

TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
February 19 - 23, 2018

Tuesday, February 20, 2018

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

- _____ 1. Roll Call: Holst, Earnhardt, Knobbe, Beck, Kinzer

Presentation

- _____ 2. Recognizing the retirement of Craig Hufford from the Treasurer's Office...8:15 a.m.
(Item 2)

Facilities & Economic Development

- _____ 3. Bids for the Tremont Rehab Project. (Item 3)

Human Resources

- _____ 4. Staff appointments. (Item 4)

Finance & Intergovernmental

- _____ 5. Discussion of the FY18 2nd Quarter Budgeting for Outcomes Report. (Item 5)
- _____ 6. Discussion of FY18 Quarterly Financial Summary Report of Actual Revenues and Expenditures. (Item 6)
- _____ 7. Quarterly financial reports from various county offices. (Item 7)
- _____ 8. Budget amendment of the FY18 County Budget. (Item 8)
- _____ 9. Fiscal year 2019 Compensation Schedule for county Elected Officials and Deputy Office Holders. (Item 9)
- _____ 10. Adjustment in salary for non-represented county employees for fiscal year 2019. (Item 10)
- _____ 11. Increase of pay rates for precinct election officials. (Item 11)
- _____ 12. Classification and staffing adjustments as discussed during the fiscal year 2019 budget review process. (Item 12)

- ____ 13. Adopting the FY19 County Budget and the FY19 Capital Budget and FY20-23 Capital Program. (Item 13)

Other Items of Interest

- ____ 14. Board appointments. (Item 14)

- ____ 15. Adjourned

Moved by _____ Seconded by _____
Ayes
Nays

Tuesday, February 20, 2018

Special Committee of the Whole - 9:00 am
Board Room, 1st Floor, Administrative Center (Immediately following COW)

- ____ 1. Roll Call: Holst, Earnhardt, Knobbe, Beck, Kinzer
- ____ 2. Budget Work Session.
- ____ 3. Other items of interest.

Thursday, February 22, 2018

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

Public Hearing

- ____ 1. Public hearing relative to County's current FY18 Budget
- ____ 2. Public hearing relative to Scott County's FY19 Annual Budget and the five year Capital Improvement Plan.

HUMAN RESOURCES DEPARTMENT

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

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



February 12, 2018

TO: Mary Thee
Assistant County Administrator

FROM: Barb McCollom
Human Resources Generalist

RE: RETIREMENT RECOGNITION

The following employee(s) will be recognized for their upcoming retirement from Scott County on **Tuesday, February 20, 2018.**

Employee	Department	Date of hire	Retirement Date
Craig Hufford	Treasurer	02/28/91	02/23/18

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 22, 2018

RECOGNIZING CRAIG HUFFORD'S RETIREMENT FROM THE TREASURER'S OFFICE

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

Section 1. That said Board of Supervisors does hereby recognize the retirement of Craig Hufford and conveys its appreciation for 27 years of faithful service to Scott County.

Section 2. This resolution shall take effect immediately.

Facility and Support Services

600 West 4th Street

Davenport, Iowa 52801-1003

fss @ scottcountyjowa.com

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



February 8, 2018

To: Mahesh Sharma
County Administrator

From: Tammy Speidel, Director
Facility and Support Services

Subj: Bids for the Tremont Rehab Project

As you know, FSS staff, along with Auditor's office, has been working with Walker Coen Lorentzen Architects to program the rehab of space at the Tremont facility.

This project remodels space in the south bays in the old jail annex for election equipment. It includes upgrading lighting in the bays and the adjoining warehouse space to LED, adds access control and CCTV cameras, and relocates the IT equipment room from an existing sprinkler mechanical room and small closet in the old jail into an existing, conditioned, access controlled room, replaces the HVAC unit that services the bay areas, incorporates the new HVAC unit into the County's enterprise wide software, and demos out existing walls in the old Sheriff Patrol space to prepare it for future use.

This project also includes some IT requested fiber optic and copper work to establish a dedicated pathway between SECC and the Tremont facility and establish a fiber and copper pathway into the east warehouse, something that is currently lacking in that space.

Construction bids are summarized below:

CONTRACTOR	BASE BID AMOUNT
Estes Construction	\$450,000.00
G L Stockham & Son Inc	\$378,000.00
JB Robertson	\$399,000.00
Precision Builders Inc.	\$395,800.00
Swanson	\$412,000.00
Tricon General Construction	\$364,000.00

My office, along with Walker Coen Lorentzen has reviewed the bids and recommends that the Board of Supervisors award the bid to Tricon Construction in the amount of \$364,000.00. The total costs as estimated below do exceed the original budget estimate however that estimate was put together prior to the change of scope, which relocates Auditor election equipment. I have spoken with David Farmer and he has advised that there are dollars available to fund the project.

It is anticipated that there will be some type of rebates from MidAmerican Energy for lighting and HVAC equipment however it is not currently known what those amounts may be.

The table below summarizes the estimated total project costs for this project:

ITEM	EXPENSE
Architectural Fees	\$ 29,450.00
Construction Costs	\$364,000.00
Construction Contingency	\$ 25,000.00
FACTS Commissioning	\$ 5,130.00
MISC expenses/ FFE Items	\$ 2,000.00

Cc: Roxanna Moritz, Auditor
Richard Bauer, Election Supervisor
Matt Hirst, IT Director
Sam Samara, IT Network Infrastructure Supervisor
FSS Management Team

February 7, 2018

Tammy A. Speidel, Director
Scott County Facility & Support Services
600 W 4th Street
Davenport, IA 52801

RE: Scott County – Tremont Facility Rehab

Ms. Speidel:

After review of the bids submitted for the above project, we recommend acceptance of the low bid of \$364,000.00, from Tricon General Construction, Inc. of Dubuque, Iowa.

Sincerely,

WALKER COEN LORENTZEN ARCHITECTS

A handwritten signature in black ink, appearing to read 'DR', with a stylized flourish underneath.

Dan Rice, AIA
Studio Director – Iowa City



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 22, 2018

A RESOLUTION APPROVING THE BID AND AWARDING THE CONTRACT FOR THE
TREMONT REHAB PROJECT CONSTRUCTION TO TRICON GENERAL
CONSTRUCTION IN THE TOTAL AMOUNT OF \$364,000.00.

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

- Section 1. That the bid for the Tremont Rehab Project construction is accepted and the contract is awarded to Tricon General Construction in the amount of \$364,000.00.
- Section 2. That the Director of Facility & Support Services is hereby authorized to execute contract documents on behalf of the Scott County Board of Supervisors.
- Section 3. 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 22, 2018

APPROVAL OF STAFF APPOINTMENTS

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

Section 1. The hiring of Megan Kline for the position of Data Clerk/Receptionist in the County Attorney's Office at the entry level rate.

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1003

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



Item #5
2/20/18

February 12, 2018

TO: Mahesh Sharma, County Administrator
FROM: Chris Berge, ERP/ECM Budget Analyst
SUBJECT: FY18 Budgeting for Outcomes Quarterly Report

Attached for the Board's review is a summary of the highlighted items from the 2nd Quarter FY18 Budgeting for Outcomes report for all County departments and authorized agencies.

cc: David Farmer

FY18 Budgeting for Outcomes Report for the quarter ended December 31, 2017.

In addition to the attached report submitted for the Board's review the following additional comments about specific outcomes from various programs are highlighted.

DEPARTMENT NAME/ ACTIVITY SERVICE:		Administration - Financial Management
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Administration will maintain minimum fund balance requirements for the County's general fund - according to the Financial Management Policy, and within legal budget.
19.9% / 19.9%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	Administration will maintain a 15% general fund balance, and each state service area to be 100% expended or below. Through the first quarter the fund balance is at 37.4% and each state service area is below 100%.
37.4%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Administration - Strategic Plan
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Administration will work toward completing Board goals.
35% / 35%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	Through the first quarter, Administration is at 45% of Board goals completed. And the number of Board goals on schedule are at 55%.
45%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Attorney / Criminal Prosecution
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	The Attorney's Office will represent the State in all criminal proceedings.
98% / 98%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	98% of all criminal proceedings were prosecuted by the Scott County Attorney's Office. Throughout the first six months of the fiscal year, there were 574 new felony cases opened which is a 7% increase of the 6 month projection.
98%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Attorney / Juvenile
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	The Attorney's Office will represent the State in all juvenile delinquency proceedings.
98% / 98%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	98% of all juvenile delinquency proceedings were prosecuted by the Scott County Attorney's Office. Throughout the first six months of the fiscal year, there were 500 new juvenile cases opened which is a 33% increase of the 6 month projection.
98%		

2018 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

DEPARTMENT NAME/ ACTIVITY SERVICE:		Attorney / Civil
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	The Attorney's Office provided representation and service as required.
90% / 90%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The Attorney's Office defended 90% of County cases in-house, rather than contracting other attorneys. Additionally, throughout the first six months of the fiscal year, the number of mental health hearings is at 134 which is a 4% increase of the 6 month projection.
90%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Attorney / Driver License - Fine Collection
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	The Attorney's Office will work to assist Scott County residents in obtaining driver licenses after suspension.
24% / 10%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The Attorney's Office assisted applicants with suspensions 100% of the time. Through the first six months of the fiscal year, the amount collected for the County is approximately \$170K, the amount collected for the State is approximately \$437K, and the amount collected for the DOT is approximately \$4K.
23%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Risk Management / Schedule of Insurance
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Risk Management will market and educate underwriters to ensure accurate premiums.
100% / 100%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	Risk Management audited insurance job classification codes to ensure 100% effectiveness. Throughout the first six months of the fiscal year, Risk Management maintained all 15 County policies pertaining to Risk Management.
100%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Auditor Registrar of Voters
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	The office works to ensure that all new voters have the opportunity to vote.
100%/100%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	All new voter registrations were verified, processed, and voters were sent confirmations by legal deadlines.
100%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Auditor Taxation
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	The office processes all property transfers in a timely manner.
100%/100%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	100% of all property transfers were processed within 48 hours of receipt of the correct transfer documents.
100%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Community Services/Veteran Services
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	To provide public awareness/outreach activities in the community.
700 / 1000		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The budget is to reach out to at least 175 Veterans/families each quarter or 700 a year. The department has set an adjusted projection of 1,000 Veterans/families for the year. At the six month mark, they have reached out to 673 veterans, putting them at 67.3% of their goal.
673		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Community Services/Substance Related Disorder Services
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Maintain Community Services budget to serve as many citizens with substance related disorders possible by quarterly reviewing substance related commitment expenditures vs budgeted dollars.
\$79,700 / \$79,700		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	To date, expenditures are only at 33% of budget or \$26,643. This number varies based on the number of court commitments and the number of those people that have insurance that will pay for the required treatment.
\$26,643		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Conservation/Recreational Services
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	To provide a high quality rental facilities.
36% / 36%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The department's goal is to maintain a 36% occupancy per year for all rental facilities. The rate for the last six months was 39% which is over their goal slightly. This success is a direct result of the beautiful weather in the 1st Qtr, drawing more people to the campgrounds.
39%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Conservation/Historic Preservation & Interpretation
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	To have as many people as possible enjoy the displays and historical educational festivals provided at each site.
20,000 / 20,000		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The department's goal is to increase annual attendance over 20,000. As of 2nd quarter FY18 attendance was at 13,129. The department is on track to meet this goal and hopes to beat the FY17 actual attendance of 20,571.
\$13,129		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Conservation/Golf Operations
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	To increase profit margins on concessions
65% / 56%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The department's goals is to maintain profit levels on concessions at 65%. They have adjusted the projected amount to be at 56%. The industry standard profit margin for concessions is 56%, so our goal has been adjusted to match this number. Our customers are drinking more bottled water and Gatorade and less fountain soda, meaning it's difficult to increase profit margins without overpricing these select items.
54%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Facility & Support Services/Custodial Services
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	To receive 6 or fewer complaints per month on average.
6 / 6		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	FSS Custodial Department strives to provide a professional sanitation service. Along with daily routine cleaning, they regularly schedule a thorough cleaning in each assigned area to ensure all expectations are being met.
3		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Facility & Support Services/Custodial Services
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	To Divert 85,000 pounds of waste from the landfill by shredding confidential information, recycling cardboard, plastic, metals and kitchen grease.
85,000 / 85,000		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	This past year, the Scott County Waste Commission has put together a spreadsheet documenting the amount of recycling that has been taken from Scott County locations. This has allowed a more accurate number. Through half of FY18, 78% of this goal has been met.
66,620 lbs.		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Health / STDHIV
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Ensure accurate lab testing and analysis
93% / 80%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The department interpreted 4 out of 5 proficiency tests correctly as of 2nd qtr. The department strives to interpret all tests correctly and does a corrective action plan when a test fails. Corrective action plans can include additional training, purchasing new reagent, and a variety of other things. The department recently switched labs because they were unhappy with the quality of the slides used for proficiencies.
80%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Health / Water Well
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Promote safe drinking water
33% / 33%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	As of 2nd qtr, 7 wells tested unsafe for bacteria or nitrate and only 1 was corrected. This number remains low because there is no requirement to correct a well. The department recognizes the importance of addressing the issue and resampling and have engaged in a quality improvement project in this area.
5%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Health / Child Lead Poisoning Prevention
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Children identified with blood lead levels greater than or equal to 10 micrograms per decileter receive services as appropriate for the blood lead level.
100% / 100%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The number of children identified with a confirmed blood lead level of greater than or equal to 15 ug/dl has in the first six months of the year exceeded the number in all of last year; for those 20 ug/dl, the number is equal to the total from last year. All of these children have received a home nursing or outreach visit.
100%		

2018 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

DEPARTMENT NAME/ ACTIVITY SERVICE:		Health / Healthy child care Iowa
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Safe, healthy child care environments for all children, including those with special needs
95% / 100%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	As of 2nd qtr, 44 child care providers attended training and reported that they have gained valuable information that will help them make their home/center safer and healthier. The department attributes this success to providing the right information to the right audience. This results in a larger amount of people learning something they can use.
100%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		HR Benefit Administration
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	HR tracks the utilization of the County's deferred compensation plan.
60%/60%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	Through the 6 month period under review 59% of eligible employees were enrolled in the deferred compensation plan, nearly equal to the Department's goal.
59%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		HR Employee Development
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	HR measures the effectiveness and utilization of County sponsored supervisory training.
35%/35%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	Through the 2nd quarter 20% of Leadership employees attended supervisory training. Additional training opportunities offered through the remainder of the year will allow the Department to reach projected goals.
20%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		IT Infrastructure/Network Management
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	The department measures the 24 hour availability of the County's computer network.
99%/99%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	Scott County's network was up and operational 99% during the first 2 quarters.
99%		

BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	The Juvenile Detention Center will safely detain youthful offenders according to state licensing regulations, best practices, and in a fiscally responsible manner.
\$240 / \$240		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The Juvenile Detention Center served all clients for less than \$240 per day after revenues were collected. Throughout the first six months of the fiscal year, the number of total days of client care was at 2,816 which includes both Scott County detained and out of county detained. This is already 76% of projection. The decrease in daily costs is due to the increase of offenders.
\$216		

2018 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

DEPARTMENT NAME/ ACTIVITY SERVICE:		Juvenile Detention / Safety and Security
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	The Juvenile Detention Center will de-escalate children in crisis through verbal techniques.
80% / 80%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The Juvenile Detention Center diffused crisis situations without the use of physical force 72% of the time. This is 8% below projection and the reason is that the center has had an increase in juveniles detained. Due to the increase in juveniles, the center is louder, there is more acting out and a more chaotic atmosphere.
72%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Juvenile Detention / In Home Detention Program
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	The Juvenile Detention Center will ensure that all juveniles who are referred for In Home Detention supervision are given every opportunity to successfully complete the program.
80% / 80%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	73% of juveniles who were referred for In Home Detention completed the program successfully. This is 7% lower than the projection throughout the first six months of the fiscal year. The number of residents referred for the IHD program is at 79 which is already at projection for the entire year.
73%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Planning and Development/Housing
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Housing units developed or inhabited with Housing Council Assistance
400 / 400		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	Currently the Housing Council has funded 143 units, last year at this time they were at 246 units. Federal funding for low and moderate income housing is more difficult to obtain, and the Housing Council is seeing reduced applications due to these influences. Also tax credit projects are often dependant on various market forces that effect their viability.
143		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Planning and Development/Building Inspection
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	The Department projected 75 new houses starts in FY18 compared with 53 in FY17.
75 / 75		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The department issued 42 new houses permits during the first 6 months of the current fiscal year which is on pace to reach or exceed a total of 75 for the entire year.
42		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Recorder / Public Records
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Ensure all real estate documents presented for recording are placed on record the same day and correct fee is collected.
100% / 100%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	There were 17,962 real estate documents recorded as of 2nd qtr. 100% of them were available for public viewing within 24hrs of indexing and scanning and fees deposited with the treasurer. The department's success is attributed to the hiring of a temporary part-time employee after falling behind last FY.
100%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Secondary Roads - Asset Management
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Perform cost effective repairs of equipment.
100% / 100%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The department exceeded this goal as repairs per unit were less than \$550 per unit (\$339 per unit).
100%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Secondary Roads - Asset Management
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Perform cost effective service of equipment.
100% / 100%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The department exceeded this goal as service per unit were less than \$300 per unit (\$229 per unit).
100%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Sheriff - Investigations
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Complete home compliance checks on sex offenders in Scott County
415		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	By the end of the second quarter the Sheriff's Department completed 210 out of 415 annually scheduled compliance checks, or 50.1% of projected checks. Compliance checks help to protect the public and theoretically prevent future crimes which extends resources by avoiding extra costs of criminal investigations and prosecutions.
210		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Sheriff - Traffic Enforcement
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Increase the number of hours of traffic safety and seat belt enforcement.
1200		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	By the end of the second quarter the Sheriff's Department completed 314.5 hours out of 1200 hours projected for traffic safety, or 26.2% of projected hours, Traffic safety and seat belt enforcement help to reduce accidents and protect members of the public.
314.5		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Sheriff - Traffic Enforcement
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Reduce the number of traffic accidents in Scott County.
280		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	Through the first half of the fiscal year there were 297 traffic accidents in Scott County. The department had projected 280 for the entire fiscal year.
297		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Board of Supervisors / Legislative Policy and Policy Dev
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Participate in special meetings and discussions to prepare for future actions items.
95% / 95%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	Goal is to achieve 95% attendance at the committee of the whole discussion sessions. The six month actual saw better than expected attendance, resulting in a 96% attendance, exceeding their goal.
96%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Treasurer/Tax Collections
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Serve 80% of customers within 15 mins of entering que.
85% / 85%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	Treasurer's office set a goal of serving 85% of customers within 15 mins by ensuring proper staffing levels. At 6 months, they have been able to exceed that expectation by 1%.
86%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Center for Active Seniors (CASI)
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	CASI provides outreach services to seniors living in their own homes so they can remain as independent as possible.
80% / 80%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	CASI reports that 94% of the clients enrolled in the program remain in their own home, exceeding the budgeted level of 80%. Outreach workers had 9,911 contacts with seniors during the first six months of the year (86% of the projected level), enrolling individuals in various state and federal programs which ultimately assist them in staying in their own home.
94%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Center for Active Seniors (CASI)
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	CASI provides an alternative to nursing home placement through Jane's Place. It provides respite to caregivers, offers a variety of therapies to the client, provides medical oversight and nutrition services.
98% / 98%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	Jane's Place served 70 clients, 74% of the projected total, providing therapy and care, allowing caregivers to take a break, run errands, and go to other appointments. The caregivers reported being satisfied with the program (98%) and at the same time 96% of the clients engaged in 3 or more activities, expressing enjoyment.
98%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Center for Drug and Alcohol Services
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Indicated and selective populations receiving prevention services will gain skills and education related to substance abuse issues.
89% / 89%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	CADS projected that 89% of those receiving programming will indicate an increase in substance abuse knowledge. At 6 months, 92% of respondents indicated an increase. The effectiveness of prevention and awareness programs for persons at risk may reduce substance abuse.
92%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Center for Drug and Alcohol Services
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Offenders who complete the in-jail portion of the program and return to the community will continue with services at CADS.
90% / 90%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The FY17 actual for this measure was 85%, and the projection for 2018 is 90%. The actual for six months is 84%, about the same as FY17. Though the projection was not met for the second quarter, the outcome is remaining steady.
84%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Community Health Care (CHC)
BUDGETED / PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	CHC provides comprehensive health care to Scott County citizens in need on a sliding fee scale basis. The county provides funding to CHC to help offset the cost of care and prescriptions for those in need. Many citizens have insurance but are unable to pay the co-pays/deductibles.
\$302,067 / \$453,900		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The number of people assisted through the use of the sliding fee scale was at 59% of the projected total. Because the number of people utilizing the sliding fee scale has increased, the dollar amount spent was also much larger than expected, at 73% of the total budgeted. The insurance policies are not as beneficial as people think when they are unable to pay co-pays and deductibles.
\$222,836		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Durant Ambulance
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Respond within 15 minutes to 90% of 911 calls.
90% / 90%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	This outcome is perennially challenging for Durant Ambulance. Due to the volunteer staffing model, and geographic location outside the county, achieving the outcome is difficult. Volunteer response, distance of travel, weather, and bridge construction can all play a role in success.
80%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		Humane Society
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	60% of dispatched calls for animals running at large will result in the animal being confined and impounded.
60% / 60%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	This can be a difficult outcome to achieve. Finding an animal running at large after a call depends on response time, movement of the animal, hiding places, successful chase of located animals, and other factors. HSSC exceeded the projection at six months.
80%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		MEDIC EMS
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Urban response times will be < 7 minutes 59 seconds.
89% / 89%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	Actual was within 1% of projection. Similar to Durant Ambulance, MEDIC EMS faces challenges in the urban environment related to call volume, traffic, station posting of rigs, multiple simultaneous calls, weather, and other factors. Primary dispatch started 1/1/18 and may help improve emergency response times by allowing non-emergent calls to shift.
88%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		SECC/Infrastructure/Physical Resources
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Review and make recommendations to update the current radio system thereby creating better radio coverage for all public safety responders and increasing officer safety.
40% / 70%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	This task is 70% complete. The RFP was completed and sent out to all vendors to obtain responses. The remaining portion of the project will take place in the next fiscal year which includes the award of the contract, procurement and implementation of the new system.
70%		

DEPARTMENT NAME/ ACTIVITY SERVICE:		SECC/Training
DEPARTMENT/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:	Identify and complete/meet the necessary requirements for attainment of National Center Accreditation.
70% / 70%		
DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:	The agency has met their goal to achieve 70% of this measurement. The bulk of what needed to be done for accreditation was to begin priority dispatch with determinants and that is now happening. The remaining portion of what needs to be done is paperwork and double checking, then to complete all of the applications and site visits. This will not happen until it is verified that priority dispatch is performing at the highest level possible.
70%		

OFFICE OF THE COUNTY ADMINISTRATOR
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Davenport, Iowa 52801-1003

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February 12, 2018

TO: Mahesh Sharma, County Administrator

FROM: David Farmer, CPA, Director of Budget and Administrative Services

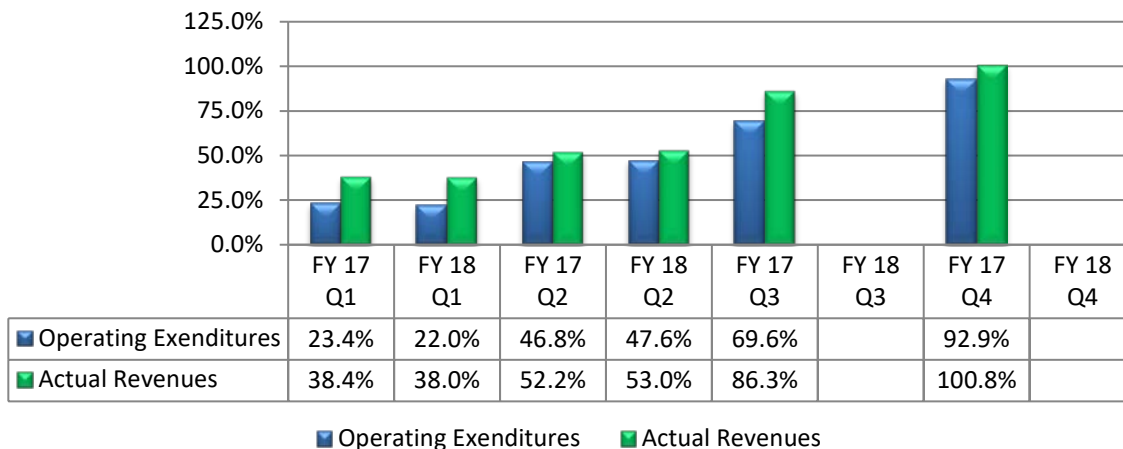
SUBJ: Summary of Scott County FY18 Actual Revenues and Expenditures for the period ended December 31, 2017

Please find attached the Summary of Scott County FY18 Actual Revenues and Expenditures compared with budgeted amounts for the 2nd quarter ended December 31, 2017 on an accrual accounting basis.

Actual expenditures were 47.6% (46.7% in FY17) used when compared to budgeted amounts for the operating budget (net of debt service, capital projects, and golf course operations). The total Scott County budget including non-operating costs was 45.4% (47.1% in FY17) expended. There was one budget amendment adopted during FY18.

Total governmental actual revenues overall for the period are 53.0% (52.2% for FY17) received when compared to budgeted amounts. Scott County traditionally receives the majority of property tax revenue in the months of September and March.

Operating Expenditures vs Actual Revenues - FY 2017 vs 2018



The Personnel quarterly summary report (page 7) shows the overall total authorized FTE level of 484.93 FTE's. This number represents a 0.2 FTE decrease from the authorized FTE from the beginning of the year. The Sheriff office exchanged 1.0 bailiff FTE for two 0.40 bailiff FTE.

Also attached is a memo reviewing the status of current FTE's authorized in the past as a result of grant funded appropriations. This information is being provided on a quarterly basis to allow discussion between the Board and affected departments when grant funding runs out.

Departments reflect a good financial status at the end of the 1st quarter based on total expenditures and revenues compared to budget amounts. Additional comments for certain departments expressed below:

Attorney - Delinquent fine revenue is at 56% of the yearly budget as of the second quarter. Risk Management was 63% expended for the year compared to prosecution / legal which was 47% expended. Risk Management purchases insurance for the entire year in July.

Auditor – Departmental revenue is at 97% for the first quarter. The office receives intergovernmental reimbursements for election expenses, which will incur and be billed out in the 3rd quarter. Departmental expenses are at 50.4% for the quarter. Most of the departmental election expenses occurred in the second quarter for the general election.

Capital Improvements - The 55.7% expenditure level reflects the amount of capital projects expended during the period – including expenditures funded for Courthouse lot redevelopment, Sheriff Patrol Headquarters wrap up and technology projects. The 57.9% revenue level includes gaming boat revenue, which is at 56.5% received for the quarter ended.

Community Services – The 11.4% revenue level is due to the draw from Eastern Iowa Mental Health Region for fund balance operations not occurring in the quarter. The 39.6% expenditure level reflects timing of general mental health and disabilities services. General Assistance and Veteran Services were 50.4% and 46.8% expended, respectively.

Conservation: - The 57.5% revenue level reflects the amount of camping, pool and beach fees received during the summer months. Charges for services are 58.2% of budget. The 38.7% expenditure level is spread across eight services areas and all expenditure objects such as salary, benefits and capital outlay.

Debt Service –Expenses are 13.0% expended through December 31, 2017. Interest on the debt service for the solid waste bonds are paid out during June and December of each year with principal payments also made in June. The county will receive reimbursement from the waste commission for the interest and principal expenses. Emergency Equipment bond debt amortization occurs in December and June of each fiscal year.

Facility and Support Services – Revenues of 38.2% of budget are attributed to the intergovernmental funding of staffing support services at SECC and percentage of social service reimbursements. The reimbursement will be recognized in the 3rd quarter. The 44.7% of expenditures level reflects seasonality of utilities and maintenance- equipment within purchase services and expenses. Purchase services and expenses were 44.1% expended during the quarter ended, while supplies were 37.7% expended.

Health Department – The 48.5% revenue level reflects the amount of grant reimbursements received during the period. The 46.4% expenditure level also reflects the amount of grant and operating expenditures made during the period, purchase services and expenses,

including grant pass thru disbursements was at 45.8% as of quarter end, while supplies were 27.5% expended.

Human Services – The expenditure level reflects the direct DHS Administrative support dollars that are covered by the County. Overall, the expenditure level for this department is 45.1%.

Information Technology –Revenues are 21.3% of budgeted expectations. Intergovernmental reimbursements are based on work performed for other entities. Expenditures were at 53.4% during the quarter with 61.1% of purchase services and expenses incurred through December 31.

Juvenile Detention Center – The 79.9% revenue level reflects all of the State detention center reimbursements being received during the year. This amount is budgeted at \$245,000 and we received \$242,747. Charges for services are 41.9% of projected revenues at \$56,597. Purchase services and expenses were 103.6% expended while supplies and materials were 77.7% expended.

Planning & Development – The 48.2% revenue level reflects the amount of building permit fees received during the period. The County has collected \$58,652 of the \$251,370 budget for licenses and permits. The 20.2% expenditure level is due to administrative and professional services expenses related to planning and zoning administration.

Recorder – The 25.1% revenue reflects recording of instrument revenue for the period, which were 24% of expected revenue. Purchased services was services was 29.9% expended while Supplies and Materials was 73.4% expended.

Secondary Roads – The 44.2% expenditure level was due to the mix of the amount of Roadway Construction, Traffic Controls, Snow & Ice Control and New Equipment expenditures. The 26.8% revenue amount reflects the amount of road use taxes received for the period on an accrual basis. Road use tax is 56.9% collected for the quarter end.

Sheriff – The 57.5% revenue reflects revenues for charges for service, intergovernmental revenues and fines / miscellaneous. Care Keep Charges are 83% of the budget. Licenses and Permits are 65% of budget. Purchase services was 61% expended, while Supplies and Materials was 43.9% expended.

Treasurer – The 51.4% revenue is a mixture of vehicle registration fees, penalties & interest, special assessment costs, and investment earnings. Supplies and Materials were 71.7% expended.

Local Option Tax – 48.5% of local option tax have been received as of quarter end. Additionally the annual true up distribution for FY 17 was received in November. This distribution was \$69,151.

Utility Tax Replacement Excise Tax – These taxes are received from utility companies primarily in October and April of the year. The current year distribution was only 50.5% of the annual estimate.

Other Taxes - These taxes include mobile home taxes, grain handled taxes, and monies and credit taxes received during the year. The current year distribution was only 58.5% of the annual estimate.

State Tax Replacement Credit - The State Tax Replacement Credits other than against levied taxes are received during the months of December and March each fiscal year. The current year distribution was only 51.8% of the annual estimate.

Golf Course Operations - It is noted that the Golf Course income statement is based on accrual accounting. This means that equipment purchases are charged (debited) to a balance sheet account (fixed assets). Expenditures for the golf course are at 46.7% for the second quarter, – while revenues are at 56.9% for the quarter. For the second quarter of FY18, rounds were at 16,582, which is 1.5% less than FY17.

Self Insurance Fund - The County Health and Dental Fund is experiencing a \$232,598 loss through the second quarter. Charges for services is above prior year by \$509,719 due relative enrollments between fiscal years and timing of payroll distributions. Medical claims increased by \$315,380. New insurance rates for employer and employee contributions will take effect January 1, 2018.

This report is presented for the Board and your office's review and information. Please contact me should additional information be requested in this area.

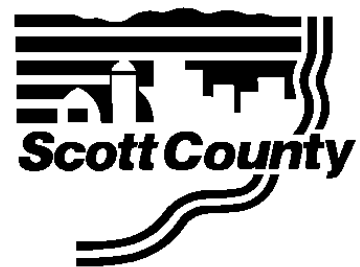
Attachments

SCOTT COUNTY

FY18 FINANCIAL SUMMARY REPORT

2nd QUARTER ENDED

DECEMBER 31, 2017



February, 2018

**SCOTT COUNTY
FY18 QUARTERLY FINANCIAL
SUMMARY
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PERSONNEL SUMMARY (FTE's)

Department	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 Adjusted FTE
Administration	5.90	-	-	-	-	5.90
Attorney	33.50	-	-	-	-	33.50
Auditor	14.05	-	-	-	-	14.05
Information Technology	16.00	-	-	-	-	16.00
Facilities and Support Services	28.70	-	-	-	-	28.70
Community Services	10.50	-	-	-	-	10.50
Conservation (net of golf course)	48.85	-	-	-	-	48.85
Health	46.52	-	-	-	-	46.52
Human Resources	3.50	-	-	-	-	3.50
Juvenile Detention Center	16.40	-	-	-	-	16.40
Planning & Development	4.58	-	-	-	-	4.58
Recorder	10.50	-	-	-	-	10.50
Secondary Roads	37.15	-	-	-	-	37.15
Sheriff	159.00	(0.20)	-	-	-	158.80
Supervisors	5.00	-	-	-	-	5.00
Treasurer	28.00	-	-	-	-	28.00
SUBTOTAL	468.15	(0.20)	-	-	-	467.95
Golf Course Enterprise	16.98	-	-	-	-	16.98
TOTAL	485.13	(0.20)	-	-	-	484.93

ORGANIZATION: Administration**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 Adjusted FTE
A County Administrator	1.00	-	-	-	-	1.00
805-A Assistant County Administrator	0.50	-	-	-	-	0.50
657-A Director of Budget and Administrative Services	1.00	-	-	-	-	1.00
417-A Fleet Manager	0.40	-	-	-	-	0.40
332-A ERP / EDM Budget Analyst	1.00	-	-	-	-	1.00
298-A Administrative Assistant	1.00	-	-	-	-	1.00
252-A Purchasing Specialist	1.00	-	-	-	-	1.00
Total Positions	5.90	-	-	-	-	5.90

ORGANIZATION: Attorney**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 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	7.00	-	-	-	-	7.00
511-A Office Administrator	1.00	-	-	-	-	1.00
505-A Risk Manager	1.00	-	-	-	-	1.00
464-A Attorney I	7.00	-	-	-	-	7.00
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
Total Positions	33.50	-	-	-	-	33.50

ORGANIZATION: Auditor**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 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
Total Positions	14.05	-	-	-	-	14.05

ORGANIZATION: Information Technology**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 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	-	-	1.00	-	-	1.00
406-A Network Systems Administrator	5.00	-	-	-	-	5.00
382-A Programmer/Analyst I	2.00	-	(1.00)	-	-	1.00
332-A Technology System Coordinator	1.00	-	-	-	-	1.00
323-A GIS Analyst	1.00	-	-	-	-	1.00
187-A Desktop support Specialist	2.00	-	-	-	-	2.00
162-A Clerk III	-	-	-	-	-	-
Total Positions	16.00	-	-	-	-	16.00

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

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 Adjusted FTE
725-A Director of Facilities and Support Services	1.00	-	-	-	-	1.00
462-A Operations Manager-FSS	-	-	-	-	-	-
307-A Project and Support Services Coordinator	-	-	-	-	-	-
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
238-A Custodial & Security Coordinator	1.00	-	-	-	-	1.00
238-A Custodial Coordinator	-	-	-	-	-	-
182-C Maintenance Worker	1.75	-	-	-	-	1.75
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	2.00	-	-	-	-	2.00
130-C Custodial Worker	9.95	-	-	-	-	9.95
91-C Courthouse Security Guard	-	-	-	-	-	-
83-C General Laborer	1.00	-	-	-	-	1.00
Total Positions	28.70	-	-	-	-	28.70

ORGANIZATION: Community Services**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 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	1.50	-	-	-	-	1.50
141-C Clerk II/Receptionist	1.00	-	-	-	-	1.00
Z Mental Health Advocate	1.00	-	-	-	-	1.00
Total Positions	10.50	-	-	-	-	10.50

ORGANIZATION: Conservation (Net of Golf Operations)**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 Adjusted FTE
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	2.00	-	-	-	-	2.00
262-A Park Ranger	5.00	-	-	-	-	5.00
252-A Administrative Assistant	1.00	-	-	-	-	1.00
220-A Park Crew Leader / Equipment Specialist	2.00	-	-	-	-	2.00
187-A Pioneer Village Site Coordinator	1.00	-	-	-	-	1.00
187-A Equipment Specialist	1.00	-	-	-	-	1.00
187-A Equipment Mechanic	-	-	-	-	-	-
187-A Park Maintenance Technician	4.00	-	-	-	-	4.00
162-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	0.79	-	-	-	-	0.79
Z Seasonal Maintenance - Caretaker	0.66	-	-	-	-	0.66
Z Seasonal Day Camp/Apothecary (PV)	1.56	-	-	-	-	1.56
Z Seasonal Concession Worker (Cody)	0.19	-	-	-	-	0.19
Total Positions	<u>48.85</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>48.85</u>

ORGANIZATION: Glynn's Creek Golf Course**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 Adjusted FTE
462-A Golf Pro/Manager	1.00	-	-	-	-	1.00
462-A Golf Course Superintendent	-	-	-	-	-	-
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>16.98</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16.98</u>

ORGANIZATION: Health**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 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
455-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
355-A Disease Intervention Specialist	1.00	-	-	-	-	1.00
323-A Child Health Consultant	2.00	-	-	-	-	2.00
271-A Community Dental Consultant	2.00	-	-	-	-	2.00
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 Dental Hygienist	-	-	-	-	-	-
Z Health Services Professional	2.07	-	-	-	-	2.07
Total Positions	46.52	-	-	-	-	46.52

ORGANIZATION: Human Resources**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 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 Detention Center**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 Adjusted FTE
571-A Juvenile Detention Center Director	1.00	-	-	-	-	1.00
323-A Shift Supervisor	2.00	-	-	-	-	2.00
215-J Detention Youth Supervisor	13.40	-	-	-	-	13.40
Total Positions	16.40	-	-	-	-	16.40

ORGANIZATION: Planning & Development**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 Adjusted FTE
608-A Planning & Development Director	1.00	-	-	-	-	1.00
314-C Building Inspector	1.00	-	-	-	-	1.00
252-A Planning & Development Specialist	1.00	-	-	-	-	1.00
162-A Clerk III	0.75	-	-	-	-	0.75
Z Weed/Zoning Enforcement Aide	0.58	-	-	-	-	0.58
Z Planning Intern	0.25	-	-	-	-	0.25
Total Positions	4.58	-	-	-	-	4.58

ORGANIZATION: Recorder**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 Adjusted FTE
X Recorder	1.00	-	-	-	-	1.00
Y Second Deputy	1.00	-	-	-	-	1.00
417-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	4.50	-	-	-	-	4.50
Total Positions	10.50	-	-	-	-	10.50

ORGANIZATION: Secondary Roads**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 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
417-A Fleet Manager	0.60	-	-	-	-	0.60
316-A Roadside Vegetation Specialist	1.00	-	-	-	-	1.00
300-A Engineering Aide II	2.00	-	-	-	-	2.00
233-A Shop Supervisor	1.00	-	-	-	-	1.00
230-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
174-B Roadside Vegetation Technician	1.00	-	-	-	-	1.00
163-B Truck Crew Coordinator	1.00	-	-	-	-	1.00
162-A Office Assistant	1.00	-	-	-	-	1.00
162-A Clerk III	-	-	-	-	-	-
153-B Truck Driver/Laborer	9.00	-	-	-	-	9.00
153-B Service Technician	-	-	1.00	-	-	1.00
143-B Service Technician	1.00	-	(1.00)	-	-	-
Z Engineering Intern	0.25	-	-	-	-	0.25
Z Seasonal Maintenance Worker	0.30	-	-	-	-	0.30
99-A Eldridge Garage Caretaker	-	-	-	-	-	-
Total Positions	37.15	-	-	-	-	37.15

ORGANIZATION: Sheriff**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 Adjusted FTE
X Sheriff	1.00	-	-	-	-	1.00
Y Chief Deputy	2.00	-	-	-	-	2.00
Y Chief Deputy - Captain	1.00	-	-	-	-	1.00
705-A Jail Administrator	-	-	-	-	-	-
571-A Assistant Jail Administrator	1.00	-	-	-	-	1.00
540-A Assistant Jail Administrator	-	-	-	-	-	-
519-A Captain	-	-	-	-	-	-
505-A Lieutenant	3.00	-	-	-	-	3.00
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)	-	-	-	-	-	-
332-A Corrections Sergeant	14.00	-	-	-	-	14.00
332-A Food Service Manager	1.00	-	-	-	-	1.00
329-E Deputy	30.00	-	-	-	-	30.00
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	12.40	(0.20)	-	-	-	12.20
220-A Senior Accounting Clerk-Jail	1.00	-	-	-	-	1.00
198-A Court Compliance Coordinator	2.00	-	-	-	-	2.00
198-A Alternative Sentencing Coordinator	1.00	-	-	-	-	1.00
198-A Senior Clerk	-	-	-	-	-	-
191-C Senior Accounting Clerk	2.00	-	-	-	-	2.00
177-A Inmate Services Clerk	1.00	-	-	-	-	1.00
177-C Senior Clerk	1.00	-	-	-	-	1.00
176-H Jail Custodian/Correction Officer	4.00	-	-	-	-	4.00
176-H Cook	4.00	-	-	-	-	4.00
162-A Clerk III	3.60	-	-	-	-	3.60
141-A Clerk II	-	-	-	-	-	-
Total Positions	159.00	(0.20)	-	-	-	158.80

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

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 Adjusted FTE
X Supervisor, Chairman	1.00	-	-	-	-	1.00
X Supervisor	4.00	-	-	-	-	4.00
Total Positions	5.00	-	-	-	-	5.00

ORGANIZATION: Treasurer**POSITIONS:**

	FY18 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY18 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-A Senior Clerk	-	-	-	-	-	-
177-C Accounting Clerk - Treasurer	3.00	-	-	-	-	3.00
162-C Clerk III	1.00	-	-	-	-	1.00
141-C Clerk II	17.00	-	-	-	-	17.00
	<u>28.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>28.00</u>

SCOTT COUNTY
QUARTERLY APPROPRIATION SUMMARY

Page 1

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 12/31/2017	Used/ Received %
Administration	\$ 768,252	\$ -	\$ 768,252	\$ 371,660	48.4 %
Attorney	4,344,262	-	4,344,262	2,205,307	50.8 %
Auditor	1,685,051	-	1,685,051	849,212	50.4 %
Authorized Agencies	10,033,269	-	10,033,269	4,889,572	48.7 %
Capital Improvements (general)	3,740,500	-	3,740,500	2,083,417	55.7 %
Community Services	5,484,204	-	5,484,204	2,174,160	39.6 %
Conservation (net of golf course)	5,306,615	-	5,306,615	2,053,799	38.7 %
Debt Service (net of refunded debt)	3,389,950	-	3,389,950	441,174	13.0 %
Facility & Support Services	3,633,378	-	3,633,378	1,623,575	44.7 %
Health	6,558,282	-	6,558,282	3,046,275	46.4 %
Human Resources	435,170	-	435,170	196,072	45.1 %
Human Services	78,452	-	78,452	30,012	38.3 %
Information Technology	2,664,091	86,085	2,750,176	1,467,937	53.4 %
Juvenile Detention Center	1,499,844	-	1,499,844	788,556	52.6 %
Non-Departmental	724,272	(86,085)	638,187	251,894	39.5 %
Planning & Development	442,495	-	442,495	202,698	45.8 %
Recorder	828,096	-	828,096	398,101	48.1 %
Secondary Roads	8,419,000	-	8,419,000	3,717,254	44.2 %
Sheriff	15,912,200	-	15,912,200	7,586,920	47.7 %
Supervisors	331,075	-	331,075	157,686	47.6 %
Treasurer	2,183,042	-	2,183,042	1,083,205	49.6 %
SUBTOTAL	78,461,500	-	78,461,500	35,618,485	45.4 %
Golf Course Operations	1,193,981	-	1,193,981	557,704	46.7 %
TOTAL	\$ 79,655,481	\$ -	\$ 79,655,481	\$ 36,176,189	45.4 %

SCOTT COUNTY
QUARTERLY REVENUE SUMMARY

Page 2

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 12/31/2017	Used/ Received %
Admin	\$ -	\$ -	\$ -	\$ 15	N/A
Attorney	406,225	-	406,225	229,730	56.6 %
Auditor	244,330	-	244,330	23,690	9.7 %
Authorized Agencies	10,000	-	10,000	7,548	75.5 %
Capital Improvements (general)	617,200	-	617,200	357,348	57.9 %
Community Services	1,259,129	-	1,259,129	143,214	11.4 %
Conservation (net of golf course)	1,615,077	-	1,615,077	928,717	57.5 %
Debt Service (net of refunded debt proceeds)	1,422,632	-	1,422,632	521,487	36.7 %
Facility & Support Services	221,335	-	221,335	84,557	38.2 %
Health	2,032,994	-	2,032,994	986,573	48.5 %
Human Resources	500	-	500	148	29.5 %
Human Services	27,000	-	27,000	9,926	36.8 %
Information Technology	242,500	-	242,500	51,669	21.3 %
Juvenile Detention Center	398,100	-	398,100	318,270	79.9 %
Non-Departmental	378,000	-	378,000	102,490	27.1 %
Planning & Development	269,970	-	269,970	130,123	48.2 %
Recorder	1,127,325	-	1,127,325	564,470	50.1 %
Secondary Roads	4,454,840	-	4,454,840	2,536,939	56.9 %
Sheriff	1,325,443	-	1,325,443	762,780	57.5 %
Board of Supervisors	-	-	-	600	N/A
Treasurer	2,650,200	-	2,650,200	1,361,463	51.4 %
SUBTOTAL DEPT REVENUES	18,702,800	-	18,702,800	9,121,756	48.8 %
Revenues not included in above department totals:					
Gross Property Taxes	47,112,580	-	47,112,580	25,994,889	55.2 %
Local Option Taxes	4,750,000	-	4,750,000	2,305,063	48.5 %
Utility Tax Replacement Excise Tax	1,752,098	-	1,752,098	884,613	50.5 %
Other Taxes	68,620	-	68,620	40,114	58.5 %
State Tax Replic Credits	3,751,038	-	3,751,038	1,942,510	51.8 %
SUB-TOTAL REVENUES	76,137,136	-	76,137,136	40,288,945	52.9 %
Golf Course Operations	1,107,500	-	1,107,500	630,215	56.9 %
Total	\$ 77,244,636	\$ -	\$ 77,244,636	\$ 40,919,160	53.0 %

SCOTT COUNTY
QUARTERLY APPROP SUMMARY BY SERVICE AREA

Page 3

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 12/31/2017	Used/ Received %
SERVICE AREA					
Public Safety & Legal Services	\$ 31,247,900	\$ -	\$ 31,247,900	\$ 14,765,243	47.3 %
Physical Health & Social Services	6,236,276	-	6,236,276	3,006,032	48.2 %
Mental Health	4,745,428	-	4,745,428	1,865,957	39.3 %
County Environment & Education	4,958,041	-	4,958,041	2,518,766	50.8 %
Roads & Transportation	6,814,000	-	6,814,000	3,202,745	47.0 %
Government Services to Residents	2,576,624	-	2,576,624	1,276,890	49.6 %
Administration	11,430,905	-	11,430,905	5,708,880	49.9 %
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SUBTOTAL OPERATING BUDGET	68,009,174	-	68,009,174	32,344,513	47.6 %
Debt Service	3,389,950	-	3,389,950	441,174	13.0 %
Capital projects	7,062,376	-	7,062,376	2,832,798	40.1 %
<hr/>					
SUBTOTAL COUNTY BUDGET	78,461,500	-	78,461,500	35,618,485	45.4 %
Golf Course Operations	1,193,981	-	1,193,981	557,704	46.7 %
<hr/>					
TOTAL	\$ 79,655,481	\$ -	\$ 79,655,481	\$ 36,176,189	45.4 %
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SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: ADMINISTRATION					
REVENUES					
Fines/Forfeitures/Miscellaneous	-	-	-	15	N/A
TOTAL REVENUES	-	-	-	15	N/A
APPROPRIATIONS					
Salaries	574,305	-	574,305	283,376	49.3 %
Benefits	176,022	-	176,022	83,097	47.2 %
Purchase Services & Expenses	16,225	-	16,225	4,425	27.3 %
Supplies & Materials	1,700	-	1,700	761	44.8 %
TOTAL APPROPRIATIONS	768,252	-	768,252	371,660	48.4 %
ORGANIZATION: ATTORNEY					
REVENUES					
Intergovernmental	1,200	-	1,200	1,200	100.0 %
Charges for Services	25	-	25	-	0.0 %
Fines/Forfeitures/Miscellaneous	405,000	-	405,000	228,530	56.4 %
TOTAL REVENUES	406,225	-	406,225	229,730	56.6 %
APPROPRIATIONS					
Salaries	2,390,606	-	2,390,606	1,156,483	48.4 %
Benefits	855,383	-	855,383	389,940	45.6 %
Purchase Services & Expenses	1,049,273	-	1,049,273	646,388	61.6 %
Supplies & Materials	49,000	-	49,000	12,496	25.5 %
TOTAL APPROPRIATIONS	4,344,262	-	4,344,262	2,205,307	50.8 %

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: AUDITOR					
REVENUES					
Intergovernmental	201,130	-	201,130	77	0.0 %
Licenses & Permits	4,400	-	4,400	3,788	86.1 %
Fines, Forfeitures and Miscellaneous	-	-	-	205	N/A
Charges for Services	38,800	-	38,800	19,620	50.6 %
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TOTAL REVENUES	244,330	-	244,330	23,690	9.7 %
	=====	=====	=====	=====	=====

APPROPRIATIONS

Salaries	1,010,336	-	1,010,336	535,103	53.0 %
Benefits	369,500	-	369,500	154,918	41.9 %
Purchase Services & Expenses	270,615	-	270,615	139,000	51.4 %
Supplies & Materials	34,600	-	34,600	20,191	58.4 %
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TOTAL APPROPRIATIONS	1,685,051	-	1,685,051	849,212	50.4 %
	=====	=====	=====	=====	=====

ORGANIZATION: CAPITAL IMPROVEMENTS (GENERAL)

REVENUES

Taxes	585,000	-	585,000	330,255	56.5 %
Intergovernmental	-	-	-	8,153	N/A
Fines, Forfeitures and Miscellaneous	17,000	-	17,000	-	N/A
Use of Property and Money	10,200	-	10,200	-	0.0 %
Other Financing Sources	5,000	-	5,000	18,940	378.8 %
	-----	-----	-----	-----	-----
SUB-TOTAL REVENUES	617,200	-	617,200	357,348	57.9 %
	-----	-----	-----	-----	-----
TOTAL REVENUES	617,200	-	617,200	357,348	57.9 %
	=====	=====	=====	=====	=====

APPROPRIATIONS

Capital Improvements	3,740,500	-	3,740,500	2,083,417	55.7 %
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	3,740,500	-	3,740,500	2,083,417	55.7 %
	=====	=====	=====	=====	=====

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: COMMUNITY SERVICES					
REVENUES					
Intergovernmental	1,021,169	-	1,021,169	9,575	0.9 %
Charges for Services	181,700	-	181,700	83,837	46.1 %
Fines/Forfeitures/Miscellaneous	56,260	-	56,260	49,802	88.5 %
	-----	-----	-----	-----	-----
TOTAL REVENUES	1,259,129	-	1,259,129	143,214	11.4 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Salaries	658,547	-	658,547	330,144	50.1 %
Benefits	296,133	-	296,133	133,309	45.0 %
Purchase Services & Expenses	4,523,819	-	4,523,819	1,708,159	37.8 %
Supplies & Materials	5,197	-	5,197	2,549	49.0 %
Capital Outlay	508	-	508	-	0.0 %
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	5,484,204	-	5,484,204	2,174,160	39.6 %
	=====	=====	=====	=====	=====
ORGANIZATION: CONSERVATION					
REVENUES					
Intergovernmental	62,876	-	62,876	47,928	76.2 %
Charges for Services	1,343,372	-	1,343,372	781,302	58.2 %
Use of Money & Property	135,454	-	135,454	78,216	57.7 %
Other Financing Sources	52,000	-	52,000	-	0.0 %
Fines/Forfeitures/Miscellaneous	21,375	-	21,375	21,271	99.5 %
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TOTAL REVENUES	1,615,077	-	1,615,077	928,717	57.5 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Salaries	1,984,454	-	1,984,454	1,045,548	52.7 %
Benefits	658,573	-	658,573	317,486	48.2 %
Purchase Services & Expenses	508,903	-	508,903	305,092	60.0 %
Supplies & Materials	454,809	-	454,809	208,302	45.8 %
Capital Outlay	1,699,876	-	1,699,876	177,372	10.4 %
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TOTAL APPROPRIATIONS	5,306,615	-	5,306,615	2,053,799	38.7 %
	=====	=====	=====	=====	=====

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: GLYNNS CREEK GOLF COURSE					
REVENUES					
Charges for Services	1,106,200	-	1,106,200	629,295	56.9 %
Fines/Forfeitures/Miscellaneous	1,000	-	1,000	921	92.1 %
Use of Money and Property	300	-	300	-	0.0 %
Other Financing Sources	-	-	-	-	N/A
	-----	-----	-----	-----	-----
TOTAL REVENUES	1,107,500	-	1,107,500	630,215	56.9 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Salaries	560,315	-	560,315	279,770	49.9 %
Benefits	139,812	-	139,812	66,482	47.6 %
Purchase Services & Expenses	111,890	-	111,890	52,313	46.8 %
Supplies & Materials	215,105	-	215,105	107,560	50.0 %
Debt Service	-	-	-	-	N/A
Capital Outlay (Depr)	166,859	-	166,859	51,579	30.9 %
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TOTAL APPROPRIATIONS	1,193,981	-	1,193,981	557,704	46.7 %
	=====	=====	=====	=====	=====
ORGANIZATION: DEBT SERVICE					
REVENUES					
Intergovernmental	1,422,632	-	1,422,632	521,487	36.7 %
Other Financing Services	-	-	-	-	N/A
	-----	-----	-----	-----	-----
SUB-TOTAL REVENUES	1,422,632	-	1,422,632	521,487	36.7 %
	-----	-----	-----	-----	-----
TOTAL REVENUES	1,422,632	-	1,422,632	521,487	36.7 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Debt Service	3,389,950	-	3,389,950	438,874	12.9 %
Purchase Services & Expenses	-	-	-	2,300	N/A
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SUB-TOTAL APPROPRIATIONS	3,389,950	-	3,389,950	441,174	13.0 %
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	3,389,950	-	3,389,950	441,174	13.0 %
	=====	=====	=====	=====	=====

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: FACILITY AND SUPPORT SERVICES					
REVENUES					
Intergovernmental	164,060	-	164,060	40,865	24.9 %
Charges for Services	40,050	-	40,050	29,249	73.0 %
Fines/Forfeitures/Miscellaneous	17,225	-	17,225	14,442	83.8 %
	-----	-----	-----	-----	-----
TOTAL REVENUES	221,335	-	221,335	84,557	38.2 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Salaries	1,247,820	-	1,247,820	585,782	46.9 %
Benefits	543,500	-	543,500	242,417	44.6 %
Purchase Services & Expenses	1,633,458	-	1,633,458	720,171	44.1 %
Supplies & Materials	199,250	-	199,250	75,205	37.7 %
Capital Outlay	9,350	-	9,350	-	0.0 %
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	3,633,378	-	3,633,378	1,623,575	44.7 %
	=====	=====	=====	=====	=====
ORGANIZATION: HEALTH					
REVENUES					
Intergovernmental	1,630,069	-	1,630,069	825,620	50.6 %
Licenses & Permits	311,585	-	311,585	129,702	41.6 %
Charges for Services	80,340	-	80,340	30,099	37.5 %
Fines/Forfeitures/Miscellaneous	11,000	-	11,000	1,152	10.5 %
	-----	-----	-----	-----	-----
TOTAL REVENUES	2,032,994	-	2,032,994	986,573	48.5 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Salaries	3,120,329	-	3,120,329	1,489,078	47.7 %
Benefits	1,207,663	-	1,207,663	547,444	45.3 %
Purchase Services & Expenses	2,162,742	-	2,162,742	991,168	45.8 %
Supplies & Materials	67,548	-	67,548	18,585	27.5 %
Capital Outlay	-	-	-	-	N/A
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TOTAL APPROPRIATIONS	6,558,282	-	6,558,282	3,046,275	46.4 %
	=====	=====	=====	=====	=====

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: HUMAN RESOURCES					
REVENUES					
Fines/Forfeitures/Miscellaneous	500	-	500	148	29.5 %
	-----	-----	-----	-----	-----
TOTAL REVENUES	500	-	500	148	29.5 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Salaries	239,136	-	239,136	118,951	49.7 %
Benefits	87,334	-	87,334	41,535	47.6 %
Purchase Services & Expenses	104,950	-	104,950	33,009	31.5 %
Supplies & Materials	3,750	-	3,750	2,576	68.7 %
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TOTAL APPROPRIATIONS	435,170	-	435,170	196,072	45.1 %
	=====	=====	=====	=====	=====
ORGANIZATION: HUMAN SERVICES					
REVENUES					
Intergovernmental	27,000	-	27,000	9,926	36.8 %
	-----	-----	-----	-----	-----
TOTAL REVENUES	27,000	-	27,000	9,926	36.8 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Purchase Services & Expenses	60,800	-	60,800	18,330	30.1 %
Supplies & Materials	17,652	-	17,652	11,682	66.2 %
Capital Outlay	-	-	-	-	N/A
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	78,452	-	78,452	30,012	38.3 %
	=====	=====	=====	=====	=====

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: INFORMATION TECHNOLOGY					
REVENUES					
Intergovernmental	217,500	-	217,500	16,647	7.7 %
Charges for Services	20,000	-	20,000	14,279	71.4 %
Fines/Forfeitures/Miscellaneous	5,000	-	5,000	20,743	414.9 %
<hr/>					
TOTAL REVENUES	242,500	-	242,500	51,669	21.3 %
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APPROPRIATIONS

Salaries	1,118,097	60,285	1,178,382	570,303	48.4 %
Benefits	401,294	25,800	427,094	200,375	46.9 %
Purchase Services & Expenses	1,132,800	-	1,132,800	691,900	61.1 %
Supplies & Materials	5,900	-	5,900	2,163	36.7 %
Capital Outlay	6,000	-	6,000	3,196	53.3 %
<hr/>					
TOTAL APPROPRIATIONS	2,664,091	86,085	2,750,176	1,467,937	53.4 %
<hr/>					

ORGANIZATION: JUVENILE DETENTION CENTER

REVENUES

Intergovernmental	263,000	-	263,000	258,250	98.2 %
Charges for Services	135,000	-	135,000	56,597	41.9 %
Fines/Forfeitures/Miscellaneous	100	-	100	3,423	3,422.8 %
<hr/>					
TOTAL REVENUES	398,100	-	398,100	318,270	79.9 %
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APPROPRIATIONS

Salaries	1,038,780	-	1,038,780	514,325	49.5 %
Benefits	347,433	-	347,433	169,261	48.7 %
Purchase Services & Expenses	64,531	-	64,531	66,884	103.6 %
Supplies & Materials	46,500	-	46,500	36,125	77.7 %
Capital Outlay	2,600	-	2,600	1,961	75.4 %
<hr/>					
TOTAL APPROPRIATIONS	1,499,844	-	1,499,844	788,556	52.6 %
<hr/>					

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: NON-DEPARTMENTAL					
REVENUES					
Intergovernmental	273,000	-	273,000	70,009	25.6 %
Charges for Services	100,000	-	100,000	31,792	31.8 %
Fines/Forfeitures/Miscellaneous	5,000	-	5,000	689	13.8 %
Use of Money & Property	-	-	-	-	N/A

TOTAL REVENUES	378,000	-	378,000	102,490	27.1 %
=====					
APPROPRIATIONS					
Salaries	60,285	(60,285)	-	-	N/A
Benefits	25,800	(25,800)	-	7	N/A
Purchase Services & Expenses	637,687	-	637,687	251,511	39.4 %
Supplies & Materials	500	-	500	376	75.1 %

TOTAL APPROPRIATIONS	724,272	(86,085)	638,187	251,894	39.5 %
=====					
ORGANIZATION: PLANNING & DEVELOPMENT					
REVENUES					
Intergovernmental	5,000	-	5,000	-	0.0 %
Licenses & Permits	251,370	-	251,370	111,688	44.4 %
Charges for Services	3,600	-	3,600	1,640	45.6 %
Other Financing Sources	10,000	-	10,000	16,795	168.0 %

TOTAL REVENUES	269,970	-	269,970	130,123	48.2 %
=====					
APPROPRIATIONS					
Salaries	280,391	-	280,391	134,792	48.1 %
Benefits	106,584	-	106,584	49,933	46.8 %
Purchase Services & Expenses	52,320	-	52,320	15,625	29.9 %
Supplies & Materials	3,200	-	3,200	2,348	73.4 %

TOTAL APPROPRIATIONS	442,495	-	442,495	202,698	45.8 %
=====					

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: RECORDER					
REVENUES					
Charges for Services	1,125,025	-	1,125,025	562,988	50.0 %
Use of Money & Property	150	-	150	-	0.0 %
Fines/Forfeitures/Miscellaneous	2,150	-	2,150	1,482	68.9 %
	-----	-----	-----	-----	-----
TOTAL REVENUES	1,127,325	-	1,127,325	564,470	50.1 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Salaries	530,531	-	530,531	257,153	48.5 %
Benefits	237,065	-	237,065	115,746	48.8 %
Purchase Services & Expenses	48,150	-	48,150	19,292	40.1 %
Supplies & Materials	12,350	-	12,350	5,909	47.8 %
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TOTAL APPROPRIATIONS	828,096	-	828,096	398,101	48.1 %
	=====	=====	=====	=====	=====
ORGANIZATION: SECONDARY ROADS					
REVENUES					
Intergovernmental	4,351,340	-	4,351,340	2,474,186	56.9 %
Licenses & Permits	10,000	-	10,000	19,803	198.0 %
Charges for Services	1,000	-	1,000	31,063	3,106.3 %
Fines/Forfeitures/Miscellaneous	16,500	-	16,500	11,887	72.0 %
Use of Property and Money	6,000	-	6,000	-	0.0 %
Other Financing Sources	70,000	-	70,000	-	0.0 %
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TOTAL REVENUES	4,454,840	-	4,454,840	2,536,939	56.9 %
	=====	=====	=====	=====	=====

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
APPROPRIATIONS					
Administration	310,000	-	310,000	141,966	45.8 %
Engineering	515,000	-	515,000	216,361	42.0 %
Bridges & Culverts	205,000	-	205,000	74,051	36.1 %
Roads	2,610,000	-	2,610,000	1,342,771	51.4 %
Snow & Ice Control	468,000	-	468,000	41,817	8.9 %
Traffic Controls	245,500	-	245,500	161,140	65.6 %
Road Clearing	231,000	-	231,000	120,237	52.1 %
New Equipment	750,000	-	750,000	512,413	68.3 %
Equipment Operation	1,287,500	-	1,287,500	539,066	41.9 %
Tools, Materials & Supplies	102,000	-	102,000	24,061	23.6 %
Real Estate & Buildings	90,000	-	90,000	28,861	32.1 %
Roadway Construction	1,605,000	-	1,605,000	514,509	32.1 %

TOTAL APPROPRIATIONS	8,419,000	-	8,419,000	3,717,254	44.2 %
=====					

ORGANIZATION: SHERIFF

REVENUES

Intergovernmental	221,843	-	221,843	123,849	55.8 %
Charges for Services	791,350	-	791,350	525,572	66.4 %
Licenses and Permits	92,750	-	92,750	60,554	65.3 %
Fines/Forfeitures/Miscellaneous	219,500	-	219,500	52,805	24.1 %

TOTAL REVENUES	1,325,443	-	1,325,443	762,780	57.5 %
=====					

APPROPRIATIONS

Salaries	10,160,304	-	10,160,304	4,921,424	48.4 %
Benefits	4,123,012	-	4,123,012	1,821,976	44.2 %
Purchase Services & Expenses	587,082	-	587,082	358,094	61.0 %
Supplies & Materials	936,347	-	936,347	410,801	43.9 %
Capital Outlay	105,455	-	105,455	74,625	70.8 %

TOTAL APPROPRIATIONS	15,912,200	-	15,912,200	7,586,920	47.7 %
=====					

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: SUPERVISORS, BOARD OF					
REVENUES					
Fines/Forfeitures/Miscellaneous	-	-	-	600	N/A
TOTAL REVENUES	-	-	-	600	N/A
APPROPRIATIONS					
Salaries	215,501	-	215,501	107,750	50.0 %
Benefits	94,049	-	94,049	43,131	45.9 %
Purchase Services & Expenses	20,700	-	20,700	6,672	32.2 %
Supplies & Materials	825	-	825	133	16.1 %
TOTAL APPROPRIATIONS	331,075	-	331,075	157,686	47.6 %
ORGANIZATION: TREASURER					
REVENUES					
Taxes	580,000	-	580,000	188,640	32.5 %
Charges for Services	1,920,950	-	1,920,950	893,876	46.5 %
Use of Money & Property	140,000	-	140,000	278,035	198.6 %
Fines/Forfeitures/Miscellaneous	9,250	-	9,250	913	9.9 %
TOTAL REVENUES	2,650,200	-	2,650,200	1,361,463	51.4 %
APPROPRIATIONS					
Salaries	1,412,785	-	1,412,785	719,271	50.9 %
Benefits	603,542	-	603,542	290,064	48.1 %
Capial Outlay	1,170	-	1,170	-	0.0 %
Purchase Services & Expenses	112,720	-	112,720	36,003	31.9 %
Supplies & Materials	52,825	-	52,825	37,868	71.7 %
TOTAL APPROPRIATIONS	2,183,042	-	2,183,042	1,083,205	49.6 %

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: BI-STATE PLANNING COMMISSION					
APPROPRIATIONS					
Purchase Services & Expenses	93,355	-	93,355	38,678	41.4 %
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	93,355	-	93,355	38,678	41.4 %
	=====	=====	=====	=====	=====

ORGANIZATION: CENTER FOR ALCOHOL/DRUG SERVICES

REVENUES

Intergovernmental	10,000	-	10,000	7,548	75.5 %
	-----	-----	-----	-----	-----
TOTAL REVENUES	10,000	-	10,000	7,548	75.5 %
	=====	=====	=====	=====	=====

APPROPRIATIONS

Purchase Services & Expenses	688,331	-	688,331	354,355	51.5 %
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TOTAL APPROPRIATIONS	688,331	-	688,331	354,355	51.5 %
	=====	=====	=====	=====	=====

ORGANIZATION: CENTER FOR ACTIVE SENIORS, INC.

APPROPRIATIONS

Purchase Services & Expenses	275,250	-	275,250	137,625	50.0 %
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TOTAL APPROPRIATIONS	275,250	-	275,250	137,625	50.0 %
	=====	=====	=====	=====	=====

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: COMMUNITY HEALTH CARE					
APPROPRIATIONS					
Purchase Services & Expenses	302,067	-	302,067	151,034	50.0 %
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	302,067	-	302,067	151,034	50.0 %
	=====	=====	=====	=====	=====
ORGANIZATION: DURANT VOLUNTEER AMBULANCE					
APPROPRIATIONS					
Purchase Services & Expenses	20,000	-	20,000	10,000	50.0 %
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	20,000	-	20,000	10,000	50.0 %
	=====	=====	=====	=====	=====
ORGANIZATION: EMERGENCY MANAGEMENT AGENCY					
APPROPRIATIONS					
Purchase Services & Expenses	7,676,209	-	7,676,209	3,800,000	49.5 %
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	7,676,209	-	7,676,209	3,800,000	49.5 %
	=====	=====	=====	=====	=====
ORGANIZATION: HUMANE SOCIETY					
APPROPRIATIONS					
Purchase Services & Expenses	33,317	-	33,317	16,667	50.0 %
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	33,317	-	33,317	16,667	50.0 %
	=====	=====	=====	=====	=====
ORGANIZATION: LIBRARY					
APPROPRIATIONS					
Purchase Services & Expenses	574,740	-	574,740	287,370	50.0 %
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TOTAL APPROPRIATIONS	574,740	-	574,740	287,370	50.0 %
	=====	=====	=====	=====	=====

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 9/30/2017	Used/ Received %
ORGANIZATION: MEDIC AMBULANCE					
APPROPRIATIONS					
Purchase Services & Expenses	200,000	-	200,000	8,844	4.4 %
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	200,000	-	200,000	8,844	4.4 %
	=====	=====	=====	=====	=====
ORGANIZATION: QUAD-CITY CONVENTION & VISITORS BUREAU					
APPROPRIATIONS					
Purchase Services & Expenses	70,000	-	70,000	35,000	50.0 %
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TOTAL APPROPRIATIONS	70,000	-	70,000	35,000	50.0 %
	=====	=====	=====	=====	=====
ORGANIZATION: QUAD-CITY CHAMBER OF COMMERCE					
APPROPRIATIONS					
Purchase Services & Expenses	100,000	-	100,000	50,000	50.0 %
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TOTAL APPROPRIATIONS	100,000	-	100,000	50,000	50.0 %
	=====	=====	=====	=====	=====

OFFICE OF THE COUNTY ADMINISTRATOR

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Date: February 9, 2018

TO: Mahesh Sharma, County Administrator

FROM: David Farmer, Director of Budget and Administrative Services

SUBJ: Authorized FTE's Funded through Grant Appropriations – 2nd Quarter FY18

The attached documents summarize current Scott County positions that have been funded either in part or in total by grant funding during the 2nd Quarter FY18.

The Justice Assistance Grant, 2016-DJ-BX-0587 money is placed on hold by the State of Iowa pending national litigation. Program expenditures incurred may not be eligible for reimbursement until clarification by the funding agency is received. The funding is used to support 1.5 FTE and pass through money to the City of Bettendorf.

The Board of Supervisors receives quarterly updates regarding these positions and has an opportunity to review grant funded positions when positions become vacant and at the time of adoption.

AUTHORIZED FTE'S FUNDED THROUGH GRANT APPLICATIONS – 2nd QUARTER 2018

HEALTH DEPARTMENT

Grant Number	Grant Name	Board Approved	Grant Period	Grant FTE	Percent Expended	Federal Funding	State Funding	Other / County Funding
#5888I468	Immunization Grant	*	4/1/17 – 6/30/18	0.39 FTE Clinic Nurses	92%	\$23,626.00	\$5,556.00	
#5888L17	Childhood Lead Poisoning	*	7/1/17 – 6/30/18	0.50 FTE Public Health Nurse & Clerical Staff	52%		\$16,383.00	\$1,200 paid to subcontractors
#5888MH17	Maternal, Child & Adolescent Health, hawk-I	10/2/2008	10/1/17 – 9/30/18	2.0 FTE Child Health Consultants & 0.4 Resource Assistant, Offset expenses to staff time for program activities	18%	\$175,297.33	\$108,702.67	\$2,610 paid to subcontractors; Medicaid revenue supplemented by CH Grant Funds
#5888MH17	I-Smile portion of Child Health	2/7/08; amended 9/24/15	10/1/17 – 9/30/18	1.0 FTE Community Dental Consultant	16%	\$32,636.50	\$32,636.50	
#5887DH33	I-Smile Silver Pilot Project	2/7/08; amended 9/24/15	11/17/16 – 11/16/17	1.0 Community Dental Consultant	74%	\$49,700.00		\$107,050 Private Funding \$49,700 budgeted to be paid to subcontractor but only \$729.14 utilized by subcontractor
#5888DH33	I-Smile Silver Pilot Project	2/7/08; amended 9/24/15	11/17/17 – 11/16/18	1.0 Community Dental Consultant	0%	\$29,300.00		\$93,797 Private Funding \$29,300 to be paid to subcontractor
#5888TS23	Tobacco Use Prevention	12/21/00	7/1/17 – 6/30/18	1.0 FTE Community Tobacco Consultant	244%		\$89,506	\$5,000 to be paid to subcontractor

AUTHORIZED FTE'S FUNDED THROUGH GRANT APPLICATIONS – 2nd QUARTER 2018

HEALTH DEPARTMENT (continued)

Grant Number	Grant Name	Board Approved	Grant Period	Grant FTE	Percent Expended	Federal Funding	State Funding	Other / County Funding
N/A	Scott County Kids Early Childhood Board	8/28/03	7/1/17 – 6/30/18	1.0 FTE Public Health Nurses	50%		\$104,147 passed through Scott County Kids	N/A
#5888CO82	Local Public Health Service Grant	2/2/12	7/1/17 – 6/30/18	1.0 FTE Community Transformation Consultant	71%		\$361,598	\$270,000 to be paid to subcontractor
#5887AP29	Integrated HIV and Viral Hepatitis CTR	12/15/16	1/1/17 - 12/31/17	1.0 FTE Disease Intervention Specialist	97%	\$175,000.00	\$8,745	

AUTHORIZED FTE'S FUNDED THROUGH GRANT APPLICATIONS – 2nd QUARTER 2018

SHERIFF DEPARTMENT

Grant Number	Grant Name	Board Approved	Grant Period	Grant FTE	Percent Expended	Federal / Pass Through Funding	State Funding	Other / County Funding
#VW-18-10-CJ	Stop Violence Against Women	Yes	7/1/17 – 6/30/18	1.0 FTE Deputy as a liaison to County Attorney	59%	\$59,848	\$0	\$19,950 match
#PAP 18-402-MOOP, Task 09-00-00	Governor's Traffic Safety -	No	10/1/17 – 9/30/18	Overtime for traffic enforcement	30%	\$50,000	\$0	No match. Pay 100% overtime, \$1,000 training & related travel, \$500 Educational presentations and \$10,500 for two in-car video cameras and one radar unit.
#15-JAG-200099	Justice Assistance - ODCP Byrne JAG		7/1/17 – 6/30/18	1.0 FTE Scott County Deputy Assigned to Drug Enforcement 75% Salary	84%	\$54,927	*Federal funding passed through the State	1.0 FTE Bettendorf Officer Assigned to Drug Enforcement 75% Salary
2016-DJ-BX-0587	Justice Assistant Grant		10/1/15 – 9/30/19	1.0 FTE Scott County Deputy Assigned to Drug Enforcement 100% Overtime, Benefits; 1.0 FTE Scott County Deputy Assigned to Drug Enforcement 100% Salary, Overtime, Benefits	100%	\$93,362		1.0 FTE Bettendorf Officer Assigned to Drug Enforcement 100% Overtime, Benefits; and 100% Salary (1/3 of Mar)

OFFICE OF THE COUNTY ADMINISTRATOR

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February 9, 2018

TO: Mahesh Sharma, County Administrator

FROM: David Farmer, CPA Director of Budget and Administrative Services

SUBJ: Filing of Second Quarter Reports from Various County Offices for FY18

The following is a summary of revenue through the 2nd Quarter of FY18 for the following County offices:

Office	FY18 Budget	December 31, 2017 Actual	% Rec'd	Note
Auditor	\$ 244,300	\$ 23,690	10%	(1)
Recorder	1,127,325	564,470	50%	(2)
Sheriff	1,325,443	762,780	50%	(3)
Planning & Dev	269,970	130,123	48%	(4)
Totals	\$2,967,068	\$1,481,063	50%	

Note 1: Reflects the amount of election reimbursements received.

Note 2: Reflects fees for real estate filings and vital records received during the period.

Note 3: Reflects grant activity, forfeited assets revenue, and fees for service earned during the period.

Note 4: Reflects the amount of building permit fees received during the period.

The Commission of Veteran Affairs, in their report to the County Auditor, presents the following summary of expenditures through the 2nd quarter of FY18:

Veterans Office	FY18 Budget	December 31, 2017 Actual	% Used	Note
Administration	\$ 101,651	\$50,336	50%	
Relief Payments	54,475	22,763	42%	(1)
Totals	\$156,126	\$73,099	47%	

Note 1: Most of direct relief comes from the state and federal government. It is noted that 48% of burial assistance costs and 44% of rental assistance have been expended so far this year.

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February 13, 2018

TO: Mahesh Sharma, County Administrator

FROM: David Farmer, CPA, Director of Budget and Administrative Services

RE: FY18 Budget Amendment

On February 22, 2017, the County will present its official public hearing on the 2018 Budget Amendment. This budget amendment is the County's annual estimate of expenditures and transfers that were adjusted or calculated since the budget was approved in February 2017. The Budget Amendment was presented in the County's two official newspapers on February 7, 2018. The amendment is scheduled to be approved February 22, 2018.

Following are the highlights of this amendment:

Public Safety & Legal Services, a decrease of \$40,655, is requested to be amended for appropriation of grant utilization, contract estimates, and for vehicle maintenance.

Department	Amount (rounded)	Description
Health	(\$18,000)	Grant Utilization
JDC	\$135,000	Service Contracts; Food (supplies and materials)
Non-Departmental	(\$2,000)	Vehicle Maintenance;
Sheriff	\$56,000	Vehicle Auxiliary Equipment Maintenance
Durant Ambulance	(\$20,000)	Under Estimation – To be corrected in May Amendment
Medic Ambulance	(\$191,000)	Contract Estimate

Physical Health & Social Services, an increase of \$38,920, is requested to be amended for grant utilization and salary and benefit contingency expenditures.

Department	Amount (rounded)	Description
Community Services	(\$17,000)	Purchased Services
Health	\$46,000	Salary and Benefit Estimate / Grant Utilization
DHS	\$5,000	Contracted Services
Non-Departmental	\$5,000	Vehicle Maintenance

Mental Health, ID and DD, a decrease of \$298,095 is for estimate of general expenditures.

Department	Amount (rounded)	Description
Community Services	(\$298,000)	Estimate of General Expenditures

County Environment & Education, an increase of \$1,000 is requested for utilities and supplies.

Department	Amount (rounded)	Description
Conservation	\$1,000	Utilities / Supplies

Roads and Transportation, an increase of \$170,500, is requested to be amended for line item detail for roadway maintenance expenditures, engineering, roads, road clearing, real estate and clearing.

Government Services to Residents, a decrease of \$11,588, is requested to be amended for department review of expenditures, salary and benefit estimates, and cemetery maintenance expenditures.

Department	Amount (rounded)	Description
Auditor	(\$36,000)	Elections Administration
Non-Departmental	\$11,000	Cemetery Maintenance
Recorder	\$3,000	Salaries
Treasurer	\$10,000	Salaries; Contractual Maintenance

Administration, a net decrease of \$44,949, is requested to be amended from utility maintenance, salary and benefit expenditures, liability insurance estimates, and bank charges.

Department	Amount (rounded)	Description
Attorney	(\$16,000)	Liability Insurance Estimates
BOS	(\$6,000)	Benefit Contingency / Contracted Services
FSS	\$8,000	Maintenance
Human Resources	\$2,000	Employee Development
Non-Departmental	(\$33,000)	Contingency / Strategic Planning Elements

Debt Service, an increase of \$800, is requested for trustee fees.

Capital Projects, an increase of \$1,526,667, is requested to be amended for FY 18 Capital Project estimate –Courthouse phase 3 and 4 improvements, 2nd Floor Clerk Office, Auditor Poll books, General technology, and Conservation capital projects.

Revenues have been amended by \$263,404 to reflect the increased grant utilization, permits, charges for services, and general estimates.

Revenue	Amount (rounded)	Description
Penalties, Interest & Cost on Taxes	\$5,000	Increase Penalties and Special Assessment Estimates
Other County Taxes / TIF Tax Revenues	\$85,000	Gaming taxes estimate
Intergovernmental	(\$601,000)	Grant Utilization
Licenses and Permits	\$88,000	Dept. Estimate
Charges for Services	\$255,000	Dept. Estimate
Use of Money & Property	\$394,000	Dept. Estimate
Miscellaneous	\$86,000	Dept. Estimate
Proceeds of Fixed Asset Sales	(\$48,000)	Dept. Estimate

Transfers between funds are recommend to change by \$1,462,568 to fund Capital from the FY 17 budgetary savings, the Health Insurance Fund from the FY 17 budgetary savings, and conservation capital projects from the use of restricted assets within the general and capital fund.

Unassigned fund balance of the General Fund is projected to increase by \$966,383, based on the re-estimates of budget levels, and the release of restricted equity for statutory programs.

If you have any questions I will be available at the Committee of the Whole and Public Hearing for further information.

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 22, 2018

APPROVING A BUDGET AMENDMENT TO THE FY18 COUNTY BUDGET

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

Section 1. A budget amendment to the current FY18 County Budget as presented by the County Administrator is hereby approved as follows:

<u>SERVICE AREA</u>	<u>FY18 AMENDMENT AMOUNT</u>
Public Safety and Legal Services	(\$40,655)
Physical Health and Social Services	\$38,920
Mental Health, ID & DD	(\$298,095)
County Environment and Education	\$1,000
Roads and Transportation	\$170,500
Government Services to Residents	(\$11,588)
Administration	(\$44,949)
Nonprogram Current	\$525,000
Debt Service	\$800
Capital Projects	\$1,526,667
Operating Transfers Out	\$937,568

Section 2. This resolution shall take effect immediately.

December 19, 2017

Chair Earnhardt
Scott County Board of Supervisors
600 W. 4th Street
Davenport, IA 52801

Re: Findings of the Scott County Compensation Board

Dear Chair Earnhardt and Board of Supervisors:

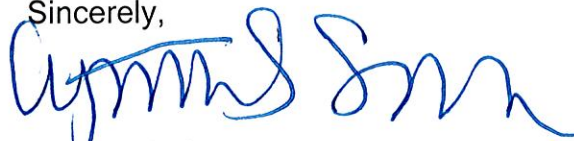
As Chairman of the Scott County Compensation Board, I am writing to inform you of the Compensation Board's recommendations for salaries based on our meeting held on December 18, 2017. For the fiscal year 2019, the proposed salaries for the upcoming year are as follows:

Auditor	(2.25%)	\$ 88,300
County Attorney	(2.25%)	\$150,900 ¹
Recorder	(2.25%)	\$ 88,300
Sheriff	(4%)	\$118,200
Treasurer	(2.25%)	\$ 88,300
Board Member, Board of Supervisors	(2.25%)	\$ 43,500
Chair, Board of Supervisors	(2.25%)	\$ 46,500

The Board, after consideration of comparable salaries of various elected officials, determined as its recommendation, the above salaries and their percentage increase rounded up to the nearest \$100 as set forth above. The Board Chair historically gets \$3,000 more.

Please contact me with any questions.

Sincerely,



Cynthia S. Schalk
Compensation Board Chair

1. The County may need to cap County Attorney's salary depending on Judicial Branch setting of District Court Judge's salary pursuant to Iowa Code § 331.752(5)

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 22, 2018

APPROVAL OF FISCAL YEAR 2019 COMPENSATION SCHEDULE FOR COUNTY ELECTED OFFICIALS AND DEPUTY OFFICE HOLDERS

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

Section 1. The Fiscal Year 2019 salary schedule for Elected County Officials as recommended by the Scott County Compensation Board is hereby approved as follows:

<u>Position</u>	<u>Annual Salary (effective 7/1/18)</u>
Auditor	\$ 88,300
County Attorney	\$150,900 ¹
Recorder	\$ 88,300
Sheriff	\$118,200
Treasurer	\$ 88,300
Board Member, Board of Supervisors	\$ 43,500
Chair, Board of Supervisors	\$ 46,500

Section 2. The Fiscal Year 2019 salary schedule for Deputy Office Holders is hereby approved as follows:

<u>Position</u>	<u>Annual Salary (effective 7/1/18)</u>
Deputy Auditor – Tax (85%)	\$ 75,055
First Assistant Attorney (85%)	\$128,265 ¹
Second Deputy Recorder (85%)	\$ 75,055
Chief Deputy Sheriff (85%)	\$ 100,470
Chief Deputy Sheriff – Captain (83%)	\$ 98,106

Section 3. It is understood that those positions referenced herein are salaried employees and are not paid by the hour.

Section 4. This resolution shall take effect July 1, 2018.

1. Salary may need to be reduced depending on Judicial Branch setting of District Court Judge's salary pursuant to Iowa Code §331.752(2)

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

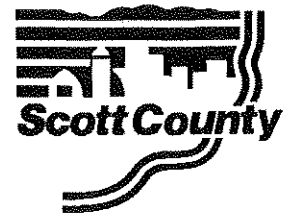
February 22, 2018

APPROVAL OF ADJUSTMENT IN SALARY FOR NON-REPRESENTED COUNTY EMPLOYEES FOR FISCAL YEAR 2019

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

- Section 1. The salary ranges for County positions included in the Non-represented group shall be adjusted on July 1, 2018 by increasing the salary range midpoint by two and a quarter percent (2.25%).
- Section 2. For the purpose of determining an hourly rate of pay for the Non-represented group, the annual base salary shall be divided by 2,080 hours.
- Section 3. The top of the salary schedule for Seasonal Health Worker, Planning Intern, Enforcement Aide and Seasonal Maintenance Worker (Roads) in the Z schedule of the pay plan shall be increased by two and a quarter percent (2.25%).
- Section 4. The hourly rate for the part-time LPN and RN/EMT-P for the Immunization Clinic and Jail Health and Maternal Health Nurse in the Z schedule of the pay plan shall be increased by two and a quarter percent (2.25%).
- Section 5. This resolution shall take effect July 1, 2018.

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



Item #11
2/20/18

To: Carol Earnhardt, Chairperson Scott County Board of Supervisors
From: Roxanna Moritz, Scott County Auditor
Re: Pay Rates for Precinct Election Officials

Date: November 20, 2017

This memo is to follow up on conversations we have held about pay rates for poll workers. All poll workers work 16 hours or more on election days. Precinct chairs also transport election documents and equipment, adding one to three hours of additional time. All poll workers attend four hours of training before each election. Our poll workers need to know how to operate a computer, operate our election equipment, and understand increasingly complex laws and procedures regarding the conduct of elections.

For this expertise we currently pay our precinct chairs \$8.71 per hour and poll workers \$7.92 per hour, plus mileage. The last time they had a raise was in 2010. This wage level is not adequate to attract and retain sufficient numbers of precinct officials, especially quality workers who can fulfill all of the increasing complex tasks expected of precinct officials.

This past election cycle I had to recruit eight new precinct chairs. We have lost dozens of poll workers in the past few years. Many times in a pinch I have made special accommodations to recruit chairs and poll workers because our current pay rate is too low. Also, poll workers are anticipating problems in making voters show IDs in the upcoming elections, and I expect even more workers quitting after the 2018 general election.

Recruitment and retention of quality poll workers is a constant topic in the Iowa Association of County Auditors. I discussed pay rates with several auditors and here is what some of the higher paying counties now pay.

County	Chair Pay Rate Per Hour	Worker Pay Rate Per Hour
Polk	\$13.33	\$10.00
Linn	\$15.00	\$12.50
Johnson*	\$14.00	\$14.00
Woodbury*	\$12.00	\$10.00
Clay	\$11.00	\$10.00
Grundy	\$11.00	\$10.00
Marshall	\$11.00	\$10.00
Sac	\$12.00	\$12.00
Story	\$10.50	\$10.00
Webster	\$12.00	\$12.00
Buchanan	\$14.00	\$14.00

*Johnson and Woodbury pay time and a half for more than eight hours per day.

Based on the size of our county I believe that a fair pay rate would be \$12.00 per hour for chairs and \$10.00 per hour for workers. We would be on the lower end of the scale for the urban counties of Iowa. My hope is that this rate is sufficient to retain workers and encourage other quality applicants. My staff built that rate into our budget calculations for next fiscal year.

Please let me know if these amounts are in line with your thinking on this matter, and if there is anything else you want from my office.

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 22, 2018

RESOLUTION TO INCREASE THE RATES OF PAY FOR PRECINCT ELECTION OFFICIALS

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

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

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

WHEREAS, the pay rates for precinct election officials has not increased since 2010,

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

Section 1. The rate of pay for precinct chair people shall increase to \$12.00 per hour.

Section 2. The rate of pay for other precinct election officials shall increase to \$10.00 per hour.

Section 3. This resolution shall take effect on July 1, 2018.

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

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



Date: January 23, 2018

To: Mahesh Sharma, County Administrator

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

Subject: FY19 Organizational Changes

Review of Organizational Change requests

The following organizational change requests were submitted as part of the budget process for Fiscal Year 2019. These positions were reviewed by the Hay Committee for potential reclassification or new positions:

- Maintenance Coordinator (FSS)
- Maintenance Electronic Systems Technician (FSS)
- Benefits Coordinator (HR)
- Jail Custodian/Corrections Officer (Sheriff's Office)
- Cook (Sheriff's Office)
- Assistant Jail Administrator/Captain (Sheriff's Office)
- Senior Clerk (Sheriff's Office)
- Office Administrator (Sheriff's Office)

The following organizational change requests were submitted as part of the budget process for Fiscal Year 2019. Departments have requested a change in FTE (full time equivalent) level for these positions or the creation of new positions:

- Clerk II (Community Services) (+0.5 FTE)
- Detention Youth Counselor (JDC) (+0.5 FTE)
- Clerk II (Recorder's Office) (+0.5 FTE)

Discussion

For the positions that are requesting a Hay Committee review, the departments completed the job questionnaire and noted changes in the job description, then Human Resources met with the departments as necessary and obtained feedback on the review of the position descriptions. Human Resources

staff then updated the job descriptions to reflect the changes in duties. Final approval of the job descriptions were obtained by the incumbent and their Elected Official or Department Head. The Hay Committee then met and reviewed each job description.

For departments requesting a change in FTE level, staff met with the affected groups to determine the business necessity for the change in FTE level. In order to determine the appropriateness of the request the factors considered are increased volume of work, greater efficiencies, and change in key personnel.

Hay Committee Recommendation

The Hay Committee met on December 15, 2017 to review the positions submitted as Organizational Change requests. After reviewing the positions of Maintenance Electronic Systems Technician (FSS), Jail Custodian/Corrections Officer (Sheriff's Office), Cook (Sheriff's Office) and Assistant Jail Administrator/Captain (Sheriff's Office) the Hay Committee did not recommend any changes to their Hay Points. The general consensus was that although some job duties had changed they were not the type of duties that when analyzed had an affect on the overall Hay score. The Committee recommends the following changes:

Facility & Support Services

Maintenance Coordinator

The Committee reviewed the revised job description for consideration. The Committee felt that the increased work experience requirements for the position and basic functions as an assistant director warranted an increase in the Hay points. The recommendation after reviewing the position was to establish the Hay points at 332, resulting in a pay range of \$50,003 (minimum), \$58,822 (midpoint) to \$67,662 (maximum).

Human Resources

Benefits Coordinator

The Committee reviewed the revised job description for consideration. The Committee felt that the increased level of skills required to perform duties related to the Affordable Care Act, programming in ERP and reconciliation skills required warranted an increase in the Hay points. The recommendation after reviewing the position was to establish the Hay points at 220, resulting in a pay range of \$39,978 (minimum), \$47,050 (midpoint) to \$54,101 (maximum).

Sheriff's Office

Senior Clerk

The Committee reviewed the revised job description for consideration. The Committee felt that the increased level of skills and work experience required to perform payroll functions and reconciliation warranted an increase in the Hay points. The recommendation after reviewing the position was to establish the Hay points at 209, resulting in a pay range of \$39,000 (minimum), \$45,885 (midpoint) to \$52,770 (maximum).

Office Administrator

The Committee reviewed the revised job description for consideration. The Committee felt that the increased work experience requirements for the position and span of control warranted an increase in the Hay points. The recommendation after reviewing the position was to establish the Hay points at 417, resulting in a pay range of \$57,616 (minimum), \$67,787 (midpoint) to \$77,958 (maximum).

Budgetary Requests

Clerk II (Community Services) (+0.5 FTE)

The department's mental health applications and community requests have increased. In FY17 there were 342 mental health commitments filed. The increased workload takes the Mental Health Coordinator away from the office and paperwork. The desire is to add the 0.5 FTE to allow the paperwork to be processed by clerical staff. The funding for the benefits and position will come from the Mental Health fund.

Detention Youth Counselor (JDC) (+0.5 FTE)

The increased revenue and workload for the Home Detention and Enhanced in Home Detention require more staff time away from the Juvenile Detention Center. Due to required staffing levels in the detention center from the increase of juveniles in the center it necessitates a separation of the duties. The funding for the increase will be paid for through the increased revenues of the programs.

Clerk II (Recorder's Office) (+0.5 FTE)

The Budget Director and I met with the Recorder and management staff to discuss the workload and staffing needs. This past year they fell behind on real estate filings. They then hired a former employee to assist and were able to get caught up in less than 80 hours. As such we all agreed that an overtime budget should be provided in the budget rather than hiring an additional 0.5 FTE. The workload and cross training will continue to be monitored in the future.

Review of Table of Organization

As we have in previous years, the Budget Director and HR have worked with departments to review or correct the table of organization to coincide with

actual numbers. This assists in the position control module in the ERP. These are the changes being addressed this year:

Fleet Manager (Secondary Roads)

When the position was created it was split 0.5 FTE in Administration and 0.5 FTE in Secondary Roads. The rationale was to have the Budget and Administrative Services Director assist in the financial set up of the program. As the program is up and running the recommendation is to move the supervision of the position solely into the Secondary Roads Department.

Proposed Action

The overall first year costs to the General Fund is \$35,804 as itemized in the attached spreadsheet. The new job descriptions are also attached for the Board's review and information. It is recommended that these changes take effect July 1, 2018, in accordance with the budget submissions.

Cc: Hay Committee

FY19

Position	Current Hay	Proposed Hay	FTE Change	Current Salary	New Salary	Additional Salary	Benefits ¹ & Taxes	Total
Maint Coord (FSS)	300	332	0.00	\$ 62,275	\$ 65,389	\$ 3,114	\$ 516	\$ 3,630
Benefits Coordinator	198	220	0.00	\$ 42,786	\$ 44,925	\$ 2,139	\$ 355	\$ 2,494
Sr. Clerk (Sheriff)	177	209	0.00	\$ 51,397	\$ 52,770	\$ 1,373	\$ 228	\$ 1,601
Office Admin (Sheriff)	316	417	0.00	\$ 65,728	\$ 69,014	\$ 3,286	\$ 545	\$ 3,831
Detention Youth Counselor (JDC) ²	238		0.50			\$ 20,800	\$ 3,449	\$ 24,249
Clerk II (CS) ³	141		0.50			\$ 16,890	\$ 20,646	\$ 37,536
Total			1.00			\$ 47,602	\$ 25,738	\$ 73,340

General Fund	Mental Health Fund	Other Notes
\$ 3,630	\$ -	
\$ 2,494	\$ -	
\$ 1,601	\$ -	
\$ 3,831	\$ -	
\$ 24,249	\$ -	
\$ -	\$ 37,536	
\$ -	\$ -	
\$ 35,804	\$ 37,536	

CY18 Insurance (County cost)

		(6 mth Ee premium included)
Single	\$7,306.44	
Family	\$17,846.52	

Notes:

1. Benefits includes IPERS & FICA
2. Cost paid for contracts
3. Costs paid by Mental Health Fund



SCOTT COUNTY JOB DESCRIPTION

Class Title: Maintenance Coordinator

Working Title: Same

Department: Facility & Support Services

Hay Point Value:

Job Summary

Incumbent is responsible for the supervision of building maintenance workers involved in the repair and upkeep of the County's physical sites and adjacent grounds. Prepares specifications for maintenance and repair contracts. Selects and oversees contractors/vendors and evaluates the work/performance. The incumbent also performs a wide variety of skilled and semi-skilled building maintenance duties to include project management through completion.

Relationships

Report to: Facility & Support Services Director

Supervises: Maintenance Specialists, Maintenance Electronic Systems Technicians, Maintenance Workers, Maintenance General Laborer. May also supervise Support Services and/or Custodial staff in their immediate supervisor's absence.

Works with: All levels of County staff, outside contractors and service providers.

Physical/Environmental Conditions

Work is performed in and around County buildings including; the Courthouse, Jail, Administrative Center, Annex, downtown FSS maintenance facility, Tremont storage facility, Patrol facility, Scott Emergency Communications Center and SECC storage facility, Pine Knoll and Juvenile Court Services. Ability to work inside as well as outside during all types of weather conditions. Incumbent is routinely exposed to chemicals, high noise levels and physical hazards. Incumbent is on-call 24 hours a day.

Major Duties/Performance Measures

1. Performs supervisory duties including: makes daily work assignments, authorizes overtime, initiates disciplinary action, participates in hiring decisions, authorizes leave and conducts performance appraisals.
2. Assists Director with project management responsibilities to include cost estimates, bid solicitations, scheduling, prioritizing, staff assignment, monitoring and follow up as needed.
3. Incumbent is a member of the Facility and Support Services management team. Actively participates in the development of department strategic and tactical planning including setting goals, objectives, master planning and priorities. Assists in development and implementation of departmental policy and procedures
4. Develops, implements, monitors and analyzes building maintenance and repair programs, building automation systems, security management systems, computerized preventive maintenance programs and energy management/facility management system including all major building equipment and machinery.
5. Develops, analyzes and maintains capital replacement plan for buildings and equipment.
6. Performs a wide range of maintenance duties including mechanical, electrical, plumbing, carpentry, painting, floor repair, grounds keeping, etc. Responds to emergency requests for assistance.
7. Troubleshoots, maintains and repairs heating, ventilation and air conditioning and geo thermal systems to ensure air quality, the efficient use of energy, chemical treatment of loops and to provide a comfortable building climate,
8. Makes determination when contractors are needed for repairs and develops contract/bid specifications. Selects contractor, inspects and evaluates work performed for compliance. Initiates corrective actions as required. Ensures safety standards and building codes are observed.
9. Conducts onsite visits and inspection of County owned facilities/grounds to identify deficiencies; identifies required maintenance/repair projects; evaluates facilities for safety and ensures compliance with Local, State and Federal regulations and codes. Schedules and coordinates required inspections with appropriate agencies such as the State of Iowa.

10. Facilitates and coordinates safety training with staff on a regular basis. Promotes safety consciousness and enforces the use of safety equipment by all staff. Establishes and maintains departmental rules, guidelines and procedures in compliance with OSHA, SDS and other regulated requirements.
11. Participates in the development and administration of the operational and capital budgets, forecasts additional funds, equipment, materials and supplies; recommend adjustments as necessary. Maintains and assists with monitoring of department expenditures, budgeted or unbudgeted.
12. Operates, administers and coordinates the use of various peripheral computer and tracking systems including those for access control, close circuit television systems, facility management, building automation, Auto CAD, vehicle maintenance records, financial system, key management, and emergency power systems.
13. Participates in emergency response requirements for the department. Fills Director's role on emergency decision making teams in the event of his/her absence.
14. Actively participates in the property asset process including the purchase, accounting, physical property tracking, and disposal of property assets and surplus items.
15. Administers Access Card Program, which ensures proper access levels are assigned or removed from individual cardholders to ensure security of the county and tenant agencies located on downtown campus buildings, including security setting within the jail facility and several remote sites (Tremont, General Store, SECC, Patrol Headquarters).
16. Maintains library of CAD drawings and serves as department contact for questions and inquiries. Creates designs using Auto CAD for minor construction/remodeling projects.
17. Oversees grounds keeping/snow activities throughout the Courthouse Complex, including Administrative Center and County Annex as well as SECC, SECC storage facility, Tremont warehouse, Scott County Patrol and Downtown maintenance facility.
18. May enforce parking lot policy including authorizing removal of vehicles from County owned property. Works in conjunction with Bailiff staff to have citations issued as necessary.
19. Maintains supply and equipment inventory relative to building maintenance functions.
20. Maintains records on facility and building equipment, including motor pool vehicles, department vehicles, buildings and personnel.

21. Oversees the administration of a central warehouse to include space, inventory control, storage, surplus and disposal needs dependent on County organizations.
22. Acts on behalf of the Director in their absence. Performs other duties as needed and/or assigned.

NOTE: The incumbent in this position is on-call 24 hours and is required to carry a communication device for this purpose.

Background Requisites

Work Experience:

Requires ~~at least four (4)~~five to seven (5-7 years) years of responsible work experience in building maintenance, including substantive experience in HVAC and Geothermal systems. ~~Responsible~~One year of supervisory experience ~~preferred~~required.

Education:

Requires high school diploma or GED equivalent.

Post high school technical or vocational training required. ~~or~~ Associate's Degree in building maintenance/facilities management or related field is preferred.

Essential Skills:

- ◆ Demonstrated knowledge of HVAC and Geothermal systems and ability to properly maintain boilers, chillers, pumps, compressors, air handlers, etc. Working knowledge of other building maintenance and grounds keeping equipment, tools and techniques.
- ◆ Demonstrated knowledge of proper safety procedures related to building maintenance and grounds keeping.
- ◆ Ability to develop and maintain effective relationships and use tact and professionalism when working with all levels of county employees, outside agencies, contractors/vendors and the public.
- ◆ Ability to effectively utilize various computer software systems and packages including MS Office®, project management software, Auto CAD, vehicle maintenance, financial, access control and building automation software.

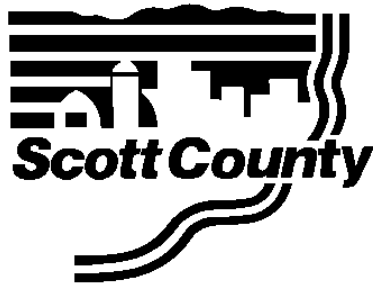
- ◆ Ability to direct and review the work of others, motivate employees and set a positive work example.
- ◆ Ability to utilize effective verbal, written and listening communication skills.
- ◆ Ability to utilize intermediate mathematical skills.
- ◆ Ability to schedule, organize and prioritize workload.
- ◆ Ability to prepare numerical and narrative data for accurate and organized written or electronic presentation.
- ◆ Ability to understand and interpret technical documents including blue prints, specifications, and architectural drawings.
- ◆ Ability to exemplify by his/her actions the County’s PRIDE philosophy.

Physical Ability Requirement

Ability to routinely bend, lift, carry, push or pull objects weighing up to 60 pounds. Frequently required to bend and reach. May climb to a height of 30 feet utilizing a ladder or stairs. Incumbent operates motor-driven machines and tools which may vibrate.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____



Scott County Job Description

Class Title: Benefits Coordinator
Working Title: Same
Department: Human Resources
Hay Point Value:

Job Summary

Administers the daily activities of the group health and life insurance programs while supporting and promoting the County's wellness initiatives. Provides clerical and administrative support for the Human Resources Department. Prepares claims and purchasing card reconciliation.

Relationships

Reports to: Assistant County Administrator
Supervises: N/A
Works with: All levels of County employees, insurance contacts, other agencies and the public.

Physical/Environmental Conditions

Primarily indoor office work.

Major Duties/Performance Measures

1. Administers the daily activities of the group health and life insurance and benefit programs: handles enrollment and verification of coverage; enters benefit enrollment data and changes in workforce administration and vendor software systems; reviews payroll deductions and benefit costs for accuracy; processes adjustments as necessary; -ensures accurate 1095C information is entered for each employee/COBRA enrollee; educates employees & retirees on benefit options; answers questions and assists in handling employees' insurance problems; -responds to benefit questions or issues; maintains accurate records; reconciles monthly billing; administers COBRA provisions; and administers tuition reimbursement program.

2. Promotes and administers county programs including deferred compensation/~~IRA~~ and flex savings, ~~plan~~ and Retirement Health Savings (RHS) programs. Maintains bi-weekly contribution files to ensure proper balancing of payroll deductions and submission of employee's contributions occurs. Schedules annual employer contribution matches.
3. Provides new employee orientation. ~~on benefits and county policies and procedures~~ Reviews benefits and options available, county policies, and new hire paperwork including tax forms, I-9, direct deposit, IPERS enrollment and beneficiary designations. Follows up with employees as necessary and ensures all paperwork is accurately completed.
4. Administers County's wellness program including administering and scheduling annual wellness testing, making necessary benefit enrollment plan changes, and deduction changes. and participates in related activities. ~~Monitors Y@Work enrollment and participation and ensures participation requirements are met. Participates on the Health Benefit Team and supports other wellness initiatives of the County.~~
5. Reconciles monthly billing of benefit plans. Retrieves invoice information from the vendor, maintains and prepares self-administered billing spreadsheets, and updates invoice remittance as necessary. Compares invoice to payroll deductions to ensure accuracy.
6. Prepares bi-weekly claims for Human Resources and handles invoice discrepancies. Maintains up-to-date account balances. Monitors supplies and places orders when necessary.
7. Processes health insurance claims information received from vendor on a weekly basis. Separates into proper general ledger accounts and submits to Treasurer's Office for ACH payment to vendor.
8. Reconciles purchasing card program on a monthly basis which includes matching receipts to the statement, balancing, printing out information and making necessary copies.
9. Administers and reconciles payroll information for Administration, Human Resources, and Board of Supervisors on a bi-weekly basis.
10. Administers COBRA provisions which includes: mailing COBRA election notices, creating monthly COBRA billing in ERP system and depositing COBRA and retiree life insurance payments on a monthly basis.
11. Responsible for building and testing annual open enrollment process in ERP. Ensures accurate benefit plan and premium changes occur. Makes necessary enrollment changes in vendor software systems.
12. Processes 1095C data and transmits to IRS annually.
13. Assists in the preparation of the 509A actuarial report, 513C report and PCORI report. Collects benefit plan enrollment information for the preceding fiscal year, reviews the User Control information and updates the Scott County User Controls document as necessary to ensure accuracy.
14. Coordinates clerical functions including: performs word processing and/or types materials; screens incoming calls; processes daily mail; composes correspondence. Serves as initial contact for employees and applicants with the Human Resources Department.

15. Assists with departmental recruitment efforts; may contact applicants for interviews, assist with employment reference checks and monitor testing processes. Assists applicants in issues related to application software.
16. Assists with the Employee Recognition Programs and the New Employee Orientation Program.
17. ~~Coordinates~~ Assists in the scheduling of pre-employment physical exams for appropriate positions. Ensures proper follow-up, communication and secure filing of confidential exam results.
18. Coordinates departmental records retention program. Maintains all department files and active/inactive employee files. Determines dates for destruction of records in accordance with Federal/State regulations.
19. Works on special projects related to human resources as required.
20. Performs other duties as needed and/or assigned.

Background Requisites

Work Experience:

Minimum of three (3) years responsible clerical experience required. Previous experience in a human resources or insurance office preferred.

Education:

Minimum of high school diploma or GED required. Vocational degree in clerical support preferred OR equivalent in related college-level coursework.

Essential Skills:

- Ability to learn affordable care act provisions related to county insurance and track related deadlines.
- Ability to establish and maintain effective working relationships with all levels of County employees.
- Demonstrated ability to communicate effectively orally and in writing.
- Ability to utilize word processing, county financial/HR software and spreadsheet software.
- Ability to perform mathematical functions including: computing percentages, multiplying and dividing.
- Ability to organize and prioritize fluctuating workloads.
- Ability to present a positive and service-oriented image.
- Ability to operate office equipment including, but not limited to: typewriter, photocopier, fax machine, and personal computer.

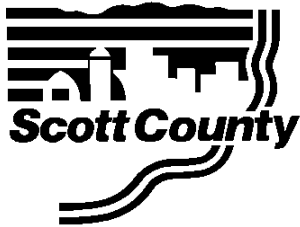
- Ability to maintain confidentiality, HIPAA compliance and security of records and information.
- Ability to exemplify, by his/her actions, the County's PRIDE philosophy.

Prepared by: _____

Date: _____

Approved by: _____

Date: _____



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SCOTT COUNTY JOB DESCRIPTION

Class Title: Senior Clerk
Working Title: Same
Department: Sheriff – Sheriff's Office Administration
Hay Point Value:

Job Summary

Assists Sheriff Administration with accounting and bookkeeping functions including processes payroll and accounts payable claims, reconciles purchase cards and jail bank accounts and applies for and manages funds for federal jail grant. Provides information and direction for the public, outside agencies and jurisdictions related to Sheriff's Office matters. ~~Serves as receptionist for Sheriff's Office Administration.~~ Performs various clerical duties for Sheriff's Administration Office. ~~Ability to maintain confidentiality and discretion are of the utmost importance.~~

Relationships

Reports to: Office Administrator

Supervises: May provide work direction for temporary workers.

Works with: ~~Jail employees~~ Sheriff's Office employees, other County employees, outside agencies/jurisdictions and institutions in and outside of the State of Iowa

Physical/Environmental Conditions

Indoor office environment in a primarily secure area. ~~The incumbent may be exposed to violence and physical hazards when coming into contact with inmates.~~

Major Duties/Performance Measures

1. Collects, calculates, compiles and processes bi-weekly payroll for the Sheriff's Office to ensure accurate records and classification of hours. Makes corrections to payroll as needed. ~~Works with supervisory staff to ensure accuracy and clarify questions.~~ Prepares periodic reports utilizing payroll database and internal

documentation for the use of supervisory and management staff in scheduling and tracking leave use. ~~Ensures timely distribution of pay stubs.~~

2. Maintains timekeeping system for the Sheriff's Office including adds employees and supervisors, trains staff, registers employees at the hand reader, updates schedules and assigns employees to the correct division. ~~Trains all supervisors and new employees for Novatime (payroll) system.~~ Ensures proper registration of all employees in system.

3. Reconciles and balances jail bank accounts statements and checkbooks and prepares bank deposits for jail accounts. ~~and prepares bank deposits as needed.~~ Runs reports for auditing purposes and conducts ACH money transfers to reimburse cost of inmate debit cards on a weekly basis. Audits bank deposits and fingerprinting account monthly to ensure accuracy. Issues checks to pay commissary bills/invoices. Reimburses jail general ledger account for commissary expenditures quarterly.

4. Processes Sheriff's Office claims on a bi-weekly basis to ensure payments are remitted in an accurate and timely manner.

5. ~~Oversees Sheriff's Office purchasing card program. Coordinates department user information with Facility & Support Services.~~ Reconciles purchasing card program on a ~~bi-weekly~~ monthly basis which includes matching receipts to the statement, balancing, printing out information and making necessary copies. Coordinates department user information with Facility & Support Services.

10. ~~Processes bills for jail commissary checkbook which includes check writing and bank reconciliation.~~

11. ~~Electronically files all strategic accountability management systems (SAMS) reports for Jail and Bailiffs.~~

6. Administers federal jail grant including completes an online application process and collects and submits agency payroll and inmate data. Ensures the grant funding is received, distributed and charged to appropriate budget account.

7. Serves as Sheriff's Office Administration Information Center for public inquiries/requests. Refers callers or visitors to appropriate area or agency for response. Responds to various questions from County offices and outside agencies.

8. Types confidential correspondence, reports and documentation and makes travel arrangements for staff as needed. Assists in completing travel paperwork and taxable meal reimbursements.

9. Collects, itemizes, tracks and presents written and numeric reports to Administration as requested to depict historical ~~inmate~~ activities, staff hours or prepare reports for ~~State regulatory~~ other agencies.

10. Orders office/other supplies through purchasing and/or outside vendors for the ~~entire~~ Sheriff's Office. Maintains all forms and orders as needed.

~~12. Processes daily incoming and outgoing department mail.~~

11. Maintains ~~all~~ Sheriff's Office employee ~~personnel~~ files.

12. Perform other job-related duties as necessary or assigned.

Background Requisites

Education:

High School diploma or GED equivalent required. Secretary or office training required. College level coursework in Business Administration, Accounting or related field preferred.

Work Experience:

~~Two (2) years of clerical experience required~~3-5 years of increasingly responsible accounting and administrative experience required.
~~Accounting and cash handling experience preferred.~~

Essential Skills:

- Ability to utilize effective written, verbal and listening communication skills.
- Ability to exercise tact, courtesy and diplomacy in dealing with the general public, co-workers, outside agencies and County staff.
- Ability to operate general office equipment including: fax machine, computer, calculator, photocopier, cash register and scanner.
- Possess ability to effectively utilize basic computer skills in word processing, electronic spreadsheet and database applications.
- Possess ability to organize tasks to meet shifting priorities.
- Ability to work independently under general supervision.
- Possess basic mathematical skills to accurately record and balance cash and commissary inventory.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Physical/Mental Ability Requirements

Incumbent frequently performs tasks while sitting or standing. Occasionally incumbent will lift objects weighing up to twenty (20) pounds and carry them up to ten (10) feet. Incumbent frequently performs data entry, utilizing a computer or calculator.

Prepared by:_____ Date_____

Approved by:_____ Date_____



DRAFT

SCOTT COUNTY JOB DESCRIPTION

Class Title: Office Administrator

Working Title: Same

Department: Sheriff

Hay Point Value: 346TBD

Job Summary

Serves as administrative officer for the Sheriff with responsibility in the following areas: supervision of office support staff; preparation and monitoring of departmental budget; implementation and utilization of computer technology. ~~- Responsible for d~~Determines ~~the~~ eligibility/feasibility of funding requests brought to the Sheriff's Office. Coordinates the day-to-day functions of civil and jail support areas to ensure effective operation. ~~Responsible for S~~Setting work rules and procedures. ~~-Responsible for accurate reporting of financial and office performance indicators for use in internal documents and required State/Federal reporting. Serves as Administrative Assistant to the Sheriff and~~Acts ~~acts~~ as liaison between Sheriff's Office and other County offices in administrative matters. May act on behalf of the Sheriff in his/her absence or as directed.

Relationships

Reports to: Sheriff

Supervises: Senior Clerk(s), Senior Account Clerk(s), Clerk III(s)

Works with: All Sheriff's Office ~~staff~~employees, ~~other c~~County ~~employees~~staff, ~~- local, state and federal agencies and members of the public~~courthouse staff, outside agencies and jurisdictions, local, state and federal elected office holders and the general public.

Physical/Environmental Conditions

Primarily indoor work with extensive computer utilization. May be exposed to angry/rude behavior, violence and stressful conditions due to customer and inmate contact.

Major Duties/Performance Measures

1. Supervises department support staff in the administration, civil and jail divisions including but not limited to including but not limited to; monitoring work performance, coaching/counseling, conducting performance evaluations, establishing performance objectives, counseling and issuing disciplinary actions; authorization of leave time, provides recommendations for and authorization of training, and participates in the hiring process to include interviewing and selection.
2. Develops, establishes, and implements work rules for support staff in accordance with collective bargaining agreement and human resources policies.
3. Prepares Sheriff's Office annual budget requests and quarterly performance reports for review by the Sheriff and County Administration. Assists in development of the budget and compiles information. Evaluates and monitors expenditures to ensure sound fiscal management. Ensures proper payment and accounting for payment of Sheriff's Office invoices.
4. Makes recommendations to Sheriff on major equipment purchases and prepares documentation for presentation to the Board of Supervisors.
5. Serves as budget analyst for assigned departments and/or authorized agencies and assists with developing budgets in accordance with County standards.
6. Seeks, prepares, and/or submits grant applications and serves as grant fiscal officer. Administers multiple grants and reimbursement agreements. Tracks cost and invoice billings, reimbursement requests, and ensures compliance. Receives and evaluates funding requests and determines if grant funding is appropriate.
7. Serves as fiscal officer for Sheriff's Office Forfeited Assets fund. Tracks, monitors and prepare reports for associated financial records. Receives and evaluates fund requests for compliance.

8. Oversees Sheriff's Office computer utilization to ensure effective use of the system including department specific software and countywide applications. Works with Information Technology to coordinate and implement system enhancements. Serves as Subject Matter Expert (SME) and System Administrator for civil, weapons permit, and fingerprinting software. Coordinates implementation of system upgrades, training, maintenance, and reporting capabilities.
9. Serves as administrative assistant to the Sheriff. Composes and prepares correspondence and other documents for the Sheriff. Maintains calendars and monitors emails to the Sheriff's Office and responds to or distributes accordingly. Assists employees with administrative issues and serves as a liaison with other County offices. Attends bi-weekly command staff meetings.
10. Coordinates and updates Sheriff's Office web page and social media accounts. Responds to and/or facilitates Freedom of Information Act requests and other inquiries from county employees, members of the public, media, and outside agencies.
11. Coordinates deputy, correction officer, and reserve candidate testing.
12. Provides oversight and serves as backup for department payroll, accounts payable claims, and reconciliation of purchasing card program. Coordinates billing of outside agencies for Sheriff's Office fees.
13. Oversees several Sheriff's Office accounts including but not limited to: Jail Commissary, Jail Kiosk, Civil, and Property to ensure proper documentation, payment and auditing for compliance.
4. —
—
2. — Composes and prepares a wide variety of correspondence and reports at the direction of the Sheriff. May delegate to support staff. Monitors emails to the Sheriff's Office and handles or distributes accordingly.
3. — Maintains a calendar of appointments for the Sheriff and keeps Sheriff advised on upcoming meetings and deadlines. Provide assistance to Sheriff in daily operations.
4. — Handles walk-in traffic by coordinating impromptu meetings, making appointments or handling situations directly for the Sheriff.
5. — Personally provides customer service in Sheriff's Office matters and services both over the phone and in person. Explains department policies and procedures. Conducts customer

~~Office Administrator — Cont'd —~~

~~Rev. 12/08~~

~~satisfaction surveys. Examines data and submits statistical reports to the Sheriff and Scott County Administration.~~

- ~~6. Attends and documents bi-weekly command staff meetings. Maintains a follow-up file of assignments for command staff.~~
- ~~7. Seeks grant funding opportunities. Coordinates administration of various grants and reimbursement agreements including; cost and invoice tracking, billings, reimbursement requests, grant application preparation, contract administration and compliance.~~
- ~~8. Oversees all Sheriff's Office new employee orientation to ensure familiarity of rules, regulations, standard operating procedures and Sheriff's Office Rules of Conduct.~~
- ~~9. Assigns new employee identification numbers, passwords, radios and maintains master files on such information. Uploads employees to various computer systems enabling employee access.~~
- ~~10. Prepares Sheriff's Office annual budget requests and quarterly performance reports for review by the Sheriff and County Administration. Monitors all expenditures to ensure sound fiscal management.~~
- ~~11. Serves as budget analyst for assigned departments.~~
- ~~12. Oversees Civil system computer utilization within the Sheriff's Office to ensure effective use of the existing system. Serves as the Subject Matter Expert (SME) and System Administrator for the Civil computer system. Provides initial training as well as all associated upgrade training for appropriate department staff. Responsible for implementation of system upgrades. Ensures data integrity by verification of input on a routine basis. Works with Information Technology and schedules necessary computer training.~~
- ~~13. Maintains records, cancels warrants and balances Sheriff's Office business checking account. Ensures proper payments and distribution of Sheriff's Office funds to County accounting system. Responsible for Sheriff's Office warrant reconciliation in order for Auditor to balance Sheriff's Office cash.~~
- ~~14. Ensures proper payment and accounting for payment of Sheriff's Office invoices. Monitors department expenditures. Reviews and signs all Sheriff's Office checks for reimbursements to clients and client agencies.~~
- ~~15. Submits all supporting documentation for state and federal forfeiture funds.~~

Office Administrator — Cont'd _____

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- ~~16. Coordinates Triad committee and is responsible for overseeing Triad projects. Coordinates and attends Community Policing Events with COPS officers. Serves as liaison between the committee members, the Sheriff's Office and outside agencies~~
- ~~17. Serves as back up administrator for Records system.~~
- ~~18. Serves as liaison between the Sheriff's Office and other County offices to ensure Iowa code compliance and ensure positive working relationships.~~
- ~~19. — Maintains department personnel vehicle assignments and license plate log.~~
- ~~20. Supervises payroll processing for the department. Ensures accurate and timely record maintenance and entry. Serves as back up as necessary.~~
- ~~21. Coordinates quarterly Scott County Police Administrative meetings.~~
- ~~22-24.~~ 22-24. Performs special projects and other job-related duties as necessary and/or assigned.

Background Requisites

Education:

_____ Bachelor's degree in Business Administration or related area-field required or commensurate training, education, and/or work experience is required.

Work Experience:

Three (3) to five (5) years of increasingly responsible administrative, budgeting and/or management experience required. Must have a minimum of three (3) years of supervisory experience. Previous work experience with computer technology required.

~~Three (3) years of responsible clerical/administrative assistant experience required. Three to five years experience in a supervisory capacity required. Knowledge of the Civil law process is helpful. Prior work experience with budgeting, accounting and computer technology is preferred.~~

Essential Skills:

- Ability to obtain MMPI proctor certification from the Iowa Law Enforcement Academy.
- ⊖• Ability to ~~utilize effective verbal, written and listening communication skills.~~ communicate effectively both orally and in writing.
- ⊖• Ability to develop highly effective relationships and use tact and professionalism when working with all levels of county employees, the public and various outside agencies.
- ⊖• Ability to effectively oversee and direct the work of others.
- ⊖• Ability to ~~perform intermediate mathematical functions.~~ analyze data and prepare reports.
- ⊖• Must possess ability and initiative to identify areas for office procedure and productivity enhancements.
- ⊖• Demonstrated ability to utilize personal computers and various software applications including but not limited to; electronic spreadsheet, word processing, calendar/scheduling programs and department specific software packages.
- ⊖• Demonstrated ability to exercise independent judgment and make decisions within limits of authority.
- ⊖• Ability to maintain security and confidentiality of information.
- Ability to identify priorities and organize work to ensure tasks are completed accurately and within a timely manner.
- Ability to exercise independent judgment and make decisions within limits of authority.
- ⊖• Ability to utilize computers and various software applications including but not limited to; electronic spreadsheet, word processing, calendar/scheduling programs and department specific software packages.
- Knowledge of governmental finance and accounting principles, personnel practices, and computer technology.
- Knowledge of legal procedures and law enforcement terminology.
- ⊖• Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Physical and Mental Ability Requirements

Incumbent required to spend equal period of time sitting and standing. Must be able to lift ~~Ability to lift~~ objects weighing up to twenty (250) pounds and carry them up to (120) feet. Incumbent may be exposed to angry/rude behavior, violence and stressful conditions due to customer and inmate contact. Heavy computer keyboard utilization.

Prepared by: _____ Date _____

Approved by: _____ Date _____

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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

February 22, 2018

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS AS DISCUSSED DURING THE FISCAL YEAR 2019 BUDGET REVIEW PROCESS

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

Section 1. That the table of organization for the Administration Department be decreased by 0.5 FTE Fleet Manager and the table of organization for Secondary Roads be increased by 0.5 FTE Fleet Manager (total 1.0 FTE) to reflect position solely being under the supervision of Secondary Roads Department.

Section 2. That the table of organization for the Community Services Department be increased by 0.5 FTE Clerk II (total 1.0 FTE) to reflect the need for additional clerical services in the mental health program.

Section 3. That the table of organization for the Juvenile Detention Center be modified to reflect the addition of equivalency of 0.5 FTE for part-time Detention Youth Counselors for a total of 13.9 FTE Total, to reflect the need for additional program services.

Section 4. In the Facilities and Support Services Department the position of Maintenance Coordinator (1.0 FTE) is hereby upgraded from 300 to 332 Hay Points.

Section 5. In the Human Resources Department the position of Benefits Coordinator (1.0 FTE) is hereby upgraded from 198 to 220 Hay Points.

Section 6. In the Sheriff's Office the position of Senior Clerk (1.0 FTE) is hereby upgraded from 198 to 209 Hay Points.

Section 7. In the Sheriff's Office the position of Office Administrator (1.0 FTE) is hereby upgraded from 316 to 417 Hay Points.

Section 8. This resolution shall take effect July 1, 2018.

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1003

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



February 13, 2018

TO: Mahesh Sharma, County Administrator

FROM: David Farmer, CPA, Director of Budget and Administrative Services

RE: FY19 Budget Adoption

Please find attached the resolution to approve the FY19 Budget Adoption. The public hearing is to be held on Thursday, February 22, 2018 and advanced notice of the hearing was published according to state law in the two official County newspapers.

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 22, 2018

ADOPTING THE FY19 COUNTY BUDGET IN THE AMOUNT OF \$84,826,572 AND
THE COUNTY'S FY 19 CAPITAL BUDGET AND FY20-23 CAPITAL PROGRAM.

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

Section 1. The FY19 County Budget as presented by the County Administrator
and as reviewed and considered by this Board is hereby adopted in
the amount of \$84,826,572 (which includes the Golf Course
Enterprise Fund in the amount of \$1,214,731, a non-budgeted fund
for State certification purposes).

Section 2. The total amount of service area:

<u>Service Area</u>	<u>Amount</u>
Public Safety & Legal Services	\$32,352,530
Physical Health & Social Services	6,187,788
Mental Health, ID & DD	4,555,905
County Environment & Education	5,225,227
Roads & Transportation	6,838,000
Government Services to Residents	2,758,284
Administration (interprogram)	<u>12,033,649</u>
Subtotal Operating Budget	\$69,951,383
Debt Service	3,385,530
Capital Projects	<u>10,274,928</u>
Subtotal County Budget	\$83,611,841
Golf Course Operations	<u>1,214,731</u>
TOTAL	<u>\$84,826,572</u>

Section 3. The FY19 capital budget and FY20-23 capital program is hereby adopted.

Section 4. The County Auditor is hereby directed to properly certify the budget as adopted and file with the records of her office and that of the State Department of Management as required by law.

Section 5. 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 22, 2018

APPROVAL OF APPOINTMENT OF BILL BLANCHE TO THE BENEFITED FIRE DISTRICT #3

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

Section 1. That the appointment of Bill Blanche, Eldridge, Iowa, to the
Benefited Fire District #3 for a three (3) year term expiring on
April 1, 2021 is hereby approved.

Section 2. This resolution shall take effect immediately.

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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

February 22, 2018

APPROVAL OF APPOINTMENT OF DONALD DEWULF TO THE BENEFITED FIRE DISTRICT #4

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

Section 1. That the appointment of Donald DeWulf, Long Grove, Iowa, to the
Benefited Fire District #4 for a three (3) year term expiring on
April 1, 2021 is hereby approved.

Section 2. This resolution shall take effect immediately.

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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

February 22, 2018

APPROVAL OF APPOINTMENT OF DON MCCOLLAM TO THE BENEFITED FIRE DISTRICT #2

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

Section 1. That the appointment of Don McCollam, Long Grove, Iowa, to the
Benefited Fire District #2 for a three (3) year term expiring on March
10, 2021 is hereby approved.

Section 2. This resolution shall take effect immediately.