

TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
December 16 - 20, 2013

Tuesday, December 17, 2013

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

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

Presentation

- ___ 2. Presentation of the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA)...9:00 a.m. (Item 2)
- ___ 3. Presentation of PRIDE Recognition for Years of Service...9:00 a.m. (Item 3)
- ___ 4. Presentation of PRIDE Recognition for Employee of the Quarter.

Facilities & Economic Development

- ___ 5. Approval of the purchase of a Heavy 1/2 Ton Pickup and an SUV. (Item 5)
- ___ 6. Approval of first reading of an ordinance for establishing speed limits on Scott County Secondary Roads. (Item 6)
- ___ 7. Approval of the first of two readings of an ordinance to rezone approximately 7 acres from Agricultural-Preservation District (A-P) to Agriculture Service Floating Zone (A-F) in the southwesterly corner (precisely the south 865 feet of the west 355 feet) of the SW¼ NW¼ of Section 19, Princeton Township. (Item 7)
- ___ 8. Approval of a contract with Wold Architects and Engineers for the Sheriff Patrol Headquarter Project in the amount not-to-exceed \$192,625.00. (Item 8)
- ___ 9. Approval of the purchase of six MFP Machines from Office Machine Consultants in the amount of \$35,892.00. (Item 9)

Human Resources

- ___ 10. Approval of various Human Resource and General Policy Updates. (Item 10)
- ___ 11. Approval of personnel actions. (Item 11)

Health & Community Services

- ___ 12. Approval of tax suspension requests. (Item 12)

Finance & Intergovernmental

- ___ 13. Approval of the allowance and the disallowance of Family Farm Tax Credit Applications for 2013 as recommended by the Davenport City Assessor and the Scott County Assessor. (Item 13)

Other Items of Interest

- ___ 14. Approval of Board Appointments. (Item 14)

Thursday, December 19, 2013

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

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1003

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



December 9, 2013

TO: Board of Supervisors

FROM: David Farmer, CPA Budget Manager

RE: Notification that Scott County is Recipient of the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA)

The Government Finance Officers Association (GFOA) recently notified Scott County that it has received the Distinguished Budget Presentation Award for our current FY14 budget.

A suggested news release to be issued on Tuesday, December 17th, is attached.

All Budget analysts and support staff responsible for work on the budget document and budget review process throughout the year have been invited to attend this presentation scheduled for 9:00 am in the Board Room on Tuesday, December 17, 2013.

Cc: Budget Analysts
Budget Support Staff

SCOTT COUNTY NEWS RELEASE
December 17th

**SCOTT COUNTY, IOWA IS AWARDED HIGHEST HONOR IN
GOVERNMENTAL BUDGETING**

Larry Minard, Chairman of the Scott County Board of Supervisors announced today that Scott County has received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for Scott County's current FY14 Budget.

Scott County is one of only two Iowa counties (Scott and Linn County) to hold the Distinguished Budget Presentation Award. The County has received this award for the last twenty six consecutive years. Only 11 of the 1,488 governmental units in the State of Iowa currently hold this honor.

Larry Minard stated that this award is the highest form of recognition in governmental budgeting. Its attainment represents a significant accomplishment by the elected officials and management of Scott County and reflects their commitment to meeting the highest principles of governmental budgeting.

In order to receive the award, Scott County had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as 1) A policy document 2) A financial plan 3) An operations guide 4) Communications device. Budget documents must be rated "proficient" in all four categories to receive this award.

For budgets, including fiscal period 2012, the most recent year data is available, over 1,340 governmental entities have received the Distinguished Budget Presentation Award nationwide. Award recipients have pioneered efforts to improve the quality of budgeting and provide excellent examples for other governments throughout North America.

Larry Minard stated that the Board designates the achievement of this certification as a high priority. The Board expressed their appreciation to Dee F. Bruemmer, County Administrator and to the County's designated budget analysts and support staff for their work and professional guidance in helping the county to obtain this governmental budgeting honor.

News Release
December 17th, 2013
Page 2

The budget analysts and support staff members that developed the 2013 budget are listed below:

Ed Rivers	Health Director
Pam Bennett	Office Administrator, Sheriff's Department
Chris Berge	Administrative Assistant
Grace Cervantes	Operations Manager, Recorder's Office
Lori Elam	Community Services Director
Tim Huey	Planning & Development Director
Craig Hufford	Financial Management Supervisor, Treasurer's Office
David Farmer	Budget Manager
Roland Caldwell	Operations Manager, Auditor's Office
Kathy Walsh	Office Administrator, Attorney's Office

The GFOA is a non-profit professional association serving over 17,800 government finance professionals throughout North America. GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.

For more information on this press release please contact:

David Farmer, CPA, Budget Manager
Scott County Administrative Center
600 West 4th Street
Davenport, IA 52801-1003
563-326-8651

Stephen J. Gauthier
Government Finance Officers Association
180 North Michigan Avenue
Chicago, IL 60601
312-977-9700

HUMAN RESOURCES DEPARTMENT

600 W. 4th Street
Davenport, Iowa 52801-1030

Ph: (563) 326-8767 Fax: (563) 328-3285
www.scottcountyiowa.com
Email: hr@scottcountyiowa.com



December 9, 2013

TO: Mary Thee
Assistant County Administrator

FROM: Barb McCollom
Human Resources Generalist

RE: YEARS OF SERVICE RECOGNITION CEREMONY

The following is a list of individuals who will be recognized for years of service on **Tuesday, December 17, 2013 at 9:00 a.m.** through the recognition program.

Employee	Department	Date of hire	Years of Service
Dee Bruemmer	Administration	10/13/08	Five
Brenda Schwarz	Health	10/20/08	Five
Seema Antony	Health	10/27/08	Five
Stephanie Macuga	IT	11/10/08	Five
Robert Bradfield	Attorney	12/01/08	Five
Josh Sabin	Conservation	12/01/08	Five
Jim Connell	Sheriff	12/29/03	Ten
Marvin Henningsen	Secondary Roads	12/07/98	Fifteen
Andrew Ward	Sheriff	12/21/98	Fifteen
Kelly Cunningham	Attorney	10/15/93	Twenty
Mike Walton	Attorney	12/15/88	Twenty-five
Barb Vance	Treasurer	10/09/78	Thirty-five
Barb Wright	Treasurer	10/09/78	Thirty-five
Lori Renkes	FSS	12/14/78	Thirty-five



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: Equipment Bids

DATE: December 19, 2013

Resolution approving the purchase of a Heavy ½ Ton Pickup and a SUV.

Heavy ½ TON PICKUP

Courtesy Ford Davenport IA	\$24,752.00
Deery Brothers Ford Iowa City IA	\$22,702.00 ** Does Not Meet Specs
Brad Deery Motors Maquoketa IA	\$28,381.51
Mills Chevrolet Moline, IL	\$26,075.00
Green Buick GMC Davenport IA	\$32,712.00
Green Buick GMC 2 Davenport IA	\$28,737.50

I recommend purchasing the pick-up from Courtesy Ford in the amount of \$24,752.00. The low bid pick-up does not meet spec.

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Assistant County Engineer

BECKY WILKISON
Administrative Assistant

SUV

Courtesy Ford Davenport IA	\$22,044.00
Mills Chevrolet Moline IL	\$21,833.00** Does Not Meet Specs
Deery Brothers Ford Iowa City IA	\$24,177.00
Brad Deery Motors Maquoketa IA	\$24,422.00
Green Buick GMC Davenport IA	\$30,436.56
Green Buick GMC 2 Davenport IA	\$32,232.06

I recommend purchasing the SUV from Courtesy Ford in the amount of \$22,044.00. The low bid SUV does not meet spec.

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

December 19, 2013

AWARD OF BID FOR a ½ TON Pickup and an SUV.

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

Section 1. That the bid for a ½ Ton Pickup

be awarded to the following bidder:

Courtesy Ford, Davenport IA - \$24,752.00 -AND

the bid for an SUV be awarded to the following

bidder: **Courtesy Ford, Davenport IA - \$22,044.00.**

Section 2. That the Chairman 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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JON R. BURGSTRUM, P.E.
County Engineer

ANGIE KERSTEN
Assistant County Engineer

BECKY WILKISON
Administrative Assistant

MEMO

TO: Dee Bruemmer
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJ: First reading of ordinance for establishing speed limits on county roads.

DATE: December 19, 2013

First reading of an ordinance establishing speed limits on 275th St, 150th Ave, and 270th St. These are the newly paved sections of road near Long Grove. The existing speed limit on 275th, when it was gravel was 55mph by State Law but no signs were posted. Now that the road is paved the Sheriff's Department and residents are seeing higher speeds on this section. As it turns out the section that we share with Long Grove has posted signs but there is no County ordinance to enforce the speed limits. To ensure public safety and to make the speed limits clear and enforceable, we are establishing these speed limits:

275th St – 55 mph
150th Ave – 40 mph
270th St – 40 mph to the Long Grove City Limits then 30 mph

SCOTT COUNTY ORDINANCE NO 13R-

AN ORDINANCE TO AMEND CHAPTER 13-34 OF THE SCOTT COUNTY CODE RELATIVE TO DESIGNATED SPEED LIMITS ON SCOTT COUNTY SECONDARY ROADS.

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

SECTION 1.

Add to Sec. 13-34R, Add Item No. 12 to read:

R. Scott County

12. **West Bound**

30 mph - on 270th St from Cadda Road 1365'.

40 mph - From a point 1365' from Cadda Road through the curves on 150th Av to a point 475' from the curve on 275th Street.

55 mph - From a point 475 feet from the curve west to 115th Av (Y52).

East Bound

55 mph - From 115th Av (Y52) to a point 475' west of the Curve on 150th Av

40 mph - From 475' feet west of the curve to 150th Av through the curves to 270th Street and east to the Long Grove City limits.

SECTION 2.

The County Auditor is directed to keep and maintain a copy of the Ordinance in the County Auditor's office.

SECTION 3. SEVERABILITY CLAUSE

If any of the provisions of the Ordinance are for any reason illegal or void, then the lawful provisions of this Ordinance 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, Chairperson
Scott County Board of Supervisors

ATTESTED BY:

Roxanna Moritz
Scott County Auditor

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: December 10, 2013

Re: First of two readings of ordinance to rezone approximately 7 acres from Agricultural-Preservation District (A-P) to Agriculture Service Floating Zone (A-F) legally described as the south 865 feet of the west 355 feet of the SW $\frac{1}{4}$ NW $\frac{1}{4}$ of Section 19, Princeton Township.

Following the public hearing the Board will now consider the first of two readings of the ordinance to rezone 7 acres (more or less) in Princeton Township from A-P to A-F. The A-F regulations state that the Planning Commission reviews the Site Plan at the same time as the rezoning application and all conditions of the Site Plan Review will be included in the ordinance amendment. The Planning Commission approved the Site Plan for Flenker Brothers Trucking with the following conditions:

- 1) The applicant shall plant tree buffer strips along portions of the west, north, and south edges of the site so as to limit the impact of the development upon 240th Avenue. The plantings shall include at least 50% evergreens or other non-deciduous plants which will provide buffering during all seasons. Such plantings shall not extend west into the road right-of-way or obstruct traffic visibility for either motorists along 240th Avenue or for traffic turning out of the site.
- 2) The applicant's proposed security fencing shall enclose the entire site and include a lockable front gate at the main entrance. This shall be completed prior to the beginning of any operations.
- 3) Any parking or circulation area must be paved, while any storage area may be graveled and shall have controlled access. The County Engineer's Office must approve the driveway approach and all paving and surfacing.
- 4) Any building shall obtain a building permit and comply with all Scott County building codes.
- 5) Copies of any state and federal permits held by Flenker Bros, LLC shall be submitted to the Scott County Planning and Development Office prior to operation.
- 6) All requirements of the Scott County Health Department shall be met.

Those conditions have been included in the attached ordinance amendment. With its final approval the Board of Supervisors would be permitted to amend those conditions if it was determined to be appropriate by the Board prior to approval of the second and final reading of the ordinance amendment.

SCOTT COUNTY ORDINANCE NO. 13-_____

AN ORDINANCE TO AMEND THE SCOTT COUNTY OFFICIAL ZONING MAP BY REZONING APPROXIMATELY 7 ACRES (NAMELY THE SOUTH 865 FEET OF THE WEST 355 FEET) IN THE SW¼NW¼ SECTION 19 OF TOWNSHIP 80 NORTH, RANGE 5 EAST OF THE 5TH PRINCIPAL MERIDIAN (PRINCETON TOWNSHIP) FROM "A-P" AGRICULTURAL PRESERVATION DISTRICT TO "A-F" AGRICULTURE SERVICE FLOATING ZONE IN 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 seven (7) acre parcel more or less legally described as the south 865 feet of the west 355 feet of the SW¼ NW¼ of Section 19, Township 78 North, Range 5 East of the 5th Principal Meridian (Princeton Township) is hereby rezoned from "A-P" Agricultural Preservation District to "A-F" Agriculture Service Floating Zone with the following conditions:

- 1) The applicant shall plant tree buffer strips along portions of the west, north, and south edges of the site so as to limit the impact of the development upon 240th Avenue. The plantings shall include at least 50% evergreens or other non-deciduous plants which will provide buffering during all seasons. Such plantings shall not extend west into the road right-of-way or obstruct traffic visibility for either motorists along 240th Avenue or for traffic turning out of the site.
- 2) The applicant's proposed security fencing shall enclose the entire site and include a lockable front gate at the main entrance. This shall be completed prior to the beginning of any operations.
- 3) Any parking or circulation area must be paved, while any storage area may be graveled and shall have controlled access. The County Engineer's Office must approve the driveway approach and all paving and surfacing.
- 4) Any building shall obtain a building permit and comply with all Scott County building codes.
- 5) Copies of any state and federal permits held by Flenker Bros, LLC shall be submitted to the Scott County Planning and Development Office prior to operation.
- 6) All requirements of the Scott County Health Department shall be met.

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

Facility and Support Services

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



December 10, 2013

To: Dee F. Bruemmer
County Administrator

From: Tammy Speidel, Operations Manager/Acting Director
Facility and Support Services

Subj: Approval of a contract for the Sheriff Patrol Headquarters Project

The Space Master Plan that was completed last year outlined several projects that were budgeted within the current Five Year Capital Plan. That plan included the site selection and construction of a new Sheriff Patrol Headquarters.

We solicited architectural firms to assist us with identifying a site, identifying our needs and designing this new facility. We placed special emphasis on experience with site selection and the firm's ability to control costs and manage change orders. We received nine responses and after reviewing the proposals with the Sheriff's Office Project Team, we interviewed three firms. Those firms were Dere Gismer, Neumann Monson and Wold. Based on the outcome of those interviews the Project team is recommending Wold Architects and Engineers for this project.

As you may recall, this is the firm that completed the SECC building, performed the Space Master Plan and is working on Phase 1 of the Courthouse first floor renovations. They are very familiar with the County's vision and design expectations of and end result that includes durable, quality results with an emphasis on minimizing change order requests and working within a budget.

The original fee proposal from Wold was for a fee of 5.75 to 6.25% of the construction cost. I have negotiated that rate as 5.75%. Based on our project budget we expect that fee not to exceed \$192,625.00 It is our recommendation and we ask the Board of Supervisors to approve the selection of Wold as the project architect and authorize staff to work with Wold to finalize the scope of work and negotiate a fixed fee contract within the above financial constraints. This project is budgeted in the amount of \$4,100,000.00 and is budgeted in the Capital Plan in FY14, FY15 and FY16.

Sheriff Conard and I will be available at the next Committee of the Whole meeting to discuss my recommendation and to answer any questions you or the Board may have.

Cc: Sheriff Dennis Conard
Major Mike Brown
Captain LeRoy Kunde
Sergeant Tom Gibbs
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

December 19, 2013

A RESOLUTION APPROVING A CONTRACT WITH WOLD ARCHITECTS AND ENGINEERS FOR THE SHERIFF PATROL HEADQUARTER PROJECT IN THE AMOUNT NOT-TO-EXCEED \$192,625.00.

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

- Section 1. That the proposal for Sheriff patrol headquarters design services from Wold Architects and Engineers is hereby approved and awarded in the total amount not-to-exceed \$192,625.00.
- Section 2. That the County Administrator is hereby authorized to execute said contract on behalf of the Board of Supervisors.
- Section 3. This resolution shall take effect immediately.

Facility & Support Services

600 West 4th Street

Davenport, Iowa 52801

(563) 326-8738 (Voice) (563) 328-3245 Fax

FSS@SCOTTCOUNTYIOWA.COM



Item 09
12-17-13

~ **Our Promise: Professional People, Solving Problems, High Performance**

December 6, 2013

TO: Dee Bruemmer
County Administrator

FROM: Tammy Speidel
Operations Manager/ Acting Director

SUBJ: Recommended Multi Function Machine Replacements

As you may recall, Facility & Support Services purchases and deploys multi function (copier/printer/scan and fax) machines for our entire organization. Several years ago, working with Information Technology, the county standardized on Toshiba as our standard model. This eliminates issues with having a variety of machines, maintenance contracts with different vendors, print drivers on our network and other issues that come from having a mixed variety of manufacturers. We continue to believe that purchasing a standardized machine makes the most sense from a MFP fleet management perspective.

I currently have six MFP machines that are at the end of their lifecycle and are scheduled to be replaced. Individually each machine is under the threshold requiring Board Approval. I have been advised by Office Machine Consultants that Toshiba is offering a small savings on each machine if purchased in quantity so I am recommending that we purchase these six machines at the same time. The resulting savings is approximately \$600.00 dollars.

The total cost of these 6 machines is \$35,892.00. These funds are currently budgeted in the CIP plan for FY14.

I will be available at the Committee of the Whole meeting to discuss this recommendation and answer any questions.

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
December 19, 2013

A RESOLUTION APPROVING THE PURCHASE OF SIX MFP MACHINES FROM
OFFICE MACHINE CONSULTANTS IN THE AMOUNT OF \$35,892.00.

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

- Section 1. That the proposal for the purchase of six multi function machines is hereby approved and awarded to Office Machine Consultants in the amount of \$35,892.00.
- Section 2. This resolution shall take effect immediately.

HUMAN RESOURCES DEPARTMENT

600 West Fourth Street
Davenport, Iowa 52801-1030

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



Date: December 7, 2013
To: Dee F. Bruemmer, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Human Resources Policy Updates

I am recommending the following changes to the Administration Policies:

Human Resource **Policy H "Personnel Records"** updates the policy by adding language to reflect the current practices. It allows for some records to be maintained electronically rather than in a paper format. The changes address legal requirements and current practices that certain records be kept in separate files such as medical records, EEO and I-9 data. Additionally the policy clarifies the record retention of the files.

Human Resource **Policy Y "Family Medical Leave"** updates the policy by adding language to comply with the EEOC policy requirements as it related to individuals with disabilities.

General **Policy 34 "Technology Use"** updates the policy to address email retention. It sets a record retention period of 3 years for the retention of email records. This is being done for two reasons:

- First, the cost of data storage is such that we cannot store an endless amount of received, sent, and filed e-mail.
- Second, a need for potential discovery requests in litigation to have a specific retention date.

General **Policy 38 "Privacy Notice"** updates the policy to permit electronic delivery of records if requested and address the requirement to provide notice if there was a breach of the records.

H. EMPLOYMENT RECORDS

GENERAL POLICY

It is the policy of Scott County that files-records (paper or electronic) containing information relevant to the employment history of each County employee be maintained in the County Human Resources Department.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a County elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

CONFIDENTIALITY OF EMPLOYMENT RECORDS

All employee records maintained in the Human Resources Department shall be considered confidential, subject to the limitations of state law, and access will be limited only to those who have a job-related need to know the information and who have been authorized to see the file in question. only open to review by the relevant department head, the County Administrator and the staff of the Human Resources Department. In addition, a An employee shall have access to ~~may~~ review and copy their personnel file subject to the limitations of state law. ~~the contents of his/her own employee file.~~ Personnel files may not be taken outside of the Human Resources Department and must be viewed in the presence of Human Resources staff, including managers and supervisors.

RECORDS TO BE MAINTAINED

Employment records to be maintained on County employees include:

- all application material submitted by the employee as an applicant for County employment;
- offer of employment correspondence;

- records of policy information given to employee;
- employment tests, ~~reference checks, information relevant to a background investigation, documentation of a physical or psychological exam if required, and other information relevant to the selection of the employee~~Additional information such as reference checks, information relevant to a background investigation and other information relevant to the selection of the employee shall be maintained in the recruitment records for two years after the selection date;
- all Human Resource transactions pertaining to the employee such as hiring and termination papers, change in job classification, change in salary, request for leave of absence, or any other records related to compensation of the employee~~etc.~~
- performance evaluations;
- commendations, and awards~~and letters of appreciation;~~
- disciplinary actions;
- certificates indicating completion of special training;
- current address, phone number and person to contact in case of an emergency;
- other pertinent employee data as appropriate.

Other employment records are kept in separate files, such as records relating to EEO records, medical conditions (including documentation of a physical or psychological exam if required as part of the hiring process), drug testing records, leave requests, records relating to investigations, payroll records and records relating to I-9 requirements. These records may be subject to different record retention schedules pursuant to federal law.

A supervisor may keep records related to an individual employee to track work in progress and performance related information, and typically includes documents of ongoing work such as notes of conversations, assignments, and status reports. The supervisor's records shall be delivered to the Human Resources Department upon termination of the employee for proper record retention.

DESTRUCTION OF RECORDS

Employment records of regular County employees shall be kept for ~~a minimum of~~ three years following termination of employment and then destroyed. Records may be retained for a longer time period if it is subject to a litigation hold.

DISPUTING INFORMATION

Employees who question the accuracy or completeness of information in their files should discuss their concerns with the Human Resources Director. The Human Resources Director will consider the objections and remove erroneous information. Should the disputed information be retained in the file, the employee may submit a brief written statement identifying the alleged errors or inaccuracies. The statement will remain in the file as long as the disputed information is retained.

Y. FAMILY MEDICAL LEAVE

GENERAL POLICY

It is the policy of Scott County to provide unpaid Family Medical Leave in accordance with the Family Medical Leave Act (FMLA) of 1993.

SCOPE

This policy applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a County elected office holder including the office holder and Deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability;

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

PROVISIONS

In accordance with the Family Medical Leave Act (FMLA), Scott County will grant up to 12 workweeks of unpaid leave annually, based on the previous rolling 12 month period. To be eligible for this leave, an employee must have worked for Scott County for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

Family Medical Leave will be granted for any one or more of the following reasons:

1. Employee's own serious health condition;
2. Birth, adoption or placement of a child;
3. Caring for a spouse, child (if over the age of 18 the employee must be actually providing care for the child, not providing

- day care for grandchildren) or parent, with a serious health condition;
4. Qualifying exigencies arising out of the fact that the employee's spouse, child or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

ADMINISTRATIVE PROCEDURES

1. The employee must provide at least 30 days advance notice of a need to take FML leave when it is foreseeable. In the case of a birth, when the due date becomes known, the need is thereby foreseeable and notice should be provided. Elective surgeries are foreseeable and should be scheduled so as to provide 30 days notice, unless waived by the employer. When unforeseen events occur that require FML leave, employees must give notice as soon as practicable, usually within one or two business days of when the need for leave becomes known.
2. Employees will be required to provide sufficient medical certification to the Human Resources Department within 15 calendar days from the date of their absence. Scott County reserves the right to request re-certification at the County's discretion in accordance with federal law.
3. An employee may take leave intermittently or on a reduced leave schedule when medically necessary. When taking leave intermittently, the employee must attempt to schedule leave so as not to disrupt department operations. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave. An employee may take leave intermittently for birth or placement for adoption or foster care of a child only with the department's consent.
4. Employees will be required to use all sources of paid leave concurrently with Family Medical Leave. Employees utilizing continuous Family Medical Leave may make a written request to the Human Resources Director for the ability to reserve up to 40 hours of vacation time and go into an unpaid status for the final week of leave. The annual FMLA allowance will run concurrently with any Workers' Compensation leave.
5. An employee's insurance benefits will be maintained for up to 12 weeks during the approved leave under the same conditions as if the employee continued to work. The employee must continue to pay the employee portion of the insurance premiums in a timely manner. If the leave

extends for more than 12 weeks, the employee will become responsible for payment of the entire health insurance premium to maintain coverage.

6. Employees will be required to present a certificate from the attending physician releasing the employee to full duty before returning to work. Reasonable accommodation will be made to adapt the job to any permanent restrictions pursuant to the Americans with Disabilities Act.
7. After a return from FMLA leave the employee will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If the employee does not return to work following FMLA leave the employee will be required to reimburse the County for health insurance premiums paid on the employee's behalf.
8. If the employee is in a non-pay status at any time during FML, the employee shall not accrue vacation, sick, or holiday leave for that period of time in which they received no pay.
 - Officially designated County holidays falling within the period of an employee's approved FML will be charged against the employee's FML entitlement.
 - If a holiday occurs during FML and the employee is in an active pay status the employee will receive holiday pay for that day.
9. If an employee fails to return to work after the employee's approved FML request has expired, the County shall regard this as the employee's resignation, unless the employee is also considered disabled under applicable law.
10. When both spouses are employed by Scott County, their combined leave allowance for birth or adoption of a child, or to care for the same parent, will be twelve weeks.
11. If the employee is utilizing FML for a child over the age of 18 the child must meet the following requirements; have a disability as defined by the ADA, is incapable of self care due to the disability, has a serious health condition and is in need of care due to the serious health condition. The onset of disability may have occurred at any age.

SERVICE MEMBER FAMILY AND MEDICAL LEAVE

The federal Family and Medical Leave Act (FMLA) entitles eligible employees

to take leave for a covered member's service in the Armed Forces ("Service member FMLA"). Except as mentioned below, an employee's rights and obligation to Service member FML leave are governed by the FMLA policy stated above.

A. Employee Entitlement to Service Member FML

Service member FML provides eligible employees unpaid leave for any one, or for a combination of the following reasons:

1. A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces of the United States in support of contingency plan; and/or
2. To care for a covered family member or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces of the United States provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

B. Duration of Service Member FML

1. When leave is due to a "Qualifying Exigency": An eligible employee may take up to 12 workweeks of unpaid leave annually, based on the previous rolling 12 month period.
2. When leave is due to Care for an Injured or Ill Service Member: An eligible employee may take up to 26 workweeks of unpaid leave annually, based on the previous rolling 12 month period to care for the Service Member. Leave to care for an injured or ill Service Member, when combined with other FML qualifying leave may not exceed 26 weeks in a single 12 month period.
3. Service Member FML runs concurrent with other leave entitlements provided under federal, state, and local law.

34. TECHNOLOGY USE POLICY

POLICY

The Scott County Board of Supervisors authorizes the use of computers / Internet / intranet / e-mail / text messages / telephone system / voice mail / fax transmittals (collectively “technology”) for the support of all County tasks. It is expected that individuals will use technology to improve their job knowledge, access business related information and communicate with peers in other governmental agencies and the private sector. Employees should not use technology inconsistent with the mission of Scott County. Every employee has a responsibility to maintain and enhance the public image of the County, and to use technology in a productive manner. The purpose of this policy is to outline accessibility and usage of technology. Guidelines are provided for in this policy to ensure that all employees are responsible, productive technology users and are protecting the public image of the County.

SCOPE

This policy is applicable to all employees, offices, and departments within Scott County Government.

ADMINISTRATIVE PROCEDURES

1. Access Request: A user and the user's department head must complete and sign a Technology Services Use Request shown as Attachment A and return it to the Information Technology Department before a username is assigned and access to the Internet is allowed with a County owned account.
2. Password/Pass Phrase: Employees are responsible for the selection and security of account password(s). Passwords will be at least eight (8) characters in length and should consist of a combination of upper and lower case letters, and numbers. Employees should avoid using variations of the user login or the same password as other accounts. Employees will be required to change the login password every 120 days. Employees will be unable to repeat the previous three passwords.
3. Remote Access: An employee that is classified as exempt pursuant to the Fair Labor Standards Act may access a County account from a remote location other than the site designated for that account (e.g., telecommuting or checking e-mail while away from the office on business) only with approval of the employee's supervisor and only for County business. Non-exempt

employees are prohibited from forwarding e-mails from the County account to a personal account.

4. **Signature Line:** The employee signature line at the bottom of every e-mail message shall include the user's name, title, department and telephone number. The signature line may include the County webpage, employee fax number, or one of the environmental tags attached hereto as Attachment B.
5. **Anti-Virus Scans:** The Information Technology Department shall purchase anti-virus software or contract for such services to minimize the potential of infected files reaching the county and to reduce the number of spam e-mails. USB Flash drive usage is prohibited unless specifically authorized by your department head.
6. **Compliance Review:** Violations of the Technology Use Policy will be evaluated on a case-by-case basis by the department head. Violations may result in disciplinary action, and may include referral of a case to the appropriate authorities for civil or criminal prosecution.
7. **Random Audits:** The Information Technology Department may make random internal audits of technology use.
8. **Web Page:** Development of a website or home page for department purposes must be made through the Information Technology Department and the County Webmaster to ensure a uniform County web presentation.

I. GENERAL POLICIES

A. Permitted Use

The County expects employee use of County technology for business purposes. The County recognizes, however, that employees may, from time to time, use County technology, including the internet and e-mail, for personal use during working hours. Such personal use is permitted provided (1) it does not interfere with the performance of the employee's job duties and obligations; and (2) it does not violate this policy or any other County policy; and (3) it does not interfere with the operation of County technology. Non-exempt employees are prohibited from accessing County accounts including Outlook outside of their normal working hours.

B. Right and Ability to Monitor

All technology, including the e-mail system, are the property of the County. All electronic data and information, including electronic messages, on or within County technology are the property of the County. All messages sent through electronic means are public records unless otherwise provided by the Iowa Open Records Act (Chapter 22). The County (or its designated representatives) maintains the right and ability, with or without notice to the employee, to access and review any information contained on County

technology, even if protected by private password. Those individuals using County technology have no expectation of privacy in connection with the use of such technology or transmission, receipt, or storage of information through the use of such technology. The County specifically reserves the right to monitor all internet usage, and e-mail messages either composed or received in the e-mail system. It is possible that e-mail sent from the County can be intercepted on the local system and on the Internet; therefore the user should not expect any degree of privacy regarding e-mail messages of any type, including e-mail messages sent or received through a County e-mail account or through a private web-based e-mail account accessed using County technology.

C. Record Retention

The IT Department will maintain a copy of all emails sent or received for a period of three (3) years from the date in which they are sent or received, Records may be retained for a longer time period if it is subject to a litigation hold.

II. PROHIBITED USES

The following uses are strictly prohibited.

- Excessive personal use of County technology.
- Using technology to engage in any conduct that violates any federal, state or local law, or any of the County policy, including but not limited to, using County technology to engage in any form of harassment, or accessing or transmitting any obscene or pornographic material through County technology.
- Engaging in any political activities.
- Revealing your account password(s) to others or allowing use of your account(s) by others. This includes family and other household members when work is being done at home.
- Any commercial use or any use for personal gain.
- Obtaining and/or using another user's passwords.
- Attempting to gain access to files and resources to which you have not been granted permission.
- Making copies of another user's files without their knowledge and consent.
- Stealing, vandalizing or obstructing the use of computing equipment, facilities, or documentation.
- Installing non-work related software on your computer without the express consent of the Information Technology Department.
- Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Posting, uploading, or downloading of pornographic or vulgar messages, photos, images, sound files, text files, video files, newsletters, or related materials.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are

not appropriately licensed for use by the County. In order to protect the County from copyright infringement penalties, only software purchased by the County shall be operated on County owned computer hardware.

- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the County or the end user does not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
- Introducing malicious programs into the network (e.g., viruses, worms, Trojan horses, malware, spyware, etc.).

This list is by no means exhaustive, but attempts to provide a framework for activities which fall into the category of unacceptable use of County technology. Any employee who uses County technology in an inappropriate manner will be subject to discipline, up to and including discharge. Further, any employee aware of any activity or activity by another employee that violates this policy is required to notify their department head and the Information Technology Department immediately. If you are unsure as to an item's appropriateness, consult the Information Technology Department or Human Resources Department.

III. COUNTY SOCIAL MEDIA USE

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. The "social" in social media comes in as these individuals find others with similar interests and interact with them through online communities. Social media allows for the easy sharing and re-purposing of existing content, expanding the reach of your work and enabling others to share it with their friends and networks. Examples of social media services include Facebook, Twitter, LinkedIn, blogs, YouTube and Flickr.

The County recognizes that social media use is an important tool to communicate with citizens and hear directly from them. These "conversations" are what makes social media so different from traditional forms of communication. As such many County departments and programs utilize official social media presences, similarly branded to communicate that the information they are communicating is official and reliable. Scott County seeks a unified approach to utilization of social media sites by its departments and elected officials. Social media sites should be reflective of the County's website and other marketing tools.

Access to social media networks from within the County's IT infrastructure is limited to individuals performing official County business and to agencies or departments with sufficient information and technology security controls.

Employees who post on behalf of a County department must adhere to the following policies:

- Departments shall only utilize County endorsed social media networks for hosting official County social media sites.
- Employees shall not create social media sites without authorization of the appropriate department head or board/commission with departmental oversight and consultation with the County's Webmaster.
- Departments with social media sites should assign an employee(s) to be responsible for the content and keeping the information relevant, current and compliant with the comments policy. The County's PIO and Webmaster should be added as administrators on any social media site in order to be able to address immediate concerns.
- Whenever possible social media sites should link back to the County's website.
- Employees responsible for social media sites should respect the County's "collective voice" by remaining professional in tone and in good taste.
- IT shall provide appropriate security access to social media networks to individuals performing official County business within the scope of this policy.
- Employees authorized to participate in social media by the County shall be provided copies of best practices established by the Social Media Team (which includes representatives from HR, IT, Health, Conservation, FSS, SECC and Auditor's office) and adhere to those practices. It is recommended that authorized County social media users complete social media training provided for by Human Resources and Information Technology.
- Employees participating in social media sites shall limit the amount of time spent attending to department's social media presence to what is needed to post content, evaluate traffic data, review related sites and monitor comments.
- Any articles or documents posted are subject to Iowa Public Records laws. Users shall be notified that public disclosure requests must be directed to the relevant department.
- Scott County respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees that maintain a professional blog, contribute to another's professional blogs, or make comments on blogs or other social media sites must maintain a professional tone and are prohibited from:
 - Disclosing County confidential information or making any statements that violate County policies.
 - Drafting, creating or accessing any non-professional blog using County technology.
 - Representing that you are speaking or acting on behalf of the County, or that you are representing or presenting the view of the County unless specifically authorized by the County.
- Employees are expected to follow the guidelines set forth in this policy and the best practices guidelines to provide a clear line between you as the individual and you as the employee. If you publish content to any website outside of the County and it has something to do with work you do or subjects associated with Scott County, use a

disclaimer such as this: "The postings on this site are my own and don't necessarily represent Scott County's positions or opinions."

Employees should keep in mind that they are subject to legal action for posting material on a personal blog or social network page that is defamatory to persons; and for posting private information about a coworker's medical or financial affairs. Additionally, the County requires that employees make clear that any views and positions described on a personal blogs or social network page are their own and not those of the County.

Any County social media site in which the department permits public comments should contain the following language: "Use of this site is subject to the County's Social Media policy and its user guidelines."

The following language governs all public comments on social media sites. It will be posted on the County's website and social media site:

"The purpose of this site is to present matters of public interest in Scott County to its many residents, businesses and visitors. We encourage you to submit your questions, comments, and concerns, but please note this is a **moderated online discussion site and not a public forum.**

Once posted, Scott County **reserves the right to delete submissions** that contain:

- a) profanity and vulgar or abusive language;
- b) personal attacks or threats of any kind;
- c) offensive comments that target or disparage any ethnic, racial, or religious group.
- d) sexual content or links to sexual content
- e) sensitive information (for example, information that could compromise public safety or ongoing investigations)
- f) spam or include links to other sites;
- g) comments not topically related to the particular social medium article being commented upon clearly off topic;
- h) advocate illegal activity;
- i) promote particular services, products, or political organizations/candidates;
- j) infringe on copyrights or trademarks;
- k) use personally identifiable medical information.

Please note that the comments expressed on this site do not reflect the opinions and position of the Scott County government or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact <insert dept>@scottcountyiowa.com.”

Employees postings on personal social media outside of their professional duties must adhere to the following policies:

Scott County respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees that maintain a personal social media site or make comments on blogs or other social media sites must maintain a professional tone and are prohibited from:

- Disclosing County confidential information or making any statements that violate County policies.

- Representing that you are speaking or acting on behalf of the County, or that you are representing or presenting the view of the County unless specifically authorized by the County. If you publish content to any website or social media site outside of your professional duties and it has something to do with work you do or subjects associated with Scott County, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent Scott County's positions or opinions."

- Posting on a County social media site without disclosing your employment status. Whether you are at home or in the office, working for Scott County is a material fact that may influence content and that community members have a right to know about. If the nature of your comment is confidential, or recommends an action which could adversely affect our citizens or your co-workers, the County reserves the right to delete your comment.

- Also be aware that:

- Your activities may attract media interest in you as an individual, so proceed with care whether you are participating in an official or a personal capacity. If you have any doubts, seek advice from your supervisor or manager.
- State law does not give you unlimited “free speech”; your comments could lead to legal action or discipline depending on the context. When you choose to go public with your opinions you are legally responsible for your commentary. Individuals can be held personally liable for any commentary deemed to be defamatory, obscene (not swear words, but rather the legal definition of “obscene”), proprietary, or libelous (whether pertaining to County staff or individuals). For these reasons, you should exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.

Attachment A

TECHNOLOGY SERVICES USE REQUEST

I hereby request access to Technology Services via a Scott County account.

I am specifically requesting access to the following types of technology services (initial by specific requests):

___ Outlook ___ Internet ___ Social Media sites (list: _____)

My signature below certifies that I have read the Technology Use Policy, and that I understand, accept, and will abide by the provisions stated therein. I am also aware that from time to time this policy will be updated and I am expected to be familiar and abide by those updates.

SIGNATURE: _____

NAME: _____

POSITION: _____

DEPARTMENT: _____

PHONE: _____

DATE: _____

DEPARTMENT HEAD APPROVAL: _____

DATE: _____

INFORMATION TECHNOLOGY ASSIGNED USERNAME(S):

**Return this form to the Information Technology Department,
Attention: Network System Administrators**

Attachment B

Please consider the environment before printing this e-mail.



Save a tree.

Please don't print this e-mail unless it's necessary.



Join Scott County in being "Green"; don't print this e-mail unless it's necessary.



Please consider the environment before printing this e-mail.



If you must print this e-mail; be sure to recycle the paper.

38. PRIVACY NOTICE POLICY

POLICY

This policy describes how medical information about you may be used and disclosed and how you can get access to this information.

SCOPE

Uses and Disclosures of Health Information

With your consent, we may use health information about you for treatment (such as sending your medical record information to a specialist physician as part of a referral), to obtain payment for treatment (such as sending billing information to a health insurance plan), for administrative purposes, and to evaluate the quality of care that you receive (such as comparing patient data to improve treatment methods).

ADMINISTRATIVE PROCEDURES

We may use or disclose identifiable health information about you without your authorization for several other reasons. Subject to certain requirements, we may give out health information without your authorization for public health purposes, abuse or neglect reporting, auditing purposes, research studies, funeral arrangements and organ donation, workers' compensation purposes, and emergencies. We provide information when otherwise required by law, such as for law enforcement in specific circumstances. In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures.

We may change our policies at any time. Before we make a significant change in our policies, we will change our notice and post the new notice in the waiting area, in each examination room, and on our web site. You can also request a copy of our notice at any time. For more information about our privacy practices, contact the person listed below.

Individual Rights

In most cases, you have the right to look at or get a copy of health information about you that we use to make decisions about you. Copies of health information records will be provided in the format as requested by

you if the records are "readily reproducible" in that format. If you You can request either electronic or paper request copies, we will charge you according to County Policy. for each page. You also have the right to receive a list of instances where we have disclosed health information about you for reasons other than treatment, payment, or related administrative purposes. If you believe that information in your record is incorrect or if important information is missing, you have the right to request that we correct the existing information or add the missing information.

You have the right to request that your health information be communicated to you in a confidential manner such as sending mail to an address other than your home. If this notice was sent to you electronically, you may obtain a paper copy of the notice.

You may request in writing that we do not use or disclose your information for treatment, payment, or administrative purposes or to persons involved in your care except when specifically authorized by you, when required by law, or in emergency circumstances. We will consider your request but are not legally required to accept it.

Breach Notification

In the event of unauthorized access, use and/or disclosure of your protected health information breach notification will be carried out in compliance with all federal or state notification laws. Upon determination that breach notification is required, the notice shall be made without unreasonable delay and in no case later than 60 calendar days after the discovery of the breach.

Complaints

If you are concerned that we have violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact the person listed below. You may also send a written complaint to the Scott County Board of Supervisors. The person listed below can provide you with the appropriate address upon request. Under no circumstance will you be retaliated against for filing a complaint.

Our Legal Duty

We are required by law to protect the privacy of your information, provide this notice about our information practices, and follow the information practices that are described in this notice.

If you have any questions or complaints, please contact:

Privacy Compliance Officer: Risk Manager
Address: 600 West 4th Street, Davenport, Iowa 52801
Phone: (563) 326 - 8293

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

December 19, 2013

APPROVING VARIOUS HUMAN RESOURCES AND GENERAL POLICIES

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

Section 1. That Human Resources Policy H "Personnel Records" updates the policy by adding language to reflect the current practices, permit electronic storage and clarifies record retention.

Section 2. That Human Resources Policy Y "Family Medical Leave" updates the policy by adding language to comply with the EEOC policy requirements as it related to individuals with disabilities.

Section 3. That General Policy 34 "Technology Use" updates the policy to address email retention. It sets a record retention period of 3 years for the retention of email records.

Section 4. That General Policy 38 "Privacy Notice" updates the policy to permit electronic delivery of records if requested and address the requirement to provide notice if there was a breach of the records.

Section 5. This resolution shall take January 2, 2014.

SCOTT COUNTY PERSONNEL ACTIONS

Item 11
12-17-13

BOARD MEETING: December 19, 2013

NEW HIRES

Employee/Department	Position	Salary	Effective Date	Remarks
Andrew Lellig Sheriff	Deputy Sheriff	\$47,195	12/09/13	Replaces Joe McDonough
Leslie Lopez Recorder	Clerk II	\$28,725	12/09/13	Replaces June Johnson

TRANSFERS AND PROMOTIONS

Employee/Department	New Position	Salary Change	Effective Date	Remarks
Timothy Hobkirk Conservation	Park Crew Leader	\$45,928 - \$48,224	12/09/13	Replaces Hadley Heater

LEAVES OF ABSENCE/OTHER

Employee/Department	Position	Effective Date	Remarks
None			

BARGAINING UNIT STEP INCREASES

Employee/Department	Position	Salary Change	Wage Step	Effective Date
Adam Baetke Secondary Roads	Truck Driver / Laborer	\$43,763 - \$43,909	Step 5	12/11/13
Jessica Lawson FSS	Custodial Worker P/T	\$13.48/hr - \$13.95/hr	Step 2	12/13/13
Scot Rains FSS	Custodial Worker P/T	\$13.48/hr - \$13.95/hr	Step 2	12/13/13

MERIT INCREASES

Employee/Department	Position	Salary Change	% of Midpoint	Effective Date
Rebecca Burgess Juvenile Detention	Detention Youth Counselor	\$41,518 - \$42,556 (2.5%)	94.837%	11/15/13
Brianna Huber Health	Child Health Consultant	\$54,355 - \$56,257 (3.5%)	105.981%	12/8/13

*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
Alma Bakoylis County Attorney	Fine Collection Coordinator	07/01/13
Carolyn Gabelmann County Attorney	Paralegal	07/01/13
Patrick Moore Secondary Roads	Crew Leader / HEO I	07/12/13
Lori Thompson County Attorney	Legal Secretary	07/30/13
Ryan Lage Sheriff	Deputy Sheriff	08/10/13

BONUS (continued)

Employee/Department	Position	Effective Date
Tim Lane Sheriff	Lieutenant	08/21/13
Barb Vance Treasurer	Operations Manager	12/23/13

SEPARATIONS

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

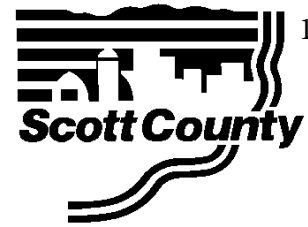
REQUEST TO FILL VACANCIES

Position/Department	Position Status	Starting Date	Previous Incumbent	Recommendation
Equipment Specialist Conservation	Vacant 12/9/13	ASAP	Timothy Hobkirk	Approve to fill

TUITION REQUESTS

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

Community Services Department
600 W. 4th St.
Davenport, Iowa 52801



Item 12
12-17-13

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

December 9, 2013

To: Dee F. Bruemmer

From: Lori A. Elam

Re: Approval of Tax Suspension Request

The County has received a tax suspension request to have property taxes currently owed suspended as follows:

REQUESTED TAX SUSPENSION:

Tammy Pena
924 East High Street
Davenport, IA 52803

Suspend: The 2012 property taxes due September 2013 and March 2014 in the amount of \$2321.00.

The application meets the Board Suspension Policy requirements. It is recommended that the Board suspend these taxes at their next Board meeting.

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

SCOTT COUNTY AUDITOR

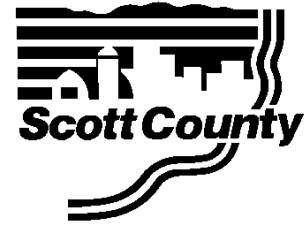
RESOLUTION
SCOTT COUNTY BOARD OF SUPERVISORS
DECEMBER 19, 2013

**SUSPENDING THE 2012 PROPERTY TAXES DUE SEPTEMBER 2013 AND MARCH 2014 FOR
TAMMY PENA, 924 EAST HIGH STREET, DAVENPORT, IOWA IN THE AMOUNT OF \$2321.00
INCLUDING INTEREST.**

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

- Section 1. The 2012 property taxes due September 2013 and March 2014 for Tammy Pena, 924 East High Street, Davenport, Iowa in the amount of \$2321.00 including interest are hereby suspended.
- Section 2. The County Treasurer is hereby requested to suspend the collection of the above stated taxes thereby establishing a lien on said property as required by law with future collection to include statutory interest, if any.
- Section 3. This resolution shall take effect immediately.

Community Services Department
600 W. 4th St.
Davenport, Iowa 52801



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

December 9, 2013

To: Dee F. Bruemmer

From: Lori A. Elam

Re: Approval of Tax Suspension Request

The County has received a tax suspension request to have property taxes currently owed suspended as follows:

REQUESTED TAX SUSPENSION:

Ida Caroline Bell
1718 Marquette Street
Davenport, IA 52804
Suspend: 2012 property taxes due September 2013 and March 2014 in the amount of \$2481.00 including interest.

The application meets the Board Suspension Policy requirements. It is recommended that the Board suspend these taxes at their next Board meeting.

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

SCOTT COUNTY AUDITOR

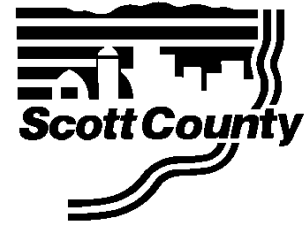
RESOLUTION
SCOTT COUNTY BOARD OF SUPERVISORS
December 19, 2013

SUSPENDING THE 2012 PROPERTY TAXES FOR IDA CAROLINE BELL, 1718 MARQUETTE STREET, DAVENPORT, IOWA, IN THE AMOUNT OF \$2481.00 INCLUDING PENALTIES AND INTEREST.

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

- Section 1. The 2012 property taxes, interest and penalties accrued for Ida Caroline Bell, 1718 Marquette Street, Davenport, Iowa, in the amount of \$2481.00 including interest are hereby suspended.
- Section 2. The County Treasurer is hereby directed to suspend the collection of the above stated taxes and utility fees thereby establishing a lien on said property as required by law with future collection to include statutory interest, if any.
- Section 3. This resolution shall take effect immediately.

Community Services Department
600 W. 4th St.
Davenport, Iowa 52801



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

December 9, 2013

To: Dee F. Bruemmer

From: Lori A. Elam

Re: Approval of Tax Suspension Request

The County has received a tax suspension request to have property taxes currently owed suspended as follows:

REQUESTED TAX SUSPENSION:

Donna Padavich
1231 16 ½ Street
Bettendorf, IA 52722

Suspend: The 2012 property taxes due September 2013 and March 2014 in the amount of \$1176.00.

The application meets the Board Suspension Policy requirements. It is recommended that the Board suspend these taxes at their next Board meeting.

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
December 19, 2013

**SUSPENDING THE 2012 PROPERTY TAXES DUE SEPTEMBER 2013 AND MARCH 2014 FOR
DONNA PDAVICH, 1231 16 ½ STREET, BETTENDORF, IOWA, PARCEL ID: 84281812107 IN THE
AMOUNT OF \$1176.00.**

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

- Section 1. The 2012 property taxes due September 2013 and March 2014 for Donna Padavich, 1231 16 ½ Street, Bettendorf, Iowa, Parcel ID: 84281812107 in the amount of \$1176.00 are hereby suspended.
- Section 2. The County Treasurer is hereby requested to suspend the collection of the above stated taxes thereby establishing a lien on said property as required by law with future collection to include statutory interest, if any.
- Section 3. 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



December 9, 2013

TO: Dee F. Bruemmer, County Administrator

FROM: Renee Johnson, Administrative Assistant

SUBJECT: Recommendations Received from the City Assessor's Office and the County Assessor's Office Regarding Allowance and Disallowance for the 2013 Family Farm Tax Credit Applications

Attached are the memos received from the Davenport City Assessor's Office and the Scott County Assessor's Office regarding allowance and disallowance for the 2013 Family Farm Tax Credit as created by the State Legislature in 1990.

A total of 27 applications covering 3683.06 acres were received in the Davenport City Assessor's Office. All applications have been reviewed and meet the eligibility requirements of Iowa Code Section 425A and are being recommended for allowance by the Davenport City Assessor's Office.

A total of 507 applications covering 199,483.31 acres were received in the Scott County Assessor's Office. 500 applications are being recommended for allowance and 7 applications are being recommended for disallowance from the Scott County Assessor's Office because of various reasons (see attached resolution).

It is recommended that the Board pass a resolution at their next Board Meeting allowing all recommended 2013 Family Farm Tax Credit Applications as filed in the City and County Assessors' offices and disallowing those recommended for disallowance.

Attachments

cc: Becky Eiting, Davenport City Assessor
Dale Denklau, Scott County Assessor
Kathy Kolar, Auditor's Office

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

December 9, 2013

TO: SCOTT COUNTY BOARD OF SUPERVISORS
FROM: SCOTT COUNTY ASSESSOR
RE: FAMILY FARM TAX CREDIT APPLICATIONS FOR 2013

The Scott County Assessor's Office has a total of **507** applications that qualify for this credit, covering **199,483.31** acres. After careful review, my staff has found 7 applications with **548.04** acres do not meet the eligibility requirements of Iowa Code Section 425A and Administrative Code Section 701-80-11. See attached for names, addresses, parcel numbers, town/townships and acres of the credits to be disallowed. If you have any questions, please contact Pam Holst at ext. 8637 or myself at ext. 8478.

We therefore recommend approval of all the qualified applications. All of the applications have been posted and are on file in our office.

Thank you,


Dale Denklau
Scott County Assessor

Enc
ph

2012 DISALLOWED FAMILY FARM CREDITS

NAMES & ADDRESSES	PARCEL NUMBERS	TOWN/TOWNSHIP	ACRES
JOHN D. & ELIZABETH ARTER 10700 285TH ST. DONAHUE IA 52746	022105003	ALLENS GROVE TWP	27.08
	022107001	ALLENS GROVE TWP	39.40
		TOTAL ACRES	66.48
SOLD TO: BRADLEY D. & KIMBERLY K. MOELLER 12/31/12			
MICHAEL E. & JAYNE CARSTENSEN PO Box 142 LONG GROVE IA 52756	040539001	BUTLER TWP	40.67
	040555001	BUTLER TWP	39.67
		TOTAL ACRES	80.34
SOLD TO: JOHN J. MCANDREW 3/25/13			
ENGLER FARMS LTD. 13656 265TH ST. DONAHUE IA 52746	032933005	WINFIELD TWP	35.87
	032949001	WINFIELD TWP	39.40
	033201001	WINFIELD TWP	39.10
	033217001	WINFIELD TWP	38.50
		TOTAL ACRES	152.87
SOLD TO: AMY SUSANNE NELSON REV. LIVING TRUST 1/31/13			
KENNETH L. GRELL 7825 BUENA VISTA RD. DIXON IA 52745	021737006	ALLENS GROVE TWP	12.45
			TOTAL ACRES
SOLD TO: PETER A. SCHACHOW, ETAL. 5/17/13			
JERRY L. VOLLBEER 25421 162ND AVE. ELDRIDGE IA 52748	033649003	WINFIELD TWP	7.96
			TOTAL ACRES
SOLD TO: COPLEY ENTERPRISES INC 7/9/13			
DAVID V. BURMEISTER 28140 35TH AVE. NEW LIBERTY IA 52765	012251001	LIBERTY TWP	38.00
	012237001	LIBERTY TWP	39.00
	012235001	LIBERTY TWP	39.00
	012217001	LIBERTY TWP	40.00
	012219001	LIBERTY TWP	39.00
	012203002	LIBERTY TWP	13.00
		TOTAL ACRES	208.00
SOLD TO: MEYER LIVING TRUST 3/22/13			
LAWRENCE & CAROL GREEN 1615 PRAIRIE VISTA DR BETTENDORF IA 52722	010255101	LIBERTY TWP	19.94
			TOTAL ACRES
SOLD TO: MATTHEW BUCHANAN 12/7/12			
GRAND TOTAL OF ACRES FOR DISALLOWANCE = 548.04			

DAVENPORT CITY ASSESSOR'S OFFICE
SCOTT COUNTY ADMINISTRATIVE CENTER

November 26, 2013

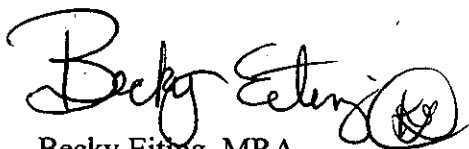
Scott County Board of Supervisors
Scott County Administrative Center
600 West 4th Street
Davenport, Iowa 52801

The Davenport City Assessor's Office did not receive any new applications for the 2013 Family Farm Tax Credit Program.

There are currently 27 applications covering 3683.06 acres for 2013.

The applications have been reviewed and they meet the eligibility requirements of Iowa Code Section 425A. We recommend approval of all of the qualified parcels listed on the attached list.

Sincerely,



Becky Eiting, MRA
Davenport City Assessor

Encl:

2013 APPLICATIONS FOR FAMILY FARM CREDIT -

2013 APPLICATIONS FOR FAMILY FARM CREDIT -				
TOTAL NUMBER OF ACRES -			3683.06	
TOTAL NUMBER OF INDIVIDUAL PARCELS -			141	
TOTAL NUMBER OF APPLICANTS -			27	
NAME	PARCEL #	ACRES	YRS APPLIED	CHK ACRES
BAUSTIAN, DON H & SHIRLEY J	Y3139-01	48.63	16.4 acres forest	48.63
CE Farms LLC	S3217-07	40.00		121.26
TOTAL # ACRES FOR THIS APPLICATION -121.26	S3201-08	17.75		
Dept of Rev allows LLC for 2012	23139-33	33.51		
	23233-01	30.00		
DENGLER, WALTER A & ZWICKER Family LTD	W3301-04A	38.90		64.88
TOTAL # ACRES FOR THIS APPLICATION -64.88	W3317-02D	16.74	(new parcel # per 2013 split)	
	W3335-01D	9.24	(new parcel # per 2013 split)	
DEXTER, DALE & MARLA	T1851-01	40.00	1999-01	356.44
TOTAL # ACRES FOR THIS APPLICATION - 356.44	T1835-03	40.00		
	T1837-08	40.00		
	T1839-07	6.95		
	T1853-06	39.20		
	U1821-06	21.30		
<i>U1253-01A 41.39 acres</i>	U1819-03	25.00		
<i>U1803-01 18-85 acres</i>	U1307-02B	16.10		
<i>Both new parcels for 2002 but not filed on</i>	U1801-01B	27.57	New For 2006	
	U1823-03	1.320	Changed per 2002 survey(1.5)	
	U1817-02	39.00		
	U1307-02	20.00		
	U1305-01	40.00		
Myra J Watkins & Merle E Doerscher Revoc Trust	Y0507-22	25.00	97-01	184.60
TOTAL # ACRES FOR THIS APPLICATION - 184.60	Y0521-36	19.10		
	Y0521-35	19.50		
	Y0523-21	8.60		
	Y0505-37	29.40		
	Y3255-09	20.00		
	Y3237-05	23.00		
	Y3253-08	40.00		
C: DOERSCHER AG LTD or Patricia Doerscher Family Trust				
D: Alma & Waldo Doerscher	Y3237-02	26.00	1999-01	187.60
TOTAL # ACRES FOR THIS APPLICATION - 187.60	Y3255-10	40.00		
	Y3349-07	40.30		
	Y3251-01	41.30		
	Y3235-01	40.00		
HAMANN, JFSJA HAMMAN LIVING TRUST & NANCY L STEFFEN TRUST	W3433-04	35.00	90-01	131.38
TOTAL # ACRES FOR THIS APPLICATION - 131.38	W3435-03A	31.64		
	W3449-05	35.00		
	New 2008 Parcel -----> W3451-01B	29.74		
Jones, Gretchen	S3035-03A	10.32	2003	10.32
Jones, Terry	S3051-04A	9.01	2003	19.18
TOTAL # ACRES FOR THIS APPLICATION - 19.18	S3035-03	10.17	Added for 2007	
KLINDT, KENNETH W & DOROTHY J TRUST(KDLM INC)	V3601-04	39.40	96-01	247.00
TOTAL # ACRES FOR THIS APPLICATION - 247.00	V3603-03	39.40		
	V3605-03	39.40		
	V3607-02	38.80		
	V3617-01D	11.20		
	V3621-04	27.87		
	V3623-01A	20.93		
	V3619-02	30.00		
Kraft, Allen R & Sarah A	V1207-01	18.70	91-01	195.45
TOTAL # ACRES FOR THIS APPLICATION - 195.45	V1223-02	19.75		
	V0717-03	40.00		
	V0701-04	39.00		
	New Parcels for 2010 V3633-04	11.00		
	New Parcels for 2010 V3635-03	4.00		
	New Parcels for 2010 V3649-02	36.75		
	New Parcels for 2010 V3651-01	26.25		
KRAMBECK, KENT D	Y3355-13	39.00	2001	39
KUNDEL, JOHN L & SHARON K	V0501-03	6.00	96-01	531.78
TOTAL # ACRES FOR THIS APPLICATION - 531.78	V0501-04	32.10		
	V0503-05	41.50		
	V0521-04	40.00		
	V0523-03	40.00		
	V0607-01	38.80		
	V0623-01A	37.92		
	V3201-16	38.10		
	V3217-15	39.09		
	V3235-12	13.00		
	V3233-13	14.66		

NAME	PARCEL #	ACRES	YRS APPLIED	CHK ACRES
	V3235-14	15.00		
	V3249-07	9.70		
	V3251-06	10.00		
	V0603-03	40.00	96-01	
	V0619-01	39.38		
	V0621-01A	36.53		
	V0605-02	40.00		
KUNDEL, ERMA C & ETAL	V0637-03	40.00	96-01	149.20
TOTAL # ACRES FOR THIS APPLICATION - 149.20	V0639-02	38.80		
	V0653-04	40.00		
	V0655-01A	30.40		
Kundel, Kevin & Greta	V0655-01B	8.40	New Owner (son) 2006	8.4
MESS, ELMER L & SONJA E MESS TRUST	Y3239-06	11.00	98-01	146.48
TOTAL # ACRES FOR THIS APPLICATION - 146.48	Y3333-01	33.00		
	Y3335-02A	2.71		
	Y3335-03	18.00		
	Y3335-02B	81.77		
MOELLER, GLEN & KATHLEEN	Y0401-01	27.10	95-01	112.71
TOTAL # ACRES FOR THIS APPLICATION - 112.71	Y0433-17D	7.94	New For 2006	
	Y0417-17F	37.17	New For 2006	
	Y0507-25	12.40		
	Y0523-19	12.00		
	Y0523-20	10.00		
	Y0539-16	6.10		
MOELLER-RALFS, JEAN M	T1833-01C	34.12	96-01	159.82
TOTAL # ACRES FOR THIS APPLICATION - 159.82	T1849-03	39.00		
	U1305-02	4.90		
	U1321-01	42.80		
	U1323-01	19.00		
	U1323-01A	20.00		
MOELLER, VICTOR R RESIDUARY TRUST	T1937-06	40.00	96-01	156.40
TOTAL # ACRES FOR THIS APPLICATION - 156.40	T1939-04	19.50		
	T1939-05	20.00		
	T1953-03	38.70		
	T1955-01	19.20		
	T1955-02	19.00		
OBERBROECKLING, DAVID & JULIA	T1853-05	0.85	90-01	114.58
TOTAL # ACRES FOR THIS APPLICATION - 114.58	T1839-04	15.00		
	T1855-02	20.00		
	T1855-01	16.96		
	T1839-03	12.25		
	New parcel for 2002 -----> U1721-07B	49.52		
Perry, Shirley Jean (formerly claimed by Goettsch)	Y3339-05A	10.21	2003	16.21
TOTAL # ACRES FOR THIS APPLICATION - 16.21	Y3337-04A	6.00	5 Open Prairie	
Three JP LLC (chg 1-10-12 to LLC)	V3135-01	24.00	91-01	253.35
PLAMBECK, ALLEN E & GLADYS	V3137-03	22.00		
TOTAL # ACRES FOR THIS APPLICATION - 253.35	V3139-06	14.50		
	V3151-02	40.00		
	V3153-04	40.00		
	V3155-05	38.75		
	V3233-11	11.75		
	V3235-10	3.00		
	V3249-08	29.35		
	V3251-09	30.00		
Puck, William E & Marilyn J Trustee	U0735-02	40.00	90 & 93-01	158.35
TOTAL # ACRES FOR THIS APPLICATION - 158.35	U0733-01	40.00		
	U0749-03C	39.25	New For 2006	
	U0751-04B	38.19	New For 2006	
	U0751-04C	0.91	New For 2006	
REED, RONALD J	S2951-01A	40.10	98-01	63.50
TOTAL # ACRES FOR THIS APPLICATION - 63.50	S2935-03	20.00		
	S2953-02	3.40	6.6 acres forest	
RIVALDD FARMS INC	V0539-02	40.00	96-98, 01	124.19
TOTAL # ACRES FOR THIS APPLICATION - 124.19	V0555-02	33.91		
W0451-02B (7-17-02) Ag 10.23 acres	W0403-03C	0.14		
Not Filed on	W0435-04	10.75		
	V0555-01B	0.06		
	W0449-01A	39.33		
THOMSEN FAMILY FARM CORP	V0101-02	28.30	98-01	58.80
TOTAL # ACRES FOR THIS APPLICATION - 58.80	V0103-01A	25.90		
	V0105-03	4.60		
WESTPHAL, ROBERT & MARLENE	V0719-01A	23.55	90 & 92-01	23.55
TOTALS	141	3683.06		3683.06

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

December 19, 2013

APPROVING THE ALLOWANCE AND THE DISALLOWANCE OF FAMILY FARM TAX CREDIT APPLICATIONS FOR 2013 AS RECOMMENDED BY THE DAVENPORT CITY ASSESSOR AND THE SCOTT COUNTY ASSESSOR

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

Section 1. A total of 27 applications covering 3683.06 acres were received in the Davenport City Assessor's office. All applications meet the eligibility requirements of Iowa Code Section 425A and are recommended for approval by the Davenport City Assessor's office.

Section 2. A total of 507 applications covering 199,483.31 acres were received in the Scott County Assessor's office. All applications are recommended for approval except the following 7 applications as recommended for disallowance by the Scott County Assessor's office due to various reasons:

NAMES & ADDRESSES	PARCEL NUMBERS	TOWN/TOWNSHIP	ACRES
JOHN D. & ELIZABETH ARTER 10700 285TH ST. DONAHUE IA 52746	022105003	ALLENS GROVE TWP	27.08
	022107001	ALLENS GROVE TWP	39.40
TOTAL ACRES			66.48
SOLD TO: BRADLEY D. & KIMBERLY K. MOELLER 12/31/12			
MICHAEL E. & JAYNE CARSTENSEN PO Box 142 LONG GROVE IA 52756	040539001	BUTLER TWP	40.67
	040555001	BUTLER TWP	39.67
TOTAL ACRES			80.34
SOLD TO: JOHN J. MCANDREW 3/25/13			
ENGLER FARMS LTD. 13656 265TH ST.	032933005	WINFIELD TWP	35.87
	032949001	WINFIELD TWP	39.40

DONAHUE IA 52746	033201001	WINFIELD TWP	39.10
	033217001	WINFIELD TWP	38.50
SOLD TO: AMY SUSANNE NELSON REV. LIVING TRUST 1/31/13		TOTAL ACRES	152.87
<hr/>			
KENNETH L. GRELL	021737006	ALLENS GROVE TWP	12.45
7825 BUENA VISTA RD. DIXON IA 52745		TOTAL ACRES	12.45
SOLD TO: PETER A. SCHACHOW, ETAL. 5/17/13		<hr/>	
JERRY L. VOLLBEER	033649003	WINFIELD TWP	7.96
25421 162ND AVE. ELDRIDGE IA 52748		TOTAL ACRES	7.96
SOLD TO: COPLEY ENTERPRISES INC 7/9/13		<hr/>	
DAVID V. BURMEISTER	012251001	LIBERTY TWP	38.00
28140 35TH AVE.	012237001	LIBERTY TWP	39.00
NEW LIBERTY IA 52765	012235001	LIBERTY TWP	39.00
	012217001	LIBERTY TWP	40.00
	012219001	LIBERTY TWP	39.00
	012203002	LIBERTY TWP	13.00
SOLD TO: MEYER LIVING TRUST 3/22/13		TOTAL ACRES	208.00
<hr/>			
LAWRENCE & CAROL GREEN	010255101	LIBERTY TWP	19.94
1615 PRAIRIE VISTA DR BETTENDORF IA 52722		TOTAL ACRES	19.94
SOLD TO: MATTHEW BUCHANAN 12/7/12		<hr/>	
GRAND TOTAL OF ACRES FOR DISSALLOWANCE =			548.04

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

December 19, 2013

APPROVAL OF APPOINTMENT OF ANN O'DONNELL D.O. TO THE
BOARD OF HEALTH

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

Section 1. That the appointment of Ann O'Donnell, D.O. for three (3) year
terms expiring on December 31, 2016 is hereby approved.

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

December 19, 2013

APPROVAL OF APPOINTMENT OF VERN HARVEY
TO THE BEAUTIFICATION FOUNDATION

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

Section 1. That the appointment of Vern Harvey, Davenport, to the
Beautification Foundation for a one (1) year term expiring on
December 31, 2014 is hereby approved.

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

December 19, 2013

APPROVAL OF APPOINTMENT OF JOHN RUSHTON TO THE CITIZEN'S ADVISORY
BOARD OF THE MENTAL HEALTH INSTITUTE

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

Section 1. That the appointment of John Rushton, Davenport, to the Citizen's
Advisory Board of the Mental Health Institute for a one (1) year term
expiring on December 31, 2014 is hereby approved.

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

December 22, 2011

APPROVAL OF APPOINTMENT OF JOHN "SKIP" O'DONNELL TO THE
CONSERVATION BOARD

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

- Section 1. That the appointment of John "Skip" O'Donnell, Davenport, Iowa, to
the Conservation Board for a five (5) year term expiring on
December 31, 2018 is hereby approved.
- 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

December 19, 2013

APPROVAL OF APPOINTMENT OF MARTY O'BOYLE AND DEE BRUEMMER TO THE DAVENPORT HOSPITAL AMBULANCE CORPORATION (D.H.A.C.) MEDIC EMS BOARD

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

Section 1. That the appointment of Marty O'Boyle, Eldridge, and Dee
Bruemmer, Davenport, to the Davenport Hospital Ambulance
Corporation (D.H.A.C.) Board for a one (1) year term expiring on
December 31, 2014 is hereby approved.

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

December 19, 2013

APPROVAL OF APPOINTMENT OF TIM HUEY TO THE QUAD CITY RIVERFRONT
COUNCIL

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

- Section 1. That the appointment of Tim Huey, Davenport, Iowa, to the Quad City Riverfront Council for a one (1) year term expiring on December 31, 2014 is hereby approved.
- 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

December 19, 2013

APPROVAL OF APPOINTMENT OF TIM HUEY TO THE PARTNER FOR SCOTT COUNTY WATERSHEDS CABINET

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

- Section 1. That the appointment of Tim Huey, to the Partner for Scott County Watersheds Cabinet for a one (1) year term expiring on December 31, 2014 is hereby approved.
- 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

December 19, 2013

APPROVAL OF APPOINTMENT OF MARY DUBERT TO THE VERA FRENCH
COMMUNITY MENTAL HEALTH CENTER BOARD

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

- Section 1. That the appointment of Mary Dubert, Davenport, Iowa, to the Vera French Community Mental Health Center Board for a one (1) year term expiring on December 31, 2014 is hereby approved.
- 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

December 19, 2013

APPROVING DESIGNATION OF THE NORTH SCOTT PRESS, THE QUAD-CITY
TIMES AND THE BETTENDORF NEWS AS SCOTT COUNTY'S OFFICIAL
NEWSPAPERS

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

- Section 1. That the North Scott Press, the Quad-City Times and the Bettendorf News are hereby appointed as Scott County's Official newspapers for a one year period ending on December 31, 2014, subject to meeting all requirements as stated in the Iowa Code.
- 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

December 19, 2013

APPROVAL OF APPOINTMENT OF JIM TANK TO THE
BI-STATE REVOLVING LOAN FUND

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

Section 1. That the appointment of Jim Tank, Davenport, Iowa, to the Bi-State Revolving Loan Fund for a (2) year term expiring on December 31, 2015 is hereby approved.

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

December 19, 2013

APPROVAL OF APPOINTMENT OF GERALD KAVANAUGH TO THE
BUILDING BOARD OF APPEALS

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

Section 1. That the appointment of Gerald Kavanaugh, Davenport, to the
Building Board of Appeals for a (5) year term expiring on December
31, 2018 is hereby approved.

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

December 19, 2013

APPROVAL OF APPOINTMENT OF LORI ELAM AND ORRIS AVILA TO THE
COMMUNITY ACTION OF EASTERN IOWA

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

Section 1. That the appointment of Lori Elam and Orris Avila, to the Community
Action of Eastern Iowa for a one (1) year term expiring on December
31, 2014 is hereby approved.

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

December 19, 2013

APPROVAL OF APPOINTMENT OF CLAYTON LLOYD TO THE
PLANNING AND ZONING COMMISSION

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

Section 1. That the appointment of Clayton Lloyd, Davenport, to the Planning and Zoning Commission for a five (5) year term expiring on December 31, 2018 is hereby approved.

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

December 19, 2013

APPROVAL OF APPOINTMENT OF CELIA RANGEL TO THE
BI-STATE REGIONAL COMMISSION

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

- Section 1. That the appointment of Celia Rangel, to the Bi-State Regional Commission for a three (3) year term expiring on December 31, 2016 is hereby approved.
- Section 2. This resolution shall take effect immediately.