

TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
June 16 - 20, 2014

Tuesday, June 17, 2014

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

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

Presentation

- ___ 2. Denise Pavlick, SECC Director, Introductions..... 8:00 a.m.
- ___ 3. Presentation of PRIDE Recognition for Years of Service and Leadership Summit Graduates. (Item 3)9:00 a.m.
- ___ 4. Presentation of Certificate of Achievement for Excellence in Financial Reporting by GFOA for Scott County's FY13 Comprehensive Annual Financial Report (CAFR). (Item 4)
- ___ 5. Presentation of PRIDE Recognition for Employee of the Quarter.

Facilities & Economic Development

- ___ 6. Quotes for road rock and ice control sand. (Item 6)
- ___ 7. Award of bid for centerline painting. (Item 7)
- ___ 8. Courthouse First Floor Phase 1 Project - plans and specifications. (Item 8)
- ___ 9. Maintenance to Trane Building Automation Systems. (Item 9)
- ___ 10. Maintenance to Trane Chillers-Jail and Administrative Center. (Item 10)

Human Resources

- ___ 11. Discussion of updates to General Policies. (Item 11)

Health & Community Services

- ___ 12. Amended FY14 Agreement between Vera French and Scott County. (Item 12)

Finance & Intergovernmental

- ___ 13. Application for a grant from the Department of Justice (JAG) Program in the Attorney's Office. (Item 13)
- ___ 14. Industrial washer and dryer for Jail. (Item 14)
- ___ 15. FY15 Excess Liability Insurance Renewal. (Item 15).....9:30 a.m.
- ___ 16. Appropriations and authorized positions for FY14. (Item 16)
- ___ 17. FY14 year-end fund transfers. (Item 17)

Other Items of Interest

- ___ 18. Recognition of Dr. Garvin's years of service on the Scott County Board of Health. (Item 18)
- ___ 19. 2014 Slough Bill exemption requests for properties in the cities of Bettendorf and Davenport. (Item 19)
- ___ 20. Cigarette/tobacco permit for Slaby's Bar & Grill.
- ___ 21. Adjourned.

Moved by _____ Seconded by _____
 Ayes
 Nays

Thursday, June 19, 2014

**Special Committee of the Whole - 12:00 pm
 Handicapped Development Center**

Thursday, June 19, 2014

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

Public Hearing

- ___ 1. A public hearing relative to plans and specifications for the Courthouse First Floor Phase 1 Project.

HUMAN RESOURCES DEPARTMENT

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

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Item 03
06-17-14

June 10, 2014

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, June 17, 2014 at 9:00 a.m.** through the recognition program.

Employee	Department	Date of hire	Years of Service
Tim Ells	Sheriff	04/23/09	Five
Eric Roloff	Sheriff	04/24/09	Five
Ryan Strom	Sheriff	04/24/09	Five
Jim Wilkison	Sheriff	04/24/09	Five
Pam Robertson	Sheriff	05/01/09	Five
Adam Ohsann	Sheriff	05/04/09	Five
Lori Rodriguez	Sheriff	06/22/09	Five
Annie Drahozal	Treasurer	06/29/09	Five
Sandra Enke	Attorney	04/05/04	Ten
Jeremy VanderTuig	Sheriff	06/02/04	Ten
Brian Clark	Sheriff	06/07/04	Ten
Wendy Dunn	Treasurer	05/17/99	Fifteen
Harlee Miller	Juvenile Detention	06/08/99	Fifteen
Marc Orcutt	Sheriff	06/17/99	Fifteen
James Salsberry	Sheriff	06/06/94	Twenty
Dale Puck	Sheriff	04/30/89	Twenty-five
Tammy Burns	Sheriff	06/12/89	Twenty-five
Joseph Grubisich	Attorney	06/12/89	Twenty-five
Sherlyn Huber	Recorder	06/18/79	Thirty-five

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Date: June 17, 2014

To: Board of Supervisors

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

Subject: Leadership Summit Graduates

As you may recall we initiated a Leadership Summit in 2008 to address our long term succession planning. The goal was to build upon the skill set of our current employees as our future leaders. On March 31, 2009, June 23, 2009 and September 28, 2010, June 21, 2011, June 19, 2012, June 18, 2013 we recognized the first five groups who began their commitment to the program. Last fall we started a fifth class of participants. On June 17 at 9:00am we will recognize the following individuals who have attended all 3 sessions of the Leadership Summit plus attended 6 hours of County sponsored leadership classes:

Eric Bradley
Brianna Boswell
Tracy Carson
Mary Cormier
Wendy Dunn
Mike Erwin
Jeremy King
Jane Morehouse
Jon Ronnebeck
Vanessa Wierman
Regina Wolfe

In order to qualify for the graduation, attendees needed to participate in all 3 sessions and complete the additional training. Prior to their trainings they participated in a 360° Evaluation where 10 of their co-workers/subordinates/customers/supervisors anonymously evaluated them. They then went through a 2 day training where their knowledge was challenged with their performance. The group then attended two day long workshops on "Communicating Effectively" and "Coaching and Counseling".

The completion of the four days of training really only begins their leadership journey. Additional County Leadership training sessions for supervisors are designed to address issue identified in the "Knowledge for Leaders" testing process done with previous classes. We are working with departments to identify participants for a summit this October.

Cc: Dee F. Bruemmer, County Administrator

OFFICE OF THE COUNTY ADMINISTRATOR

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Item 04
06-17-14

June 16, 2014

To: Board of Supervisors
Bill Fennelly, County Treasurer
Roxanna Moritz, County Auditor
Dee Bruemmer, Scott County Administrator

From: David Farmer, CPA Budget Manager

RE: Presentation of Certificate of Achievement for Excellence in Financial Reporting by GFOA for Scott County's FY13 Comprehensive Annual Financial Report (CAFR)

Please find attached a copy of a draft news release scheduled to be distributed following the presentation of GFOA's Certificate of Achievement award for Excellence in Financial Reporting at the Board's next Committee of the Whole session on Tuesday, June 17, 2014. The presentation is scheduled for 9:00 a.m.

Please contact me if you would like any changes.

We look forward to your presence in making this special award presentation.

Attachment

Cc: Craig Hufford, Financial Management Supervisor
Wes Rostenbach, Accounting and Tax Manager

NEWS RELEASE

June 17, 2014

DRAFT

DRAFT

**SCOTT COUNTY, IOWA IS GIVEN
HIGHEST AWARD IN FINANCIAL REPORTING**

Larry Minard, Chair of the Scott County Board of Supervisors, Roxanna Moritz, County Auditor, and Bill Fennelly, County Treasurer, jointly announced today that Scott County has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA) for Scott County's FY13 Comprehensive Annual Financial Report (CAFR) **for the twenty-seventh (27th) year in a row**. The Certificate of Achievement is the highest form of recognition for excellence in state and local government financial reporting. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

As of June 1, 2014 Scott County is one of only six Iowa counties to hold the Certificate of Achievement. Only 43 of the 1,488 governmental units in the State of Iowa currently hold this honor.

The CAFR report has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive 'spirit of full disclosure' to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The Board of Supervisors has designated the continued achievement of this certification as a priority. The Board, County Treasurer, and County Auditor expressed their appreciation to David Farmer, CPA, Budget Manager in Administration; Craig Hufford, Financial Management Supervisor in the Treasurer's Office; Wes Rostenbach, Accounting and Tax Manager in the Auditor's Office; Dee F. Bruemmer, County Administrator; and the County's auditing firm of Baker Tilly, LLP for their work and professional guidance in helping the County to obtain this financial reporting honor.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals. The association produces a variety of technical publications in various fields of governmental finance, and represents the public finance community in Chicago, IL and Washington D.C.

For more information on this press release, please contact:

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

Stephen Gauthier, Director
Technical Services Center
Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, IL 60601-1210
312-977-9700

SCOTT COUNTY ENGINEER'S OFFICE

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Item 06
06-17-14

JON R. BURGSTRUM, P.E.
County Engineer

BECKY WILKISON
Administrative Assistant

MEMO

TO: Dee F. Bruemmer
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJ: Rock Quotes

DATE: June 19, 2014

Approval of acceptance of annual road rock and ice control sand quotes as shown in the resolution for July 1, 2014-June 30, 2015.

There are three areas in the Secondary Road budget that allows for funding for rock usage. Here are the budget numbers for:

	<u>FY 13/14</u>	<u>FY 14/15</u>
1. Granular (Resurfacing of roads)	\$775,000.00	\$775,000.00
2. Macadam projects	\$500,000.00	\$ 2,500.00
3. Shoulder Maintenance	\$105,000.00	\$100,000.00

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JON R. BURGSTRUM, P.E.
 County Engineer

BECKY WILKISON
 Administrative Assistant

The comparisons to the quotes from FY 13/14 are as follows:

		<u>FY-14/15</u>	<u>FY-13/14</u>	<u>% Change</u>
Riverstone Group Inc:	ITEM #1 ROCK	\$ 7.25	\$ 7.15	+1.4%
	ITEM #2 SAND	\$ 8.15	\$ 8.00	+1.8%
	ITEM #2a Sand Del. (LeClaire)	\$13.50	\$13.35	+1.1%
	ITEM #2a Sand Del. (McCaus)	\$12.50	\$12.35	+1.2%
	ITEM #3 Macadam	\$ 7.75	\$ 7.65	+1.3%
	ITEM #4 Class "A" Rock	\$ 7.75	\$ 7.65	+1.3%
Linwood Mining:	ITEM #1 ROCK	\$ 9.25	\$ 9.25	0%
	ITEM #2 SAND	\$ 9.25	\$ 9.25	0%
	ITEM #2a Sand Delivered	NO QUOTE		
	ITEM #3 Macadam	\$10.50	\$10.00	+5%
	ITEM #4 Class "A" Rock	\$ 9.50	\$ 9.50	0%
Wending Quarries:	ITEM #1 ROCK	\$ 8.25	\$ 8.00	+3.1%
	ITEM #2 SAND	\$ 8.50	\$ 8.25	+3%
	ITEM #2a Sand Delivered	NO QUOTE		
	ITEM #3 Macadam	\$ 7.60	\$ 7.35	+3.4%
	ITEM #4 Class "A" Rock	\$ 8.25	\$ 8.00	+3.1%

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

June 19, 2014

ACCEPT QUOTES FOR ROAD ROCK AND ICE CONTROL SAND FROM THE FOLLOWING
 SUPPLIERS AT THE FOLLOWING PRICES JULY 1, 2014 THROUGH JUNE 30, 2015.

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

Section 1. That the quotes for road rock and ice control sand be accepted

from the following:

RiverStone Group, Inc:	ITEM #1 Rock	\$7.25	
	ITEM #2 Sand	\$8.15	
	ITEM #2a Sand Delivered	\$13.50	LeClaire
	ITEM #2a Sand Delivered	\$12.50	McCausland
	ITEM #3 Macadam	\$7.75	
	ITEM #4 Class "A" Rock	\$7.75	
Linwood Mining:	ITEM #1 Rock	\$9.25	
	ITEM #2 Sand	\$9.25	
	ITEM #2a Sand Delivered	No Quote	
	ITEM #3 Macadam	\$10.50	
	ITEM #4 Class "A" Rock	\$9.50	
Wending Quarries:	ITEM #1 Rock	\$8.25	
	ITEM #2 Sand	\$8.50	
	ITEM #2a Sand Delivered	No Quote	
	ITEM #3 Macadam	\$7.60	
	ITEM #4 Class "A" Rock	\$8.25	

Section 2. That the amounts purchased will be based on the lowest hauled
 in-place cost based on county needs.

Section 3. That this resolution shall take effect immediately.

SCOTT COUNTY ENGINEER'S OFFICE

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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: Centerline Paint

DATE: June 19, 2014

Resolution approving the bid for Scott County Centerline Painting to Vogel Traffic Services, Orange City, IA for the amount of \$ 91,937.54. The 2015 budgeted amount is \$110,000.00. The cost per mile increased 0.9% compared to last year.

Bids received -

Vogel Traffic Services Orange City, IA	\$ 91,937.54
KAM Line Highway Markings Gilbert, IA	\$ 109,076.75

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THE BOARD OF SUPERVISORS ON _____.
DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

June 19, 2014

AWARD OF QUOTE FOR CENTERLINE PAINTING TO THE LOW BIDDER, VOGEL
TRAFFIC SERVICES, ORANGE CITY, IOWA, IN THE AMOUNT OF \$91,937.54.

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

Section 1. That the bid for Centerline Painting be awarded
to the low bidder, Vogel Traffic Services, Orange City, IA,
in the amount of \$91,937.54.

Section 2. That the Chairman be authorized to sign the
contract documents on behalf of the Board.

Section 3. That this resolution shall take effect
immediately.

Facility & Support Services

600 West Fourth Street
Davenport, Iowa 52801
(563) 326-8738 (Voice) (563) 328-3245 Fax



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

May 28, 2014

To: Dee F. Bruemmer
County Administrator

From: Tammy Speidel, Acting Director
Facility and Support Services

Subj: Approval of plans and specifications- Courthouse First Floor Phase 1 Project

As you are aware, Wold Architects and Engineers was selected to complete the design process for the Courthouse First Floor Phase 1 Project. This phase includes the north half of first floor which relocates the first floor Clerk of Court and creates a new Magistrate courtroom. Additionally the wiring closet, which houses the county and state networking and other IT equipment, will be completed during this phase.

Wold has completed plans and specifications for this project, and will be at the June 17, 2014 Committee of the Whole meeting for a presentation of the project to the Board.

The project requires a public hearing and the plans and specifications require Board approval. I am recommending that the board set the public hearing for June 19, 2014 at 5:00 p.m. with approval of the plans and specifications also on the agenda that same night.

This project is budgeted in the Capital Improvement Plan, FY14 and FY15 and Wold has prepared a preliminary construction estimate for this project in the amount of \$1,698,884.00.

Dave Donovan and I will be in attendance at the next Committee of the Whole to discuss this project and answer any questions you or the Board may have.

CC: Dave Donovan
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

June 19, 2014

A RESOLUTION APPROVING CONSTRUCTION PLANS AND SPECIFICATIONS FOR
THE COURTHOUSE FIRST FLOOR RENOVATION PROJECT- PHASE 1 AS
PREPARED BY WOLD ARCHITECTS AND ENGINEERS.

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

- Section 1. That the plans and specifications as prepared by Wold Architects and Engineers, architects for the Courthouse First Floor Renovation Project- Phase 1 are hereby approved.
- Section 2. That Facility and Support Services is authorized to proceed in soliciting bids for this work.
- Section 3. This resolution shall take effect immediately.

Facility and Support Services

600 W 4th Street

Davenport, Iowa 52801

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



June 5, 2014

To: Dee Bruemmer
County Administrator

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

Subj: Annual Contract- Maintenance to Trane Building Automation Systems

The purchasing division has received quotes from Trane for maintenance of various Trane Building Automation Systems equipment. These quotes are for Trane equipment that controls the fire alarm routines at the Scott County Jail, Trane equipment that controls the building automation systems in the Administrative Center and the Courthouse. The service work contained in these contracts is vital to the proper operation of HVAC equipment and helps maintain life/safety with the operation of systems in conjunction with fire alarms for the jail, and occupant comfort, air quality, humidity levels and energy efficiency in all of the buildings. No other bids were obtained due to the fact that the software that maintains this equipment is proprietary in nature. This is a two year contract and based on total contract value, requires Board of Supervisor approval.

BUILDING	ANNUAL COST	TOTAL CONTRACT COST
Jail	\$ 4,740.00	\$ 9,480.00
Courthouse	\$ 7,680.00	\$ 15,360.00
Administrative Center	\$ 3,300.00	\$ 6,660.00

I recommend that the Board approve the two year contract and award it to Trane in the amount of \$ 31,500.00. This service contract is budgeted in the operational budget for Facility and Support Services.

I will be available at the next Committee of the Whole meeting to answer any questions you or the Board may have.

Cc: FSS Management Team

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
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DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

June 19, 2014

A RESOLUTION APPROVING THE BID AND AWARDING A TWO YEAR CONTRACT
FOR MAINTENANCE OF BUILDING AUTOMATION SYSTEMS TO TRANE IN THE
AMOUNT OF \$31,500.00.

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

Section 1. That the bid for maintenance to building automation systems is
hereby approved and the two-year contract awarded to Trane in the
amount of \$31,500.00.

Section 2. This resolution shall take effect immediately.

Facility and Support Services

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June 10, 2014

To: Dee Bruemmer
County Administrator

From: Tammy Speidel, Operations Manager
Facility and Support Services

Subj: Annual Contract- Maintenance to Trane Chillers- Jail and Administrative Center

The purchasing division has received quotes from Trane for maintenance for one Trane chiller located at the Jail and two Trane chillers located at the Administrative Center. The proposed agreement covers annual start up and shut down of the units, operating inspections, refrigerant use reports, oil analysis as well as labor and parts for the recommended preventative maintenance work. This additional coverage ensures priority service when needed and will allow us to identify issues with equipment proactively rather than reactively, reducing the chance that we experience total failure of the equipment. This agreement is a preventative service agreement and any issues discovered outside the scope of this agreement would be Scott County's financial responsibility. This is a three year contract, which will get all like equipment on the same contract cycle. Based on total contract value, requires Board of Supervisor approval.

BUILDING	ANNUAL COST	TOTAL CONTRACT COST
Jail	\$ 4,661.00	\$ 13,983.00
Administrative Center	\$ 9,318.00	\$ 27,954.00

I recommend that the Board approve the three year contract and award it to Trane in the amount of \$ 41,937.00. This service contract is budgeted in the operational budget for Facility and Support Services.

I will be available at the next Committee of the Whole meeting to answer any questions you or the Board may have.

Cc: FSS Management Team

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
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DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

June 19, 2014

A RESOLUTION APPROVING THE BID AND AWARDING A THREE YEAR
CONTRACT FOR MAINTENANCE OF TRANE CHILLER UNITS TO TRANE IN THE
AMOUNT OF \$41,937.00.

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

Section 1. That the bid for maintenance to Trane chillers at the Jail and
Administrative Center is hereby approved and the three year contract
awarded to Trane in the amount of \$ 41,937.00.

Section 2. This resolution shall take effect immediately.

HUMAN RESOURCES DEPARTMENT

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Date: June 9, 2014
To: Dee F. Bruemmer, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Policy Updates

The proposed updates to the Purchasing and Purchasing Card policies were developed to incorporate process changes resulting from the new ERP. They were worked on by staff from Administration, FSS and HR. The changes were discussed a Department Heads/Elected Officials meeting and their recommendations were incorporated. Here are the proposed changes to the Administration Policies:

General **Policy 11 "Purchasing"** updates the policy to provide oversight of purchases to the appropriate board. It clarifies that purchases made with purchasing cards are controlled by a separate policy. Updates were made to comply with the current practices as it relates to the new software system. It adds additional clarification regarding the bidding process and establishes a process for unsolicited bids.

General **Policy 26 "Purchasing Card"** updates the policy to provide clearer guidance to staff utilizing purchasing cards by reorganizing the language. An additional level of authorization was added to address purchases in specific departments such as Conservation and Secondary Roads. Language was added to allow updates to the appendices such as names of program coordinators and contact information without re-adoption of the policy.

~~XI~~Draft for discussion purposes

11. PURCHASING POLICY

POLICY

Scott County Code provides that the Director of Facility & Support Services shall be responsible for developing, implementing and administering a centralized purchasing function for all County offices and departments. ~~(Exceptions to the policy would include Scott County Conservation Board)~~

This policy encompasses the purchasing, contracting and leasing of goods, materials, supplies, equipment, and services and shall be accomplished through competitive bidding whenever possible and specifically where it is required by the Code of Iowa; through competitive quotes; or Government Contracts.

SCOPE

Administrative authority to purchase, sign leases or contract agreements shall be limited to aggregate purchase prices not exceeding \$10,000. Purchases, leases and contract agreements in excess of \$10,000 must be approved by the ~~Board of Supervisors~~authorized board. This policy shall not be circumvented by purchasing or leasing a group of similar or identical items each costing \$10,000 or less but exceeding \$10,000 in aggregate.

Any and all lease or contract agreements exceeding three (3) years in length must be approved by the ~~Board of Supervisors~~authorized board even though the total aggregate lease or contract cost may not exceed \$10,000.

If the lease or contract agreement is open ended it should be re-bid at least every three years. If the lease or contract agreement does not include a total cost amount for services provided then an estimated total cost should be determined and based on that estimated total cost appropriate approval requirements shall be followed.

This policy does not cover purchases made with the County Approved Purchase Card. Those purchases are covered under Policy Number 26.

In the event that there is a conflict between this policy and Iowa or Federal law, the applicable law will prevail.

PURPOSE

The purpose of this policy is:

- A. To professionally coordinate and maximize the effectiveness of the purchasing, contracting and leasing of goods, materials, supplies, equipment, and services by Scott County.

- B. To protect and provide for increased public confidence and trust in the procedures followed by the County in public procurements.
- C. To ensure the ethical, fair and equitable treatment of all persons who deal with the purchasing system of the County.
- D. To provide increased economy in County purchasing activities and to maximize, to the fullest practical extent, the purchasing value of public funds.
- E. To foster effective broad-based competition.
- F. To effectively support other county departments, component units and agencies.

ADMINISTRATIVE PROCEDURES

A. Approval to Purchase, Lease or Contract Goods and Services

1. Unencumbered spending authority must exist at the appropriate departmental budget level prior to the issuance of a purchase order.
2. No lease or lease-purchase contract for real or personal property shall be entered into until a public hearing has been held on the proposed contract. Notice of the public hearing shall be published in at least ~~an official one~~ newspaper of general circulation at least 4 days and no more than 20 days prior to the public hearing date.
3. Purchases, leases or contracts up to \$2,500 shall require department head approval or authorization from the individual with budgetary responsibility.
4. Purchases, leases or contracts between \$2,500 and \$5,000 shall require approval of the department head ~~and the Purchasing Specialist (or designee) and the Purchasing Specialist.~~ 5. Purchases, leases or contracts exceeding \$5,000 and up to \$10,000 shall be approved by the department head (or designee), and the Director of Facility & Support Services (or designee), or the County Administrator.
- ~~5. Purchases, leases or contracts exceeding \$5,000 and up to \$10,000 shall be approved by the department head, Director of Facility & Support Services or the County Administrator.~~
6. Purchases, leases or contracts exceeding \$10,000 shall require approval of the department head, Director of Facility & Support Services, County Administrator and the Board of Supervisors.
7. Lease and contract agreements which do not include a total cost amount for services (i.e., the agreement may only make reference to an hourly rate plus cost of parts) require the department to estimate the total cost. The calculation at arriving at this estimate should be documented with the purchase request and depending on the amount will require appropriate approvals as stated above. If the agreement is open ended then the calculation of the total cost amount shall be based on a three year period.
- ~~8. Purchasing Division shall maintain a log of all purchase, lease or contract requests.~~

9. Purchasing division shall utilize appropriate insurance and indemnification language if required. Insurance and indemnification requirements shall be developed in conjunction with ~~Risk Management Coordinator and the Risk Management Committee~~ Coordinator or County Attorney.

B. Requisitioning Individual Department / Office Responsibilities

1. Determine the quality and quantity of goods, materials, supplies, equipment, and services needed and delivery date required. Utilize past purchase information or resources when appropriate. Research specifications to ensure that appropriate information is provided to adequately describe the desired product or services along with minimum standards or requirements.
2. If a lease or lease-purchase contract is being proposed the requesting department shall submit the proposed lease or lease-purchase contract to the Director of Facility & Support Services with the following attachments:

- a. ~~Copy of the public notice to be published in the following format per Iowa Code Section 331.305:~~

~~The Board of Supervisors of Scott County will conduct a public hearing on the proposed lease (purchase) contract with~~

~~_____ for~~

~~_____ in the amount of~~

~~\$_____ per year for _____ years at the Scott County Courthouse on _____, 20__ beginning at _____ p.m.~~

~~All citizens are invited to this public hearing and may express their views either orally or in writing.~~

- b. _____

- a. Prior to submitting lease for approval to the Board of Supervisors, originating department shall request legal review of proposed contract by the County Attorney or Risk Management Attorney's office. A letter from the County Attorney's office acknowledging that they have reviewed the contract and find it to be in compliance with applicable state laws. (Note: Departments should send a copy of their initial review request for the County Attorney's office to FSS so it may be identified as a future agenda item on the Board's information memo.)

Copy of the public notice to be published in the per Iowa Code Section 331.305.

- b. The Director of Facility & Support Services will submit the lease proposal to the Board at the next Board meeting that coincides with the public hearing publication date requirements in accordance with Iowa Code Section 331.305.

~~When ever~~ Whenever possible, competitive bids for lease agreements shall be secured with the assistance of the Purchasing division.

3. Anticipate requirements, giving accurate description of article(s) required and sufficient time to purchase item(s) on a competitive basis. ~~Originating~~When needed, the originating department will identify and collaborate with purchasing division to prepare additional specifications and insurance requirements if any, to secure required items.
4. Receive and inspect item(s) delivered direct by vendor and refuse shipments that fail to meet the purchase order contract. All commodity type items will be coordinated to be received by Facility & Support Services. For specialized items, the department shall coordinate with Facility & Support Services to inspect and accept all items, at time of delivery.
5. Handle all purchases within established procedures. Utilize applicable purchasing resources (competitive bidding, purchasing system, pre bid items, web bid items) whenever possible and where appropriate.

~~6. A list of authorized persons, to be used on requisitions and purchases, shall be supplied to the Purchasing Division. No requisition or purchases will be completed without authorization.~~

C. Computerized Purchase Order System

1. County departments shall use the ~~computerized Scott County Purchase Order System~~Enterprise Financial Planning (ERP) system following guidelines and procedures as promulgated by Facility & Support Services.

D. Competitive Quotations

1. Whenever feasible, all purchases, leases and contracts for goods, supplies, materials, equipment and services required for public use shall be on an equal and competitive basis. All acquisitions or purchases are to be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, consideration shall be given to the vendor's price, conformance with specifications in all material respects, and past performance. In addition, the Purchasing department may take into consideration reputation, ~~and~~ business, and financial capabilities. ~~If the aforementioned determinants are equal consideration will be given to any vendor which is a locally owned business in Scott County.~~
2. For public improvements and construction contracts (excluding design and consulting contracts) that exceed the public bidding requirements as set forth in the Iowa Code Section 331.341 the determination and criteria for determining the lowest responsible bidder shall be accomplished through a formalized process. That process shall set out criteria and notification in the specifications document and gather qualification, reference and other ~~pertinent information at the time of the bid. The purchasing division, requesting department and/or design~~ consultants shall utilize said information to qualify the apparent low bidder prior to contract award. The use of ~~an~~ American Institute of Architects Form 305A with an addendum or a similar standardized form for gathering appropriate information from bidders shall be used whenever possible. Scott County reserves the right to reject a low bid based on the criteria set forth and the evaluation of the submitted information and research conducted

~~3. Specific bidding procedures as required by law must be followed for public improvements including the repair or construction of county buildings. These formal bidding requirements need not be followed when emergency repair of a public improvement is necessary. (See Section F of this policy for specific bidding procedures) All other purchases, leases and contracts in excess of \$5,000 require written, faxed, or e-mailed quotations. Purchases, leases and contracts less than \$5,000 may be quoted by fax, email, or telephone with the selected quote confirmed in hard copy format. Every attempt should be made to receive at least three quotations from responsible vendors. Bids can be received by fax, e-mail, mail, or hand delivery before bid deadline, if applicable. 3. For purchases less than \$2,500.00 departments/ offices that require a purchase order may enter the purchase into ERP directly as a purchase order.~~

~~For purchases between \$2,500.00 and \$10,000.00 departments/ offices are strongly encouraged to obtain at least three competitive quotes. Departments may request the Purchasing Department to obtain quotes on their behalf or may obtain their own quotes utilizing applicable purchasing resources (competitive bidding, purchasing system, pre bid items, web bid items), and enter them directly into the ERP requisition form, attaching PDF's as documents.~~

~~For purchases over \$10,000.00 requisitions shall be entered into the ERP system and routed to the Purchasing Division, who shall solicit bids utilizing open competitive bidding practices. Typically bids received by the Purchasing Department will be submitted through the bidding service selected for use by Scott County. The Purchasing Department acknowledges that there may be some occasions where it is not possible to obtain three bids based on the type of purchase. If this is the case, the department shall submit a written statement why they did not obtain multiple bids for the item being purchased.~~

4. All parties involved shall comply with all applicable laws and regulations pertaining to their employment practices, and shall not discriminate in providing services on the basis of race, color, creed, national origin, sex, handicapped condition or religious affiliation.

~~5. The Iowa preference law requires the County to use only products and materials grown or produced in Iowa if they are available in a marketable quantity and of a quality adequate for the purpose for which the County will use them, and if the cost is no higher than that of the same products produced in a different state.~~

~~5. The County shall comply with the state preference law as it relates to Iowa products.~~

6. Whenever possible, all requests for bids and all proposals for expenditure of public funds must be made in general terms so that no brand or trade names are specified. Also, all requests must contain this statement: "By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa."

E. Availability Unsolicited Proposals-

Definition- an unsolicited proposal is a document or package of Public documents submitted to Scott County or a Scott County Office or Department, that proposes to

provide a product or service that was not solicited nor initiated by Scott County.

1. An unsolicited proposal that does not correspond to the Scott County mission, vision, or values, is outside of the normal scope of Scott County government services, is not a product Scott County requires or a service Scott County needs may be rejected without further consideration by the Purchasing Recordsdivision

~~Purchase orders and other information of a public nature shall be available for inspection upon verbal or written request to the Purchasing Specialist. Copies of bids/quotations and a summary of those received can also be obtained from the Purchasing Division. Every courtesy will be extended to vendors for information or assistance relating to Scott County's needs.~~

2. An unsolicited proposal that does correspond with the mission and scope of Scott County government will be evaluated for merit by the department or office with jurisdiction or control in the service area that best matches the proposal. In the absence of a clear corresponding department or office, the review of the unsolicited proposal shall be made by the Director of Facility and Support Services with input and assistance from County Administration.
3. The Purchasing Division may require the submission of additional or supplemental information from the submitter in order to fully evaluate the submission. An unsolicited proposal submission that refuses to provide typical, pertinent information that the evaluator deems necessary, may be rejected without further consideration.
4. Unsolicited proposals that are found to have merit may be forwarded to the Board of Supervisors for consideration. Proposals without merit or determined to be outside of the scope of Scott County government shall not be forwarded to the Board of Supervisors.
5. Proposals that have the potential for competitiveness, either by their nature or as required by law, shall initiate a request for proposal process. The Purchasing Division shall take measures to protect information contained in the unsolicited proposal. Said measures may include returning all copies of the unsolicited proposal to the submitter for resubmission as part of the RFP process. At a minimum, the Purchasing Division shall notify the submitter that the unsolicited proposal is, by law, a public document.

F. Public Access to Procurement Information

Purchase orders and other information of a public nature shall be available for inspection upon request to the Purchasing Specialist, providing that they are not deemed to be confidential because they contain trade secrets or reports that give a competitive advantage and serve no public purpose. Purchasing records are also governed by Freedom of Information Act laws for public records. See policy 31- Public Records and Information for further information. The Facility and Support Services Department shall maintain records of purchases made (award information, contracts and purchase orders) and the purchasing process (bid requests, specifications, proof of publication, bid results, bid documents and submittals, etc.) for all centralized purchasing transactions. In the absence of other legislative requirements, the retention duration for said records shall be: three years past the award date or the contract completion date (whichever is later).

G. Bids on Contracts for Repair or Construction of County Buildings.

1. See Iowa Code section 331.341 for specific contract letting procedures to follow.

GH. Special Provisions for Secondary Roads Department:

1. Construction and Maintenance Projects: These types of services will be either bid through the I.D.O.T., Secondary Roads office or in coordination with I.D.O.T. meeting their specifications and requirements and bid through the County Secondary Road Department. Participation by Facility & Support Services will not be required in these areas.
2. Purchases through the State of Iowa General Services Office and the Iowa Department of Transportation Purchasing Department: The Secondary Road Department will take advantage of State Purchasing Facilities and their volume purchasing discounts when practical and possible.
 - a. The Secondary Road Department will fill out the required State Order Forms or submit a department "requisition order".
 - b. Upon receipt of order and billing, the Secondary Road Department will check shipment against the order and prepare the necessary County claim for payment.
 - ~~c. No involvement by Facility & Support Services is required.~~
 - d. All orders exceeding \$10,000 will require prior Board approval.
3. Equipment Repair Parts, Materials and Services: The specifics on these items generally cannot be anticipated or determined in advance. These are generally items that cannot be inventoried and must be purchased expeditiously to prevent costly delays and operational problems. The purchase of these items require the technical expertise and knowledge of Secondary Road's garage personnel for effective, expeditious purchasing. These purchases may also be the type or nature where they are only available from one source.
 - a. The ordering of these materials and supplies and services may only be authorized by a Secondary Road Department "requisition order".
 - b. Any individual "requisition order" in excess of ~~\$500~~1,000, with the exception of purchase of tires, must receive prior approval by the County Engineer.
 - c. Upon receipt of the order, billings will be checked by the Secondary Road Department and claims prepared for the Engineer's authorization and approval by the Board.

- ~~d. No involvement of Facility & Support Services shall be required.~~

HJ. Emergency Purchases

1. County Administrator, or ~~his / her~~ in absence the Director of Facility and Support Services, or designee may declare an emergency when:
 - a. The circumstances pose a threat to the public health, welfare or safety.
 - b. The situation must be taken care of immediately in order to prevent immediate and apparent loss to the County.
 - c. Conditions beyond reasonable control of the County occur; such as accidents or unforeseeable failure in equipment, which are essential to the operation of the County.
2. In the event that the circumstances surrounding the emergency do not allow ~~_____~~ sufficient time to convene the Board of Supervisors, the County Administrator, or ~~his / her~~ designee may authorize emergency purchases in excess of \$10,000.
3. If the emergency purchase requirements are met, the County Administrator, or ~~his / her~~ designee shall take informal bids if time allows.
4. In all cases of emergency purchases by the County Administrator or ~~his / her~~ designee, the following must be submitted to the Board of Supervisors ~~within 72 hours of~~ at the next meeting following the purchase:
 - a. A detailed purchase ~~request~~ description outlining the critical nature of the need to purchase
 - b. An invoice if goods have been received
 - c. A written account explaining why an emergency was declared
 - d. The effects of the emergency on County operations or the public
 - e. Why the particular vendor was chosen.
5. All emergency purchases will be reviewed carefully by the Board of Supervisors at the next regularly scheduled meeting to assure that the use of the procedure is not being abused.

26. PURCHASING CARD POLICY

POLICY

It is the policy of Scott County to have a Purchasing Card Program. This program is intended to replace blanket orders, ~~petty cash~~, and purchase orders used to purchase items of small dollar value (<\$2,500).

SCOPE

This policy is applicable to all offices and departments within Scott County Government and other component units that participate in the Scott County Purchasing Card program.

BENEFITS

~~County Departments~~Department staff will be able to ~~obtain supplies and repair parts much faster and easier than before. Department staffs will be able to consummate~~procure purchases without emergency claim voucher requests, ~~or~~ filling out credit applications for vendors that will be only used once, ~~or constant replenishment of petty cash. Paperwork and processing for department staff.~~ Staff in the Purchasing Division, and Accounts Payable field and in the office will be able to make purchases to support their core functions in a much more effective manner, requiring fewer trips and will be sharply reduced. able to get items much quicker. These efficiencies will allow the various groups to focus their energies on the more important core aspects of their jobs. This policy and the program structure will support efficiency while maintaining accountability and approval structures.

GENERAL PROGRAM PROVISIONS

This card is to be used to make county purchases as outlined herein. With the approval of the Purchasing Card application by the Department Head/Elected Official, the cardholder has been delegated expenditure and purchasing authority. Said authority is delegated only as it applies to the scope of the cardholder's job and as outlined by the cardholder's immediate supervisor and Department Head or Elected Official. The implied purchasing and expenditure authority of the purchasing card is NOT intended to supersede nor enhance the fiscal authoritative limitations that exist within each Department/Office. For the cardholder: you are only authorized to make purchases for which your supervisor or Department Head/Elected Official has expressly granted and delegated you proper authorization.

The Purchasing Card is not a personal credit card and remains the property of Wells Fargo Bank. The liability for all outstanding charges on the card is with the County; therefore, the card must only be used for purchases required in the normal course of business.

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The Purchasing Card that the cardholder receives has his/her name embossed on it. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder.

Employees must attend a training session prior to card issuance. Each card holder must sign the *Acknowledgement of Scott County Purchasing Card Policy form* (attachment B) prior to being issued a purchasing card.

It is the responsibility of each cardholder to be acquainted with the Purchasing Policies and guidelines of the County and to make card purchases in accordance with these policies.

The cardholder is responsible for following department guidelines for making purchases, being fiscally responsible with county funds, ensuring receipt of materials and supplies, obtaining acceptable receipts and resolving any discrepancies or damaged goods issues.

Cards may be revoked for misuse or non-compliance with procedures. Additionally, disciplinary procedures up to and including termination may result from misuse of the Purchasing Card. The County retains the right to cancel a cardholder's Purchasing Card.

The County may have existing contracts with suppliers for guaranteed/discount pricing. The Purchasing Division provides services to cardholders to allow for competitive purchasing and pricing through pre-negotiated pricing lists or competitive quotes. Contact purchasing for assistance to ensure that county dollars are spent in an effective and efficient manner.

ADMINISTRATIVE PROCEDURES

Program Administrator

Two Program Administrators will coordinate the Purchasing Card Program. The Cardholder Program Administrator will be the Operations Manager, Facility & Support Services who will follow procedures set forth in this policy. This Program Administrator shall be the liaison between the cardholder and the purchasing card system. This Administrator shall issue cards, make card changes, help with transaction disputes and other cardholder related tasks. This cardholder administrator along with the Director of Facility and Support Services shall also facilitate the training required by this policy.

The Accounting Program Administrator shall be the Budget Manager, who will follow the procedures set forth in this policy. This Administrator shall coordinate the reporting, accounting and funds transfers for the Purchasing Card Program. This Administrator shall oversee and audit the period close-out process and liaison with claims clerks on close-out and reporting issues. This program administrator shall prepare the required period reports for the purchasing card program (see Reports below).

Both Administrators shall ~~be cross-trained to allow for back-up of duties in the event of an absence~~provide for a backup within their department, and shall provide ~~for a further back-up person and adequate~~ training thereof. All persons performing Program Administrator functions shall ensure the integrity, consistency and compliance of the program with the policies and procedures herein.

Reports

The Accounting Program Administrator shall download period transaction information at the conclusion of each four-week accounting period. The transaction information shall be audited for completeness and compliance with the county chart of accounts. If necessary, revisions to the transactions shall be made to ensure data integrity for the import into county accounting data systems.

The Accounting Program Administrator shall prepare and distribute the following purchasing system reports immediately following the close of the current purchasing card cycle:

1. Exception Report - this report documents any transactions that are not in compliance with provisions of this policy including unwarranted sales tax, missing receipts, incomplete receipts, etc.
2. General Ledger Report - this report documents the information that will be imported into the county accounting data system including department, vendor, account, amount, posting date, etc. for each individual transaction during the period.
3. Newspaper Report - This report summarizes and sub-totals the amount paid to each vendor for publication in the newspaper.

Policy Review and Revisions

This policy and these procedures shall be reviewed annually by the County Financial Review Committee for possible recommended changes. Said revisions or changes shall be prepared as recommended by the County Administrator or the Director of Facility and Support Services and forwarded to the Board of Supervisors for their consideration and action. ~~The program administrators~~The Cardholder Program Administrators along with the Director of Facility and Support Services shall provide training for cardholders, claims processors and/or department heads as required for substantive changes to the policy or procedures herein.

This program is designed to be easy to use and flexible. Therefore, user feedback is crucial. In order to make this program as effective as possible, Purchase Card users must notify the Program Administrators of all problems encountered with the card. Users should also communicate any comments related to the reporting, documentation, procedures, and use restrictions related to the Purchasing Card Program. This program

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is designed to be an important tool ~~in helping to help~~ card users perform their job.

General Responsibilities

This card is to be used to make county purchases as outlined herein. The transactions and credit limits on the card are determined by the Department Head/Elected Official within policy limits and are dependent upon the requirements of the cardholder's position and function. Department Heads/Elected Officials should use ~~lower~~ "standard" transaction and period limits for cards ~~wherever~~ whenever possible to ensure adequate program control and accountability. Higher limits should only be used when necessary to afford the cardholder the ability to efficiently make higher dollar purchases routinely required for their job. With the approval of the Purchasing Card application by the Department Head/Elected Official, the cardholder has been delegated expenditure and purchasing authority.

The Purchasing Card is not a personal credit card and remains the property of Wells Fargo Bank. The liability for all outstanding charges on the card is with the County. Therefore, the card must only be used for purchases required in the normal course of business. All purchases are to be documented with an itemized receipt. Failure to provide a receipt of the purchased transactions could result in personal liability of the transaction.

~~The Purchasing Card that the cardholder receives has his/her name embossed on it. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder.~~

~~The County retains the right to cancel a cardholder's Purchasing Card. Employees must sign the Acknowledgement of Scott County Purchasing Card Policy form (attachment B) prior to being issued a purchasing card. Cards may be revoked for misuse or non-compliance with procedures. Additionally, disciplinary procedures up to and including termination may result from misuse of the Purchasing Card.~~

Personal Use of Purchasing Card

Cardholders ~~cannot~~ shall not use the Purchasing Card for personal purchases with the intent of reimbursing the County. Cardholders are, under no circumstances, allowed to make personal purchases using the Purchasing Card. Violation of this provision will result in revocation of the purchasing card, disciplinary action, collection proceedings and possible criminal actions. Any violations of this provision shall be reported on the exception report.

Cash Advances

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The Purchasing Cards are not set up to allow nor intended to be used for any type of a cash advance.

Purchasing Card and System Controls

The Purchasing Card is different from ~~your normal~~ personal MasterCard/Visa. It has the ~~—~~ability to control use in the following ways:

- Maximum dollar amount of each transaction- (see section “Card Limits”
- Total spending limit per cycle
- Merchant Category Code (MCC)

The “Delegation of Authority” that has been provided to each cardholder sets the maximum dollar amount for each single purchase or transaction (Single Purchase Limit), and a total for all purchases made within a given billing cycle (28 days).

Each time a cardholder makes a purchase, the limits ~~may~~will be automatically checked and the authorization request will be declined should the amount exceed those limits.

The credit limit on each card was preset based on certain usage assumptions. If the credit limit on your card is not adequate to handle planned purchases, contact your department head who will determine if spending limits on the card need to be increased and will contact the Cardholder Program Administrator.

The Merchant Category Code (MCC) allows for restriction of card use by type of business. Each business is classified by the services or products that it supplies and is given a specific MCC. Therefore the Purchasing Card can be restricted for use at specific types of businesses by excluding specific ~~MCCs~~MCC Codes from authorized use.

Card Limits

	<u>Per Transaction</u>	<u>Per Billing Cycle</u>
<u>Standard</u>	<u>\$ 500.00</u>	<u>\$ 2,500.00</u>
<u>Intermediate</u>	<u>\$2,500.00</u>	<u>\$25,000.00</u>
<u>Enhanced</u>	<u>\$5,000.00</u>	<u>\$25,000.00</u>

The base limit for cards issued shall be the standard amount listed above. A Department Head or Elected Official may request the enhanced card limit ONLY if the card user is expected to ROUTINELY make purchases that would exceed the standard card limits.

Emergency Raised Card Limits

The County Administrator may request additional higher emergency spending

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limits/authorization for certain emergency or special situation such as: natural disasters, disaster recovery, business continuity, etc. Such request should be made during a regular Board meeting when possible, but may be made pursuant to the emergency procedures in Policy 11.

Purchasing Card Security

~~Keep~~ It is the card holder's responsibility to immediately sign the back of the card upon issuance. The Purchasing Card should be kept in a secure location at all times. The cardholder⁷ should be the only one using the card. It is the cardholder's responsibility to ensure the security of the card ~~and to make it accessible only to you.~~

~~Guard the Account Number~~ The cardholder shall guard the account number carefully. Do not post it at your desk or write it in any place that is easily accessible to others.

Similar to a personal credit card, if the Purchasing Card is lost/stolen you must immediately notify Wells Fargo Bank by phone (See Contact List-Attachment A). You must also notify the Cardholder Program Administrator and your immediate supervisor. The card will be immediately suspended and a replacement card will be issued.

Card Issuance / Changes / Suspension / Cancellation

To request a Purchasing Card, additional cards, or changes to existing cards, Department Heads shall contact the Cardholder Program Administrator and request card changes using provided request ~~forms~~ form. All requests must be approved by the Department Head/Elected Official or their designated representative.

~~Purchasing Cards are issued to individual employees.~~ If an employee leaves the department, whether transferred to another County Department or terminated, it is the ~~department head's~~ Department Head/Elected Official's responsibility to obtain the Purchasing Card from the cardholder that is terminated/transferred, notify the Cardholder Program Administrator to cancel the card, cut the card in half, and return it to the Cardholder Program Administrator.

~~Purchasing cardholders~~ Exceptions are issues relating to purchases or transactions that are not in compliance with the provisions of this policy. Each reporting cycle, these issues are reported on the Exception Report.

Cardholders will have the opportunity to resolve minor exceptions (sales tax, missing, inaccurate or incomplete receipts) and have the issues removed from the exception report if resolved within 30 days. Once removed, the exceptions will not count against a Cardholder. Major infractions (personal charges, split transactions, inappropriate use, etc) will NOT be removed, even if resolved. Habitual violators of the policy will also not have the opportunity to remove items from the exception list. Major infractions with blatant disregard for the provisions of this policy may result in immediate revocation

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and/or suspension of card holder privileges.

Cardholders that have 3 or more minor exceptions within a 6-month period shall have their cardholder privileges revoked and their card suspended until they are retrained on this policy. ~~The matter will also be forwarded to the Human Resources Department for disciplinary action. If a second suspension is required the suspension shall be permanent and the employee will not be a cardholder within this program. A permanent suspension will also be forwarded to the Human Resources Department for disciplinary action. Under the discretion of the Cardholder Program Administrator or Accounting Program Administrator an employee may be required to complete training on the policy for a single minor exception. A permanent revocation of the purchasing card and privileges may result from a blatant major infraction(s) or habitual minor infractions and repeated suspensions. The Program Administrator will notify the Human Resources Director of any actions taken.~~

Personal Credit Rating

The Purchasing Card and all the charges on it are County liabilities. Therefore, it has no impact on your personal credit rating.

~~Remember that you signed an agreement with the County prior to receiving the Purchasing Card and as such, you are responsible for any abuse as outlined in this policy.~~

Audits

To ensure the success of the Purchasing Card program and the County's financial responsibility, continual audits of a cardholder's Purchasing Card documentation and files will occur.

The primary purpose of the audit is to ensure that complete and accurate record keeping is occurring and that all Purchasing Card program procedures are being followed.

Auditing and oversight occurs at many levels within the program. Claims clerks audit purchases as part of the reconciliation process. Department Heads or designees review department purchases as they approve the submission of the reconciliation documents. The Accounting Program Administrator reviews all purchases and receipts for policy compliance and proper accounting. The Auditor's Office reviews all purchases, documentation and accounting of the program. The County's independent annual financial audit includes a sample audit of the program each year.

Guidelines for Card Use - Cardholder Responsibilities

~~It is the responsibility of each cardholder to be acquainted with the Purchasing Policies~~

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~~and guidelines of the County and to make card purchases in accordance with these policies. Whenever possible, purchases should be made from Scott County-based businesses.~~

Purchasing Cards shall be used for “point of sale” transactions only. ~~That is~~Those are defined as ~~transactions where the credit card transaction occurs purchases made at the same time you agree to make the purchase. It is not acceptable to convert previously invoiced purchases to the purchasing card. This provision minimizes the potential for duplicate payment of county obligations.~~a physical location. This provision does not preclude cardholders from making purchases remotely via the internet or telephone. It does, however prohibit contacting a vendor to charge ~~a purchase~~an invoice to the purchasing card that was previously invoiced as a traditional bill. Invoices received that were not made via purchasing card must be paid via the traditional accounts payable methods to avoid duplicate payment and unnecessary confusion.

Examples of the types of transactions your Purchasing Card should be used for ~~include~~including, but not limited to:

- Office Supplies
- Repair Parts
- Miscellaneous Operating Supplies
- Items specified on County Contracts
- Travel expenses including airfare and hotel (no meals; employee portion only if traveling with others)
- Seminar and training registration fees

~~This list is by no means complete. It will be up to the cardholder to seek out potential opportunities for card usage.~~ If you locate a supplier that will accept our purchasing card, but are unsure if it is an unauthorized use of the card, call the Cardholder Program Administrator

~~Do not use your Purchasing Card on expenditures that impact the following items:~~

- ~~Meals (due to IRS regulations regarding meal reimbursements when no overnight stay is required, and due to Possible non-covered spouse traveling to seminar/conference/training with employee, no meals will be allowed on purchasing card. Use existing Treasurer Travel Advance procedures or seek personal reimbursement from County within allowable meal guidelines found in the County’s travel policy) NOTE: Sheriff Transportation Deputies are exempt from this provision~~

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- ~~Items that are not within your departments authorized budget.~~
- ~~Individual purchases which have been artificially separated from larger or bulk requirements to fall within spending limits~~
- ~~Professional Services and 1099 Services~~

The cardholder is responsible for ensuring receipt of materials and supplies, and resolving any receiving discrepancies or damaged goods issues.

The County may have existing contracts with suppliers for guaranteed/discount pricing. The Purchasing Specialist will notify county departments of any and all preferred suppliers discounted contracts. Purchasing off competitively bid contracts for routinely purchased items is the most cost-effective method of procurement. Purchasing items from non-preferred suppliers when an agreement between the County and a supplier exists must be explained. Repeated violations will result in revocation of card privileges.

General Instructions On How To Purchase

- Identify a transaction that you wish to pay for make with the Purchasing Card.
- Determine the transaction is not one of those prohibited by County/Departmental policy. If ~~not prohibited~~, proceed with the transaction.
- Order Item via in-person purchase, internet or phone transaction.
- ~~Submit Purchasing Card to cashier. If purchasing over the phone or Internet give supplier Purchasing Card number and date.~~
- Submit Purchasing Card to cashier or submit card number and expiration date via the phone or internet. Vendors may also require the 3 digit security code located on the back of the card. Verify that websites used provide for encryption or other security to safeguard cardholder information. Never type purchasing card number into a free text field or send your entire credit card number and expiration date in the body of an email. Reputable sites clearly post security information. If you are unsure if the site you are trying to use is adequately secure, contact the IT Department for advice or assistance.
- Notify the supplier that the County is tax-exempt and should not be charged Sales Tax sales tax. The Federal tax ID number and Illinois tax exempt number is located on the face of the card. Upon receiving invoice receipt make sure that sales tax has not been charged.
- Processing fees are not to be paid by Scott County. Charging the consumer these fees is specifically against the vendor's merchant agreement with Visa/MasterCard.
- When ordering over the phone/internet provide the supplier with your complete shipping instructions including name, street address, and internal location information. Instruct the supplier to include in the delivery package a receipt or packing slip detailing what was purchased and the amount of each item.
- When making purchases on line, ensure that the internet vendor has a secure site. The address window must start with https://. Look for a "lock icon" on the web page. When placing an order over the internet, the cardholder must confirm that the merchant will charge the purchasing card only when a shipment is made. The card

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holder must also request that a detailed packing slip be included with the items when sent. If items are back ordered, the County may not be charged except upon shipment of the merchandise. The back ordered merchandise must be received in the billing cycle in which the charge was made. The card holder must print a copy of the on-line sales receipt at the time of the on-line purchase for use as the receipt for reconciliation purposes.

- If purchasing in person, review sales slip to determine all amounts were properly charged, sales tax was not assessed, and retain the receipt.
- For all types of purchasing card transactions it is the *cardholder's responsibility* to obtain acceptable receipt(s) documenting the transaction. Said receipts should be obtained at the time of the transaction and turned into the claims clerk as soon as possible to avoid "end of the cycle" issues and to allow clerks the opportunity to reconcile periodically throughout the cycle. Acceptable receipts should be original (avoid photo copies and faxes) wherever possible. Acceptable receipts should include the card number (usually the last four digits) of the card number and detailed information about what was purchased. Cardholders should mark "PC" in bold, visible letters on the receipt to properly identify the receipt and facilitate routing to the proper accounting stream.

Should a required receipt be lost or not obtained by the employee, a signed statement by the employee and Department Head/Elected Official explaining the circumstance and documenting the expense should be completed by the employee for the Program Administrator's review. If the expense is deemed reasonable by the Program Administrator it shall be paid through the purchasing card. Transactions documented in this manner will be reported on the Exception Report as a minor exception.

Sales Tax

The cardholder is responsible for indicating to the supplier that the County is tax exempt, and therefore, should not be charged sales tax. Repeated neglect by the cardholder to ensure that the supplier does not charge sales tax will result in card privileges being revoked. All sales tax should be avoided wherever possible. If sales tax appears on a purchasing card transaction, it is the cardholder's responsibility to reverse those charges or seek out credit for the tax amounts.

Unauthorized Uses

Cardholders shall NOT make purchases with the county purchasing card that are not for authorized county uses and specifically approved within the management structure of their particular department, elected office, or agency.

Further, certain types of purchases are strictly forbidden per this policy regardless of Department Head, Elected Official, or agency authorization.

- Personal Use - Cardholders are, under no circumstances, allowed to make personal purchases using the Purchasing Card. Violation of this provision will result in revocation of the purchasing card, disciplinary action, collection proceedings and possible criminal actions.
- Meals - No meals will be allowed on the purchasing card. Food provided as part of training or meeting events, where the County is the training or meeting event organizer, and as approved by the Department Head or the designee may be purchased. Sheriff Transportation Deputies while transporting inmates are exempt from this provision
- Items that are *not* within your departments authorized budget.
- Individual purchases which have been artificially separated from larger or bulk requirements to fall within spending limits
- Professional Services and 1099 Services

If

Why Approval is May Be Denied

If a supplier advises that card approval has been denied, it is most likely a violation of one of the established levels of authority checks.

- Example- the purchase exceeds the single dollar transaction limit on the card.
- Example- the account is over the set monthly cycle limit.
- Example- transaction is a violation of the Merchant Category Code.
- Example- the expiration date or three digit security code was incorrectly entered by the merchant.

The supplier will not have information related to the reason for denial, nor does the cardholder have the authority to obtain this information from the Bank. If a transaction is denied, the cardholder should contact the Cardholder Program Administrator for assistance. Please allow 24-48 hours for that information to become available.

~~Do not split a transaction into two or more transactions just to get below your single transaction limit. Exceptions to this policy will be noted and are considered serious violations of this policy. Cardholders that engage in or allow a vendor to split transactions to avoid card limits will be subject to card revocation (temporary or permanent, depending on the severity) and possible disciplinary action.~~

Disputed BillingsCharges

If ~~you have~~there is a problem with a purchased item or ~~billing of an item,~~you charges for a transaction, the card holder should first try to reach a resolution with the vendor that supplied the item. Most problems can be resolved expeditiously in this manner.

If the cardholder is unable to reach an agreement with the supplier, contact the Cardholder Program Administrator. ~~The~~This Program Administrator can assist the cardholder in resolving the dispute and can involve Wells Fargo (the card issuer) in the dispute if necessary. Similar to all credit cards the County Purchasing Card program does have the ability to place transactions in a disputed status to give further time to resolve the dispute.

Any disputed charges are placed in a suspended account and subtracted from the payment due. Once final resolution is reached the charge is either reapplied to the balance due, or permanently removed from the account.

~~If Supplier Does Not Accept Credit Cards~~

~~Thank the vendor for their time and search for a vendor that will accept credit cards, or send a requisition to Purchasing to place the order.~~

Reconciliation Responsibilities (For claims clerks ~~and~~, Department Heads, Elected Officials and agencies)

- Online statements are available continuously at www.wellsfargo.com.
- The billing cycle for the Purchasing Card is every fourth Thursday. Exceptions to this may occur due to holidays when cycle periods may be shortened to allow for reconciliation on regularly scheduled work days. Reconciliations by claims clerks with Department Head/Elected Official/ Agency approval must occur on that day to ensure that documentation —is provided as funds are transferred to Wells Fargo.
- Clerks are encouraged to reconcile weekly to reduce the amount of work at the end of the cycle.
- ~~• Verify transactions on the statement with actual sales receipts and packing slips. If there is a disputed billing, follow the procedures as noted.~~
- Cardholder is required to provide all sales receipts, ~~—packing slips~~ for the transactions listed on the statement immediately. In the event a receipt is lost or misplaced; it is the cardholder's responsibility to obtain a duplicate receipt. Verify transactions on the statement with actual sales receipts and packing slips. If there is a disputed billing, follow the procedures as noted. ▾
- Claims clerks will print cardholder reconciliation sheets and attach all receipts. In addition, a department summary sheet must be attached with all cardholder sheets beneath. The signature of the Department Head/Elected Official or designee is required (similar to payroll and accounts payable).
- NOTE: If a cardholder had no purchase activity on the purchasing card for a particular billing cycle, no Statement of Account will be generated for that cardholder unless adjustments for previously billed transactions are processed during that billing cycle.

Approval of Card Use

Draft for discussion purposes

Department Heads/Elected Officials or designees, because of their knowledge of the job responsibilities of the cardholders, are required to look at each cardholder's purchases, and at the merchant who made the sale in order to determine if these items were for ~~Official~~official County ~~Use~~use and if they were allowed to be purchased in accordance with the instructions provided.

If for any reason the ~~department head~~Department Head/Elected Official or designee questions the purchase(s), it is their responsibility to resolve the issue with the cardholder. If they cannot be satisfied that the purchase was necessary and for ~~Official County Use~~official county use, then the cardholder must provide a Credit Voucher proving item(s) have been returned for credit. Unauthorized use of the Purchasing Card will result in revocation, possible collection and potential disciplinary action, up to and including termination of employment.

Non-substantive modifications to appendices may be updated without approval of the Board of Supervisors.

| Draft for discussion purposes

Draft for discussion purposes

Attachment A

SCOTT COUNTY PURCHASING CARD PROGRAM CONTACT LIST:

Cardholder Program Administrator: ~~Tammy Speidel,~~

Operations Manager, Facility ~~and~~ Support Services

_____ 600 West 4th Street, Davenport, IA

_____ Phone: (563) 328-3241

_____ Fax: (563) 328-3245

_____ E-mail:

~~tspeidel~~Tammy.Speidel@scottcountyiowa.com

Accounting Program Administrator: ~~Sarah Kautz,~~

Budget Manager

_____ 600 West 4th Street, Davenport, IA

_____ Phone: (563) 326-8651

_____ Fax: (563) 328-3285

_____ E-Mail: ~~skautz@scottcountyiowa.com~~

~~E-Mail:~~ david.farmer@scottcountyiowa.com

Administrative Assistant

600 West 4th Street, Davenport, IA

Phone : (563) 326-8604

Fax: (563) 328-3285

E-Mail ~~Chris.Berge@scottcountyiowa.com~~

Wells Fargo Bank Customer Service: 800/932-0036

Contact Customer Service 24-hours per day/7-days per week to report lost or stolen cards ~~(. This should also report be reported to the Cardholder Program Administrator)~~ and the cardholder's immediate supervisor.

| Draft for discussion purposes

Attachment B

**ACKNOWLEDGMENT OF SCOTT COUNTY
PURCHASING CARD POLICY IN EXCHANGE FOR ISSUANCE OF
WELLS FARGO BANK PURCHASE CARD**

Scott County ("County") is pleased to present you with this purchasing card. It represents the County's trust in you and your empowerment as a responsible agent to safeguard and protect our assets.

I, _____ (Print Name), hereby acknowledge receipt of a Scott County Wells Fargo Purchasing Card, number (last 8 digits) _____. As a Corporate Cardholder, I agree to comply with the terms and conditions of this Agreement, including the "Scott County Purchasing Card - Policies and Procedures" outlined in cardholder training and contained in Scott County General Policy ~~XXVI~~26.

I acknowledge receipt of said Agreement and Procedures and confirm that I have read and understand the terms and conditions. I understand that the County is liable to Wells Fargo Bank for all County charges.

I agree to use this card for County approved purchases only and agree not to charge personal purchases. I understand that the County will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. Should I fail to use this card properly, I authorize the County to deduct from my salary that amount equal to the total of the discrepancy. I also agree to allow the County to collect such amounts even if I am no longer employed by the County.

I understand that the County may terminate my right to use this card at any time for any reason. I agree to return the card to the County immediately upon request or upon termination of employment.

Applicant: _____

Signature: _____

Date: _____

Last 4 Digits of Social Security #: _____

County Dept./Department / Agency _____

| Draft for discussion purposes

Attachment C

Scott County Purchasing Card Program

Request for Purchasing Card Issuance

Department: _____ **Date:** _____

As Department Head of the above named department I am requesting the issuance of purchasing cards to the following individuals under my span of control. I understand that each cardholder must attend training as required by the Purchasing Card Program Administrator prior to card issuance and activation. Said training is intended to inform and orient cardholders to the policies and procedures regarding the Purchasing Card Program, Scott County General Policy #~~XXV4~~26.

I understand that the use of purchasing cards by our department must only occur in accordance with the above-mentioned policy.

Requested Cardholders:

1)	2)
SSN:	SSN:
<u>Card Limit</u>	<u>Card Limit</u>
<u>Default FUND</u>	<u>Default FUND</u>
<u>Default DEPT</u>	<u>Default DEPT</u>
<u>Default PROGRAM</u>	<u>Default PROGRAM</u>
<u>Default STATE PROGRAM AREA</u>	<u>Default STATE PROGRAM AREA</u>
<u>Default STATE OBJECT CODE</u>	<u>Default STATE OBJECT CODE</u>
3)	4)
SSN:	SSN:
<u>Card Limit</u>	<u>Card Limit</u>
<u>Default FUND</u>	<u>Default FUND</u>
<u>Default DEPT</u>	<u>Default DEPT</u>
<u>Default PROGRAM</u>	<u>Default PROGRAM</u>
<u>Default STATE PROGRAM AREA</u>	<u>Default STATE PROGRAM AREA</u>
<u>Default STATE OBJECT CODE</u>	<u>Default STATE OBJECT CODE</u>

Draft for discussion purposes

5)

SSN:

Card Limit

Default FUND

Default DEPT

Default PROGRAM

Default STATE PROGRAM AREA

Default STATE OBJECT CODE

6)

SSN:

Card Limit

Default FUND

Default DEPT

Default PROGRAM

Default STATE PROGRAM AREA

Default STATE OBJECT CODE

7)

SSN:

~~(use additional forms if request exceed eight cardholders)~~

Card Limit

Default FUND

Default DEPT

Default PROGRAM

Default STATE PROGRAM AREA

Default STATE OBJECT CODE

8)

SSN:

Card Limit

Default FUND

Default DEPT

Default PROGRAM

Default STATE PROGRAM AREA

Default STATE OBJECT CODE

Department Head Approval: _____

Are there currently other cardholders in the department? Y / N

Department # _____

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

June 19, 2014

APPROVING VARIOUS HUMAN RESOURCES AND GENERAL POLICIES

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

Section 1. That General Policy 11 "Purchasing" is hereby modified to reflect current practices and integration with the financial software.

Section 2. That General Policy 26 "Purchasing Card" is hereby modified to clarify the procedures for staff utilization and add another level of card limits.

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

June 9, 2014

TO: Dee F. Bruemmer

FROM: Lori A. Elam

RE: Amended Vera French CMHC FY14 Agreement

Enclosed is the proposed Amended FY14 Agreement with Vera French Community Mental Health Center.

The amended FY14 agreement provides additional funding for residential supported community living arrangements and assists in the transition from Pine Knoll to the most integrated setting based on client's needs.

As you are aware the State and Federal interpretations of Medicaid rules have changed over the years. In order for Vera French to meet those standards, they will need to transition individuals into support community living arrangement when appropriate and move the Pine Knoll Residential Program to a smaller setting.

Vera French has always provided quality services over the years and this additional funding will help them address their need for community inclusion as well as continue providing the intense level of service at Pine Knoll.

I will be available at the Committee of the Whole meeting to address questions.

AMENDED FY14 AGREEMENT

This amended agreement is entered into this 1st day of June 2014, by and between Scott County, Iowa, a governmental unit of the State of Iowa (hereinafter referred to as Scott County), and the Vera French Community Mental Health Center (hereinafter referred to as CMHC), a nonprofit corporation that provides comprehensive mental health care services.

In that all services to persons with intellectual disabilities, developmental disabilities and/or mental illness must be provided through a limited special services fund and under the auspices of an approved management plan, all activities provided under this contract shall be conducted in accordance with the Scott County Management Plan for Mental Health and Developmental Disability (MH/DD) Services.

In consideration of the mutual covenants and agreements hereinafter set forth, Scott County and CMHC agree as follows:

1. Scott County shall participate in supporting the CMHC for the performance of residential supported community living arrangements at a program funding level of \$2,000,000.
2. CMHC shall assist individuals living at Pine Knoll in transitioning to the most integrated setting consistent with their needs. Scott County and the CMHC understand the value of providing supports and services so people with disabilities can become active members of their community. The transition will address the organization's and individuals' need for full community inclusion.
3. CMHC shall comply with all applicable laws and regulations pertaining to its operation, and shall not discriminate in providing services on the basis of race, color, creed, national origin, sex, handicapped condition or religious affiliation. CMHC shall also protect the human and legal rights of all clients by assuring them their right to confidentiality.
4. CMHC shall hold harmless from and indemnify Scott County against all claims, suits, actions, costs, attorney fees, expenses, damages, judgments, or decrees, incurred by reason of any person or persons or property being damaged or injured by CMHC or any agent or employee of CMHC, whether by negligence otherwise.
5. The terms of this agreement shall be for the period, May 1, 2014 to June 30, 2014.

LARRY MINARD, CHAIRMAN
SCOTT COUNTY BOARD OF SUPERVISORS

DATE

JEFF LOCKWOOD
PRESIDENT, BOARD OF DIRECTORS
VERA FRENCH COMMUNITY MENTAL HEALTH CENTER

DATE

ATTEST:

ROXANNA MORITZ, SCOTT COUNTY AUDITOR

DATE

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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

JUNE 19, 2014

APPROVAL OF AMENDED FY2014 CONTRACTUAL AGREEMENT BETWEEN THE
VERA FRENCH COMMUNITY MENTAL HEALTH CENTER AND SCOTT COUNTY

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

Section 1. That the Amended FY2014 contractual agreement between Scott County and the Vera French Community Mental Health Center for the provision of additional funds for residential supported community living arrangements and the transition of individuals from Pine Knoll Residential Program to the most integrated setting based on needs is hereby approved.

Section 2. The chairman is hereby authorized to sign said agreement.

Section 3. This resolution shall take effect May 1, 2014.

MICHAEL J. WALTON
SCOTT COUNTY ATTORNEY

Scott County Courthouse
400 West Fourth Street
Davenport, Iowa 52801-1104
Telephone: (563) 326-8600
Fax: (563) 326-8763



www.scottcountyiowa.com

Kathy A. Walsh, Office Administrator (563) 326-8229
Kathy.Walsh@scottcountyiowa.com

DATE: June 19, 2014
TO: Board of Supervisors
SUBJECT: 2014/2015 JAG Grant Application

The Scott County Attorney's Office submitted a grant on or before June 10, 2014 to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2014 Local Solicitation. Scott County is eligible for \$100,878 which is a joint allocation between Scott County, Bettendorf and Davenport.

This grant supports the Hotel/Motel Interdiction unit (HIDE) of the Quad City Metropolitan Enforcement Group (QCMEG) providing drug trafficking enforcement in the Quad Cities. Officers assigned to the HIDE are from the Bettendorf and Davenport Police Department and the Scott County Sheriff's Department. Currently, the Davenport Police Department does not have an officer assigned. Depending on which agency funds the HIDE, officer's salaries and benefits may be fully funded or may require a match. JAG funds limit overtime. The following table illustrates the history in federal funding on the QCMEG drug task forces.

Previously grants under the Local Law Enforcement Block Grant program (LLEBG), went directly to police departments to supplement their equipment budgets, while ODCP grants supported officers assigned to the HIDE. Under JAG all funding has been combined with the HIDE funded first and the remainder, if any, allocated to agencies for equipment needs.

<u>Year</u>	<u>LLEBG</u>	<u>Byrne</u>	<u>Total</u>
2014		\$100,878	\$100,878
2013		\$100,575	\$100,575
2012		\$109,541	\$109,541
2011		\$129,073	\$129,073
2010		\$171,509	\$171,509
2009		\$234,683	\$234,683
2008		\$79,785	\$79,785
2007		\$288,261	\$288,261
2006		\$211,363	\$211,363
2005		\$384,479	\$384,479
2004	\$120,656	\$149,756	\$270,412
2003	\$281,979	\$141,020	\$422,999
2002	\$330,139	\$150,175	\$480,314
2001	\$384,858	\$129,420	\$514,278
2000	\$401,006	\$134,345	\$535,351

Regardless of the funding source, the Scott County Attorney's Office serves as the multi-agency fiscal officer. JAG awards are based on a formula between population and reported crime statistics.

Upon your resolution to accept the applicable award from JAG, the Scott County Attorney's Office will continue with the grant management process.

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

June 19, 2014

APPROVAL OF AN APPLICATION FOR A GRANT FROM THE EDWARD BYRNE
MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM THROUGH THE U.S.
DEPARTMENT OF JUSTICE (DOJ) IN THE ATTORNEY'S OFFICE

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

- Section 1. That the Board hereby approves application for a grant from the Department of Justice (JAG) Program in the Attorney's Office to support the Hotel/Motel Interdiction unit (HIDE) of the Quad City Metropolitan Enforcement Group (QCMEG).
- Section 2. That, if accepted, the Board approves receipt of such funding.
- Section 3. That the Chair is approved to sign such application.
- Section 4. This resolution shall take effect immediately.

DENNIS CONARD, SHERIFF

Item 14
06-17-14

Major Michael Brown
Chief Deputy Sheriff



EMERGENCY 9-1-1
(563) 326-8625
(563) 326-8689

400 West 4th Street
Davenport, Iowa 52801-1187

(563) 326-8750
www.scottcountyiowa.com
sheriff@scottcountyiowa.com

Date: June 4, 2014

Memo To: Scott County Board of Supervisors

From: Sheriff Conard

REF: Purchase Industrial Washer and Dryer for Jail

Attached is the bid for purchasing an industrial washer and dryer for the Jail. Bid requests were sent out and only one vendor responded, Century Laundry Distributing. These purchases were requested in the FY2014 budget request under Other Equipment.

If you have any questions, please feel free to contact me.



Century Laundry Distributing
 775 KACENA RD
 HIAWATHA IA 52233

Phone: (319) 364-1592
 Fax: (319) 364-6502

Sales Agreement:	2-7272
Date:	5/20/2014
Page #:	1

Bill To:

SCOTT COUNTY JAIL
 SCOTT COUNTY JAIL
 400 W 4TH ST
 DAVENPORT IA 52801-1104

Ship To:

SCOTT COUNTY JAIL
 SCOTT COUNTY JAIL
 400 W 4TH ST
 DAVENPORT IA 52801-1104

Phone: (563) 326-8750 Ext. JAIL
 Fax: (563) 328-3245

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date
	SCOTCOUN	CHRIS DOLAN	CENTURY LDY DIS	NET 60	
Quantity	Item Number	Description	Unit Price	Discount	Extended Price
1	25-DEX WCND60HCX-12SX	DEXTER 60 LB WASHER/EXTRACTOR (OPL) 9.0 CUBIC FOOT CYLINDER / 573 RPM'S / MICROPROCESSOR WITH 30 FULLY PROGRAMABLE WASH FORMULAS WITH UP TO 9 WASH/RINSE BATHES / STAINLESS STEEL FRONT, TOP & SIDE PANELS 140 G FORCE / 208-240 VOLT / 1 OR 3 PHASE WARRANTY: 10 YEARS ON FRAME, SHAFT, CYLINDER, SEALS, AND BEARINGS WARRANTY: 3 YEAR LIMITED PARTS WARRANTY: 3 MONTHS LABOR IF CLD INSTALLS	\$7,655.00		\$7,655.00
1	27-BASE T900-8-1	BASE 8 INCH FOR T900 SINGLE	\$518.00		\$518.00
1	25-DEX DCBD50HCZ-10	DEXTER 50 LB MICRO DRYER (OPL) 50 LB OPL CAPACITY INDUSTRIAL / MICROPROCESSOR CONTROLLED NATURAL GAS / WHITE FRONT / 120V/60HZ/1PH WARRANTY: 5 YEARS TRUNION, BEARINGS & SHAFT HOUSING WARRANTY: 3 YEARS LIMITED PARTS WARRANTY: 3 MONTHS LABOR IF CLD INSTALLS	\$2,790.00		\$2,790.00
1.00	23-LAB 04	DELIVERY/TRAVEL - CLD	\$225.00		\$225.00
1.00	23-LAB 06	INSTALLATION	\$1,400.00		\$1,400.00

Owner is responsible for:

- * Adequate door openings for easy ingress and egress of equipment without dismantling stairs, landings, and narrow hallways may require additional installation charges).
- * Adequate utilities sizing (water, sewer, electric, gas, and vents)

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

JUNE 19, 2014

APPROVAL OF THE AWARD OF BID TO CENTURY LAUNDRY DISTRIBUTING FOR
THE PURCHASE OF AN INDUSTRIAL WASHER AND DRYER FOR THE JAIL IN THE
AMOUNT OF \$12,588.00.

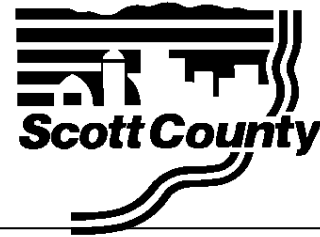
BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the Century Laundry Distributing bid for the purchase of a
washer and dryer is hereby approved as presented in the amount
of \$12,588.00.

Section 2. This resolution shall take effect immediately.

RISK MANAGEMENT
400 West 4th Street
Davenport, Iowa 52801-1004

(319) 326-8293 Fax (319) 328-3763



Item 15
06-17-14

June 9, 2014

TO: Dee F. Bruemmer, Administrator
FROM: Rhonda S. Oostenryk, Risk Manager
SUBJECT: Approval of Fiscal Year 2015 Insurance Program Costs

Attached please find the recommendation and summary of the FY 15 insurance program costs for excess liability (Auto/GL/Law/Public Officials), excess workers compensation, and excess property.

There is a 2.9% overall increase in premiums which is clearly explained in the attached memo from our insurance agent Robert Karll of Arthur J Gallagher & Co. FY 15 Insurance Premiums budgeted amount was projected at \$446,936.00; actual renewal premiums are in the amount of \$391,934.00.

It is recommended that the Board authorize the renewal of these various components of the County's Risk Management Program at their next Board meeting. Myself and Robert Karll from Arthur J Gallagher Risk Management Services (aka Trissel Graham & Toole) can be present at the Board's next meeting to answer any additional questions the Board may have concerning these recommendations. Please let me know if you want us to be present at the BOS meeting on Tuesday June 17, 2014.

Attachment: Schedule of Insurance

Bob Karll FY 15 Insurance Program renewal recommendation memo



May 29, 2014

TO: Rhonda Oostenryk, Risk Manager

SUBJECT: Scott County Insurance Program FY15

Arthur J. Gallagher Risk Management Services Inc. (aka Trissel Graham & Toole) recommends continuation of the current insurance program outlined on the attached schedule of insurance.

All coverages would be renewed on the same basis with the same companies as FY14 except:

Vehicle Physical Damage While Parked limit was revised to \$2.5M after a study of the concentration of values by garaging location and the actual cash value of vehicles. This resulted in a savings of \$4,000.

Premium change is 2.9% overall with:

- Liability increased 3% due to exposures including number of election workers.
- Excess WC increased 11% due to 2% payroll increase and 9% rate increase because of double digit medical and pharmacy inflation. The County's decision to retain \$500,000 in a WC loss has saved the County over \$175,000 with no losses having occurred between \$400,000 and \$500,000.
- Property increased 1% due to valuation increases.
- Board of Health Professional Liability decreased 2% in spite of increasing patient/inmate contacts.

Cyber Liability insurance recommendations will be made after more study of the County's internal practices.

Respectfully submitted,
Robert D.S. Karll

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

June 19, 2014

APPROVING VARIOUS INSURANCE AND RISK MANAGEMENT COSTS FOR
FY 2015

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

- Section 1. The purchase of liability insurance coverage (general, police professional and automobile) at a level of \$10,000,000 including a self-insured retention amount of \$300,000; public officials and employment practices at \$5,000,000 including a self-insured retention of \$300,000 from Travelers in the annual premium amount of \$239,705 for the 12 month period beginning July 1, 2014 to June 30, 2015 is hereby approved.
- Section 2. The purchase of excess worker's compensation insurance (statutory coverage and \$2 million in employers liability) including a self-insured retention amount of \$500,000 from Midwest Employers Casualty in the annual premium amount of \$49,507 for the aforementioned period is hereby approved.

Section 3. The purchase of excess property coverage including special property coverage for computer business equipment; radio transmission equipment and museum coverage including a self-insured retention amount of \$100,000 from Federal Insurance Company in the annual premium amount of \$102,722 for the aforementioned period is hereby approved.

Section 4. This resolution shall take effect immediately.

OFFICE OF THE COUNTY ADMINISTRATOR

600 West 4th Street
Davenport, Iowa 52801-1003

Ph: (563) 326-8702 Fax: (563) 328-3285

www.scottcountyiowa.com

E-Mail: admin@scottcountyiowa.com



June 5, 2014

TO: Dee F. Bruemmer, County Administrator

FROM: David Farmer, CPA Budget Manager

SUBJ: Approval of Appropriations and Authorized Positions for FY15

Please find attached a listing of appropriations and authorized positions recommended for FY15. There are no changes from the March 13, 2014 budget adoption amount of \$80,772,665 (including the golf course enterprise fund).

The recommended authorized position levels for next year are presented in a format which provides an accurate tracking method for changes in authorized position levels as approved by the Board throughout the fiscal year as well as at budget time. The first column lists the authorized position levels as of the end of the third quarter of the current fiscal year as previously submitted to Board of Supervisors in the latest Quarterly Financial Summary Report. The next column shows the fourth quarter changes approved during the current fiscal year. The third column shows the budget changes as included in the resolution approved on the adoption date of March 13, 2014 and at your final June Board meeting.

Finally, these three columns added (or subtracted) together total the final column listed as the recommended FY15 authorized FTE level of 476.48 FTE's. The 4th Quarter Changes within the Sheriff department represent changes approved in May, 2014. There are a number of personnel changes included with the FY15 budget. The Conservation Department decreased by 0.39 FTE to reflect the change in seasonal naturalist position to 1.0 FTE Naturalist position. The Health Department will increase by 0.15 (portion of health services professional). Secondary Roads Department will be increased by 0.45 FTE to reflect the office assistant position. All new positions were funded within the respective department's current budget.

This authorized position level information is provided jointly by both the Human Resources Department and Administration. It is recommended that the Board approves the attached appropriations and authorized positions for FY14 at your next Board meeting.

Attachment

PERSONNEL SUMMARY (FTE's)

Department	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
Administration	3.50	-	-	3.50
Attorney	32.50	-	-	32.50
Auditor	14.05	-	-	14.05
Information Technology	15.40	-	-	15.40
Facilities and Support Services	30.50	-	-	30.50
Community Services	10.00	-	-	10.00
Conservation (net of golf course)	49.24	-	(0.39)	48.85
Health	44.37	-	0.15	44.52
Human Resources	3.50	-	-	3.50
Juvenile Court Services	14.20	-	-	14.20
Planning & Development	4.08	-	(0.25)	3.83
Recorder	11.00	-	-	11.00
Secondary Roads	34.40	-	0.45	34.85
Sheriff	158.80	-	-	158.80
Supervisors	5.00	-	-	5.00
Treasurer	28.00	-	-	28.00
SUBTOTAL	458.54	-	(0.04)	458.50
Golf Course Enterprise	17.98	-	-	17.98
TOTAL	476.52	-	(0.04)	476.48

ORGANIZATION: Administration**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
A County Administrator	1.00	-	-	1.00
805-A Assistant County Administrator	0.50	-	-	0.50
597-A Budget Manager	1.00	-	-	1.00
366-A Budget Coordinator	-	-	-	-
298-A Administrative Assistant	1.00	-	-	1.00
	<u>3.50</u>	<u>-</u>	<u>-</u>	<u>3.50</u>
Total Positions	<u>3.50</u>	<u>-</u>	<u>-</u>	<u>3.50</u>

ORGANIZATION: Attorney**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
X County Attorney	1.00	-	-	1.00
X First Assistant Attorney	1.00	-	-	1.00
X Deputy First Assistant Attorney	-	-	-	-
X Assistant Attorney II	-	-	-	-
X Assistant Attorney I	-	-	-	-
611-A Attorney II	4.00	-	-	4.00
511-A Office Administrator	1.00	-	-	1.00
505-A Risk Manager	1.00	-	-	1.00
464-A Attorney I	9.00	-	-	9.00
323-A Case Expeditor	1.00	-	-	1.00
316-A Paralegal-Audio/Visual Production Spec	1.00	-	-	1.00
282-A Paralegal	1.00	-	-	1.00
282-A Executive Secretary/Paralegal	1.00	-	-	1.00
223-C Victim/Witness Coordinator	1.00	-	-	1.00
223-C Fine Payment Coordinator	2.00	-	-	2.00
214-C Administrative Assistant-Juvenile Court	1.00	-	-	1.00
214-C Intake Coordinator	1.00	-	-	1.00
194-C Legal Secretary-Civil Court	1.00	-	-	1.00
191-C Senior Clerk-Victim Witness	1.00	-	-	1.00
177-C Legal Secretary	1.00	-	-	1.00
162-C Clerk III	1.00	-	-	1.00
151-C Clerk II-Receptionist	1.00	-	-	1.00
151-C Clerk II-Data Entry	1.00	-	-	1.00
Z Summer Law Clerk	0.50	-	-	0.50
	<u>32.50</u>	<u>-</u>	<u>-</u>	<u>32.50</u>
Total Positions	<u>32.50</u>	<u>-</u>	<u>-</u>	<u>32.50</u>

ORGANIZATION: Auditor**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
X Auditor	1.00	-	-	1.00
X Deputy Auditor-Elections	-	-	-	-
X Deputy Auditor-Tax	1.00	-	-	1.00
677-A Accounting and Tax Manager	1.00	-	-	1.00
556-A Operations Manager	1.00	-	-	1.00
291-C Election Supervisor	1.00	-	-	1.00
268-A GIS Parcel Maintenance Technician	1.00	-	-	1.00
252-A Payroll Specialist	2.00	-	-	2.00
252-C Accounts Payable Specialist	1.50	-	-	1.50
191-C Senior Clerk III Elections	2.00	-	-	2.00
177-A Official Records Clerk	0.90	-	-	0.90
177-C Platroom Specialist	1.00	-	-	1.00
141-C Clerk II	0.65	-	-	0.65
	<u>14.05</u>	<u>-</u>	<u>-</u>	<u>14.05</u>
Total Positions	<u>14.05</u>	<u>-</u>	<u>-</u>	<u>14.05</u>

ORGANIZATION: Information Technology**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
725-A Information Technology Director	1.00	-	-	1.00
556-A Geographic Information Systems Coord.	1.00	-	-	1.00
519-A Network Infrastructure Supervisor	1.00	-	-	1.00
511-A Senior Programmer/Analyst	1.00	-	-	1.00
455-A Webmaster	1.00	-	-	1.00
445-A Programmer/Analyst II	2.00	-	-	2.00
406-A Network Systems Administrator	5.00	-	-	5.00
323-A GIS Analyst	1.00	-	-	1.00
187-A Desktop support Specialist	2.00	-	-	2.00
162-A Clerk III	0.40	-	-	0.40
	<u>15.40</u>	<u>-</u>	<u>-</u>	<u>15.40</u>
Total Positions	<u>15.40</u>	<u>-</u>	<u>-</u>	<u>15.40</u>

ORGANIZATION: Facilities and Support Services**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
725-A Director of Facilities and Support Services	1.00	-	-	1.00
417-A Operations Manager-FSS	1.00	-	-	1.00
300-A Maintenance Coordinator	1.00	-	-	1.00
268-C Maintenance Specialist	4.00	-	-	4.00
268-C Maintenance Electronic Systems Technician	2.00	-	-	2.00
252-A Purchasing Specialist	1.00	-	-	1.00
238-A Custodial & Security Coordinator	1.00	-	-	1.00
182-C Maintenance Worker	1.00	-	-	1.00
177-C Senior Clerk	1.00	-	-	1.00
162-C Lead Custodial Worker	2.00	-	-	2.00
141-C Clerk II/Support Services	2.00	-	-	2.00
141-C Clerk II/Scanning	3.00	-	-	3.00
130-C Custodial Worker	9.50	-	-	9.50
83-C General Laborer	1.00	-	-	1.00
Total Positions	30.50	-	-	30.50

ORGANIZATION: Community Services**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
725-A Community Services Director	1.00	-	-	1.00
430-A Case Aide Supervisor	1.00	-	-	1.00
430-A Mental Health Coordinator	1.00	-	-	1.00
298-A Veterans Director/Case Aide	1.00	-	-	1.00
271-C Office Manager	1.00	-	-	1.00
252-C Case Aide	2.00	-	-	2.00
162-C Clerk III/Secretary	1.00	-	-	1.00
162-C Clerk II/Receptionist	0.85	-	-	0.85
141-C Clerk II/Receptionist	0.15	-	-	0.15
Z Mental Health Advocate	1.00	-	-	1.00
Total Positions	10.00	-	-	10.00

ORGANIZATION: Conservation (Net of Golf Operations)

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
POSITIONS:				
775-A Director	1.00	-	-	1.00
540-A Deputy Director	1.00	-	-	1.00
470-A Park Manager	2.00	-	-	2.00
382-A Naturalist/Director	1.00	-	-	1.00
271-A Naturalist	1.00	-	1.00	2.00
262-A Park Ranger	5.00	-	-	5.00
252-A Administrative Assistant	1.00	-	-	1.00
220-A Park Crew Leader	1.00	-	-	1.00
187-A Pioneer Village Site Coordinator	1.00	-	-	1.00
187-A Equipment Specialist	2.00	-	-	2.00
187-A Equipment Mechanic	-	-	-	-
187-A Park Maintenance Technician	4.00	-	-	4.00
141-A Clerk II	1.00	-	-	1.00
99-A Cody Homestead Site Coordinator	0.75	-	-	0.75
Z Seasonal Park Maintenance(WLP,SCP, PV)	7.52	-	-	7.52
Z Seasonal Pool Manager (SCP)	0.29	-	-	0.29
Z Seasonal Asst Pool Manager (SCP)	0.21	-	-	0.21
Z Seasonal Lifeguard (WLP, SCP)	6.28	-	-	6.28
Z Seasonal Pool Concessions (SCP)	1.16	-	-	1.16
Z Seasonal Beach/Boathouse Concessions	1.80	-	-	1.80
Z Seasonal Beach Manager (WLP)	0.29	-	-	0.29
Z Seasonal Asst Beach Manager (WLP)	0.23	-	-	0.23
Z Seasonal Park Patrol (WLP, SCP)	2.17	-	-	2.17
Z Seasonal Park Attendants (WLP, SCP, BSP)	2.95	-	-	2.95
Z Seasonal Naturalist -Caretaker	0.66	-	-	0.66
Z Seasonal Naturalist	2.18	-	(1.39)	0.79
Z Seasonal Day Camp/Apothecary (PV)	1.56	-	-	1.56
Z Seasonal Concession Worker (Cody)	0.19	-	-	0.19
Total Positions	<u>49.24</u>	<u>-</u>	<u>(0.39)</u>	<u>48.85</u>

ORGANIZATION: Glynn's Creek Golf Course

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
POSITIONS:				
462-A Golf Pro/Manager	1.00	-	-	1.00
462-A Golf Course Superintendent	1.00	-	-	1.00
220-A Assistant Golf Course Superintendent	1.00	-	-	1.00
187-A Turf Equipment Specialist	1.00	-	-	1.00
162-A Maintenance Technician	1.00	-	-	1.00
Z Seasonal Assistant Golf Professional	0.73	-	-	0.73
Z Seasonal Golf Pro Staff	7.48	-	-	7.48
Z Seasonal Part-Time Laborers	4.77	-	-	4.77
Total Positions	<u>17.98</u>	<u>-</u>	<u>-</u>	<u>17.98</u>

ORGANIZATION: Health**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
805-A Health Director	1.00	-	-	1.00
571-A Deputy Director	1.00	-	-	1.00
470-A Clinical Services Coordinator	1.00	-	-	1.00
417-A Community Health Coordinator	1.00	-	-	1.00
417-A Environmental Health Coordinator	1.00	-	-	1.00
417-A Public Health Services Coordinator	1.00	-	-	1.00
417-A Correctional Health Coordinator	1.00	-	-	1.00
397-A Clinical Services Specialist	1.00	-	-	1.00
366-A Public Health Nurse	9.00	-	-	9.00
355-A Community Health Consultant	5.00	-	-	5.00
355-A Community Health Intervention Specialist	1.00	-	-	1.00
355-A Environmental Health Specialist	7.00	-	-	7.00
323-A Child Health Consultant	2.00	-	-	2.00
271-A Community Dental Consultant	1.00	-	-	1.00
252-A Administrative Office Assistant	1.00	-	-	1.00
230-A Public Health Nurse-LPN	-	-	-	-
209-A Medical Assistant	2.00	-	-	2.00
198-A Medical Lab Technician	0.75	-	-	0.75
177-A Lab Technician	-	-	-	-
162-A Resource Specialist	2.00	-	-	2.00
141-A Resource Assistant	3.45	-	-	3.45
Z Interpreters	-	-	-	-
Z Environmental Health Intern	0.25	-	-	0.25
Z Health Services Professional	1.92	-	0.15	2.07
Total Positions	44.37	-	0.15	44.52

ORGANIZATION: Human Resources**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
805-A Assistant County Administrator	0.50	-	-	0.50
505-A Risk Manager	-	-	-	-
323-A Human Resources Generalist	2.00	-	-	2.00
198-A Benefits Coordinator	1.00	-	-	1.00
Total Positions	3.50	-	-	3.50

ORGANIZATION: Juvenile Court Services**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
571-A Juvenile Detention Center Director	1.00	-	-	1.00
323-A Shift Supervisor	2.00	-	-	2.00
238-J Detention Youth Counselors	-	-	-	-
215-A Detention Youth Supervisor	11.20	-	-	11.20
Total Positions	14.20	-	-	14.20

ORGANIZATION: Planning & Development**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
608-A Planning & Development Director	0.40	-	-	0.40
314-C Building Inspector	1.00	-	-	1.00
252-A Planning & Development Specialist	1.00	-	-	1.00
162-A Clerk III	0.25	-	(0.25)	-
Z Weed/Zoning Enforcement Aide	0.58	-	-	0.58
Z Planning Intern	0.25	-	-	0.25
Total Positions	4.08	-	(0.25)	3.83

ORGANIZATION: Recorder**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
X Recorder	1.00	-	-	1.00
Y Second Deputy	1.00	-	-	1.00
496-A Operations Manager	1.00	-	-	1.00
191-C Real Estate Specialist	1.00	-	-	1.00
191-C Vital Records Specialist	1.00	-	-	1.00
162-C Clerk III	1.00	-	-	1.00
141-C Clerk II	5.00	-	-	5.00
Total Positions	11.00	-	-	11.00

ORGANIZATION: Secondary Roads**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
864-A County Engineer	1.00	-	-	1.00
634-A Assistant County Engineer	1.00	-	-	1.00
430-A Secondary Roads Superintendent	1.00	-	-	1.00
300-A Engineering Aide II	2.00	-	-	2.00
233-A Shop Supervisor	1.00	-	-	1.00
203-A Administrative Assistant	1.00	-	-	1.00
213-B Crew Leader/Operator I	3.00	-	-	3.00
204-A Office Leader	-	-	-	-
199-B Sign Crew Leader	1.00	-	-	1.00
187-B Mechanic	2.00	-	-	2.00
187-B Shop Control Clerk	1.00	-	-	1.00
174-B Heavy Equipment Operator III	7.00	-	-	7.00
174-B Sign Crew Technician	1.00	-	-	1.00
163-B Truck Crew Coordinator	1.00	-	-	1.00
162-A Office Assisnant	-	-	1.00	1.00
162-A Clerk III	0.25	-	(0.25)	-
153-B Truck Driver/Laborer	10.00	-	-	10.00
Z Engineering Intern	0.25	-	-	0.25
Z Seasonal Maintenance Worker	0.60	-	(0.30)	0.30
Z Eldridge Garage Caretaker	0.30	-	-	0.30
Total Positions	35.40	-	0.45	34.85

ORGANIZATION: Sheriff**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
X Sheriff	1.00	-	-	1.00
Y Chief Deputy	1.00	-	-	1.00
705-A Jail Administrator	1.00	(1.00)	-	-
571-A Assistant Jail Administrator	-	1.00	-	1.00
540-A Assistant Jail Administrator	1.00	(1.00)	-	-
519-A Captain	1.00	-	-	1.00
464-A Lieutenant	4.00	-	-	4.00
451-E Training Sergeant	-	1.00	-	1.00
451-E Sergeant	6.00	-	-	6.00
430-A Shift Commander (Corrections Lieutenant)	-	2.00	-	2.00
406-A Shift Commander (Corrections Lieutenant)	2.00	(2.00)	-	-
332-A Corrections Sergeant	14.00	-	-	14.00
332-A Food Service Manager	1.00	-	-	1.00
329-E Deputy	31.00	-	-	31.00
323-A Program Services Coordinator	2.00	-	-	2.00
289-A Classification Specialist	2.00	-	-	2.00
271-A Office Administrator	1.00	-	-	1.00
262-A Lead Bailiff	1.00	-	-	1.00
246-H Correction Officer	59.00	-	-	59.00
220-A Bailiff	11.60	-	-	11.60
220-A Senior Accounting Clerk-Receptionist	1.00	-	-	1.00
198-A Court Compliance Coordinator	2.00	-	-	2.00
198-A Alternative Sentencing Coordinator	1.00	-	-	1.00
177-C Senior Clerk	1.00	-	-	1.00
220-C Senior Accounting Clerk	2.00	-	-	2.00
177-C Inmate Services Clerk	1.00	-	-	1.00
176-H Jail Custodian/Correction Officer	4.00	-	-	4.00
176-C Cook	3.60	-	-	3.60
162-A Clerk III	3.60	-	-	3.60
Total Positions	<u>158.80</u>	<u>-</u>	<u>-</u>	<u>158.80</u>

ORGANIZATION: Supervisors, Board of**POSITIONS:**

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
X Supervisor, Chairman	1.00	-	-	1.00
X Supervisor	<u>4.00</u>	<u>-</u>	<u>-</u>	<u>4.00</u>
Total Positions	<u>5.00</u>	<u>-</u>	<u>-</u>	<u>5.00</u>

ORGANIZATION: Treasurer

POSITIONS:

	FY14 as of 03/31/14	FY14 4th QTR Changes	FY15 Budget Changes	FY15 Adjusted FTE
X Treasurer	1.00	-	-	1.00
611-A Financial Management Supervisor	1.00	-	-	1.00
556-A Operations Manager	1.00	-	-	1.00
382-A County General Store Manager	1.00	-	-	1.00
332-A Tax Accounting Specialist	1.00	-	-	1.00
332-A Motor Vehicle Supervisor	1.00	-	-	1.00
191-C Cashier	1.00	-	-	1.00
177-C Accounting Clerk - Treasurer	3.00	-	-	3.00
162-C Clerk III	1.00	-	-	1.00
151-C Multi-Service Clerk	17.00	-	-	17.00
	<u>28.00</u>	<u>-</u>	<u>-</u>	<u>28.00</u>

SCOTT COUNTY
FY 15 APPROPRIATIONS SUMMARY

Description	FY 15 Adopted	Budget Changes	FY 15 Appropriated
Administration	534,530	-	534,530
Attorney	3,923,504	-	3,923,504
Auditor	1,499,122	-	1,499,122
Authorized Agencies	9,381,643	-	9,381,643
Capital Improvements (general)	5,627,405	-	5,627,405
Community Services	9,399,903	-	9,399,903
Conservation (net of golf course)	4,086,533	-	4,086,533
Debt Service (net of refunded debt)	4,081,305	-	4,081,305
Facility & Support Services	3,549,609	-	3,549,609
Health	5,937,778	-	5,937,778
Human Resources	423,319	-	423,319
Human Services	72,242	-	72,242
Information Technology	2,511,408	-	2,511,408
Juvenile Court Services	1,223,235	-	1,223,235
Non-Departmental	1,134,689	-	1,134,689
Planning & Development	370,718	-	370,718
Recorder	805,206	-	805,206
Secondary Roads	8,073,000	-	8,073,000
Sheriff	14,715,961	-	14,715,961
Supervisors	314,780	-	314,780
Treasurer	2,002,181	-	2,002,181
SUBTOTAL	79,668,071	-	79,668,071
Golf Course Operations	1,104,594	-	1,104,594
TOTAL	80,772,665	-	80,772,665

SCOTT COUNTY
 APPROPRIATIONS SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget
ORGANIZATION: ADMINISTRATION			
APPROPRIATIONS			
Personal Services	522,430	-	522,430
Expenses	10,500	-	10,500
Supplies	1,600	-	1,600
TOTAL APPROPRIATIONS	534,530	-	534,530
ORGANIZATION: ATTORNEY			
APPROPRIATIONS			
Personal Services	2,853,368	-	2,853,368
Equipment	-	-	-
Expenses	1,024,486	-	1,024,486
Supplies	45,650	-	45,650
TOTAL APPROPRIATIONS	3,923,504	-	3,923,504
ORGANIZATION: AUDITOR			
APPROPRIATIONS			
Personal Services	1,264,852	-	1,264,852
Expenses	190,070	-	190,070
Supplies	44,200	-	44,200
TOTAL APPROPRIATIONS	1,499,122	-	1,499,122
ORGANIZATION: CAPITAL IMPROVEMENTS (GENERAL)			
APPROPRIATIONS			
Capital Improvements	5,627,405	-	5,627,405
TOTAL APPROPRIATIONS	5,627,405	-	5,627,405

SCOTT COUNTY
 APPROPRIATIONS SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget
ORGANIZATION: COMMUNITY SERVICES			
APPROPRIATIONS			
Personal Services	841,702	-	841,702
Equipment	508	-	508
Expenses	8,551,391	-	8,551,391
Supplies	6,302	-	6,302

TOTAL APPROPRIATIONS	9,399,903	-	9,399,903
	=====		
ORGANIZATION: CONSERVATION			
APPROPRIATIONS			
Personal Services	2,406,623	-	2,406,623
Capital Outlay	773,530	-	773,530
Expenses	482,414	-	482,414
Supplies	423,966	-	423,966

TOTAL APPROPRIATIONS	4,086,533	-	4,086,533
	=====		
ORGANIZATION: GLYNNS CREEK GOLF COURSE			
APPROPRIATIONS			
Personal Services	697,231	-	697,231
Equipment	134,768	-	134,768
Expenses	120,490	-	120,490
Supplies	152,105	-	152,105

TOTAL APPROPRIATIONS	1,104,594	-	1,104,594
	=====		

SCOTT COUNTY
 APPROPRIATIONS SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget
ORGANIZATION: DEBT SERVICE			
APPROPRIATIONS			
Debt Service	4,081,305	-	4,081,305
<hr style="border-top: 1px dashed black;"/>			
TOTAL APPROPRIATIONS	4,081,305	-	4,081,305
<hr style="border-top: 3px double black;"/>			
ORGANIZATION: FACILITY AND SUPPORT SERVICES			
APPROPRIATIONS			
Personal Services	1,862,089	-	1,862,089
Equipment	24,540	-	24,540
Expenses	1,434,955	-	1,434,955
Supplies	228,025	-	228,025
<hr style="border-top: 1px dashed black;"/>			
TOTAL APPROPRIATIONS	3,549,609	-	3,549,609
<hr style="border-top: 3px double black;"/>			
ORGANIZATION: HEALTH			
APPROPRIATIONS			
Personal Services	3,795,873	-	3,795,873
Expenses	2,082,152	-	2,082,152
Supplies	59,753	-	59,753
<hr style="border-top: 1px dashed black;"/>			
TOTAL APPROPRIATIONS	5,937,778	-	5,937,778
<hr style="border-top: 3px double black;"/>			
ORGANIZATION: HUMAN RESOURCES			
APPROPRIATIONS			
Personal Services	314,619	-	314,619
Expenses	105,400	-	105,400
Supplies	3,300	-	3,300
<hr style="border-top: 1px dashed black;"/>			
TOTAL APPROPRIATIONS	423,319	-	423,319
<hr style="border-top: 3px double black;"/>			
ORGANIZATION: HUMAN SERVICES			

SCOTT COUNTY
 APPROPRIATIONS SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget
APPROPRIATIONS			
Equipment	100	-	100
Expenses	50,789	-	50,789
Supplies	21,353	-	21,353

TOTAL APPROPRIATIONS	72,242	-	72,242
=====			

ORGANIZATION: INFORMATION TECHNOLOGY

APPROPRIATIONS			
Personal Services	1,456,708	-	1,456,708
Equipment	6,000	-	6,000
Expenses	1,042,800	-	1,042,800
Supplies	5,900	-	5,900

TOTAL APPROPRIATIONS	2,511,408	-	2,511,408
=====			

ORGANIZATION: JUVENILE COURT SERVICES

APPROPRIATIONS			
Personal Services	1,117,135	-	1,117,135
Equipment	1,600	-	1,600
Expenses	61,800	-	61,800
Supplies	42,700	-	42,700

TOTAL APPROPRIATIONS	1,223,235	-	1,223,235
=====			

SCOTT COUNTY
 APPROPRIATIONS SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget
ORGANIZATION: NON-DEPARTMENTAL			
APPROPRIATIONS			
Personal Services	300,000	-	300,000
Expenses	832,689	-	832,689
Supplies	2,000	-	2,000

TOTAL APPROPRIATIONS	1,134,689	-	1,134,689
=====			

ORGANIZATION: PLANNING & DEVELOPMENT

APPROPRIATIONS			
Personal Services	315,318	-	315,318
Expenses	52,200	-	52,200
Supplies	3,200	-	3,200

TOTAL APPROPRIATIONS	370,718	-	370,718
=====			

ORGANIZATION: RECORDER

APPROPRIATIONS			
Personal Services	743,106	-	743,106
Expenses	49,900	-	49,900
Supplies	12,200	-	12,200

TOTAL APPROPRIATIONS	805,206	-	805,206
=====			

SCOTT COUNTY
 APPROPRIATIONS SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget
ORGANIZATION: SECONDARY ROADS			
APPROPRIATIONS			
Administration	199,500	-	199,500
Engineering	471,500	-	471,500
Bridges & Culverts	240,000	-	240,000
Roads	1,911,500	-	1,911,500
Snow & Ice Control	453,000	-	453,000
Traffic Controls	227,000	-	227,000
Road Clearing	180,000	-	180,000
New Equipment	653,000	-	653,000
Equipment Operation	1,196,500	-	1,196,500
Tools, Materials & Supplies	96,000	-	96,000
Real Estate & Buildings	1,625,000	-	1,625,000
Roadway Construction	820,000	-	820,000
	-----	-----	-----
TOTAL APPROPRIATIONS	8,073,000	-	8,073,000
	=====	=====	=====

ORGANIZATION: SHERIFF

APPROPRIATIONS

Personal Services	13,061,802	-	13,061,802
Equipment	63,015	-	63,015
Expenses	674,547	-	674,547
Supplies	916,597	-	916,597
	-----	-----	-----
TOTAL APPROPRIATIONS	14,715,961	-	14,715,961
	=====	=====	=====

ORGANIZATION: SUPERVISORS, BOARD OF

APPROPRIATIONS

Personal Services	303,255	-	303,255
Expenses	10,700	-	10,700
Supplies	825	-	825
	-----	-----	-----
TOTAL APPROPRIATIONS	314,780	-	314,780
	=====	=====	=====

SCOTT COUNTY
 APPROPRIATIONS SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget
ORGANIZATION: TREASURER			
APPROPRIATIONS			
Personal Services	1,846,316	-	1,846,316
Expenses	111,740	-	111,740
Supplies	44,125	-	44,125
	-----	-----	-----
TOTAL APPROPRIATIONS	2,002,181	-	2,002,181
	=====	=====	=====
ORGANIZATION: BI-STATE PLANNING COMMISSION			
APPROPRIATIONS			
Expenses	89,351	-	89,351
	-----	-----	-----
TOTAL APPROPRIATIONS	89,351	-	89,351
	=====	=====	=====
ORGANIZATION: BUFFALO VOLUNTEER AMBULANCE			
APPROPRIATIONS			
Expenses	-	-	-
	-----	-----	-----
TOTAL APPROPRIATIONS	-	-	-
	=====	=====	=====
ORGANIZATION: CENTER FOR ALCOHOL/DRUG SERVICES			
APPROPRIATIONS			
Expenses	688,331	-	688,331
	-----	-----	-----
TOTAL APPROPRIATIONS	688,331	-	688,331
	=====	=====	=====

SCOTT COUNTY
 APPROPRIATIONS SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget
ORGANIZATION: CENTER FOR AGING SERVICES			
APPROPRIATIONS			
Expenses	213,750	-	213,750
TOTAL APPROPRIATIONS	213,750	-	213,750
ORGANIZATION: COMMUNITY HEALTH CARE			
APPROPRIATIONS			
Expenses	355,013	-	355,013
TOTAL APPROPRIATIONS	355,013	-	355,013
ORGANIZATION: DURANT VOLUNTEER AMBULANCE			
APPROPRIATIONS			
Expenses	20,000	-	20,000
TOTAL APPROPRIATIONS	20,000	-	20,000
ORGANIZATION: EMERGENCY MANAGEMENT AGENCY			
APPROPRIATIONS			
Expenses	7,250,184	-	7,250,184
TOTAL APPROPRIATIONS	7,250,184	-	7,250,184
ORGANIZATION: HANDICAPPED DEVELOPMENT CENTER			
APPROPRIATIONS			
Expenses	-	-	-
TOTAL APPROPRIATIONS	-	-	-

SCOTT COUNTY
 APPROPRIATIONS SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget
ORGANIZATION: HUMANE SOCIETY			
APPROPRIATIONS			
Expenses	33,317	-	33,317
	-----	-----	-----
TOTAL APPROPRIATIONS	33,317	-	33,317
	=====	=====	=====
ORGANIZATION: LIBRARY			
APPROPRIATIONS			
Expenses	561,697	-	561,697
	-----	-----	-----
TOTAL APPROPRIATIONS	561,697	-	561,697
	=====	=====	=====
ORGANIZATION: MEDIC AMBULANCE			
ORGANIZATION: QUAD-CITY CONVENTION & VISITORS BUREAU			
APPROPRIATIONS			
Expenses	70,000	-	70,000
	-----	-----	-----
TOTAL APPROPRIATIONS	70,000	-	70,000
	=====	=====	=====
ORGANIZATION: QUAD-CITY DEVELOPMENT GROUP			
APPROPRIATIONS			
Expenses	100,000	-	100,000
	-----	-----	-----
TOTAL APPROPRIATIONS	100,000	-	100,000
	=====	=====	=====

SCOTT COUNTY
APPROPRIATIONS SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget
<hr/>			
ORGANIZATION: VERA FRENCH COMMUNITY MENTAL HEALTH CENTER			
APPROPRIATIONS			
Expenses	-	-	-
	-----	-----	-----
TOTAL APPROPRIATIONS	-	-	-
	=====	=====	=====

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

June 19, 2014

APPROVAL OF APPROPRIATIONS AND AUTHORIZED POSITIONS FOR FY15

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

Section 1. Appropriations and authorized positions for the FY14 budget adopted March 13, 2014 are hereby approved in the amount of \$80,772,665 and 476.48 FTE's as presented by the County Administrator.

Section 2. The County Administrator is hereby directed to establish appropriations totaling \$80,772,665 as found in the summary schedules in the Office of the County Auditor and the Office of the County Administrator.

Section 3. This resolution shall take effect immediately.

OFFICE OF THE COUNTY ADMINISTRATOR600 West Fourth Street
Davenport, Iowa 52801-1003Office: (563) 326-8702
Fax: (563) 328-3285
www.scottcountyia.comItem 17
06-17-14

June 5, 2014

TO: Dee F. Bruemmer, County Administrator

FROM: David Farmer, Budget Manager

SUBJ: Approving FY14 Fund Transfers

It is required that the Board approves fund transfers prior to year end. However, the calculation of all transfer amounts (for interest earnings, capital purchases, etc) would not be possible until after year end amounts have been booked, which is subsequent to year end (under accrual accounting). In the interim, it is recommended that the Board pass a general resolution prior to year end with a follow-up memo from staff provided to the Board at a later date.

At this time, it is recommended that the Board approve the following fund transfers at their Board meeting to be held on June 19, 2014.

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>	<u>Reason</u>
General Fund	Vehicle	*TBD	Annual Reserve Amount
General Fund	Secondary Roads	*TBD	Property Tax Funding
General Fund	Vehicle	*TBD	Interest earned on funds
General Fund	Electronic Equip	*TBD	Property Tax Funding
General Fund	Electronic Equip	*TBD	Interest earned on funds
General Fund	Capital	*TBD	Property Tax Funding
General Fund	Capital	*TBD	Conservation CIP projects
General Fund	Capital	*TBD	One time uses of fund balance
General Fund	Recorder Mgmt Fees	*TBD	Interest earned on funds
General Fund	Cons CIP	*TBD	Unused Conservation CIP appropriations
General Fund	Cons Equipment	*TBD	Unused Conservation Equip appropriations
General Fund	General Supplemental	*TBD	Property tax funding
General Fund	Golf Course Enterprise	*TBD	Conservation Fee Transfer
General Fund	Insurance Fund	*TBD	Prior Year General Fund Assigned Balance
Rural Services	Secondary Roads	*TBD	Property tax funding
Vehicle Fund	Capital	*TBD	Vehicle purchases
Electronic Equip	Capital	*TBD	Electronic equipment purchases
Cons CIP	Capital	*TBD	Use of Conservation CIP funds
Cons Equip	General	*TBD	Use of Conservation Equip funds
Recorder Mgmt Fees	General	*TBD	To fund Recorder Record Mgmt authorized expenditures
Recorder Mgmt Fees	Capital	*TBD	To fund Recorder Record Mgmt authorized expenditures

*TBD = To Be Determined

This memo will be updated to the Board in September for their information on amounts designated by TBD (to be determined once final year end accrual accounting data is known. It is recommended the Board approve these fund transfers at their next 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

June 19, 2014

APPROVAL OF FY14 YEAR-END FUND TRANSFERS

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

Section 1. FY14 year-end fund transfers as presented by the County Administrator are 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

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

June 19, 2014

RECOGNITION OF DR. GARVIN'S YEARS OF SERVICE
ON THE SCOTT COUNTY BOARD OF HEALTH

WHEREAS, Dr. Garvin has served on the Scott County Board of Health for the past 22 years; and has faithfully served as a dedicated volunteer without compensation;

WHEREAS, Dr. Garvin, specializing in pediatrics, has tirelessly advocated for children, including chairing several hospital pediatric committees, and has also served on the Iowa State Board of Health;

WHEREAS, while working with a committee regarding the handling of head lice in Scott County schools, made recommendations designed to keep kids in school as well as help with spread and prevention;

WHEREAS, he has been fair and open minded in the sometimes difficult area of Public Health Policy; and by the nature of the position has had to make difficult and controversial decisions; and

WHEREAS, the Board has sincerely appreciated his willingness to invest his time and efforts to improve public health in our community;

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

- Section 1. That the Board of Supervisors wants to offer their sincere appreciation to Dr. Greg Garvin for his many years of dedicated service to Scott County;
- Section 2. That the Board of Supervisors extends their best wishes to Dr. Garvin to enjoy his retirement and all his future endeavors;
- Section 3. This resolution shall take effect immediately.

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1187

Ph: (319) 326-8702 Fax: (319) 328-3285

www.scottcountyiowa.com



Item 19
06-17-14

June 17, 2014

TO: Dee F. Bruemmer, County Administrator

FROM: Renee Johnson, Administrative Assistant

SUBJECT: Approval of 2014 Slough Bill Exemptions for Properties Located in Davenport and Bettendorf

Attached is a proposed resolution recommended to be approved by the Board of Supervisors at their next meeting regarding 2014 Slough Bill Exemption requests for properties located in the cities of Davenport and Bettendorf. The Buffalo City Council denied the application request from the Buffalo Outing Club.

The governing body of the city must grant approval before an exemption may be granted to real property located within the corporate limits of that city. The City of Davenport and the City of Bettendorf have approved these exemption requests.

Attachment

cc: Nick VanCamp, Davenport City Assessor
Dale Denklau, Scott County Assessor

City of Davenport

Committee: Finance
Department: Finance
Contact Info: Brandon Wright 326-7750
Ward: All

2014-122
Action / Date
FC 04/02/14
APR 09 2014

Subject:

RESOLUTION approving seven Open Prairie Tax exemptions.

Recommendation: Adopt the resolution.

Relationship to Goals: Financially Responsible City Government

Background:

Genesis Systems Group LTD, Robert & Elaine Kuehl, Shirley Perry, John Carillo, Lillian Voss, and David R. Bierl have applied for an exemption from local property taxes for certain properties which is applied for annually (see attached). As provided by Iowa law (Slough Bill), land committed to certain open space uses may be exempted from local real estate taxes with approval of the Board of Supervisors. In Scott County, the practice is to refer such requests to the City Council when the property is within the corporate limits of a municipality.

Attached please find the description of each property and its reported value.

Resolution No. 2014-122

Resolution offered by Alderman Justin:

RESOLVED by the City Council of the City of Davenport.

RESOLUTION approving seven Open Prairie Tax exemptions.

WHEREAS, the Scott County Board of supervisors has implemented the "Slough Bill" which provides for the exemption from local real estate taxes of real estate committed to certain uses, including wetlands, forest cover, and open prairies, and

WHEREAS, the County has received applications for exemption for the following properties, with the owner and use also noted:

the seven acres of property legally described as the NW-1/4 Sec 35, Sheridan Twp T79N R3E Scott County, owned by Genesis Systems Group LTD, open prairie;

the three acres of property legally described as the NE-1/4 N-1/2 SE-1/4 Sec 33 Lincoln Twp, T78N Pleasant Valley Twp, Scott County, owned by Robert A. and Elaine M. Kuehl, open prairie;

the five acres of property legally described as the SW-1/4 N-1/2 SE-1/4 SEC 33 Lincoln Twp T79N R4E Scott County, owned by Shirley Perry, open prairie; and

the six and six tenths acres of property legally described as T78N R2E SEC 31 Davenport Twp, Scott County owned by John Carrillo, open prairie;

the eighteen and twenty-seven one hundredths acres of property legally described as Section 8, Davenport Twp, T77N R3E, Scott County owned by Lillian Voss, forest cover;

the two and three tenths acres of property legally described as Westfield Addition Outlot A, Parcel ID S3021-OLA, owned by David P. Bierl, open prairie;

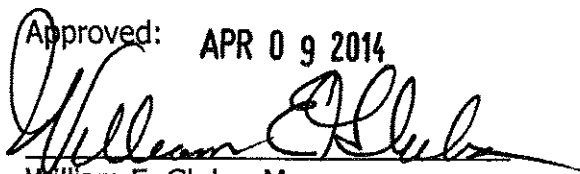
the five and sixty-five one hundredths acres of property legally described as Westfield Addition Outlot A, Parcel ID S3021-OLA, owned by David P. Bierl, forest cover.

WHEREAS, the land lies within the corporate boundaries of the City of Davenport;

WHEREAS, the matter came before the Davenport City Council for its review;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Davenport that the City of Davenport, Iowa that the City supports the exemption of the above-described land from local real estate taxes.

Approved: APR 09 2014


William E. Gluba, Mayor

Attest:


Jackie E. Holecek, City Clerk



1609 State Street • Bettendorf, Iowa 52722-4937 • (563) 344-4000

Pam Holst
Scott County Assessor's Office
600 W 4th Street
Davenport, IA 52801-1030

June 4, 2014

Re: Tax Exemption Requests

Dear Pam,

Enclosed please find copies of the resolutions approving the tax exemption requests for 4340 Tanglewood Road and 8972 Wells Ferry Road. Please give me a call if you have any questions. Thanks.

Sincerely,

A handwritten signature in black ink that reads "Kristine Stone". The signature is written in a cursive style.

Kristine Stone
City Attorney

RESOLUTION APPROVING REQUEST
FOR TAX EXEMPTION FOR 4340 TANGLEWOOD ROAD

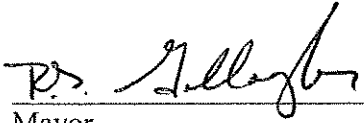
WHEREAS, the owner of property located at 4340 Tanglewood Road has requested to have a portion of his property designated as tax exempt, and

WHEREAS, pursuant to policy adopted by the City Council, the Council has held a public hearing on the request, and considered the comments of adjoining properties, if any,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Bettendorf, Iowa:

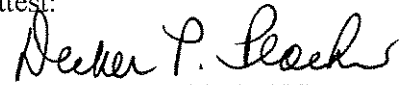
That the request is hereby approved.

Dated this 20th day of May, 2014.



Mayor

Attest:



City Clerk

RESOLUTION APPROVING REQUEST
FOR TAX EXEMPTION FOR 8972 WELLS FERRY ROAD

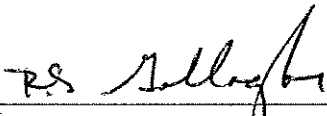
WHEREAS, the owners of property located at 8972 Wells Ferry Road have requested to have a portion of their property designated as tax exempt, and

WHEREAS, pursuant to policy adopted by the City Council, the Council has held a public hearing on the request, and considered the comments of adjoining properties, if any,

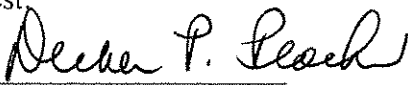
NOW THEREFORE BE IT RESOLVED by the City Council of the City of Bettendorf, Iowa:

That the request is hereby approved.

Dated this 20th day of May, 2014.



Mayor

Attest:


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

June 19, 2014

APPROVING THE 2014 SLOUGH BILL EXEMPTION REQUESTS FOR PROPERTIES LOCATED IN THE CITIES OF DAVENPORT AND BETTENDORF.

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

Section 1: The 2014 Slough Bill exemptions as presented to the Board of Supervisors by the Scott County Assessor's office, and the Davenport City Assessor's office and as subsequently approved by the Davenport City and Bettendorf City councils are hereby approved as follows:

District	Parcel Number	Name	Type	Exempt Acres	Exempt Value
City/Davenport	X3501-01	Genesis Systems	Open Prairie	7.00	125,450
City/Davenport	Y0423-14	Robert & Elaine Kuehl	Open Prairie	3.00	6,600
City/Davenport	Y3337-04A	Shirley Perry	Open Prairie	5.00	9,845
City/Davenport	S3123-03A	John Carillo	Open Prairie	6.60	4,686
City/Davenport	31703-13, 31703-14, 3187-01	Lillian Voss	Forest Cover	18.27	7,072
City/Davenport	S3021-0LA	David R. Bierl	Open Prairie	2.30	
City/Davenport	S3021-0LA	David R. Bierl	Forest Cover	5.65	3,980
City/Bettendorf	8414172032	Chad Miller	Forest Cover	4.90	27,900
City/Bettendorf	943607101	George Leonard	Open Prairie	3.75	67,500
City/Bettendorf	943607101	George Leonard	Forest Cover	0.80	1,500
City/Bettendorf	943607102	George Leonard	Open Prairie	1.95	19,500
Totals				59.22	274,033

Section 2: The City and County Assessor shall process these exemptions as required by law.

Section 3: This resolution shall take effect immediately.