faith. SPC will not be liable in respect of any decisions made as a result of the performance by SPC of this contract. SPC DISCLAIMS ALL OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WARRANTIES ARISING FROM COURSE OF PERFORMANCE, COURSE OF DEALING, OR USAGE IN TRADE, AND ALL OTHER WARRANTIES UNDER ANY LEGAL OR EQUITABLE THEORY. NO REPRESENTATION OR OTHER AFFIRMATION OF FACT THAT IS NOT CONTAINED IN THIS AGREEMENT SHALL BE DEEMED TO BE A WARRANTY BY SPC.
- 3. Intellectual Property Rights.** The parties agree that SPC shall own all information, data, writings, documents, materials, models, and other deliverables and any idea, concept, method, methodology, template, tool, procedure, process, technique, design, invention, or discovery which is utilized, acquired, obtained, created, developed, generated, prepared, provided, or furnished by SPC as part of or in connection with the performance of this Agreement, as well as any and all copyrights, rights to create derivative works, patents, trademarks, trade secrets, mask works, and any other intellectual property rights or interests therein ("Intellectual Property"). No right or license, express or implied, is granted by this Agreement under any patent, copyright, trademark, trade secret, or other intellectual property right to this Intellectual Property, except to the extent that any such Intellectual Property is contained in or physically incorporated into any deliverables or work product that are specified in this Agreement to result from the performance of services hereunder, in which case SPC hereby grants to Customer, upon full and final payment to SPC hereunder, a non-exclusive, non-transferable, irrevocable, worldwide, royalty-free license to use such Intellectual Property in connection with these deliverables and/or work product.
- 4. Confidentiality.** In the event either party discloses proprietary and/or confidential information under this Agreement, such information shall be held in strict confidence and shall not be disclosed to any third party nor used or reproduced for purposes other than those directly associated with the performance of this Agreement without the prior written consent of the party disclosing the proprietary or confidential information. Except as provided under Iowa Code Chapter 22. All such confidential and/or proprietary information shall remain the property of the transmitting party and shall be returned upon written request. Iowa agencies are held to standard of the Chapter 22 of the Iowa Code Public Records Law.
- 5. Force Majeure.** SPC shall not be held responsible or liable for any loss, damage, or delay that arises out of or results from events beyond SPC's reasonable control, including but not limited to, acts of God or the public enemy, natural disasters, epidemics, fires, windstorms, floods, explosions, war or other hostilities, insurrection, civil commotion, riots, embargoes, acts of terrorism, vandalism, sabotage, strikes or lockouts, labor disputes, mechanical breakdown, interruption of utility services, shortages, delays in obtaining suitable parts or equipment, material, labor, or transportation, acts, omissions, or failures to perform of vendors or subcontractors or their equipment or software, acts or omissions of another party to this Agreement, acts or requirements of any governmental authority or agency or any federal, state, or local court, or any similar or dissimilar cause.
- 6. Disputes.** The parties agree that the exclusive jurisdiction and venue of any suit or arbitration relating to this Agreement shall be in the State of Iowa and each party waives any right or claim to challenge or seek any change in jurisdiction or venue. Any legal action against SPC under this Agreement or related to the performance of this Agreement must be brought within one year after the cause of such action accrues.
- 7. Termination.** Either party shall be entitled to terminate this Agreement for default by written notice if the other party fails to comply with or perform any provisions of this Agreement or commits a breach of any of the terms and conditions of this Agreement and, in the case of such failure or breach which is capable of being remedied, fails to remedy the same within fifteen (15) calendar days after receiving written notice.
- 8. Relationship of the Parties.** Under this Agreement, the parties shall be independent contractors and not an employee, representative, or agent of the other for any purpose whatsoever. This Agreement is not intended to be, nor shall it be construed as, a joint venture, association, partnership, franchise, or any other form of business organization.
- 9. Assignment.** Neither party may assign any of its rights or interests hereunder without the prior written consent of the other party, which may not be unreasonably withheld or delayed. Any attempted assignment in violation of this provision shall be void and of no force and effect. The parties, however, may assign this Agreement to any successor in interest by way of merger or consolidation or the acquisition of substantially all of the business or assets of that party relating to the subject matter of this Agreement without securing the prior consent of the other party. This right shall be retained provided that such successor shall expressly assume all of the obligations and liabilities under this Agreement of the assigning party, and that the assigning party shall remain liable and responsible to the other party hereto for the performance and observance of all such obligations.
- 10. Governing Law.** This Agreement and all rights and obligations related thereto shall be governed by, interpreted, and construed in all respects in accordance with the internal laws of the State of Iowa, without regard to any provisions on choice or conflict of laws.
- 11. Limitation on Liability.** In no event shall SPC or any of its affiliates, officers, directors, agents, or employees be liable for any claim, damage, injury, or loss of any nature arising out of or related to this Agreement in excess of the total amount paid to SPC hereunder with respect to which such claim, damage, injury, or loss relates. SPC SHALL BE LIABLE ONLY FOR ANY ACTUAL DIRECT DAMAGES INCURRED TO THE LIMIT SET FORTH IN THE PRECEDING SENTENCE AND UNDER NO CIRCUMSTANCES SHALL SPC HAVE ANY OBLIGATION OR LIABILITY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES OF ANY KIND INCLUDING LOSS OF USE, LOSS OF REVENUE OR PROFIT, LOSS OF BUSINESS OR GOODWILL, BUSINESS INTERRUPTION, DAMAGES TO BUSINESS OR REPUTATION, OR LOST, CORRUPTED, MISDIRECTED, OR MISAPPROPRIATED DATA HOWSOEVER ARISING EVEN IF SPC HAS BEEN ADVISED OF THE POSSIBILITY OF THE SAME OR EVEN IF THE SAME WERE REASONABLY FORESEEABLE. This provision does not apply, however, to limit the amount of any proceeds that may become payable by insurers of SPC on account of any available and applicable insurance coverage.
- 12. Headings.** The titles used herein for the provisions of this Agreement are solely for the convenience of the parties and shall not be construed as affecting the construction of this document.
- 13. Severability.** If any provision of this Agreement is found to be illegal, invalid, or unenforceable for any reason, such determination shall not affect the validity, legality, or enforceability of any other provision of this Agreement, and this Agreement will be construed in all respects as if such illegal, invalid, or unenforceable provision were omitted.
- 14. Mutual Negotiation.** This Agreement was the result of negotiation between the parties. The parties agree that for the purpose of interpreting this Agreement they shall be deemed to have jointly authored each and every provision.
- 15. Survival of Obligations.** The parties' rights and obligations which by their nature would continue beyond the termination, cancellation, or expiration of this Agreement shall survive such termination, cancellation, or expiration.

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

August 15, 2013

APPROVING THE CONTRACT WITH TRI DATA DIVISION OF SYSTEM PLANNING CORPORATION FOR THE EMS SYSTEM STUDY

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

Section 1. The Scott County Health Board has chosen Tri Data Division of System Planning Corporation to conduct the EMS System Study;

Section 2. The study is budgeted in the FY14 Capital Improvement Program and the contract amount of \$75,000 is within that budget amount;

Section 3. The Board authorizes the Health Department to enter into the contract on behalf of the County and authorizes the expenditure of funds for that purpose;

Section 4. 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.scottcountyiaowa.com



July 31, 2013

TO: Dee F. Bruemmer, County Administrator

FROM: David Farmer, CPA Budget Manager

CC: Craig Hufford, Financial Management Supervisor
Wes Rostenbach, Accounting and Tax Supervisor
Lori Elam, Community Services Director
Roger Kean, Conservation Director

SUBJ: Scott County Board Policy 33- Financial Polices

Standard financial management policies recommend the review of financial policies annually or as needed. A review of the current fund balance policy identified clarifications of fund balance classifications of the MH- DD Fund, Rural Services Fund, Debt Service Fund, Self- Insurance Fund and Golf Course Fund. Additionally, due to changes occurring in Fiscal Year 2013, minimum fund balance polices of the MH-DD Fund and Golf Course Fund are recommended.

Based upon communications with Community Services Director Lori Elam, the State of Iowa's delay in funding decisions has hampered the County's budget process for fiscal years 2012- 2014 and the ability to properly prepare for the changing funding structure from County provided services to regionalization of services. These structural changes have impacted the available fund balance and projected fund balance within the fund while continuing to require a minimum level of service to residents of Scott County. Effective June 30, 2013 it is recommended the County not require a minimum fund balance of the MH-DD Fund. Additional internal financing may be made available through the County's General Fund through short term interfund loans at no additional cost to the MH-DD Fund.

Previously the Golf Course Fund was required to maintain a minimum fund equity equal or exceeding the escrowed annual debt service. During FY 12, the note payable was repaid and the escrow was released. In FY 13 the County Board forgave the interfund loan between the Golf Course Fund and the General Fund. The unrestricted fund balance of the Golf Course is now projected to be positive in FY 2013. As of June 30, 2013 and thereafter it is recommended the Golf Course Fund maintain a positive unrestricted net asset balance.

I will be available at the August 13, 2013 committee of the whole Board of Supervisors meeting. Please let me know if you have further questions.

33. FINANCIAL MANAGEMENT POLICIES

GENERAL POLICY

The following financial policies have been developed to provide guidance to the County's financial management system.

SCOPE

This policy is applicable to all offices and departments within Scott County government.

PURPOSE

The County's intent is to support a sound and efficient financial management system which best utilizes available resources and provides an acceptable service level to the citizens of Scott County. The following statements are not intended to restrict Scott County's authority in determining service needs and/or activities of Scott County. These financial policies do not limit the Scott County Board's of Supervisors ability and responsibility to respond to service delivery needs above or beyond these policies. The Scott County Board of Supervisors as a policy making group is still accountable for the efficient and responsive operation of Scott County.

SPECIFIC POLICY PROVISIONS

REVENUE POLICY

1. Scott County will initiate efforts to maintain diversified and stable revenues in an attempt to limit the impact of short run fluctuations in any one revenue source.
2. Annual revenues will be estimated by an objective, and whenever possible analytical process.
3. Existing revenue sources will be re-examined with new revenue sources investigated during the annual budget preparation process.
4. Revenues may exceed expenditures if the fund balance of any funds needs to be increased to meet minimum balance requirements. Additionally, surplus fund balances may supplement revenues in order to fund estimated expenditure levels, generally for onetime expenditures or capital costs.
5. Property tax revenue collections will be established through a tax levy rate for general operations which will not generally exceed the cost of living of the previous year.

6. In relation to enterprise funds which have been established to support expenditure levels, user fees and charges will be established to fund direct and indirect cost of the activity whenever feasible.
7. User fees in other governmental areas such as health and recreational services will be established at a level which will not inhibit participation by all.
8. All user fees and charges will be re-evaluated on an annual basis during the budget preparation process.
9. One-time or special purpose revenues such as grant funds will be utilized to fund capital expenditures or expenditures required by that revenue. Such revenues will generally not be used to subsidize reoccurring personnel, operating and maintenance costs and if approved will be qualified by stating such on-going program may be ended once grant funds or other revenue sources no longer exist.
10. Scott County will on a continuous basis seek methods to reduce the County's reliance on the property tax through seeking legislative support for local option taxes, investigating additional non-property tax revenue sources, and encouraging the expansion and diversification of the County's tax base with commercial and industrial development.

OPERATING BUDGET/EXPENDITURE POLICY

1. The County Administrator will compile and submit to the Scott County Board of Supervisors a balanced budget by the first of February of each year.
2. The balanced budget will reflect expenditures which will not exceed estimated resources and revenues. Routine expenditures will not be greater than the previous year's expenditure level by more than the estimated annual percentage increase in the cost of living.
3. The operating budget for Scott County will be developed and established on a service level basis. Any additions, deletions and/or alterations in the operating budget will be related to services to be provided to the general public.
4. The operating budget will emphasize productivity of human resources in providing services, efficient use of available revenue sources, and quality of services to be provided.
5. New service levels will be considered when additional revenues or offsetting reductions of expenditures are identified, the new services fall within the

broad framework of the County operation, or when such services are mandated by the State of Iowa or the federal government.

6. Current County expenditures will be funded by current revenues unless specifically approved by the Board of Supervisors.
7. The County will avoid the postponement of current expenditures to future years, accruing future year revenues, or utilization of short term debt to fund operating expenditures.
8. The operating budget will provide funding for the on-going maintenance and replacement of fixed assets and equipment. These expenditures will be funded from current revenues transferred to the Capital Improvement Funds.
9. Each year the County will revise current year expenditure projections during the succeeding year's budget preparation process. Costs of operating future capital improvements included in the capital projects budget will be included in the operating budget.
10. The County will participate in a risk management program to minimize losses and reduce costs. This program will also protect the County against catastrophic losses through the combination of insurance, self-insurance and various federal and state programs.
11. The County will maintain a budgetary control system to monitor its adherence to the approved operating budget.
12. All departments will have access to monthly expense and revenue reports comparing actual revenues and expenditures to budgeted amounts. These reports will be updated on a weekly basis to allow departments to regularly review their financial position.

CAPITAL IMPROVEMENT BUDGET POLICY

1. The County will make all capital improvements in accordance with the adopted Capital Improvement Program except for emergency capital improvements which are deemed necessary by the County staff and approved individually by the Board of Supervisors.
2. Capital improvements will be identified on the basis of long-range projected needs rather than on immediate needs in order to minimize future maintenance, replacement and capital costs.
3. A capital improvement program will be developed for a five-year period and updated annually.

4. Estimated costs of each capital improvement projected for each year will be included in the plan.
5. Revenue sources for capital improvements will be identified in the plan whenever possible.
6. Intergovernmental funding sources from the federal, state and private sector will be actively sought and used as available to assist in financing of capital improvements.
7. Future operating costs associated with the capital improvement will be projected and included as a part of the budget submission in the capital improvement budget.
8. Capital Funding Requests From Outside Agencies

- Capital funding requests (greater than \$5,000) from outside agencies will only be considered during the Board's regular annual budget review cycle.
- Said requests must be submitted to the County Administrator on or before December 1st on forms provided by the County.
- Said requests for the next fiscal year will only be accepted for consideration if the County's unassigned General Fund balance exceeds the minimum required level, 15% of operating expenses. (The 15% minimum required level shall be based on the audited beginning unassigned General Fund balance amount of the current fiscal year less any planned uses of fund balance included in the current fiscal year budget compared with current year budgeted general fund operating expenses).
- Said request shall describe the project in detail and shall also include the following minimum information:
 - Project impact on community (economic development, quality of life, etc.)
 - Total cost of project
 - % of request from County to total project cost
 - Listing of other revenue sources
- Agencies are encouraged to competitively bid out contracts and should allow local vendors to bid.
- Approved funding allotments will be made beginning with the next fiscal year being budgeted and may be made over a multi-year period.
- No allotment will be given until the requesting organization informs the

County in writing that all funding commitments have been made and that the project has begun (this action must be completed prior to December 31st of the next fiscal year being budgeted, if not, the County's funding commitment will end). Note: Agencies may request an extension to this provision. The extension request should be submitted in writing detailing reasons for the extension and the extension timeframe requested.

- Any approved funding commitment from the County for a project should be considered final with no subsequent funding request to be made to the County on that project.
- Any future State action such as program funding reductions, increased unfunded State mandates, or the enactment of property tax limitation legislation may not allow the County to consider or, complete fulfillment of these types of capital funding requests.

9. Bike Trail Funding

- The Board of Supervisors supports the development and construction of bike trails that will connect communities within the County. The Board encourages state and federal legislators to fund grant opportunities to fund these bike trails. The Board will support grant applications to appropriate state and federal agencies for grant funding of these trails.
- The Board will participate in funding the local match grant requirement of bike trail development and construction that connect non-contiguous cities within Scott County. The Board will also consider allowing the use of the County's right of way for portions of proposed trails along County roads.
- The Board of Supervisors will fund 10% of the local match grant requirement (up to a 30% grant local match requirement). For example, if the grant award is for \$1 million with a 30% local-70% federal/state split the County would fund \$30,000 of the local match. If the same \$1 million grant had a 40% local-60% federal/state split the County would still only fund \$30,000 of the local match. If this is a multi-county grant application the 10% County local match funding amount will be based on the percentage of bike trail mileage in Scott County.
- The County encourages communities to secure additional local grant funding toward the local match requirement (i.e., riverboat grants, foundations, businesses, etc.). The County will not reduce its 10% local match commitment by any additional funding secured by the communities toward their 90% share of the local match.
- The County will not participate in any ongoing maintenance costs of the bike trails.

DEBT ADMINISTRATION POLICY

1. The County will limit its long-term borrowing to capital improvements or projects which cannot be financed from current revenues or for which current revenues are not adequate.
2. Long-term borrowing will only be utilized to fund capital improvements and not operating expenditures.
3. The payback period of the bonds issued to fund a particular capital project will not exceed the expected useful life of the project.
4. It is recognized that the State of Iowa sets the debt limitation for municipalities at 5 percent of actual property valuation.
5. Whenever possible, special assessment, revenue bonds and/or general obligation bonds abated by enterprise revenues will be issued instead of general obligation bonds funded by property tax.
6. For those general obligation bonds issued and funded by property taxes, debt service and interest payment schedules shall be established whenever possible in such a manner to provide equalization of debt and interest payments each year for the life of the total outstanding general obligation bonds.
7. The County shall encourage and maintain good relations with the financial and bond rating agencies and prepare any reports so requested by these agencies. Full and open disclosure on every financial report and bond prospectus will be maintained.

FINANCIAL REPORTING POLICY

1. The County will establish and maintain a high standard of accounting practices and procedures which adhere to the concept of full and open public disclosure of all financial activity.
2. The accounting system will be maintained on a basis consistent with accepted standards for governmental accounting.
3. Quarterly financial statements reported on a budget basis of accounting will be presented to the board of Supervisors on a regular basis.
4. The County's independent public accounting firm will publicly issue an audit opinion regarding the financial statements to the County. The annual audit will be made available to the general public, bonding and financial

consultants, and any other interested citizens and organizations.

5. The Comprehensive Annual Financial Report and accompanying audit opinion will be completed and submitted to the Board of Supervisors by December 31 and following the close of the preceding fiscal year.

FUND BALANCE POLICY

Government Accounting Standards Board (GASB) has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The Statement is effective for the County beginning with fiscal year ending June 30, 2011. The objective of this statement is to improve the usefulness and understandability of governmental fund balance information. The Statement provides more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The Statement impacts governmental fund types, however, in non-governmental funds, the County may decide to assign funds for specific purposes.

1. The fund balance will be reported in five categories: Nonspendable Fund Balance, Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance.

a) Nonspendable Fund Balance - Amounts cannot be spent because they are a) not in spendable form or b) legally or contractually required to be maintained intact.

b) Restricted Fund Balance - Amounts are restricted by external parties (i.e. creditors, grantors, contributors) or laws / regulations of other governments or restricted by law through constitutional provisions or enabling legislation, such as an ordinance.

c) Committed Fund Balance - Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Supervisors. The formal action must occur prior to the end of the reporting period. The amount, which will be subject to the constraint, may be determined in the subsequent period.

d) Assigned Fund Balance - Amounts constrained by the government's intent to be used for specific purposes that are neither restricted or committed. The intent can be expressed by the County Administrator.

e) Unassigned Fund Balance - Is a residual classification for the general fund. The total fund balance less amounts categorized as non-spendable, restricted, committed and assigned equals unassigned fund balance. The general fund is the only fund that should report a positive unassigned fund balance amount. A negative unassigned fund balance is possible in other funds.

Minimum year-end fund balances will be maintained for all governmental and proprietary funds as follows:

Governmental	
<u>Fund Types</u>	<u>Minimum Fund Balance</u>
General	Unassigned, 15% of Annual Operating Expenses
Secondary Roads	Restricted, Between 5% & 10% of Annual Operating Expenses
MH-DD	Restricted, Between 5% & 10% of Annual Operating Expenses (state law) <u>No Minimum Required</u>
Rural Services Balance	Assigned <u>Restricted</u> , \$25,000 Minimum
Recording Management Fees	<u>Restricted</u> , No Minimum Required
Debt Service Minimum Balance	Assigned <u>Restricted</u> , <u> </u> <u> </u> \$25,000
Capital Projects	No Minimum Required
<u>Proprietary Fund Types</u>	<u>Minimum Fund Equity</u>
Self-Insurance Balance	<u>Assigned</u> , <u> </u> \$1,000,000 Minimum
Golf Course*	Escrowed Annual Debt Service Payment <u>Positive Unrestricted Net</u>

Assets

~~*County property taxes are used to fund Golf Course debt and operational deficits. The minimum fund equity for this fund is the escrowed annual debt service payment.~~

2. Flow of Funds Policy:

The County will spend the most restricted dollars before less restricted, in the following order:

- 1) Nonspendable (if funds become spendable)
- 2) Restricted
- 3) Committed
- 4) Assigned
- 5) Unassigned

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

August 15, 2013

APPROVAL OF CHANGES OF THE SCOTT COUNTY GENERAL POLICY CHAPTER 33 - FINANCIAL MANAGEMENT POLICIES

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

SECTION 1. That the Board of Supervisors approve the changes
in Scott County General Policy Chapter 33 -
Financial Management Policies.

SECTION 2. That 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



August 6, 2013

To: Dee F. Bruemmer, County Administrator
From: Matt Hirst, Information Technology Director
Subject: Approval of Purchase of Backup Software Maintenance and Support

CommVault backup software license maintenance and support is due for renewal. CommVault Simpana is the software implemented by Information Technology to backup data at Scott County and SECC.

The bid summary is as follows:

<u>Vendor</u>	<u>Total</u>
Open Technologies	\$21,129.56
EnPointe	\$22,365.00

It is recommended that the Board approve the bid from Open Technologies in the amount of \$21,129.56.

The CommVault proposal provides Information Technology the ability to obtain the latest updates and patches to the software as well the support necessary to better utilize the data backup storage solution. The result is a more functional and dependable backup environment.

This contract was awarded to MCPc Computers in the amount of \$20,857.68 last year. Budget dollars are available in the Information Technology department budget to fund 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

August 15, 2013

APPROVING PURCHASE OF COMMVAULT SOFTWARE MAINTENANCE AND
SUPPORT

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

Section 1. The purchase of CommVault backup software maintenance and support from Open Technologies in the amount of \$21,126.56 is hereby approved.

Section 2. This resolution shall take effect immediately.

ROXANNA MORITZ
AUDITOR & COMMISSIONER OF ELECTIONS
600 W. 4TH Street
Davenport, Iowa 52801
Ph: (563) 326-8631 Fax: (563) 326-8601
Cell: (563) 370-3915
www.scottcountyiowa.com



Item 16
08-13-13

August 8, 2013

To: Scott County Board of Supervisors
From: Roxanna Moritz, Scott County Auditor
RE: Assessors' Recommended Action of Homestead Credits and Military Exemptions

Pursuant to Iowa Code Section 425.3 my office is forwarding to you the recommendations of the Davenport City Assessor and the Scott County Assessor for allowance and disallowance of homestead credit applications. Also, pursuant to Iowa Code Section 426A.14 my office is forwarding to you the recommendations of the Davenport City Assessor and the Scott County Assessor for allowance and disallowance of military service tax exemptions.

The applications are physically stored in the respective Assessor's office. The County Assessor is recommending that all applications be allowed. The Davenport City Assessor is recommending allowance of all applications except the Military Exemption Application of David Patterson and the Homestead Credit Application of David and Christy Wirtz. Pursuant to Iowa Code Section 425.3 (for homesteads) and 426A.14 (for military exemptions) if the Board disallows a claim the Board is required to send written notice to the claimant that the claim has been disallowed and the reason(s) for the disallowance.

OFFICE OF THE COUNTY ASSESSOR
600 West 4th Street
Davenport, Iowa 52801-1030



Office: (563) 326-8635
Fax: (563) 328-3218
www.scottcountyiowa.com

DALE R. DENKLAU
Assessor

LEW R. ZABEL
Chief Deputy

July 1, 2013

TO: Scott County Auditor, Roxanna Moritz
Scott County Board of Supervisor Larry Minard, Chair

RE: Homestead/Military Credit Applications

Our office has completed a current list of those persons within Scott County who have filed for homestead tax credits and military service property tax exemptions for the 2013 assessment year.

Based upon our continuing audit of the filings, I am requesting that the Board of Supervisors pass a resolution allowing and disallowing credits and exemptions as submitted.

The entire list of credits and exemptions will be kept in this office physically.

Thank you,

A handwritten signature in cursive script, appearing to read "Dale Denklau".

Dale Denklau, Assessor
Scott County Assessor's Office

DAVENPORT CITY ASSESSOR'S OFFICE

SCOTT COUNTY ADMINISTRATIVE CENTER

August 7, 2013

Roxanna Moritz
Scott County Auditor
Scott County Administrative Center
Davenport, Iowa 52801

RECEIVED
2013 AUG - 7 AM 10: 51
SCOTT CO. AUDITOR

RE: Homestead Tax Credit Applications
Military Exemption Applications

The above referenced applications for 2013 are on file in the Davenport City Assessor's Office and are stored in the County's Tax Incode Application File.

In accordance with Iowa Code Chapter 425.3, the assessor shall submit in writing the reasons for the recommendation to the county auditor. The county auditor shall forward the claims to the board of supervisors. The board shall allow or disallow the claims. If the board disallows a claim, it shall send written notice, by mail, to the claimant at the claimant's last known address. The notice shall state the reason for disallowing the claim.

Attached with this letter are 2013 applications that I am recommending for disallowance due to the reasons listed below:

- 1) David Patterson
510 East 30th Street
Davenport, IA 52803

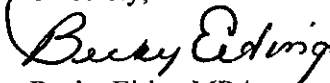
Mr. Patterson is not eligible for a 2013 Military Tax Exemption because he did not serve active duty, other than for training purposes, and he did not serve at least 20 years for the Iowa National Guard or reserve forces of the United States.

- 2) David E. & Christy A. Wirtz
5515 Shawnee Drive
Davenport, IA 52804

David and Christy Wirtz are not eligible for a 2012 Homestead Tax Credit because they did not declare residency in Iowa for purposes of income taxation and did not file a 2012 Iowa income tax return.

If you need further clarification, please contact this office.

Sincerely,


Becky Eiting MRA
Davenport City Assessor

✓ cc: Scott County Board of Supervisors

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

August 15, 2013

APPROVING THE 2013 HOMESTEAD AND MILITARY TAX CREDIT APPLICATIONS
AS RECOMMENDED FOR ALLOWANCE AND DISALLOWANCE BY THE
DAVENPORT CITY ASSESSOR AND THE SCOTT COUNTY ASSESSOR OFFICES

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

Section 1. All 2013 Homestead Property Tax Credit and Military Property Tax Exemption Applications as recommended for allowance by the Davenport City Assessor and Scott County Assessor and as filed in the respective County Assessor's Offices are hereby approved.

Section 2. The disallowances of the Military Property Tax Exemption application of David Peterson, and the Homestead Property Tax Credit application for David E. and Christy A. Wirtz are approved.

Section 3. This resolution shall take effect immediately.

ROXANNA MORITZ, C.E.R.A.
AUDITOR & COMMISSIONER OF ELECTIONS
600 W. 4th St.
Davenport, Iowa 52801



Ph: (563) 326-8631 Fax: (563) 326-8601
www.scottcountyiowa.com

TO: Dee Bruemmer

FROM: Roxanna Moritz, Scott County Auditor

SUBJECT: Precinct Election Workers Resolution

DATE: 08/7/2013

Please see the attached resolution to recognize the contributions of Scott County's Precinct Election Chair People.

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

August 15, 2013

RESOLUTION TO RECOGNIZE THE CONTRIBUTIONS OF SCOTT COUNTY'S PRECINCT ELECTION CHAIR PEOPLE AND TO EXPRESS APPRECIATION FOR THEIR YEARS OF SERVICE

WHEREAS, Scott County's precinct election chair people conduct our elections with the utmost integrity, and thereby protect and promote the public trust and confidence in the democratic process, and,

WHEREAS, Scott County's precinct election chair people ensure safe, accurate and efficient voting processes, and,

WHEREAS, the efforts of Scott County's precinct election chair people allow all Scott County voters to cast their ballots privately and independently,

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

Section 1. The Board recognizes that precinct election chair people are the unsung heroes of our county's election process, and expresses its gratitude and recognition for the part these Scott County citizens play in assuring that all voters have the opportunity to cast their ballots on Election Day.

Section 2. The Board further expresses its appreciation for the many years of essentially volunteer service that Scott County's precinct election chair people contribute to our community as stated herein:

Susan Lynn Meinert	1 Year	Susan Sharar	5 Years
Aubrey Jordan	1 Year	Richard Atzen	5 Years
Patrick Hart	1 Year	Thomas Rutherford	5 Years
Randy Pohl	1 Year	Janice DePover	6 Years
Susan Strodbeck	1 Year	John Ackerman	6 Years
Cammie Pohl	2 Years	Linda Kay Shoesmith	7 Years
David Rupe	2 Years	Mary Wenndt	7 Years
Kenneth Engle	2 Years	Linda Capps	9 Years
Matthew Hogan	2 Years	Linda Olson	9 Years
Art Perrault	3 Years	Michael Stokesberry	9 Years
Christine Thompson	3 Years	Paul Johnson	9 Years
Cliff Day	3 Years	Sharon Trier	9 Years
Joan Noon	3 Years	Wayne Nelson	9 Years
Marsha Voigt-Zemo	3 Years	Mary Cotton	10 Years
Janice Payne	4 Years	Ron Phillips	10 Years
Larry Keester	4 Years	Barbara Emerson	11 Years
Peggy Gustafson	4 Years	Cindy Ott	11 Years
Barbara Knight	5 Years	Darlene Reinert	11 Years
Denise Heinrichs	5 Years	Donald Courter	11 Years
Jeanita McNulty	5 Years	George Bleich	11 Years
Jeff Brennan	5 Years	Geraldine Dulaney	11 Years
Kathleen Parker	5 Years	Kimberly Guy	11 Years
Linda Greenlee	5 years	Michael Middlemiss	11 Years
Mike Salter	5 Years	Nancy Newton	11 Years
Pamela Zepeda	5 Years	Norm Vidoni	11 Years
Pat Doerscher	5 Years	Audrae Zoeckler	13 Years
Richard Heishman	5 Years	Beverly Sands	13 Years

Carolyn Tapscott	13 Years	Charlene Hermiston	22 Years
Janice Suiter	13 Years	Lorraine Burke	22 Years
Karen Neal	13 Years	Ann Franke	24 Years
Marlene Kaczinski	13 Years	Carma Schwarz	28 Years
Bev Strayhall	15 Years	Gladys Helkenn	33 Years
Donald Cartwright	15 Years	Verna Henning	34 Years
Constance Huber	16 Years	Marjorie Reimers	37 Years
Darlene Wuestenberg	17 Years	Sandi Frericks	37 Years
Kathy Mousel	17 Years	Linda Holder	44 Years
Lavonne Irving	17 Years	Audrey Linville	46 Years
Ruth Heuer	18 Years	Fae Harvey	48 Years
Loretta Bankson	20 Years	Myra Halsey	51 Years
Barbara Petri	21 Years		

Section 3. This resolution shall take effect immediately.