

TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
February 22 - 26, 2016

Tuesday, February 23, 2016

Special Board Meeting - 8:00 am
Board Room, 1st Floor, Administrative Center (Canvass)

___ 1. Roll Call: Earnhardt, Kinzer, Sunderbruch, Holst, Hancock

___ 2. Canvass of Votes

Moved by _____ Seconded by _____
Ayes
Nays

___ 3. Adjourned.

Moved by _____ Seconded by _____
Ayes
Nays

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

___ 1. Roll Call: Earnhardt, Kinzer, Sunderbruch, Holst, Hancock

Facilities & Economic Development

___ 2. Plans and specifications for the Patrol Project and Public Hearing on February 25, 2016 at 5:00 p.mWold Architects and Engineers patrol project presentation. (Item 2)

Human Resources

___ 3. Staff appointment. (Item 3)

___ 4. Collective bargaining agreements between Scott County and Deputy Sheriff's Association (DSA), and American Federation of State, County and Municipal Employees, Local 606 (AFSCME). (Item 4)

___ 5. Discussion of County Administrator Recruitment. (Item 5)

___ 6. Organizational changes in Secondary Roads and Administration by creating a Fleet Manager position. (Item 6)

Finance & Intergovernmental

- ___ 7. Budget amendment of the FY16 County Budget. (Item 7)
- ___ 8. Tax abatement request for interest only on a demolished building on ag land. (Item 8)

Other Items of Interest

- ___ 9. Discussion of Board visits with County Departments and scheduling upcoming meetings with authorized agencies. (Item 9)
- ___ 10. Consideration of appointments with upcoming term expirations for boards and commissions.
 - o Arlen Beck, Veteran's Affairs Commission, term expires 5/31/16.
- ___ 11. Beer/Liquor license renewal for Casey's General Store #1068.
- ___ 12. Adjourned.

Moved by _____ Seconded by _____
 Ayes
 Nays

Thursday, February 25, 2016

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

Public Hearing

- ___ 1. Public hearing relative to the approval of plans and specifications for the Patrol Project.

Friday, February 26, 2016

Special Committee of the Whole - 10:30 am
Birchwood Fields Learning Center 4620 E. 53rd Davenport 52807

- ___ 1. Roll Call: Earnhardt, Kinzer, Sunderbruch, Holst, Hancock
- ___ 2. Legislature Forum for State Legislators and Scott County Government.
- ___ 3. Other items of interest.

Facility & Support Services

600 West Fourth Street

Davenport, Iowa 52801

(563) 326-8738 (Voice)

(563) 328-3245 Fax



Item 02

02-23-16

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

February 9, 2016

To: Dee F. Bruemmer
County Administrator

From: Tammy Speidel, Director
Facility and Support Services

Subj: Set Public Hearing for the Approval of plans and specifications- Patrol Project

Wold Architects has completed the design process and construction drawings and this project was officially let for bid on February 8, 2016. Wold will be at the Committee of the Whole meeting on February 23, 2016 to present the project to the Board.

This project requires a public hearing; I recommend that the Board of Supervisors set the public hearing for February 25, 2016 at 5:00 p.m. with the approval of plans and specifications on the agenda that same night.

Current estimated construction cost is \$5,315,100.00. This project is funded in the Capital Budget Plan.

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: Sheriff Conard
Major Gibbs
FSS Management Team

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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

February 25, 2016

A RESOLUTION APPROVING CONSTRUCTION PLANS AND SPECIFICATIONS FOR
THE SHERIFF PATROL HEADQUARTERS PROJECT 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 Sheriff Patrol Headquarters Project are
hereby approved.
- Section 2. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

February 25, 2016

APPROVAL OF STAFF APPOINTMENT

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

Section 1. The hiring of Heather Whittaker for the position of Parts & Inventory Clerk in the Secondary Roads Department at the entry level rate.

HUMAN RESOURCES DEPARTMENT

600 West Fourth Street
Davenport, Iowa 52801-1030

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



Date: February 16, 2016
To: Board of Supervisors
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Settlement of DSA & AFSCME Contracts

DSA has ratified a three year contract with a 2% general wage increase in the first year and a 2.5% general wage increase the second year and a 2.25% general wage increase in the third year. In the third year of the contract the single employees will pay 5% of the health, dental and vision costs as a premium. Those on the family plan will have their spouse begin participation in the Healthy Lifestyles program. Additionally there is an agreement for an increase to the shift differential and \$50 additional dollars for the uniform allowance.

AFSCME has ratified a one year agreement with a 2% general wage increase.

If you have additional questions about the terms of the agreement or would like a copy of the final agreement, please let me know.

Cc: Dee Bruemmer, County Administrator

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SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

February 25, 2016

APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN SCOTT
COUNTY AND DEPUTY SHERIFF'S ASSOCIATION AND AMERICAN FEDERATION
OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, LOCAL 606

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

Section 1. That the terms of the agreement reached between representatives of Scott County and the Deputy Sheriff's Association is hereby approved. That the agreement shall be in effect July 1, 2016 through June 30, 2019.

Section 2. That the terms of the agreement reached between representatives of Scott County and the American Federation Of State, County And Municipal Employees, Local 606 is hereby approved. That the agreement shall be in effect July 1, 2016 through June 30, 2017.

Section 3. This resolution shall take effect immediately.

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

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

February 25, 2016

APPROVING A RESOLUTION DETERMINING THAT APPLICATIONS FOR COUNTY ADMINISTRATOR WILL BE DISCOURAGED IF AVAILABLE FOR GENERAL PUBLIC EXAMINATION

WHEREAS, the Scott County Board will be accepting applications for the position of County Administrator; and

WHEREAS, the Board believes that otherwise qualified applicants will not make application for the position of County Administrator if their applications are made public because of possible repercussions with their present employer; and

WHEREAS, the Board is advised and does believe that pursuant to Section 22.7 of the Iowa Code the Board may find that otherwise qualified applicants would be discouraged from making applications if their applications were available for general public examination.

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

Section 1. That it hereby determines that otherwise qualified applicants for the position of County Administrator would be discouraged from making application for the position if their application is available for general public examination.

Section 2. That the applications for County Administrator be and the same are hereby ordered to remain confidential pursuant to the authority granted by Section 22.7 of the Iowa Code.

Section 3. This resolution shall take effect immediately.

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

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



Date: February 15, 2016

To: Dee F. Bruemmer, County Administrator

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

Subject: Fleet Manager

The Fleet Manager position was submitted along with the FY17 organizational change requests. At your request we're submitting it a cycle early so the individual can be recruited and start during the current fiscal year.

In order to create a job description numerous discussions and drafts were discussed with the Secondary Roads and Administration. Human Resources staff then created a final job descriptions to reflect the duties. The Hay Committee met on January 20, 2016 to review the position. The Committee recommends the following:

Fleet Manager. The Committee reviewed the final job description for consideration. This is a new position that will oversee the County's entire fleet. The position will be supervised by both the Budget and Administrative Services Director and County Engineer. The recommendation after reviewing the new position was to establish the Hay points at 417, resulting in a pay range of \$55,245 (minimum), \$65,000 (midpoint) to \$74,755 (maximum). Some have expressed concern about the market rate of the position. It may be necessary in the future to adjust the salary to reflect the market rate of the position. This too has been necessary in the past as it relates to the Shop Supervisor. Once recruitment has started we'll have a better understanding of the skills and salary history of the candidates.

The new job description is attached for the Board's review and information. It is recommended that this position be added to the table of organization immediately.

Cc: Hay Committee



DRAFT

SCOTT COUNTY JOB DESCRIPTION

Class Title: Fleet Manager
Working Title: (Same)
Department: Administration/Secondary Roads
Hay Point Value: TBD

Job Summary

Under direction, incumbent will develop, plan and oversee the implementation of efficient county fleet operation including vehicle procurement and maintenance. Coordinate and facilitate integration of county fleet operations in consultation with stakeholders.

Relationships

Reports to: Budget Manager/County Engineer
Supervises: Shop Supervisor
Works with: Secondary Roads staff, other County employees, and outside contractors/salespersons

Physical/Environmental Conditions

Incumbent works primarily in an indoor office environment, with a smaller portion of time spent in an indoor shop area or outdoors. Incumbent is occasionally exposed to noise and vibrations. Incumbent wears protective clothing and equipment required due to exposure to chemicals, fumes and electrical/mechanical hazards.

Major Duties/Performance Measures

1. Coordinates and directs the servicing, maintenance, and repair of county vehicles to provide safe, reliable and productive vehicles to county departments and offices in a cost-effective and timely manner.

2. Establishes and administers programs, policies and procedures, including preventative maintenance programs and repairs. Recommends purchase of replacement vehicles. Ensures preventative maintenance program is cost effective and complies with manufacturer's specifications.
3. Chairs Fleet Advisory Board and works with Board members to develop and modify fleet policies and procedures. Consults with departments/offices to evaluate their vehicle requirements. Develops, implements and maintains standardized specifications; prepares specifications based on user needs.
4. Develops and implements vehicle replacement schedule based on reducing total cost. Analyzes vehicle utilization, depreciation, maintenance costs, replacement costs, standardization and determines best methods for replacement and acquisition.
5. Communicates with departments/offices to explain policies and programs to ensure acceptance and compliance. Responds to vehicle issues and requests for information.
6. Recruits, hires, trains, manages, evaluates, disciplines and motivates staff in accordance with human resources policies and collective bargaining agreement.
7. Develops and manages annual capital budget. Assists departments/offices with budget information relating to fleet functions.
8. Analyzes data and reports on fleet inventory, fuel and maintenance operations for cost effectiveness. Makes recommendations on budget allocations for fuel.
9. Ensures Fleet Asset List of equipment and vehicles are licensed and insured.
10. Maintains central record of use of all vehicles and warranty specifications. Ensures appropriate information is incorporated to ERP and Fleet Management system.
11. Develops specifications for county fleet RFPs and bids, negotiates fleet related contracts.
12. Coordinates and work with outside vendors on vehicle repairs unable to be completed in-house.
13. Inspects maintenance work completed by staff for quality assurance, evaluates contract work, and invoices for work performed on County vehicles for compliance. Resolve discrepancies and makes recommendations for contract modifications.
14. Coordinates billing for services provided to outside entities.

15. Ensures compliance with Federal, State, and local regulations pertaining to fleet operations and fueling services.
16. Performs other duties as assigned.

Background Requisites

Education:

Bachelor's degree in related field or equivalent combination of relevant experience and education.

Work Experience:

Five to seven years progressively responsible experience in fleet management or related field including two years of supervisory experience.

Certifications: CAFM, CPFP or ASE certification(s) preferred.

Essential Skills:

- Demonstrated ability to utilize effective supervision techniques to provide direction, feedback and discipline for staff.
- Possess knowledge of accounting and budgeting as it relates to fleet management.
- Possess knowledge of vehicle sourcing, pricing, specifying and negotiating purchase options.
- Knowledge of methods utilized to maintain, repair and service vehicles. Ability to read and interpret technical manuals.
- Ability to communicate effectively, orally and in writing, and work collaboratively with individuals and groups, in formal and non-formal situations.
- Ability to establish and maintain effective working relationships with co-workers, other County employees, vendors, and the public.
- Ability to use computer programs/software to analyze data and manipulate spreadsheets.
- Detailed-oriented and thorough while performing duties

- Possess and maintain a valid driver's license and possess a satisfactory driving record. (Verified)
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Physical Ability Requirements:

Incumbent frequently performs job duties sitting or standing for extended periods. Job duties may occasionally require the incumbent to push, pull, lift, lower or carry objects weighing up to 50 pounds and move them up to 10 feet. Incumbent may occasionally be required to climb up to 10 feet. Performance of duties requires occasional bending, kneeling, reaching and climbing a ladder to a height of up to 10 feet.

Prepared by: _____ Date _____

Approved by: _____ Date _____

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
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APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

February 25, 2016

APPROVING ORGANIZATIONAL CHANGES IN THE SECONDARY ROADS DEPARTMENT AND ADMINISTRATION DEPARTMENT BY ADDING A FLEET MANAGER TO THE TABLE OF ORGANIZATION

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

Section 1. In the Secondary Roads Department and Administration Department the position of Fleet Manager (1.0 FTE) shall hereby be created at 417 Hay points.

Section 2. This resolution shall take effect immediately.

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1003

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



Item 07
02-23-16

February 15, 2015

TO: Dee F. Bruemmer, County Administrator
FROM: David Farmer, Budget Manager
RE: FY16 Budget Amendment

Please find attached the resolution to approve the FY16 Budget Amendment. The public hearing was held on Thursday, February 11, 2016 and advanced notice of the hearing was published according to state law in the two official County newspapers.

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

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

February 25, 2016

APPROVING A BUDGET AMENDMENT TO THE FY16 COUNTY BUDGET

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

Section 1. A budget amendment to the current FY16 County Budget as presented by the County Administrator is hereby approved as follows:

<u>SERVICE AREA</u>	<u>FY16 AMENDMENT AMOUNT</u>
Public Safety and Legal Services	(\$266,016)
Physical Health and Social Services	\$322,345
Mental Health, ID & DD	(\$202,693)
County Environment and Education	\$26,460
Roads and Transportation	\$1,699,896
Government Services to Residents	\$11,610
Administration	(\$111,064)
Nonprogram Current	\$270,000
Debt Service	\$216,844
Capital Projects	\$1,786,354
Operating Transfers Out	\$2,694,000

Section 2. This resolution shall take effect immediately.

BILL FENNELLY
SCOTT COUNTY TREASURER

600 W 4th Street
Davenport, Iowa 52801-1030

www.scottcountyiowa.com
www.iowatreasurers.org



Item 08
02-23-16

MOTOR VEHICLE DIVISION
Scott County Administrative Center (563) 326-8664

PROPERTY TAX DIVISION
Scott County Administrative Center (563) 326-8670

COUNTY GENERAL STORE
902 West Kimberly Road, Suite 6D
Davenport, Iowa 52806
(563) 386-AUTO (2886)

To: Board of Supervisors

From: Bill Fennelly, Scott County Treasurer

CC: Tim Huey, Planning and Development Director

Subject: Abatement of interest only on a demolished building on ag land

Date: February 11, 2016

I am requesting the abatement of interest for the building on ag land that no longer exists on parcel 840217003—R. The 2012, 2013 and 2014 tax charge sheet is attached showing a total of \$1,012 due. The deed holder, Mary J Boeh Rev Trust has agreed to pay the principle of \$811 if we would forgive the \$201 in interest and costs. We are making this request pursuant to statute 445.16 after determining it impractical to pursue the collection of the total amount due.



Scott County

Tax Charge Information Sheet

Amount Due if Paid By: 02/29/2016

BOEH MARY J
% STEVEN K SCHROEDER
238 STRANGWAY AVE
LODI, WI 53555

Parcel Number: 840217003--R	Situs: 4150 FOREST GROVE DR BETTENDORF
Owner: BOEH MARY J	Legal: RESIDENTIAL BLDG ON AG LAND FROM PARCE RESIDENTIAL BLDG ON AG LAND FROM PARCEL #840217003-- TITLE #82U205302 V.I.N. #JR2216

Taxes Due

Year	Type	Bill Number	1st Half	1st Half Interest	2nd Half	2nd Half Interest	Misc	Amount
2012	Tax	609808.0	\$0.00	\$0.00	\$385.00	\$133.00	\$4.00	\$522.00
2013	Tax	661478	\$140.00	\$36.00	\$140.00	\$23.00	\$4.00	\$343.00
2014	Tax	736776	\$2.00	\$1.00	\$144.00	\$0.00	\$0.00	\$147.00
Total Taxes Due for Parcel Number 840217003--R:			\$142.00	\$37.00	\$669.00	\$156.00	\$8.00	\$1,012.00

Tax Charge Summary for 1 Parcel

Total Unpaid Charges:	
First Half Due:	\$183.00
Second Half Due:	\$829.00
Full Amount Due:	\$1,012.00
Grand Total Unpaid:	\$1,012.00

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

 SCOTT COUNTY AUDITOR

RESOLUTION
SCOTT COUNTY BOARD OF SUPERVISORS

February 25, 2016

**APPROVAL OF THE ABATEMENT OF DELINQUENT PROPERTY TAXES IN
 ACCORDANCE WITH IOWA CODE CHAPTER 445.16**

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

Section 1. Iowa Code Chapter 445.16 states that if the County Treasurer makes a recommendation to the Board of Supervisors to abate taxes the collection of which is determined to be impractical, the Board of Supervisors shall abate the tax interest and costs.

Section 2. The County Treasurer is hereby directed to strike the balance of the following Parcel.

<u>Parcel</u>	<u>Deed Owner</u> <u>Contract Buyer</u>	<u>Tax</u> <u>Year</u>	<u>Interest</u>
840217003-R	Mary J. Boeh Rev Trust	2013-2014	\$ 201.00

Section 3. This resolution shall take effect immediately.

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1030

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



Item 09
02-23-16

February 23, 2016

TO: Board of Supervisors

FROM: Renee Johnson, Administrative Assistant

SUBJECT: Special Committee of the Whole Meetings for the Spring

It is time again to schedule meetings with authorized agencies. Pending your review, I would like to schedule these meetings for the Tuesday mornings of April 19th, 26th and May 3rd. (April 19th and May 3rd would start immediately after the regularly scheduled Committee of the Whole meeting.)

1. 7th Judicial District Correctional Services
2. Bi-State Regional Commission
3. Community Action of Eastern Iowa
4. DHS Targeted Case Management (TENTATIVE)
5. EMA
6. GDRC (1 hour)
7. Humane Society
8. Iowa Waste Commission (1 hour)
9. Iowa Works
10. Medic (1 hour)
11. Mississippi Valley Fairgrounds
12. QC First (1 hour)
13. Quad Cities Convention and Visitors Bureau
14. Scott County Kids- Decategorization and Early Childhood (45 minutes)
15. Scott Soil Conservation/Watershed Partners
16. SECC

If you would like any of these meetings at *their* location, please let me know and I will make those arrangements.

In addition, I will be scheduling meetings with the following agencies during their regularly scheduled Board meeting times: CADS, CASI, CHC, and the County Library.

If you have any questions, please let me know.

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Streets
Davenport, Iowa 52801-1030

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



February 23, 2016

TO: Dee F. Bruemmer, County Administrator
FROM: Renee Johnson, Administrative Assistant
SUBJECT: Board Member Visits with County Departments

It is time again to set up the Board member visits with departments. During this visit, Board members will informally meet with employees in departments for a couple of hours. The visit may entail visiting 1, 2 or more employees depending on the arrangements scheduled by the appropriate department head.

Pending the Board's approval, the following departments will be contacted to arrange a time and date for the visit: Attorney, I.T., Community Services, Planning & Development and Recorder.