

TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
January 20 - 24, 2020

Tuesday, January 21, 2020

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

- ___ 1. Roll Call: Croken, Kinzer, Maxwell, Beck, Knobbe

Facilities & Economic Development

- ___ 2. Authorizing County Engineer to accept a Farm to Market and Federal or State aid construction projects on behalf of the Board of Supervisors. (Item 2)
- ___ 3. Plans and Specifications, federal funding agreement, and 28E Agreement between Scott County and Jackson County for culvert replacement projects on F58 (200th Street) over a Tributary to Mud Creek in Blue Grass Township and on Z30 (240th Avenue) over Lost Creek in Princeton Township. (Item 3)
- ___ 4. Preconstruction agreement between Scott County and the Iowa Department of Transportation for Culvert replacement project at the intersection of Hwy 130 and Y30 (20th Avenue). (Item 4)
- ___ 5. Authorizing engineer to make necessary road closures and reduced speed limits in work zones. (Item 5)
- ___ 6. Policy for Purchase of Right-of-Way 2020. (Item 6)
- ___ 7. Appointment of weed commissioner. (Item 7)
- ___ 8. Architect and engineering services for replacement of air supply units at the Scott County Jail that serve Juvenile Court Services. (Item 8)

Human Resources

- ___ 9. Collective bargaining agreement between Scott County and Deputy Sheriff's Association. (Item 9)
- ___ 10. Changes to General Policy 43 "Video Surveillance" and Human Resource Policy J "Overtime Compensation". (Item 10)
- ___ 11. Request to temporarily overfill the Administrative Assistant/Legal Secretary position in the Attorney's Office. (Item 11)
- ___ 12. Classification and staffing adjustments in the Health Department. (Item 12)
- ___ 13. Staff appointment. (Item 13)

- ___ 14. Voluntarily recognizing the Scott County Corrections Sergeants Association (SCCSA) as a union.

Health & Community Services

- ___ 15. Tax suspension request. (Item 15)

Finance & Intergovernmental

- ___ 16. Auditor's Office election polling location printers. (Item 16)
- ___ 17. Laptop computer replacement project purchase. (Item 17)
- ___ 18. NetMotion maintenance and support. (Item 18)
- ___ 19. Appointments to the 2020 Condemnation Appraisal Jury. (Item 19)
- ___ 20. E911 Service Board appointment. (Item 20)
- ___ 21. Scott County and Scott County Public Safety Authority continuing disclosure requirements. (Item 21)
- ___ 22. FY21 maximum proposed tax levy public hearing set for February 20, 2020. (Item 22)

Other Items of Interest

- ___ 23. Recognizing Martin Luther King Jr. Holiday as a Day of Service in Scott County. (Item 23)
- ___ 24. Beer/Liquor license renewal for Kwik Shop #589.
- ___ 25. Adjourned.

Moved by _____ Seconded by _____

Tuesday, January 21, 2020

Ayes
Nays

Special Committee of the Whole - 9:00 am IMMEDIATELY FOLLOWING COMMITTEE OF THE WHOLE Board Room, 1st Floor, Administrative Center

- ___ 1. Roll Call: Croken, Kinzer, Maxwell, Beck, Knobbe
- ___ 2. Budget Work Session.
- ___ 3. Other items of interest.

Thursday, January 23, 2020

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

SCOTT COUNTY ENGINEER'S OFFICE

950 E. Blackhawk Trail
Eldridge, Iowa 52748

(563) 326-8640
FAX – (563) 328-4173
E-MAIL - engineer@scottcountyiowa.com
WEB SITE - www.scottcountyiowa.com



ANGELA K. KERSTEN, P.E.
County Engineer

TARA YOUNGERS
Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJ: Authorization for the County Engineer to Accept Construction Projects

DATE: January 21, 2020

This resolution is to authorize the County Engineer to accept a Farm-to-Market, Federal, or State Aid construction project, which are administered through the Iowa Department of Transportation, as complete on behalf of the Board of Supervisors.

The County Engineer, besides serving as the engineer in responsible charge of a project, may also sign on behalf of the Board of Supervisors to certify final acceptance and completion of a construction contract. However, before the County Engineer can legally sign for the Board of Supervisors, the County must pass and execute a resolution authorizing the County Engineer to do so.

A new resolution needs completed only whenever the County hires a new County Engineer. This procedure does not need completed on an annual basis. The previous County Engineer was authorized to perform this work.

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 23, 2020

AUTHORIZATION FOR SCOTT COUNTY ENGINEER TO ACCEPT ALL
FARM-TO-MARKET AND FEDERAL OR STATE AID CONSTRUCTION PROJECTS
ON BEHALF OF THE BOARD OF SUPERVISORS

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

Section 1. That Angela K. Kersten, the County Engineer of Scott County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the certification of completion of work and final acceptance thereof in accordance with plans and specifications in connection with all Farm-to-Market and Federal or State aid construction projects in this county.

Section 2. That this resolution shall take effect immediately.

Dated at Scott County, Iowa ____ day of _____, _____

Scott County Board of Supervisors:

Tony Knobbe, Chairman

Ken Beck Vice-Chair

Ken Croken, Supervisor

Brinson Kinzer, Supervisor

John Maxwell, Supervisor

ATTEST:

By _____

Scott County Auditor,
Roxanna Moritz

seal

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ANGELA K. KERSTEN, P.E.
County Engineer

TARA YOUNGERS
Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJ: Culvert Replacement Projects

DATE: January 21, 2020

These resolutions are to approve the plans and specifications, a federal funding agreement between Scott County and the Iowa Department of Transportation (IaDOT), and a 28E Agreement between Scott County and Jackson County for culvert replacement projects. In August of 2019, the State of Iowa was awarded \$33,442,000 through the Federal Highway Administration Competitive Highway Bridge Program (CHBP) grant to replace 77 bridges. Scott County was awarded a portion of this federal funding to be used toward the cost of replacing two structurally deficient bridges detailed below:

Project No. BRS-CHBP-C082(61)--GB-82 (6 Blue Grass) is a Twin 12' X 6' X 88' Reinforced Concrete Box Culvert replacement of an existing Twin 12' Span Concrete Slab Culvert on Concrete Sheet Piles built in 1957 on F58 (200th Street) over a Tributary to Mud Creek in Blue Grass Township.

Project No. BRS-CHBP-C082(62)--GB-82 (7F Princeton) is a Single 10' X 8' X 86' Reinforced Concrete Box Culvert replacement of an existing 42'-6 X 28' Steel I-Beam Bridge built in 1967 on Z30 (240th Avenue) over Lost Creek in Princeton Township.

These projects are in FY2020 of our Five-Year Construction Program. Construction project costs will be paid by the IaDOT out of our county highway bridge program funding account with partial reimbursement of federal-aid funding through the grant. I recommend approving the plans and specifications for these projects and entering into an agreement with the IaDOT for financing with federal funds.

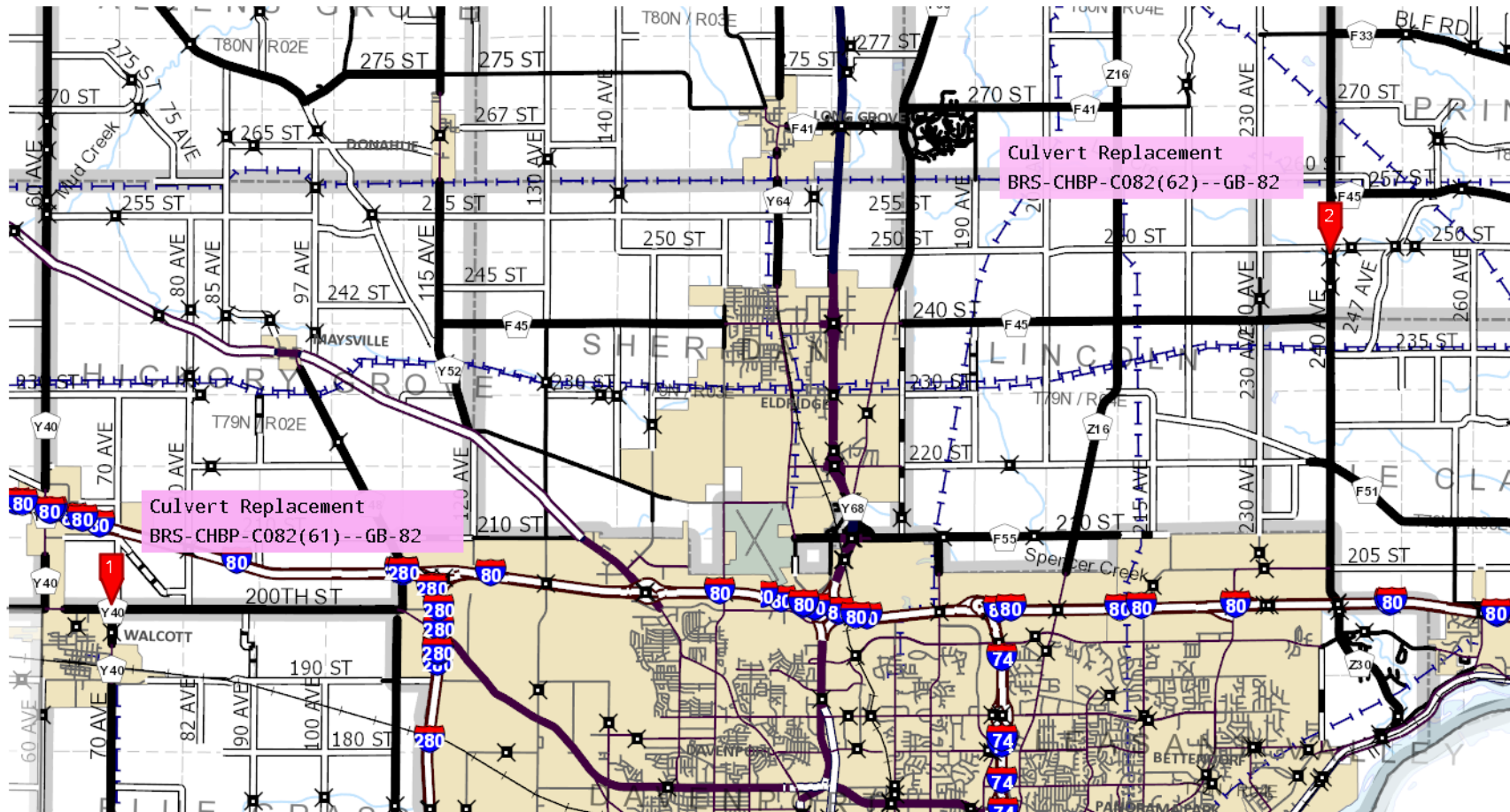
The grant stipulates that bridge replacement projects will be bundled together based on location and type of replacement. Through a collaborative process, it was determined to bundle two of Scott County's projects with one of Jackson County's projects. I recommend that we enter into a 28E Agreement with Jackson County to tie our projects together and comply with the grant requirements.

Included with this memo are the agreements and a project location map.

Culvert Replacement Project Location Map

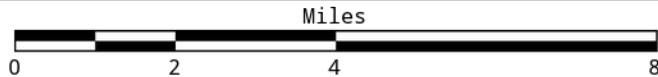
Scott - ICEASB Easy Map

9:13 AM, Mon, Jan 13, 2020



Feature Key

Earth	Gravel	Seal Coat	County Pavement	State Pavement
Divided Hwy	Water	City	Township	Railroad
Bridge	County Hwy	State Hwy	US Hwy	



Generated by ICEASB Map Server (150 dpi)

**IOWA DEPARTMENT OF TRANSPORTATION
Federal-aid Agreement
for a Competitive Highway Bridge Program (CHBP) Project**

Recipient: Scott County

Project No: BRS-CHBP-C082(61)--GB-82 and
Project No: BRS-CHBP-C082(62)--GB-82

Iowa DOT Agreement No: 6-20-CHBP-08

CFDA No. and Title: 20.205 Highway Planning and Construction

This is an agreement between Scott County, Iowa (hereinafter referred to as the Recipient) and the Iowa Department of Transportation (hereinafter referred to as the Department). Iowa Code Sections 306A.7 and 307.44 provide for the Recipient and the Department to enter into agreements with each other for the purpose of financing transportation improvement projects on streets and highways in Iowa with Federal funds.

The Competitive Highway Bridge Program (CHBP) funding was made available by Division L of the Consolidated Appropriations Act, 2018, which appropriated \$225 million to be awarded by the United States Department of Transportation for a competitive highway bridge program. Federal funds are available for replacement or rehabilitation of specific bridges, which were included in the grant application and made a part of Iowa's \$33,442,000 Grant Award. The highway bridge replacement or rehabilitation projects included in the grant application demonstrate cost savings by the bundling of multiple highway bridge projects. Federal-aid Swap Highway Bridge Program (HBP) funds are also available, under 761 Iowa Administrative Code (IAC) Chapter 161.

Pursuant to the terms of this agreement, applicable statutes, and administrative rules, the Department agrees to provide Competitive Highway Bridge Program funding to the Recipient for the authorized and approved costs for eligible items associated with the project.

Under this agreement, the parties further agree as follows:

1. The Recipient shall be the lead local governmental agency for carrying out the provisions of this agreement.
2. All notices required under this agreement shall be made in writing to the appropriate contact person. The Department's contact persons will be the Local Systems Project Development Engineer, Christy VanBuskirk, and the Eastern Region Local Systems Field Engineer, Kent L. Ellis. The Recipient's contact person shall be the County Engineer, Angela Kersten.
3. The Recipient shall be responsible for the project development, construction inspection, and completion of the following bridge projects:
 - A. FHWA Structure Number: 046790
 - B. Location: 200th Street over Tributary to Mud Creek
 - C. Project number: BRS-CHBP-C082(61)--GB-82
 - D. Preliminary Estimated Total Cost: \$350,000
 - E. FHWA Structure Number: 302940
 - F. Location: 240th Avenue over Lost Creek
 - G. Project number: BRS-CHBP-C082(62)--GB-82
 - H. Preliminary Estimated Total Cost: \$350,000
4. The Recipient shall "bundle" or "tie" the above listed project to the following project(s) via the Iowa DOT's Contracts and Specifications Bureau's letting process:

- A. FHWA Structure Number: 194821 in Jackson County
- B. Location: High Bridge Road over Unnamed Creek
- C. Project number: BROSCHBP-C049(78)--GA-49
- D. Preliminary Estimated Total Cost: \$375,000

- 5. The eligible project construction limits shall include the bridge plus grading and/or paving to reach a "touchdown point" determined by the Department. Within the eligible project construction limits, eligible project activities will be limited to construction.
- 6. Costs associated with work outside the eligible project construction limits, routine maintenance activities, operations, and monitoring expenses are not eligible. In addition, administrative costs, and fees or interest associated with bonds or loans are not eligible.
- 7. 80% of the eligible construction project costs incurred after the effective date of this agreement shall be paid from CHBP funds up to a maximum of \$191,170 for (61) and \$191,170 for (62), which is 55% of the construction cost estimate at the time of grant application submittal. The Recipient shall receive reimbursement for costs of authorized and approved eligible project activities from CHBP funds, but at no time will the CHBP reimbursed amount exceed \$191,170 for (61) and \$191,170 for (62).
- 8. The remaining eligible construction projects costs incurred after the effective date of this agreement shall be paid from Federal-aid Swap HBP Funds, made available through the Federal-aid Swap HBP Funds outlined in 761 IAC Chapter 161 and Local Systems Instructional Memorandum (I.M.) 1.100.
- 9. The Recipient shall pay for all project costs not reimbursed with CHBP funds or Federal-aid Swap HBP funds.
- 10. The Recipient shall let the project for bids through the Department.
- 11. If any part of this agreement is found to be void and unenforceable, the remaining provisions of this agreement shall remain in effect.
- 12. It is the intent of both parties that no third party beneficiaries be created by this agreement.
- 13. Responsibility for compliance with the Federal and State laws, regulations, policies, or procedures required by this agreement is not assignable without the prior written consent of the Department.
- 14. The project(s) shall be let to contract by September 30, 2021. If not, this agreement shall become null and void. The project shall be paid in full by September 30, 2026, or the amount not paid will be de-obligated.
- 15. This agreement and the attached Exhibit 1 constitute the entire agreement between the Department and the Recipient concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement shall be made in the form of an addendum to this agreement. The addendum shall become effective only upon written approval of the Department and the Recipient.

IN WITNESS WHEREOF, each of the parties hereto has executed this agreement as of the date shown opposite its signature below.

County Signature Block

This agreement was approved by official action of the Scott County Board of Supervisors in official session on the _____ day of _____, 20____.

County Auditor

Chair, County Board of Supervisors

**IOWA DEPARTMENT OF TRANSPORTATION
Highway Administration**

By _____ Date _____, 20____
Nicole Moore, P.E.
Deputy Director, Local Systems

EXHIBIT 1
General Agreement Provisions for use of Federal Highway Funds on Non-primary Projects

Unless otherwise specified in this agreement, the Recipient shall be responsible for the following:

1. General Requirements.

- a. The Recipient shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the Recipient, the Department has provided guidance in the Federal-aid Project Development Guide (Guide) and the Instructional Memorandums to Local Public Agencies (I.M.s) that are referenced by the Guide. Both are available on-line at: https://www.iowadot.gov/local_systems/publications/im/lpa_ims.htm. The Recipient shall follow the applicable procedures and guidelines contained in the Guide and I.M.s in effect at the time project activities are conducted.
- b. In accordance with Title VI of the Civil Rights Act of 1964 and associated subsequent nondiscrimination laws, regulations, and executive orders, the Recipient shall not discriminate against any person on the basis of race, color, national origin, sex, age, or disability. In accordance with Iowa Code Chapter 216, the Recipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability. The Recipient agrees to comply with the requirements outlined in I.M. 1.070, Title VI and Nondiscrimination Requirements.
- c. The Recipient shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in I.M. 1.080, ADA Requirements. When pedestrian facilities are constructed, reconstructed, or altered, the Recipient shall make such facilities compliant with the ADA and Section 504.
- d. To the extent allowable by law, the Recipient agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.
- e. As required by the 2 CFR 200.501 "Audit Requirements," a non-Federal entity expending \$750,000 or more in Federal awards in a year shall have a single or program-specific audit conducted for that year in accordance with the provision of that part. Auditee responsibilities are addressed in Subpart F of 2 CFR 200. The Federal funds provided by this agreement shall be reported on the appropriate Schedule of Expenditures of Federal Awards (SEFA) using the Catalog of Federal Domestic Assistance (CFDA) number and title as shown on the first page of this agreement. If the Recipient will pay initial project costs and request reimbursement from the Department, the Recipient shall report this project on its SEFA. If the Department will pay initial project costs and then credit those accounts from which initial costs were paid, the Department will report this project on its SEFA. In this case, the Recipient shall not report this project on its SEFA.
- f. The Recipient shall supply the Department with all information required by the Federal Funding Accountability and Transparency Act of 2006 and 2 CFR Part 170.
- g. The Recipient shall comply with the following Disadvantaged Business Enterprise (DBE) requirements:
 - i. The Recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.
 - ii. The Recipient shall comply with the requirements of I.M. 5.010, DBE Guidelines.
 - iii. The Department's DBE program, as required by 49 CFR Part 26 and as approved by the Federal Highway Administration (FHWA), is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the

matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- h. Termination of funds. Notwithstanding anything in this agreement to the contrary, and subject to the limitations set forth below, the Department shall have the right to terminate this agreement without penalty and without any advance notice as a result of any of the following: 1) The Federal government, legislature or governor fail in the sole opinion of the Department to appropriate funds sufficient to allow the Department to either meet its obligations under this agreement or to operate as required and to fulfill its obligations under this agreement; or 2) If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the Department to make any payment hereunder are insufficient or unavailable for any other reason as determined by the Department in its sole discretion; or 3) If the Department's authorization to conduct its business or engage in activities or operations related to the subject matter of this agreement is withdrawn or materially altered or modified. The Department shall provide the Recipient with written notice of termination pursuant to this section.

2. Programming and Federal Authorization.

- a. The Recipient shall be responsible for including the project in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The Recipient shall also ensure that the appropriate RPA or MPO, through their TIP submittal to the Department, includes the project in the Statewide Transportation Improvement Program (STIP). If the project is not included in the appropriate fiscal year of the STIP, Federal funds cannot be authorized.
- b. Before beginning any work for which Federal funding reimbursement will be requested, the Recipient shall contact the Department to obtain the procedures necessary to secure FHWA authorization. The Recipient shall submit a written request for FHWA authorization to the Department. After reviewing the Recipient's request, the Department will forward the request to the FHWA for authorization and obligation of Federal funds. The Department will notify the Recipient when FHWA authorization is obtained. The cost of work performed prior to FHWA authorization will not be reimbursed with Federal funds.
- c. Upon receiving FHWA Authorization, the Recipient must show federal aid funding activity to receive the programmed amount authorized for the project. If there are no funding activity for nine or more months after the previous activity, the remaining unused programmed amount will be de-obligated from the project and there will be no further federal aid reimbursement issued for the project. If the recipient knows in advance that funding activity will not occur for the nine months, the Contract Administrator needs to be notified to determine if programming of fund can be adjusted or other options can be explored.

3. Federal Participation in Work Performed by Recipient Employees.

- a. If Federal reimbursement will be requested for engineering, construction inspection, right-of-way acquisition or other services provided by employees of the Recipient, the Recipient shall follow the procedures in I.M. 3.330, Federal-aid Participation in In-House Services.
- b. If Federal reimbursement will be requested for construction performed by employees of the Recipient, the Recipient shall follow the procedures in I.M. 6.010, Federal-aid Construction by Local Agency Forces.
- c. If the Recipient desires to claim indirect costs associated with work performed by its employees, the Recipient shall prepare and submit to the Department an indirect cost rate proposal and related documentation in accordance with the requirements of 2 CFR 200. Before incurring any indirect costs, such indirect cost rate proposal shall be certified by the FHWA or the Federal agency providing the largest amount of Federal funds to the Recipient. If approved, the approved indirect cost rate shall be incorporated by means of an amendment to this agreement.

4. Design and Consultant Services

- a. The Recipient shall be responsible for the design of the project, including all necessary plans, specifications, and estimates (PS&E). The project shall be designed in accordance with the design guidelines provided or referenced by the Department in the Guide and applicable I.M.s.
- b. If the Recipient requests Federal funds for consultant services, the Recipient and the Consultant shall prepare a contract for consultant services in accordance with 23 CFR Part 172. These regulations require a qualifications-based selection process. The Recipient shall follow the procedures for selecting and using consultants outlined in I.M. 3.310, Federal-aid Participation in Consultant Costs.
- c. If Preliminary Engineering (PE) work is Federally funded, and if right-of-way acquisition or actual construction of the road is not started by the close of the tenth fiscal year following the fiscal year in which the Federal funds were authorized, the Recipient shall repay to the Department the amount of Federal funds reimbursed to the Recipient for such PE work. PE includes work that is part of the development of the PS&E for a construction project. This includes environmental studies and documents, preliminary design, and final design up through and including the preparation of bidding documents. PE does not include planning or other activities that are not intended to lead to a construction project. Examples include planning, conceptual, or feasibility studies.

5. Environmental Requirements and other Agreements or Permits.

- a. The Recipient shall take the appropriate actions and prepare the necessary documents to fulfill the FHWA requirements for project environmental studies including historical/cultural reviews and location approval. The Recipient shall complete any mitigation agreed upon in the FHWA approval document. These procedures are set forth in I.M. 3.020, Concept Statement Instructions, 4.030, Environmental Data Sheet Instructions, 4.020, NEPA Class of Action, and 4.120, Cultural Resource Regulations.
- b. If farmland is to be acquired, whether for use as project right-of-way or permanent easement, the Recipient shall follow the procedures in I.M. 4.170, Farmland Protection Policy Act.
- c. The Recipient shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, the Department, or other agencies as required. The Recipient shall follow the procedures in I.M. 4.130, 404 Permit Process, 4.140, Storm Water Permits, 4.190, Highway Improvements in the Vicinity of Airports or Heliports, and 4.160, Asbestos Inspection, Removal, and Notification Requirements.
- d. In all contracts entered into by the Recipient, and all subcontracts, in connection with this project that exceed \$100,000, the Recipient shall comply with the requirements of Section 114 of the Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all their regulations and guidelines. In such contracts, the Recipient shall stipulate that any facility to be utilized in performance of or to benefit from this agreement is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities or is under consideration to be listed.

6. Right-of-Way, Railroads and Utilities.

- a. The Recipient shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in I.M. 3.600, Right-of-Way Acquisition, and the Department's Right of Way Bureau Local Public Agency Manual. The Recipient shall contact the Department for assistance, as necessary, to ensure compliance with the required procedures, even if no Federal funds are used for right-of-way activities. The Recipient shall obtain environmental concurrence before acquiring any needed right-of-way. With prior approval, hardship and protective buying is possible. If the Recipient requests Federal funding for right-of-way acquisition, the Recipient shall also obtain FHWA authorization before purchasing any needed right-of-way.
- b. If the project right-of-way is Federally funded and if the actual construction is not undertaken by the close of the twentieth fiscal year following the fiscal year in which the Federal funds were authorized, the Recipient shall repay the amount of Federal funds reimbursed for right-of-way costs to the Department.
- c. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the Recipient shall obtain

agreements, easements, or permits as needed from the railroad. The Recipient shall follow the procedures in I.M. 3.670, Work on Railroad Right-of-Way, and I.M. 3.680, Federal-aid Projects Involving Railroads.

- d. The Recipient shall comply with the Policy for Accommodating Utilities on City and County Federal-aid Highway Right of Way for projects on non-primary Federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the Recipient shall follow the Department's Policy for Accommodating Utilities on Primary Road System. Certain utility relocation, alteration, adjustment, or removal costs to the Recipient for the project may be eligible for Federal funding reimbursement. The Recipient should also use the procedures outlined in I.M. 3.640, Utility Accommodation and Coordination, as a guide to coordinating with utilities.
- e. If the Recipient desires Federal reimbursement for utility costs, it shall submit a request for FHWA Authorization prior to beginning any utility relocation work, in accordance with the procedures outlined in I.M. 3.650, Federal-aid Participation in Utility Relocations.

7. Contract Procurement.

The following provisions apply only to projects involving physical construction or improvements to transportation facilities:

- a. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer or architect, as applicable, licensed in the State of Iowa.
- b. For projects let through the Department, the Recipient shall be responsible for the following:
 - i. Prepare and submit the PS&E and other contract documents to the Department for review and approval in accordance with I.M. 3.700, Check and Final Plans and I.M. 3.500, Bridge or Culvert Plans, as applicable.
 - ii. The contract documents shall use the Department's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the Recipient for individual construction items shall be approved by the Department.
 - iii. Follow the procedures in I.M. 5.030, Iowa DOT Letting Process, to analyze the bids received, make a decision to either award a contract to the lowest responsive bidder or reject all bids, and if a contract is awarded, execute the contract documents and return to Department.
- c. For projects that are let locally by the Recipient, the Recipient shall follow the procedures in I.M. 5.120, Local Letting Process- Federal-aid.
- d. The Recipient shall forward a completed Project Development Certification (Form 730002) to the Department in accordance with I.M. 5.050, Project Development Certification Instructions. The project shall not receive FHWA Authorization for construction or be advertised for bids until after the Department has reviewed and approved the Project Development Certification.
- e. If the Recipient is a city, the Recipient shall comply with the public hearing requirements of the Iowa Code section 26.12.
- f. The Recipient shall not provide the contractor with notice to proceed until after receiving written notice the Iowa DOT has concurred in the contract award.

8. Construction.

- a. A full-time employee of the Recipient shall serve as the person in responsible charge of the project. For cities that do not have any full time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the Department.
- b. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 IAC Chapter 130. The safety of the general public shall be assured through the use of proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as necessary.

- c. For projects let through the Department, the project shall be constructed under the Department's Standard Specifications for Highway and Bridge Construction and the Recipient shall comply with the procedures and responsibilities for materials testing according to the Department's Materials I.M.s. Available on-line at: <http://www.iowadot.gov/erl/current/IM/navigation/nav.htm>.
- d. For projects let locally, the Recipient shall provide materials testing and certifications as required by the approved specifications.
- e. If the Department provides any materials testing services to the Recipient, the Department will bill the Recipient for such testing services according to its normal policy as per Materials I.M. 103.
- f. The Recipient shall follow the procedures in I.M. 6.000, Construction Inspection, and the Department's Construction Manual, as applicable, for conducting construction inspection activities.

9. Reimbursements.

- a. After costs have been incurred, the Recipient shall submit to the Department periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least annually but not more than bi-weekly.
- b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the Department by August 1 if possible, but no later than August 15.
- c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the Recipient, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.
- d. The Department will reimburse the Recipient for properly documented and certified claims for eligible project costs. The Department may withhold up to 5% of the Federal share of construction costs or 5% of the total Federal funds available for the project, whichever is less. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final audit or review, the Department determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the Department. After the final audit or review is complete and after the Recipient has provided all required paperwork, the Department will release the Federal funds withheld.
- e. The total funds collected by the Recipient for this project shall not exceed the total project costs. The total funds collected shall include any Federal or State funds received, any special assessments made by the Recipient (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall include all costs that can be directly attributed to the project. In the event that the total funds collected by the Recipient do exceed the total project costs, the Recipient shall either:
 - 1) in the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or
 - 2) refund to the Department all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds. In return, the Department will either credit reimbursement billings to the FHWA or credit the appropriate State fund account in the amount of refunds received from the Recipient.

10. Project Close-out.

- a. Within 30 days of completion of construction or other activities authorized by this agreement, the Recipient shall provide written notification to the Department. The Recipient shall follow and request a final audit, in accordance with the procedures in I.M. 6.110, Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects. Failure to comply with the procedures will result in loss of federal fund, reimbursed funds shall be returned and a possible suspension may be placed on the Recipient from receiving federal fund on future projects until the Recipient has demonstrated responsible management of federal funds on roadway projects.
- b. For construction projects, the Recipient shall provide a certification by a professional engineer, architect, or landscape architect as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.
- c. Final reimbursement of Federal funds shall be made only after the Department accepts the project as complete.
- d. The Recipient shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The Recipient shall also make these materials available at all reasonable times for inspection by the Department, FHWA, or any authorized representatives of the Federal Government. Copies of these materials shall be furnished by the Recipient if requested. Such documents shall be retained for at least 3 years from the date of FHWA approval of the final closure document. Upon receipt of FHWA approval of the final closure document, the Department will notify the Recipient of the record retention date.
- e. The Recipient shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the Department and the FHWA.

**Cooperative Agreement
for a Competitive Highway Bridge Program (CHBP) Project**

This is an agreement between Scott County, Iowa and Jackson County, Iowa. Iowa Code Section 28E provides for the ability for state and local agencies to enter into cooperative agreements with each other for the purpose of efficient use of their powers.

The Competitive Highway Bridge Program (CHBP) funding was made available by Division L of the Consolidated Appropriations Act, 2018, which appropriated \$225 million to be awarded by the United States Department of Transportation for a competitive highway bridge program. Federal funds are available for replacement or rehabilitation of specific bridges, which were included in the grant application and made a part of Iowa's \$33,442,000 Grant Award. Federal-aid Swap Highway Bridge Program (HBP) funds are also available, under 761 Iowa Administrative Code (IAC) Chapter 161.

Each party has entered into a Federal-aid Agreement with the Iowa Department of Transportation (DOT) for the below projects. The parties further agree as follows:

1. The Contracting Authority for the below listed projects will be Scott County. The Contracting Authority shall be responsible for contract administration between the Contracting Authority and the Prime Contractor.
2. Each bridge owner shall be responsible for the project development, construction inspection, and completion of final paperwork for their bridge project:
 - A. Scott County, Iowa
 - B. FHWA Structure Number: 046790
 - C. Project number: BRS-CHBP-C082(61)—GB-82
 - D. Location: 200th St over Tributary to Mud Creek
 - E. Preliminary Estimated Total Cost: \$350,000
 - F. FHWA Structure Number: 302940
 - G. Project number: BRS-CHPB-C082(62)—GB-82
 - H. Location: 240th Avenue over Lost Creek
 - I. Preliminary Estimated Total Cost: \$350,000
3. Each bridge owner shall be responsible for the project development, construction inspection, and completion of final paperwork for their bridge project:
 - A. Jackson County, Iowa
 - B. FHWA Structure Number: 194821 in City of Jackson County
 - C. Project number: BROSCHBP-C049(78)—GA-49
 - D. Location: Highbridge Road over Unnamed Creek
 - E. Preliminary Estimated Total Cost: \$375,000
4. Each bridge owner shall pay for all projects costs initially. After payment is made to the Prime Contractor, the bridge owner shall make a request for reimbursement. Upon review and approval by Scott County, the Contracting Authority, a request for reimbursement shall be made to the Iowa DOT. Upon approval by the Iowa DOT, reimbursement shall be made to the bridge owner. All costs not reimbursed with CHBP funds or Federal-aid Swap HBP funds shall be paid for by each respective bridge owner. Any change orders during construction shall be approved by the bridge owner and the Contracting Authority.

5. The above listed projects shall be "bundled" or "tied" via the Iowa DOT's Contracts and Specifications Bureau's letting process. The project(s) shall be let to contract by September 30, 2021. If not, this agreement shall become null and void. The project shall be paid in full by September 30, 2026, or the amount not paid will be de-obligated.
6. After the bid letting, all parties agree to discuss the bids and take action to either award a contract to the low bidder or reject all bids within 30 days of the letting date. The Contracting Authority shall then follow the Iowa DOT process to accept the low bid or reject all bids.

IN WITNESS WHEREOF, each of the parties hereto has executed this agreement as of the date shown opposite its signature below.

County Signature Block

This agreement was approved by official action of the Jackson County Board of Supervisors in official session on the 2nd day of January, 2020.


County Auditor


Chair, County Board of Supervisors

County Signature Block

This agreement was approved by official action of the Scott County Board of Supervisors in official session on the _____ day of _____, 20_____.

County Auditor

Chair, County Board of Supervisors

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

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 23, 2020

APPROVAL OF PLANS AND SPECIFICATIONS FOR CULVERT REPLACEMENT
PROJECTS BRS-CHBP-C082(61)--GB-82 AND BRS-CHBP-C082(62)--GB-82

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

Section 1. That the plans and specifications for Culvert
Replacement Projects BRS-CHBP-C082(61)--GB-82 and BRS-CHBP-
C082(62)--GB-82 be approved.

Section 2. That 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

January 23, 2020

APPROVAL OF AGREEMENT FOR USE OF FEDERAL AID FUNDS FOR CULVERT
REPLACEMENT PROJECTS BRS-CHBP-C082(61)--GB-82
AND BRS-CHBP-C082(62)--GB-82

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

Section 1. That the agreement between Scott County and the Iowa
Department of Transportation for Culvert Replacement
Projects BRS-CHBP-C082(61)--GB-82 and BRS-CHBP-C082(62)--
GB-82 be approved.

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

Section 3. That 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

January 23, 2020

APPROVAL OF 28E INTERGOVERNMENTAL AGREEMENT BETWEEN SCOTT
COUNTY, IOWA, AND JACKSON COUNTY, IOWA, FOR CONSTRUCTION OF
CULVERT REPLACEMENT PROJECTS BRS-CHBP-C082(61)--GB-82, BRS-CHBP-
C082(62)--GB-82, AND BROS-CHBP-C049(78)--GA-49

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

Section 1. That the 28E Intergovernmental Agreement between
Scott County, Iowa, and Jackson County, Iowa, for
construction of Culvert Replacement Projects BRS-CHBP-
C082(61)--GB-82, BRS-CHBP-C082(62)--GB-82, and BROS-CHBP-
C049(78)--GA-49 be approved.

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

Section 3. That this resolution shall take effect
immediately.

SCOTT COUNTY ENGINEER'S OFFICE

950 E. Blackhawk Trail
Eldridge, Iowa 52748

(563) 326-8640
FAX – (563) 328-4173
E-MAIL - engineer@scottcountyiowa.com
WEB SITE - www.scottcountyiowa.com



ANGELA K. KERSTEN, P.E.
County Engineer

TARA YOUNGERS
Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJ: Iowa Department of Transportation (IaDOT) Preconstruction Agreement

DATE: January 21, 2020

This resolution is to approve a preconstruction agreement between Scott County and the IaDOT for a culvert replacement project on Hwy 130 at the intersection with Y30 (20th Avenue.)

The IaDOT has prepared plans to replace several culverts along Hwy 130 in Scott County. As part of the project, we requested to widen and pave the southeast corner fillet at the intersection of Hwy 130 and Y30. The work also involves grading and the extension of a concrete roadway pipe. The estimated project cost is \$18,368.40. The proposed work is requested to improve safety at the intersection.

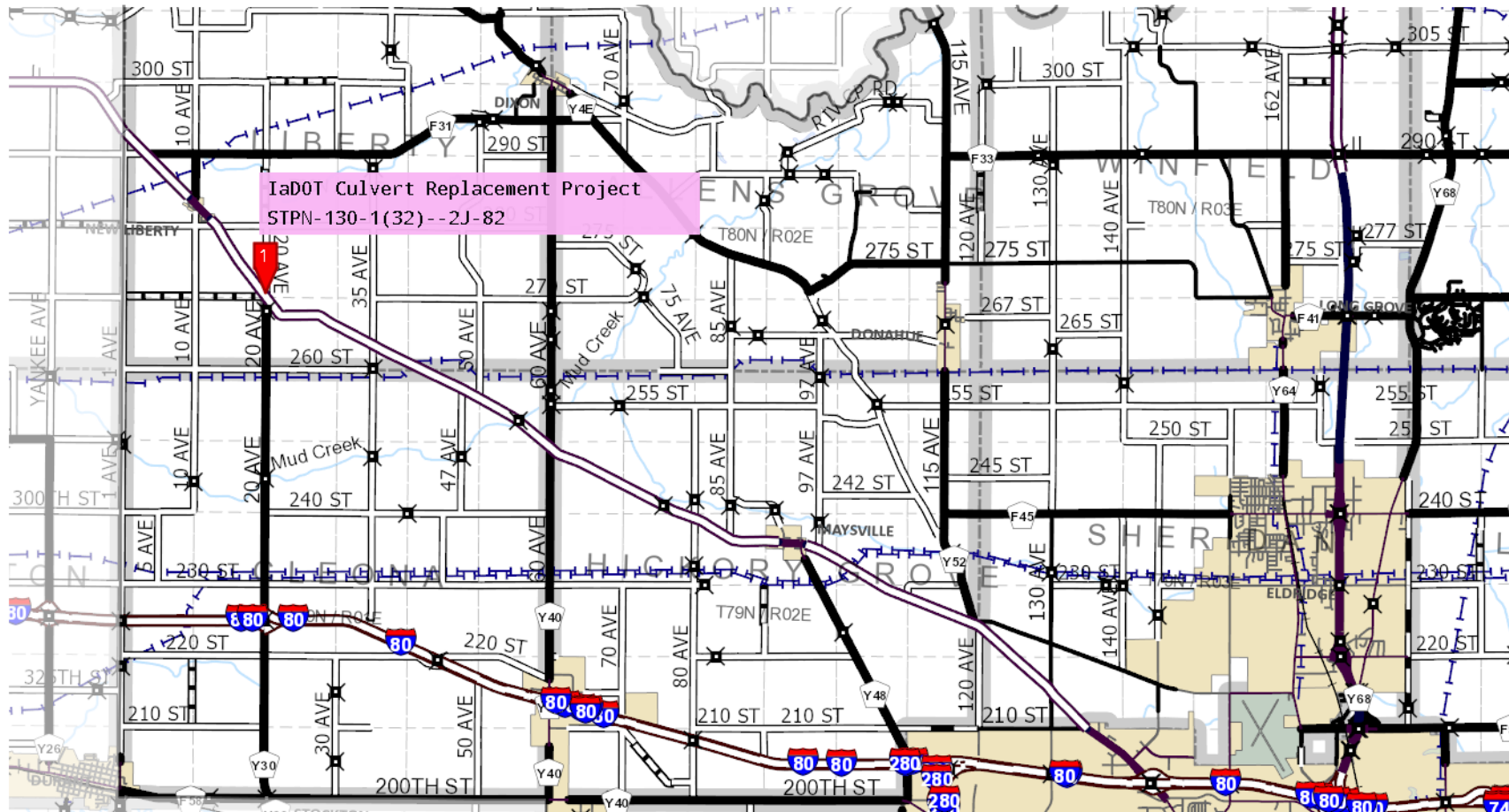
The IaDOT will administer the project and I will authorize reimbursement to the IaDOT for our share of the actual project costs from our Farm-to-Market account. I recommend entering into an agreement with the IaDOT to perform this work and reimburse the IaDOT for our share of the actual project costs.

Included with this memo is the agreement and a project location map.

IaDOT Culvert Replacement Project

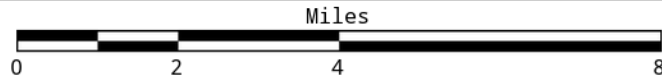
Scott - ICEASB Easy Map

11:11 AM, Mon, Jan 13, 2020



Feature Key

Earth	Gravel	Seal Coat	County Pavement	State Pavement
Divided Hwy	Water	City	Township	Railroad
Bridge	County Hwy	State Hwy	US Hwy	



Generated by ICEASB Map Server (150 dpi)

**IOWA DEPARTMENT OF TRANSPORTATION
Preconstruction Agreement
For Primary Road Project**

County	Scott
Project No.	STPN-130-1(32)--2J-82
Iowa DOT	
Agreement No.	2020-C-017
Staff Action No.	N/A

This Agreement, is entered into by and between the Iowa Department of Transportation, hereinafter designated the "DOT", and Scott County, Iowa, a Local Public Agency, hereafter designated the "LPA" in accordance with Iowa Code Chapters 28E, 306, 306A and 313.4 as applicable;

The DOT proposes to establish or make improvements to Iowa 130 within Scott County, Iowa; and

The DOT and the LPA are willing to jointly participate in said project, in the manner hereinafter provided; and

This Agreement reflects the current concept of this project which is subject to modification by mutual agreement between the LPA and the DOT; and

Therefore, it is agreed as follows:

1. Project Information

- a. The DOT will design, let, and inspect construction of the following described project in accordance with the project plans and DOT standard specifications:

A Reinforced Concrete Box (RCB) culvert new, single box, east of County Road F31 to 2 miles west of County Road Y40 on Iowa 130. See Exhibit A for location.

- b. As part of the project, the LPA has requested to widen and pave the south east corner fillet at the intersection of Iowa 130 and County Road Y30 all at no cost to the DOT. This work also involves grading and additional extension length for a 42 inch diameter concrete roadway pipe. See Exhibit A for location. Upon completion of construction, the LPA agrees to accept ownership and jurisdiction of these improvements. The LPA shall also assume responsibility for all future maintenance operations associated therewith, all at no additional expense or obligation to the DOT

2. Project Costs

- a. The LPA shall reimburse the DOT for its share of the project costs estimated at \$18,368.40, as shown in Exhibit B. The amount paid by the LPA upon completion of construction and proper billing by the DOT will be determined by the actual quantities in place and the accepted bid at the contract letting.
- b. The DOT will bear all costs except those allocated to the LPA under other terms of this Agreement.

3. Traffic Control

- a. The DOT will temporarily close the highway project area by formal action in accord with Iowa Code section 306.41. Iowa 130 through-traffic will be detoured off of the project. The LPA will authorize the DOT to erect and maintain signs within its jurisdiction, consistent with Part 6 of the "Manual on

Uniform Traffic Control Devices", as necessary to direct traffic to and along said detour route during the construction period. The DOT will also remove said signs when the detour is discontinued. Details will be shown on the traffic control sheet(s) within the project plans. A separate detour agreement will be negotiated and the LPA will be eligible for compensation for the detour in accordance with the DOT Detour Policy.

- b. If it becomes necessary to temporarily close LPA side roads during construction, the DOT will furnish and install the required barricades and signing for the closure at project cost and shall remove same upon completion of the project also at no expense or obligation to the LPA. The DOT will work in close cooperation with the LPA and the contractor to accommodate emergency services and local access across the project during construction. Any detours which may be necessary for project related LPA road closures will be the responsibility of the LPA all at no expense or obligation to the DOT.
- c. If this project causes the temporary closure of a road during construction, the DOT shall meet with the LPA to determine whether said closure(s) will cause increased traffic on other LPA roads. The DOT and the LPA shall determine a plan, and the costs thereof, for the LPA to perform dust control on said LPA roads with increased traffic, should dust control become necessary. In that event, the LPA shall inform the DOT prior to performing said dust control. The DOT shall reimburse the LPA for the cost of said dust control measures following the receipt of a bill for the agreed upon costs (see Iowa Code section 313.4 subsection 1.b.).

4. Right of Way and Permits

- a. The DOT will be responsible for the coordination of utility facility adjustments for the primary road project.

5. Construction & Maintenance

- a. Upon completion of the project, no changes in the physical features thereof will be undertaken or permitted without the prior written approval of the DOT.
- b. Future maintenance of the primary highway within the project area will be carried out in accordance with the terms and conditions contained in Instructional Memorandum to Local Public Agencies 7.110.

6. General Provisions

- a. If the LPA has completed a Flood Insurance Study (FIS) for an area which is affected by the proposed Primary Highway project and the FIS is modified, amended or revised in an area affected by the project after the date of this Agreement, the LPA shall promptly provide notice of the modification, amendment or revision to the DOT. If the LPA does not have a detailed Flood Insurance Study (FIS) for an area which is affected by the proposed Primary Highway project and the LPA does adopt an FIS in an area affected by the project after the date of this Agreement, the LPA shall promptly provide notice of the FIS to the DOT.
- b. The LPA will comply with all provisions of the equal employment opportunity requirements prohibiting discrimination and requiring affirmative action to assure equal employment opportunity as required by Iowa Code Chapter 216. No person will, on the grounds of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which State funds are used.
- c. It is the intent of both parties that no third party beneficiaries be created by this Agreement.

July 2014

- d. If any section, provision, or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision, or part thereof not found to be invalid or unconstitutional, except to the extent that the original intent of the Agreement cannot be fulfilled.
- e. This Agreement, as well as the unaffected provisions of any previous agreement(s), addendum(s), and/or amendment(s); represents the entire Agreement between the LPA and DOT regarding this project. All previously executed agreements will remain in effect except as amended herein. Any subsequent change or modification to the terms of this Agreement will be in the form of a duly executed amendment to this document.

July 2014

IN WITNESS WHEREOF, each of the parties hereto has executed Agreement No. 2020-C-017 as of the date shown opposite its signature below.

BOARD OF SUPERVISORS OF SCOTT COUNTY:

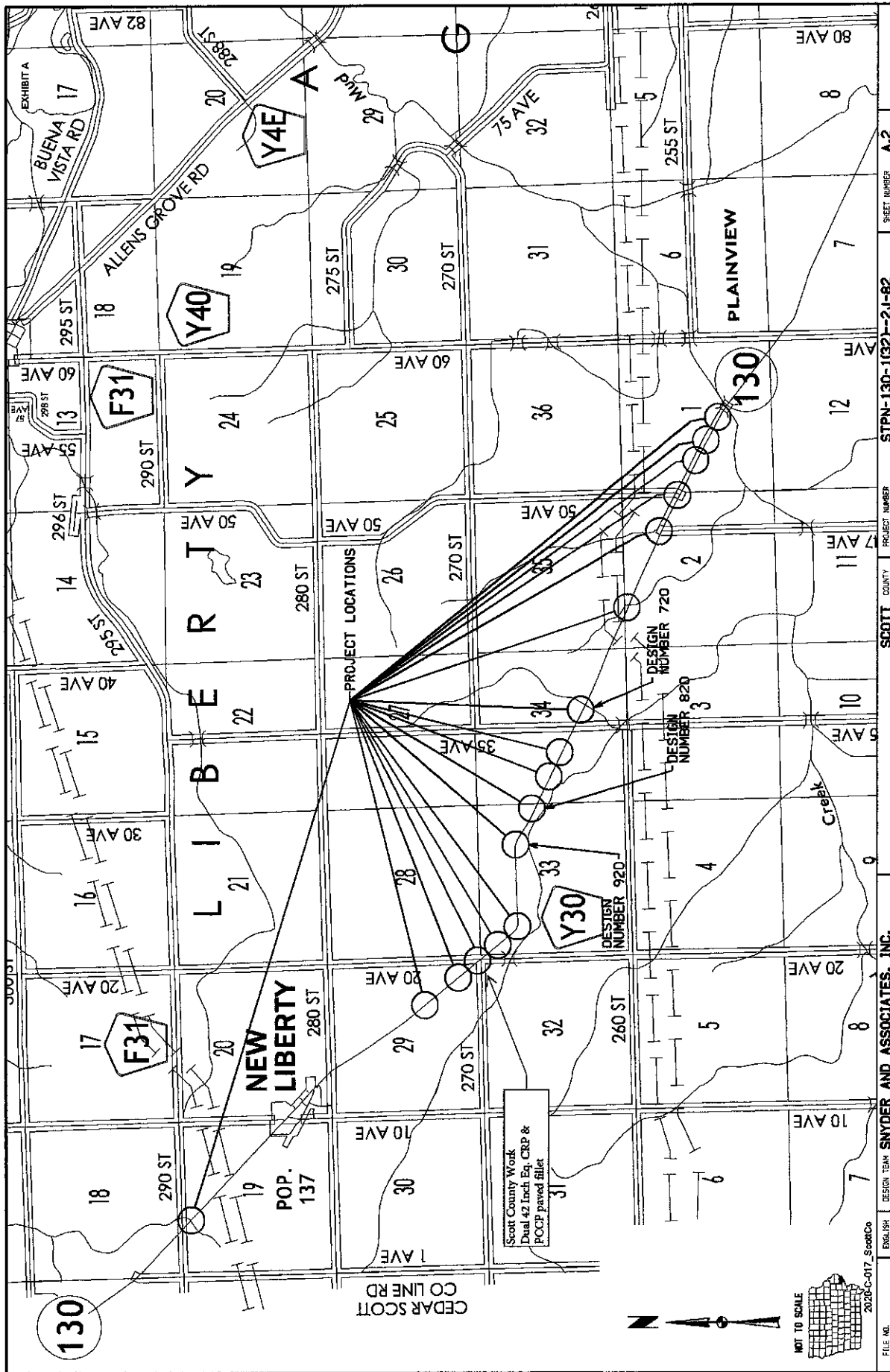
By: _____ Date _____, 20____.
Chairperson

ATTEST:

By: _____
County Auditor

IOWA DEPARTMENT OF TRANSPORTATION:

By: _____ Date _____, 20____.
James Schnoebelen, P.E.
District Engineer
District 6



SHEET NUMBER A-2

STPN-130-132-2J-82

PROJECT NUMBER

SCOTT COUNTY

SNYDER AND ASSOCIATES, INC.

FILE NO. 2020C-017_ScottCo

ENGLISH

8/20/2019

8/20/2019

8/20/2019

8/20/2019

8/20/2019

8/20/2019

8/20/2019

8/20/2019

8/20/2019

Engineer's Opinion of Probable Construction Costs (Additional work due to radius reconstruction)

Iowa 130, Plain View to Cedar County

Project: STPN-130-1(32)-21-82

8/20/2019

Item Code	Item Description	Unit	Quantity	Unit Cost	Total Cost
2102-2710070	Excavation, Class 10 Roadway and Borrow	CY	200.0	\$10.00	\$2,000.00
2416-1200242	Culvert, Low Clearance Concrete Roadway Pipe, 42" Equivalent	LF	44.0	\$160.00	\$7,040.00
2301-1033100	STD or Slip-form PCC Pavement, Class C, Class 3, 9 inch	SY	126.1	\$64.00	\$8,070.40
					\$17,110.40
	SUBTOTAL				
2528-8445110	Traffic Control (2% of bid item contract award)				\$400.00
2533-4980005	Mobilization (2% of bid item contract award)				\$858.00
	PROJECT TOTAL				\$18,368.40

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

January 23, 2020

APPROVAL OF PRECONSTRUCTION AGREEMENT BETWEEN SCOTT COUNTY AND
THE IOWA DEPARTMENT OF TRANSPORTATION FOR CULVERT REPLACEMENT
PROJECT NO. STPN-130-1(32)--2J-82

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

Section 1. That the preconstruction agreement between Scott
County and the Iowa Department of Transportation for
Culvert Replacement Project No. STPN-130-1(32)--2J-82 be
approved.

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

Section 3. That this resolution shall take effect
immediately.

SCOTT COUNTY ENGINEER'S OFFICE

950 E Blackhawk Trail
Eldridge, Iowa 52748

(563) 326-8640
FAX – (563) 326-8257
E-MAIL - engineer@scottcountyiowa.com
WEB SITE - www.scottcountyiowa.com



ANGELA K. KERSTEN, P.E.
County Engineer

TARA YOUNGERS
Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJ: Resolution Authorizing Engineer to Make Necessary Road Closures and
Reduced Speed Limit in Work Zones

DATE: January 14, 2020

This resolution is to authorize the County Engineer to make necessary road closures during the 2020 calendar year for construction and maintenance projects on secondary roads. Including any emergency closures as deemed necessary.

Road closures for activities such as the Quad City Air Show or other community-sponsored events will be handled by a separate resolution and are not included in this resolution.

This resolution also authorizes the County Engineer to post a reduced speed limit in work zones to ensure the safety of the workers and traveling public within the work zone.

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

January 23, 2020

AUTHORIZATION FOR COUNTY ENGINEER TO MAKE NECESSARY ROAD CLOSURES AND POST REDUCED SPEED LIMITS IN WORK ZONES

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

SECTION 1. The Code of Iowa Section 306.41, provides for the temporary closure of County Secondary Roads for various reasons and purposes and that the County Engineer be authorized to close Scott County Secondary Roads during the 2020 calendar year, as necessary, with the actual dates and times of closure to be determined by the County Engineer as follows:

For Construction: Any project as described in the approved "Scott County Secondary Roads and Farm-to-Market Construction Program" and any supplements thereto.

For Maintenance: Any maintenance project or activity requiring the road to be closed.

For Emergencies: For any emergency road closure of any route as deemed necessary by the County Engineer.

SECTION 2. That the County Engineer be authorized to post a reduced speed limit in work zones to ensure the safety of the workers and county employees within the work zones.

SECTION 3. That this resolution shall take effect immediately.

SCOTT COUNTY ENGINEER'S OFFICE

950 E Blackhawk Trail
Eldridge, Iowa 52748

(563) 326-8640

FAX – (563) 328-4173

E-MAIL - engineer@scottcountyiowa.com

WEB SITE - www.scottcountyiowa.com



ANGELA K. KERSTEN, P.E.
County Engineer

TARA YOUNGERS
Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJ: Resolution Approving Policy for Purchase of Right-of-Way 2020

DATE: January 21, 2020

Iowa Code Section 6B.54 requires counties to adopt a policy for the purchase of uncomplicated right-of-way parcels. Scott County occasionally purchases right-of-way around new bridge or culvert construction projects.

In order to determine a fair market value, the County Assessor has provided a list of land purchases over the past year. We have used this list to evaluate a multiplier to determine the price of land when uncomplicated right-of-way is purchased by the county.

The factor in 2019 for land by easement or deed was 3.64 times the assessed valuation per acre. The 2020 factor will be 4.64 times the assessed valuation per acre.

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

POLICY FOR PURCHASE OF RIGHT-OF-WAY FOR 2020

January 23, 2020

WHEREAS: The uniform treatment of landowners in right-of-way
is of paramount importance, and

WHEREAS: Assurance must be given to the Iowa Department of
Transportation that Scott County is in compliance with the
provisions of the 1970 Uniform Relocation Assistance and Land
Acquisition Policies Act,

NOW, THEREFORE BE IT RESOLVED by the Scott County Board of
Supervisors on this twenty-third day of January, 2020, that the
Scott County Engineer is authorized to purchase the necessary
right-of-way for construction and maintenance during the
calendar year 2020, using the values computed in accord with
the following schedule of allowances:

SCHEDULE I - AGRICULTURAL LAND:

For land by easement or deed: 4.64 times the assessed valuation
per acre as it currently exists at the time an offer is made.

SECTION II - RESIDENTIAL, COMMERCIAL OR INDUSTRIAL LAND:

For land by easement or deed, where such land is classified by the assessor as residential, commercial or industrial for zoning purposes - generally the appraisal method will be used.

SECTION III - FEDERALLY FUNDED PROJECTS, FARM-TO-MARKET FUNDED PROJECTS, AND SPECIAL PURCHASES - APPRAISAL METHOD:

This section will only be utilized when the following conditions are determined to exist:

1. Where any buildings or special improvements or appurtenances exist on the parcel being taken.
2. Where there are definable damages to the remaining property.
3. Where federal funds or farm-to-market funds are involved requiring the complete appraisal method.
4. Where the parcel being taken is not representative of the total piece.
5. For properties as noted under Section II.

The County Engineer will seek two or more quotes for the service of an appraiser for the review by the Board of Supervisors prior to employment of an appraiser. The appraisal document will serve as the basis for purchase of the parcel.

SECTION IV - BORROW:

For land disturbed by reason of borrow or backslope: The value

shall be based on the price per cubic yard of material taken - (\$0.30/cu.yd.). Agreement will also be made for the restoration of the area disturbed for borrow or backslope, either by removing and replacing 8 inches of top soil or by other appropriate measures, in accordance with Section 314.12, 1995 Code of Iowa. Compensation for crop loss or other land use loss in borrow or backslope areas will be determined based on the rental value for similar land in the area. If crops have been planted, payment will be made to cover tillage cost, seed cost and fertilizer cost based on the pro-rated actual cost incurred. If the crop is harvested before the area is disturbed there will be no compensation for crop loss.

SECTION V - WATER LINES:

For existing privately owned water lines crossing the roadway: The total cost of any alterations required on the line within the new or existing right-of-way will be at the expense of the County.

SECTION VI - FENCES:

For the relocation of functional fences made necessary by the reconstruction of an existing roadway, a new fence will be allowed for all of the same type as the existing right-of-way fence. Allowances are \$25.00 per rod for woven wire, \$16.00 per

rod for barbed wire. If no fence exists, no fence payment will be allowed. The length for payment will be the footage required to fence the new right-of-way. For relocating cross fences to the new right-of-way, the length of fence required to be moved shall be compensated at the rate for the same type of right-of-way fence above. For angle points introduced into the fence line by the design of the roadway, an allowance of \$166.00 for a two-post panel and \$260.00 for a three-post panel will be made.

NOTE: All salvage from the existing fence shall become the property of the property owner. Payment for fencing will be withheld until all existing fence has been removed and cleared from the right-of-way. If the fence or any part thereof is not removed at the time of construction, it will be removed by Scott County or its contractor and a penalty of \$3.00 per rod assessed and deducted from the fence payment. For the removal of non-functional fences made necessary for the reconstruction of an existing roadway, the County will compensate the owner for his labor and equipment at the following rates:

Woven Wire	-	\$10.00 per rod
Barbed Wire	-	\$ 8.00 per rod

NOTE: All salvage from existing fence shall become the property of the owner. Payment for removal of non-functional fences will

be withheld until all existing fences has been removed and cleared from the right-of-way. If fence or any part thereof is not removed at time of construction, it will be removed by Scott County or its contractor and the owner will forfeit any payment tendered for the fence.

DEFINITIONS:

Functional: In good state of repair and capable of containing livestock for which the fence was constructed.

Non-functional: In disrepair and incapable of containing the livestock for which the fence was constructed. Compensation for relocating fences of a type other than those described shall be negotiated.

SECTION VII - TREES AND SHRUBS:

For trees and ornamental shrubs which must be removed from the residence areas: compensation will be made on basis of appraisal by an arborist or by negotiation.

SECTION VIII - INCIDENTAL EXPENSES:

A lump sum of \$50.00 which shall compensate the owner for any out-of-pocket expense incurred as a result of this transaction; i.e., abstracting fees, postage, telephone, etc.

SECTION IX - EASEMENT PRIORITY AGREEMENTS:

Scott County will pay all costs assessed by mortgage holders in

executing "Easement Priority Agreements" for the easements obtained under the terms of this policy.

SECTION X:

PASSED AND APPROVED this twenty-third day of January, 2020, by the Scott County Board of Supervisors.

SECTION XI: This resolution shall take effect immediately.

SCOTT COUNTY ENGINEER'S OFFICE

950 E Blackhawk Trail
Eldridge, Iowa 52748

(563) 326-8640

FAX – (563) 326-8257

E-MAIL - engineer@scottcountyiowa.com

WEB SITE - www.scottcountyiowa.com



ANGELA K. KERSTEN, P.E.
County Engineer

TARA YOUNGERS
Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJ: Weed Commissioner Appointment

DATE: January 14, 2020

This resolution is to appoint the position of the Weed Commissioner in Scott County. Iowa Code Chapter 317.3 requires the yearly appointment of a Weed Commissioner. I recommend approving the appointment of the Scott County Engineer as the Weed Commissioner for Scott County during the 2020 calendar year.

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

January 23, 2020

APPROVING APPOINTMENT OF THE SCOTT COUNTY ENGINEER
AS THE SCOTT COUNTY WEED COMMISSIONER FOR CALENDAR YEAR 2020

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

SECTION 1. In compliance with Chapter 317.3 of the Iowa Code,
the Scott County Weed Commissioner shall be the responsibility
of the Scott County Engineer effective immediately.

SECTION 2. This resolution will certify to the Scott County Auditor
and the Secretary of Agriculture that the Scott County
Weed Commissioner is the Scott County Engineer.

SECTION 3. That 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



January 14, 2020

To: Mahesh Sharma
County Administrator

From: Chris Still, Facility Maintenance Manager
Facility and Support Services

Subj: Architect and Engineering Services for replacements of (2) air supply units at The Scott County Jail that serve Juvenile Court Services

As part of Scott County Facility and Support Services ongoing review of building systems, it was determined that the (2) air supply units supporting Scott County Juvenile Court Services should be replaced due to end of life expectancy.

The air supply units needing replaced are believed to be at or about 30 years old, and during CIP review were added to that plan as a replacement project to commence in fy'2020.

During November of 2019 Facility and Support Services put an RFP out on the County's public purchasing webpage for Architectural and Engineering Services. The firm chosen will be a key member of the project team and provide design documents, cost estimation, bidding services, and project administration throughout completion. The request for proposals asked respondents to outline their experience with similar work, provide us with references, and discuss their ability to meet the proposed project timeline. The bids came back to us for review on December 12, 2019 and have been reviewed by FSS management.

Facility and Support Services did follow up with IEFM Consulting Engineers to discuss their bid, fees associated, and the scope of work included in it. They informed that they were comfortable in their bid submitted. Below is a summary of their fees.

Architect and Engineer Firm	Design Services
IEFM Consulting Engineers	\$18,500
Wold Architects	\$24,570
RTM Engineering Consultants	\$27,600
MSA Professional Services	\$45,000

It is my recommendation that the Board of Supervisors award the contract for Architect and Engineering Services to IEFM Consulting Engineers for the ASU replacement project. I will attend the next Committee of the Whole meeting to answer any questions and discuss my recommendation further. This project is funded in the CIP budget in the total amount of \$460,000.00 split between fiscal years 2020 and 2021.

Cc: FSS Management Team
Scott Hobart
Chris Still

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

January 23, 2020

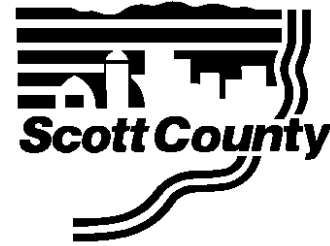
A RESOLUTION APPROVING THE BID AND AWARDING THE CONTRACT FOR
ARCHITECT AND DESIGN SERVICES FOR REPLACEMENTS OF (2) AIR SUPPLY
UNITS AT THE SCOTT COUNTY JAIL/JUVENILE COURT SERVICES IN THE
AMOUNT OF \$18,500.00

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

- Section 1. That the contract for the design services to replace the (2) air supply units located above Juvenile Court Services be awarded to IEFM Engineering Consultants in the amount of \$18,500.00
- Section 2. This resolution shall take place immediately.
- Section 3. That the Director of Facility and Support Services is authorized to sign this contract

HUMAN RESOURCES DEPARTMENT
600 West Fourth Street
Davenport, Iowa 52801-1030

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



Date: January 14, 2020
To: Board of Supervisors
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Settlement of DSA Contract

The parties were able to agree to a three year contract with a 2.5% general wage increase each year. Other economic issues included increasing the on-call compensatory time by .25 hour and increasing the uniform allowance over the first two years of the contract by a total of \$450.00. Additionally we made adjustments to the contract to align it to modifications in the countywide administrative policies, such as moving the five week vacation accrual step from 23 years to 20 years and adding \$500.00 to the deferred compensation match. We aligned their mandatory overtime on holidays with language in the Teamster (Jail) contract and FTO (field training officers) pay with what SECC provided to its trainers.

The parties were able to agree on modifications to the insurance plan design to be effective January 1, 2021. Analysis from Holmes Murphy and Silverstone do not anticipate immediate cost savings, but the changes are meant to address future shifts in group health coverage. Per Policy P they will be able to participate in all wellness programs including Y@work. We agreed to set a minimum of \$25.00 a month for any premium reductions associated with the wellness program. We will obtain input on the final design of the wellness program from the Health Benefit Team, which includes a deputy representative.

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

Cc: Mahesh Sharma, County Administrator

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
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DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 23, 2020

APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN SCOTT COUNTY AND DEPUTY SHERIFF'S ASSOCIATION

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

Section 1. That the terms of the agreement reached between representatives of Scott County and the Deputy Sheriff's Association is hereby approved. That the agreement shall be in effect July 1, 2020 through June 30, 2023

Section 2. This resolution shall take effect July 1, 2020.

HUMAN RESOURCES DEPARTMENT

600 West Fourth Street
Davenport, Iowa 52801-1030

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



Date: January 13, 2020

To: Mahesh Sharma, County Administrator

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

Subject: Policy Updates - Policy 43 & J

The proposed updates were reviewed by the Department Heads/Elected Officials and any recommendations were incorporated. Here are the proposed changes to the Administration Policies:

General Policies 43 "Video Surveillance" was created in 2018 when the county changed surveillance systems. We have been operating under the policy for a few years and is being updated to reflect actual practices and division of responsibilities.

Human Resources Policy J "Overtime Compensation" is modified to reflect changes in overtime related to events that may result in a disaster declaration. The existing language was quite broad, thus not providing clear direction to staff. In order for FEMA to reimburse for exempt employees staff time there needs to be more specific language in the policy.

43. Video Surveillance Policy

POLICY

It is the policy of Scott County to integrate the best practices of safety and security with video surveillance technology. A critical component of a comprehensive security plan is the utilization of security cameras, establishing a retention policy for recorded video, identifying on whose authority video is held for retention, on whose authority a hold is released, and identifying staff positions that are responsible for completing the video capture.

SCOPE

This policy is applicable to all offices and departments within Scott County or those offices located in Scott County facilities. We acknowledge that there may be legitimate purposes for offices and departments to have other surveillance and recording needs. In such instance, as a particular office or department does have other recording needs or systems, they shall be responsible for establishing a written policy specifically related to that system. Surveillance cameras located within Information Technology Department's wiring closet are subject to the guidelines in this policy. This policy DOES NOT cover cameras located in the Scott County Jail, which will maintain their own internal policies regarding surveillance recording and retention.

PURPOSE

The surveillance of public areas is intended to deter crime and aid in protecting the safety and security of Scott County personnel, citizens visiting our buildings, —and County property.

Cameras generally will not be monitored in real time twenty four hours a day, seven days a week. Those positions listed in Appendix A within the Sheriff's Office, Juvenile Detention and Facility & Support Services that have the proper authorization may monitor live video feed for the purpose of monitoring locations within the facilities.

Scott County supports the use of video cameras as a means to monitor and maintain a safe campus for the public and employees at our facilities.

ADMINISTRATIVE PROCEDURES

A. DETERMINATION OF CAMERA LOCATIONS

The number and location of cameras installed will be a collaborative effort between Facility & Support Services, ~~and~~ the Sheriff's Office, [and Information Technology](#) working with those Offices and Departments located ~~in~~ a Scott County facility.

Scott County may collaborate with other governmental agencies to integrate video cameras and storage of video recordings using shared resources. Those organizations will be responsible for purchasing compatible equipment, associated licensing and maintenance costs and may be responsible for costs associated with Scott County staff time required to implement, maintain, store and retrieve video created by this solution. Partner agencies should designate staff positions, within their own organization to retrieve video footage, place and release holds on video footage, and export or archive video footage as it relates to their specific cameras. Partner agencies may choose to utilize Facility & Support Services [and Information Technology](#) staff positions listed in Appendix A as a resource to assist.

Unless a camera is being used for investigation reasons, all camera locations will be visible, however records indicating the exact location, number and function of all cameras will generally be considered confidential for security purposes pursuant to Iowa Code Section 22.7(50) and will not be released to the general public, guests or employees.

Mobile or hidden equipment may be used for investigation reasons. The use of covert video equipment for criminal investigations or specific instances which may pose a significant risk to public safety, security, or property is allowed as authorized by those positions specifically listed in Appendix A. Installation of such equipment shall be done in coordination with the Facility & Support Services Director.

Installation of "dummy" cameras that do not operate is allowed under this policy.

Unless a camera is being used for criminal investigation purposes, monitoring by security cameras is prohibited in the following places:

- Restrooms
- Locker Rooms
- Bedrooms - Juvenile Detention Center

With the exception of the video court process, general surveillance cameras will not record audio.

B. MONITORING OF CAMERAS

All recording or monitoring of activities, groups or individuals by security cameras will be conducted in a manner consistent with county policies, state and federal laws, and will not be based on the subject's personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all personnel with access to security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

C. PLACING AND RELEASING A HOLD ON A VIDEO RECORDING

When an incident that requires video review or may require a hold occurs, the Department Head, Elected Official, or designee responsible for that particular area may request authorized personnel to review video of the incident in question. The Department Head, Elected Official, or designee should ~~also~~ notify the Risk Manager if there is any possibility that an incident may have been captured on video that may result in a claim against the County.

Upon review of video surveillance a hold may be authorized by one of the staff positions listed in Appendix A.

Once a hold has been authorized, the video recording must bookmarked within the software and ~~be~~ exported ~~and archived~~ by one of the positions also listed in Appendix A.

Disposition of previously exported and archived video footage must be authorized by the position that placed the original hold.

External requests for copies or access to the recordings should be made and reviewed pursuant to County Policy 31- Public Records and Information.

D. STORAGE AND RETENTION OF VIDEO RECORDING

No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured in such a way to prevent camera operators from tampering with or duplicating information.

All surveillance recordings shall be stored in a secure network location for a period of 30 days. At the conclusion of the 30 day time period recordings will be automatically deleted unless a hold has been placed for the purpose of an investigation or court proceeding (criminal or civil), or other bona fide use as approved in conjunction with the Sheriff and Facility & Support Services Director.

E. APPROPRIATE USE AND CONFIDENTIALITY

Personnel are prohibited from using or disseminating information acquired from Scott County security cameras and systems, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official County and law enforcement purposes.

APPENDIX A

A. The use of covert video equipment in a Scott County facility may be authorized by ~~one of~~ the following positions:

- County Administrator, Assistant County Administrator, Sheriff, or County Attorney may authorize use in any county facility provided two or more of the positions are in agreement.
- Scott County Juvenile Detention Director after consultation with the one of the above parties may authorize use in the “Annex” building-Juvenile Detention building.
 - ~~Chief Judge, or~~ District Court Administrator, DHS Service Area Manager, Assessor(s), or SECC/EMA Director may authorize use in office space occupied by their staff.

If access is needed to space to place equipment it will be coordinated through the following positions:

- Facility & Support Services Director

B. Those positions authorized to view live video feed for the purpose of monitoring locations within their office space/-facilities are:

- Auditor’s Office, in space where election equipment is stored or there are active election activities in progress
 - Auditor
 - Deputy Auditor
 - Operations Manager
 - Election Supervisor
- Conservation:
 - Director
 - Deputy Director
 - Park Ranger
 - Golf Pro
- Facility & Support Services:
 - Director
 - Facility Maintenance Manager
 - Senior Electronics Technician
 - Electronics Technician

- Information Technology

- Director
- Infrastructure Manager
- Network System Administrator
- Technology Systems Specialist-
Public Safety

- Juvenile Detention Center:

- Director
- Detention Shift Supervisor
- Detention
Youth Counselor

- Scott Emergency Communications Center:

- Director
- Deputy Director
- Quality and Training Coordinator
- Technology Coordinator
- Dispatch Supervisor
- Dispatcher

- Scott Emergency Management Agency:

- Director
- Deputy Director

- Treasurer's Office:

- Treasurer
- Operations Manager
- County General Store Manager

C. Those positions which are authorized to view live video feed for the purpose of monitoring locations within all County facilities are:

- Facility & Support Services:

- Director
- Facility Maintenance Manager
- Senior Electronics Technician
- Electronics Technician

- Sheriff's Office:

- Sheriff

Chief Deputy
Investigations Lieutenant
Bailiff Sergeant
Bailiff

A.D. Those positions authorized to retrieve video surveillance for purposes of review are:

- Conservation

Director

Deputy Director

Park Ranger

Golf Pro

- Facility & Support Services:

Director

Facility Maintenance Manager

Senior Maintenance Electronics Systems

Technician

Electronic Systems Technician

- Information Technology

- Director

- Infrastructure Manager

- Network System Administrator

- Technology Systems Specialist-
Public Safety

- Secondary Roads:

County Engineer

Assistant County Engineer

Fleet Manager

- Sheriff's Office:

Investigations Lieutenant

Investigations Sergeant

Deputy in charge of evidence,

Bailiff Sergeant

and/or bailiff designee

B.E. Those positions authorized to place or release a hold on surveillance video are:

- Administration:
County Administrator
Assistant County Administrator
- County Attorney:
County Attorney
Attorney II (serving as Corporation Counsel)
Risk Manager
- Facility & Support Service:
Director
- Sheriff's Office:
Sheriff
Chief Deputy

F. E. Those positions authorized for the purpose of supporting, maintaining, troubleshooting camera system functionality are:

- Information Technology:
Director
Infrastructure Manager
Network System Administrator
Technology Systems Specialist- Public Safety
- Facility & Support Services:
Senior Electronics Systems Technician
Electronics Systems Technician

DE. Those positions authorized to perform the export and archive function of surveillance video are:

- Facility & Support Services: Director
Facility Maintenance Manager
Senior Electronics Systems Technician
Electronics Systems Technician

APPENDIX B CCTV RESPONSIBILITIES

A. Facility & Support Services

- Determine physical installation location for new camera locations
- Run premise cabling, electrical (or facilitate same), and install camera mounting hardware and cameras for camera locations as needed within county facilities. Evaluate requests for same by partner agencies to determine if this is work FSS can/will facilitate
- Remove or reinstall cameras configured by IT within county facilities when a lift is required. Evaluate requests for same by partner agencies to determine if this is work FSS can/will facilitate
- Correct issues with camera views, if a lift is required, when adjusting within the software does not solve the issue
- Create and maintain camera location maps associated with camera locations
- All other duties as outlined in CCTV policy
 - Retrieval and retention requests
- Train end users on how to utilize software

B. Information Technology

- Configure cameras (camera views, resolution, frame rate, motion detection, firmware updates and monitor for cameras off line)
- Camera work (reset power, remove or install cameras, adjust camera views) unless a lift is required
- Monitor site health
- Assign IP addresses
- Maintain list of camera usernames and passwords
- Handle all aspects of software, including software updates, creating and assigning users to groups with appropriate department authorizations
- Determine appropriate camera model based on installation location and anticipated environmental conditions. Work with partner agencies to assist with this as requested
- Purchase and maintenance of cameras, camera mounting hardware and camera licenses
- Purchase and maintenance of all computers and monitors/TV's associated with viewing of CCTV
- Server and storage including relocating cameras to new servers as needed

- Purchase and maintain CCTV maintenance contracts
- Respond to all regular and after hours calls for CCTV issues

J. OVERTIME COMPENSATION

GENERAL POLICY

It is the general policy of Scott County to provide overtime compensation to eligible employees for approved overtime hours worked in excess of forty hours per week. It is the intent of this policy to comply with the Fair Labor Standards Act (FLSA) to the extent such act is applicable to Scott County.

SCOPE

Except as limited by the "Exclusions" section that follows, this policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder with the exception of the elected office holder themselves and Deputies;

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

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

EXCLUSIONS

The Human Resources Department in consultation with the department shall review all County job descriptions in conjunction with the Fair Labor Standards Act (FLSA) for determination of the positions that should be excluded from the overtime provisions of this policy. Generally speaking those positions that meet the federal salary test, supervisory requirements and are considered to be executive, administrative, professional or computer positions would typically be exempt. The County has a good faith commitment to comply with the FLSA and to make proper payroll deductions. If an employee believes an improper deduction or overpayment has been made they are encouraged to contact the Auditor's Office payroll staff or Human Resources. The County is committed to reimbursing the employee for any improper deductions.

These exclusions are consistent with the established principle that management officials and supervisory personnel are compensated on a salaried basis and are expected to work whatever number of hours required to accomplish their assigned workload during any given period. Conversely, during periods of reduced workload, departmental discretion

may allow some flexibility to these employees in adhering to a formal schedule of hours. In addition, employees classified as exempt under FLSA shall not have their pay reduced for absences from work of less than one day if the absence cannot be covered by accrued leave. It is expected that employees classified as exempt shall utilize leave banks for absences in increments established by the department, e.g. two or four hours.

Notwithstanding the exclusions specified above, the Board of Supervisors, upon written request from the department head and concurrence by the County Administrator, may grant overtime compensation to an employee whose position could be considered exempt under FLSA, if the job consistently requires overtime work resulting in an unfair demand on the services of the individual filling the position or a salary compression issue with those individuals supervised by the employee. Lieutenants in the Sheriff's Office are permitted to accrue overtime compensation for any grant funded or reimbursable work performed.

In an emergency that results in a disaster declaration causing the activation of the Emergency Operations Center (EOC), the Board of Supervisors authorizes straight time pay for any hours worked beyond forty (40) hours in a work week for exempt employees, while present in the EOC or otherwise engaged in assigned disaster response missions. The eligibility for straight overtime shall be retroactive to the start of the disaster as noted in the disaster declaration.
Also, the County Administrator may grant payment of overtime in cases of emergency.

DEFINITION AND PAYMENT OF OVERTIME

Except as otherwise allowed by FLSA, overtime is defined as time worked in excess of forty hours, in any workweek (seven consecutive calendar days) or eighty four hours in any two week period for 12 hour shift employees. However, Bailiffs, Bailiff Sergeant, Classification Specialists and Corrections Sergeants may receive overtime after 8 hours or 12 hours in a day depending on their regular work schedule. Vacation, sick leave and other paid leaves of absence shall not count as time worked in determining when an employee is eligible for overtime pay. Holidays on a regular scheduled work day shall count as time worked in determining when an employee is eligible for overtime pay in a work period. An employee must receive approval from the appropriate supervisor prior to working overtime hours.

An employee shall be paid for overtime hours worked at the rate of one and one-half times his/her regular rate of pay. Overtime shall not be paid more than once for the same hours worked.

Nothing in this policy is intended to limit work period scheduling to seven consecutive calendar days, and departments may establish alternate work schedules with overtime thresholds to be determined in accordance with FLSA regulations.

COMPENSATORY TIME

Employees who are eligible under this policy for overtime compensation may request compensatory time off from work in lieu of overtime pay. Compensatory time may not be accrued for any work that may be funded or reimbursed by another entity. Final approval of such requests shall be at the discretion of the appropriate department head or elected office holder.

Approved compensatory time shall be accrued at the rate of one and one-half hours for every overtime hour worked. Compensatory time off will be arranged by mutual agreement with a supervisor within a reasonable time of the request but no later than 7 days. Compensatory time off shall not be denied based on overtime, except in the case of requests to utilize compensatory time off for holidays, the day before a holiday or the day after a holiday. Employees may accrue up to sixty (60) hours of compensatory time at any time in a refillable bank, however may only accrue a total of one hundred (100) hours during a fiscal year. All compensatory time accruals as of June 30th each year will be paid on the first paycheck in July at the June 30th hourly rate.

Employees not covered by a collective bargaining agreement may notify the payroll clerk in writing two weeks in advance of the desire to have twenty or more hours of compensatory hours paid out in the following payroll cycle.

CALL-BACK PAY

In the event an employee eligible for overtime under this policy is called back to work outside his/her normal work shift, he/she shall be paid a minimum of two hours at his/her regular rate of pay, or at the rate of one and one-half times his/her regular rate of pay for all time actually worked, whichever is greater. Any Corrections Sergeant mandatorily called back to fill the hours of a Corrections Officer shall be paid at the rate of one and one-half times his/her regular rate of pay, regardless of any vacation, sick leave and other paid leaves of absence taken in the pay period.

ADMINISTRATIVE PROCEDURES

1. Compliance with FLSA

The Human Resources Department shall be responsible for administering the County's overtime pay policies and monitoring its compliance with the Fair Labor Standards Act. In this regard, the Human Resources Department shall maintain an up-to-date listing by department of those positions which are determined to be exempt from the overtime pay provisions of FLSA.

2. Record-Keeping

The Auditor's Office, as part of its centralized payroll function for the County, shall be responsible for the maintenance and storage of all official payroll and employee time records in accordance with FLSA record-keeping

requirements. All County departments will cooperate with the Auditor's Office in forwarding time cards, time sheets and related payroll documentation to the Auditor's Office for all employees eligible to receive overtime compensation.

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

January 23, 2020

APPROVING CHANGES TO VARIOUS GENERAL AND HUMAN RESOURCES POLICIES

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

Section 1. General Policy 43 "Video Surveillance" updates the existing policy to reflect actual practices and division of responsibilities.

Section 2. Human Resources Policy J "Overtime Compensation" clarifies the existing language to address ability to receive overtime compensation during events resulting in a disaster declaration.

Section 3. This resolution shall take effect immediately.

**MICHAEL J. WALTON
SCOTT COUNTY ATTORNEY**

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

Michael.Walton@scottcountyiowa.com



www.scottcountyiowa.com

January 13, 2020

RE: Hiring Request

The County Attorney's Office will be losing a long time employee to retirement at the beginning of April. Carolyn Minter is currently the legal secretary for the Juvenile Division. She has held that position since 1999. The Division consists of one legal secretary and two attorneys. With the rise in juvenile crimes over the past few years, the team of three has been extremely busy. The attorneys rely heavily on Carolyn's assistance and knowledge in order to handle a large volume of juvenile cases.

Juvenile Court is a completely different legal system than adult court with unique procedures and terminology. The other support staff in the office work primarily with adult court. Carolyn's assistance with document creation, preparation for hearings and trials, including attendance at court makes her position more similar to a paralegal than legal secretary.

The Division works with the Department of Human Services, law enforcement, and Juvenile Court Services on a daily basis. Carolyn has been a key component in streamlining processes over the years.

This past year the Division lost an attorney which has been replaced. But within 4-6 weeks of Carolyn's retirement, a juvenile attorney will be going on FML leave. In order to take full advantage of Carolyn's institutional knowledge, we are requesting that we overlap her replacement at least 2 weeks to allow for proper training of the unique processes required. This will still be a short amount of time for training since juvenile proceedings are a long process, but will be extremely helpful in working toward a smooth transition.

Thank you for your consideration.

Michael J. Walton
Scott County Attorney

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

January 23, 2020

APPROVAL OF THE REQUEST TO OVERFILL THE ADMINISTRATIVE ASSISTANT
(AKA LEGAL SECRETARY) POSITION.

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

- Section 1. That the request to overfill the Administrative Assistant (to be known in the future as Legal Secretary) position in the Attorney's Office for two weeks is hereby approved.
- Section 2. This resolution shall take effect immediately.



Scott County Health Department

600 W. 4th Street | Davenport, IA 52801-1030 | P. 563-326-8618 | F. 563-326-8774
health@scottcountyia.com | www.scottcountyia.com/health

January 14, 2010

To: Mary Thee, Human Resources Director
From: Edward Rivers, Health Director
RE: Change in Department Table of Organization

In December 2019, the Health Department experienced the retirement of its Disease Intervention Specialist. This position provides disease investigation and follow-up services within the department's Sexually Transmitted Disease (STD) and HIV Program. At the time of the retirement, administration and staff made the decision to evaluate the current responsibilities of that position against the needs of the department. After this review, the department is proposing to change the Health Department's table of organization by removing the 1.0 full-time equivalent (FTE) Disease Intervention Specialist position and increasing the full-time Public Health Nurse position from 4.0 FTEs to 5.0 FTEs. The request is being made outside of the budget review process according to the provisions outlined in Scott County Policy D, Classification and Compensation. The Disease Intervention Specialist (DIS) and Public Health Nurse are both included in Salary Rate 27 in Scott County's Non-Represented Salary Rate Table, so there is no budgetary impact because of this proposed change.

The proposed change to the department's table of organization reflects the department's learning culture, as outlined in our Workforce Development Plan, that Scott County Health Department recognizes the importance of responsive staff, capable of serving the public in a variety of situation and settings, and as a result sees cross training within and across programs as a priority. In the current structure, the Public Health Nurses are cross-trained in the responsibilities of the DIS, however that position does not have the skill set, nor the license required to be cross trained in the majority of Public Health Nurse functions or programs (Immunizations, Communicable Disease, Employee Health, Animal Bite). Having an additional Public Health Nurse will increase the department's capacity to respond during times of emergency (outbreak, mass prophylactic clinics, etc), as well as provide more versatility during routine times when demands in one program exceed what is normal, or when staffing levels change due to family medical leave situations, retirements, etc.

The department also sees a community benefit for clients of the STD and HIV Program. The proposed change would allow one individual to be involved in the interview, investigation, treatment, and case management of an STD or HIV case. This would decrease repeat questions, allow for more coordinated scheduling of treatment, and allow more comprehensive services such as immunizations to be offered and provided without sending the client to another new person for those services.



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

January 23, 2020

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS IN THE HEALTH DEPARTMENT

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

Section 1. That the table of organization for the Health Department be decreased by 1.0 FTE to reflect the reduction of the Disease Intervention Specialist position.

Section 2. That the table of organization for the Health Department be increased by 1.0 FTE to allow for the addition of a Public Health Nurse (total of 5 full-time positions).

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

January 23, 2020

APPROVAL OF STAFF APPOINTMENTS

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

Section 1. The hiring of Michael Smith for the position of part-time Custodian in the Facility & Support Services Department at the entry level rate.

Community Services Department

600 West 4th Street
Davenport, Iowa 52801



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

January 13, 2020

To: Mahesh Sharma

From: Lori A. Elam

Re: Approval of Tax Suspension Request

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

REQUESTED TAX SUSPENSION:

Kevin Turner
1314 West 7th Street
Davenport, IA 52802

Suspend: The special assessments due September 30, 2020 in the amount of \$293.06 including interest.

The applications meet the Board Suspension Policy requirements. It is recommended that the Board suspend the taxes at their next Board meeting.

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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 23, 2020

**SUSPENDING THE SPECIAL ASSESSMENTS RECEIPT NUMBERS 151338, 158101, AND 164475
DUE SEPTEMBER 30, 2019 FOR KEVIN TURNER, 1314 WEST 7TH STREET, DAVENPORT, IOWA, IN
THE AMOUNT OF \$293.06 INCLUDING INTEREST.**

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

- Section 1. The special assessments receipt numbers 151338, 158101, and 164475 due September 30, 2020 for Kevin Turner, 1314 West 7th Street, Davenport, Iowa, in the amount of \$293.06 ncluding interest are hereby suspended.
- Section 2. The County Treasurer is hereby directed to suspend the collection of the above stated taxes thereby establishing a lien on said property as required by law with future collection to include statutory interest, if any.
- Section 3. This resolution shall take effect immediately.

INFORMATION TECHNOLOGY

400 West Fourth Street
Davenport, Iowa 52801-1104

Ph: (563) 328-4100 Fax: (563) 326-8669
www.scottcountyiowa.com



Item #16
1/21/2020

January 14, 2020

To: Mahesh Sharma, County Administrator

From: Roxanna Moritz, County Auditor
Matt Hirst, Information Technology Director

Subject: Auditor's Office Election Polling Locations Printers

A quote has been received for the purchase of one hundred and ninety (190) printers for the Auditor's Office to be used at election polling locations.

The quote summary from Iowa Precinct Atlas Consortium is as follows:

Item	Vendor
	Precinct Atlas
190 HP LaserJet Pro M102w Monochrome	\$18,810
Total	\$18,810

It is recommended that the Board approve the bid from Precinct Atlas for polling locations printers for the Auditor's Office at a cost of \$18,810.

The Auditor's Office benefits from the following business process improvements through the use of computers at election polling locations:

- Access to complete voter information at polling places
- Ease of voter record changes eliminating overtime after elections

Dollars are available from the Capital Improvement Program to fund the cost of this project.

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

January 23, 2020

APPROVING THE PURCHASE OF AUDITOR'S OFFICE POLLING LOCATION PRINTERS

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

Section 1. The purchase of one hundred ninety (190) polling location printers
and toner from Precinct Atlas in the amount of \$18,810.00 is hereby
approved.

Section 2. This resolution shall take effect immediately.

INFORMATION TECHNOLOGY

416 West Fourth Street
Davenport, Iowa 52801-1187

Ph: (563) 328-4100 Fax: (563) 326-8669
www.scottcountyiowa.com



January 14, 2020

To: Mahesh Sharma, County Administrator
From: Matt Hirst, Information Technology Director
Subject: Laptop Computer Replacement Project

Information Technology currently supports approximately six hundred and fifty (650) network computing nodes comprised of four hundred and fifty (450) PC's and two hundred (200) laptops. This project will upgrade a portion of the laptop fleet with current convertible laptop hardware capable of performing in today's computing environment and running current operating systems.

Scott County Information Technology has received a quote for Hewlett-Packard convertible laptops for a County laptop/tablet replacement project to replace one hundred and fifty (150) devices. The cost for these computers from HP is \$1,295.75 each for a total of \$194,362.50.

The advantage of replacing these computers with a single acquisition is that such a process allows I.T. to standardize the County computing platform on a single model. Standardization facilitates rapid deployment and ease of future support by allowing I.T. to establish a standard "image" which can be copied to a device in a matter of minutes.

Notes:

- Pricing for these PC's was obtained directly through HP and quoted as an HP Big Deal, HP's most competitive sourcing framework.
- Pricing was compared to and beats the State of Iowa NASPO (National Association of State Procurement Officials) contract with HP by \$1,655 per device. (Pricing through NASPO is competitively sourced and is available for use by all State of Iowa Agencies and Political Sub-Divisions within the State of Iowa including Scott County.)

As part of I.T.'s due diligence in investigating this purchase, it was determined HP Big Deal pricing provides approximately \$248,000 savings to Scott County over commonly available purchasing alternatives.

It is recommended that the Board approve the quote from Hewlett-Packard for \$1,295.75 per laptop for a total of \$194,362.50. Budget dollars are available in the Capital Improvement Program budget to fund the cost of this project.

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

January 23, 2020

APPROVING LAPTOP COMPUTER REPLACEMENT PROJECT

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

Section 1. The purchase of one hundred and fifty (150) laptops from Hewlett-Packard in the amount of \$194,362.50 is hereby approved.

Section 2. This resolution shall take effect immediately.

INFORMATION TECHNOLOGY

400 West Fourth Street
Davenport, Iowa 52801-1104

Ph: (563) 328-4100 Fax: (563) 326-8669
www.scottcountyiowa.com



January 14, 2020

To: Mahesh Sharma, County Administrator
From: Matt Hirst, Information Technology Director
Subject: NetMotion Maintenance and Support

NetMotion software license maintenance and support is due for renewal.

Scott County utilizes NetMotion software to provide secure Virtual Private Network (VPN) access to the County data network from external networks (Internet).

The bid summary for NetMotion license maintenance and support is as follows:

<u>NetMotion (3 year 24/7 Support)</u>	<u>Total</u>
Insight/PCMG	\$36,390.00
Can-Am Wireless	\$36,945.63
Software Information Resources	\$36,866.82

It is recommended that the Board approve the bid from Insight/PCMG in the amount of \$36,390.00.

NetMotion maintenance and support contract provides Information Technology the ability to obtain the latest updates and patches to the software as well software support 24x7. The result is a more functional and dependable computing environment.

Budget dollars are available in the Information Technology Department operational budget to fund the costs of this contract.

Notes:

- NetMotion license maintenance and support costs were \$9,281.25 in FY'16 for a one (1) year agreement.
- NetMotion license maintenance and support costs were \$26,128.58 in FY'17 for a three (3) year agreement.
- The three (3) year agreement offers approximately \$9,000 in savings over the current one year renewal cost of \$15,165.

Cc: Tim Lane, Sheriff

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

January 23, 2020

APPROVING PURCHASE OF NETMOTION MAINTENANCE AND SUPPORT

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

Section 1. The purchase of NetMotion maintenance and support from
Insight/PCMG in the amount of \$36,390 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

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

January 23, 2020

APPROVING APPOINTMENTS TO THE CONDEMNATION APPRAISAL JURY

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

Section 1. That the following appointments to the Scott County Condemnation Appraisal Jury for a one (1) year term expiring on December 31, 2020, are hereby approved:

	BANKERS	CITY	FARMERS	REAL ESTATE
BECK:	Hap Volz Amanda Boyer	Jay Sommers Sara Somsy	Chuck Brockmann Lori Rochau	Jason Purcell Katie Sommers
MAXWELL:	Susan Daley Trish Townsend	Greg Kautz Sharon Maxwell	Kenneth Tank Jennifer Ewoldt	Lesa Buck Jeff Heuer
CROKEN:	Julie Smith Joe Slavens	Elizabeth Hodges *Kevin Gilmore	Keith Steward Wayne Hean	Scott Ryder Lynsey Engels
KINZER:	Tom Messer Kristal Schaefer	Sandra Frericks Mark Ross	Mary Frick Jerry Mohr	*Lana Wulf Thad DenHartog
KNOBBE:	Tom King Shawn Stuenkel	Mary Kellenberger Patrick Doyle	Joni Dittmer Carrie Keppy	Rick Schaefer Deann Soult

*Unconfirmed as of 1/14/20

Section 2. This resolution shall take effect immediately.



January 13, 2020

Mahesh Sharma
Scott County Administrator
600 W. Fourth St.
Davenport, IA 52601

Subject: Scott County Appointment to E911 Service Board

Dear Mahesh,

As we discussed, state law changes in 2019 require a new appointment to the Scott County E911 Service Board. Historically, the Sheriff has been that appointed individual to represent all Scott County interests on this group. In 2019 the state legislature amended Iowa Code, effectively giving each County Sheriff their own seat via law. That means that the Scott County member seat is currently open. I am requesting that the Board of Supervisors appoint a new member to that open seat.

By law, the E911 Service Board of each county is the governmental body that receives and oversees the use of surcharges made to wired and wireless phone lines for the provision of 911 services in said county. Since the inception of Scott Emergency Communications Center in 2009, the Service Board has committed to those funds as a funding source for debt incurred on SECC's behalf. We expect that need to continue for the foreseeable future. At some point, once allowable debt no longer exists, the Service Board can use those funds to more directly support SECC E911 operational expenses.

The ideal candidate for this open seat would have knowledge of 911 and emergency services in the Scott County jurisdiction. That person should also be someone that will represent the interests of the Scott County Board of Supervisors and the constituents that they represent.

Once the Board of Supervisors has made this appointment, please forward me that information and I will include that person in the scheduling of upcoming meetings to hold a public hearing and adopt the fiscal year 2021 budget for the Scott County E911 Service Board.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Donovan", with a long, sweeping horizontal line extending to the right.

David Donovan
SECC/EMA Director
(Scott County E911 Director)

E911 SERVICE BOARD

(future page 27 of Boards & Commission Appointments)

AUTHORITY E911 Service Board
TERM 1 Year
MEETING Annual Budget (typically Jan and Feb) and on-call

MEMBERS APPOINTED BY BOARD

County
Roger Kean (2020) 01-01-20 - 12-31-20

CONTACT PERSON(S)

Dave Donovan, Director
Scott Emergency Communications Center
Scott County Emergency Management Agency
1100 E. 46th St.
Davenport, IA 52807
Office: 563-484-3036 Cell: 563-505-6992

SCOTT COUNTY JOINT ENHANCED 911 SERVICE BOARD

In summary, E911 Service Board By-laws state that the mission of the Board is to plan implement, manage, administer and maintain an enhanced 911 telephone system in Scott County in accordance with Iowa Code, Chapter 34A and Administrative Rules 605, Chapter 10. The Board exists for the sole purpose and function of planning, implementing, and governance of funds for E911 service for persons living within the confines of the Scott County service area. The By-laws also state that the Board has the following purpose, duties and powers:

1. To plan, implement, manage, administer and maintain an enhanced 911 telephone system.
2. To provide for oversight of the collection and disbursement of all monies granted, collected or appropriated for those purposes.
3. To set forth and define standards, policies and rules of operation of the E911 Service System within Scott County, Iowa.

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

January 23, 2020

APPROVAL OF APPOINTMENT OF ROGER KEAN TO THE E911 SERVICE BOARD

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

Section 1. The appointment of Roger Kean to the E911 Service Board for a one
(1) year term expiring on December 31, 2020 is hereby approved.

Section 2. This resolution shall take effect immediately.

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1003

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



January 14, 2020

TO: Mahesh Sharma

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

SUBJ: Scott County and Scott County Public Safety Authority Continuing Disclosure Requirements

In accordance with County Policy 13, *Tax Compliance Procedures relating to Tax-Exempt Bonds*, County Administration has filed, and verified, that all required continuing disclosures have been completed in relation to the June 30, 2019 financial statements. The Annual Financial Information and Operation Data for the year ended June 30, 2019 was posted to the Electronic Municipal Market Access (EMMA) database on January 13, 2020. This filing is within the required 365 days after fiscal year end.

Additionally, training to the Board will be held with the Board in the event of any new members or approval of an official statement. I attend training annually through GFOA and bond counsel courses. This is in accordance with the policies and procedures regarding municipal securities disclosure as approved by the Scott County Board October 8, 2015.

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1003

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



Item #22
1/21/2020

January 13, 2020

TO: Mahesh Sharma, County Administrator

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

RE: FY21 Maximum Proposed Tax Levy

Please find attached the resolution to approve the FY21 Maximum Proposed Tax Levy Public Hearing. The public hearing is to be held on Thursday, February 20, 2020 and advanced notice of the hearing is required to be published between 10 and 20 days before the hearing. The publication will be scheduled for Wednesday February 5, 2020 in the two official County newspapers and will also be posted on the county website according to state law.

The maximum tax levy hearing is in accordance with SF 634 (2019 legislative session). Following the public hearing SF 634 requires a resolution be adopted approving the maximum tax dollars (property tax plus utility replacement tax requests) that may be assessed during the year. Following the resolution adopting the maximum tax levy, the board may set the time, date and place for the hearing on the regular county budget. This is tentatively scheduled for March 19, 2020. The budget is required to be adopted by March 31, 2020.

The proposed maximum tax levy dollars is \$51,019,414 within the General Fund and \$3,333,416 within the rural services fund. A copy of the proposed notification with attached.

NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY

Fiscal Year July 1, 2020 - June 30, 2021

County Name: SCOTT COUNTY County Number: 82

The County Board of Supervisors will conduct a public hearing on the proposed Fiscal Year County budget as follows:

Meeting Date: 2/20/2020 Meeting Time: 05:00 PM Meeting Location: 600 West Fourth Street, Davenport, Iowa 52801

Contact Person: Contact Phone Number:

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the Board will publish notice and hold a hearing on the proposed county budget.

County Website (if available)
www.scottcountyiowa.com

County Telephone Number
(563) 326-8651

		Current Year Certified Property Tax FY 2019/2020	Budget Year Effective Property Tax FY 2020/2021	Budget Year Proposed Maximum Property Tax FY 2020/2021	Proposed Percentage Change
Taxable Valuations-General Services	1	9,102,443,165	9,378,775,274	9,378,775,274	
Requested Tax Dollars-General Basic	2	31,858,550		32,825,714	
Requested Tax Dollars-General Supplemental	3	15,535,259		18,193,700	
Requested Tax Dollars-General Services Total	4	47,393,809	47,393,809	51,019,414	7.65
Estimated Tax Rate-General Services	5	5.20671	5.0533	5.43988	
Taxable Valuations-Rural Services	6	1,125,980,428	1,140,293,513	1,140,293,513	
Requested Tax Dollars-Rural Basic	7	3,278,460		3,333,416	
Requested Tax Dollars-Rural Supplemental	8	0		0	
Requested Tax Dollars-Rural Services Total	9	3,278,460	3,278,460	3,333,416	1.68
Estimated Tax Rate-Rural Services	10	2.91165	2.8751	2.9233	

Explanation of significant increases in the budget (explanation required if Proposed Percentage Change is greater than 2%):

To fund fiscal year 2021 General Fund and Rural Services for continuing operations; including salary and benefit adjustments; departmental staffing requests; increased costs of occupancy for adult corrections and juvenile corrections and contract costs escalations. County-wide valuation grew at 3.0% and unincorporated areas grew at 1.3%.

If applicable, the above notice is also available online at:

<https://www.scottcountyiowa.com/administration/budget/notices>

The above tax rates do not include county voted levies, mental health and disabilities services levy, debt service levy and the rates of other local jurisdictions.

Regarding proposed maximum dollars, the Board of Supervisors cannot adopt a higher tax asking for these levies following the public hearing.

Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming year.

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

January 23, 2020

AUTHORIZING THE SETTING OF A PUBLIC HEARING FOR THE PROPOSED TAX LEVY FOR FISCAL YEAR 2021

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

Section 1. All County departmental FY21 budget requests and all authorized agency FY21 funding requests are hereby authorized for filing. The County Director of Budget and Administrative Services has developed a maximum tax levy for the proposed county budget for FY21.

Section 2. The public hearing will consider a maximum proposed tax levy of \$51,019,414 for general services (General Fund) and \$3,333,416 for Rural Services.

Section 3. The Board of Supervisors hereby fixes the time and place for a public hearing on the maximum tax levy for the General Fund and Rural Services Fund for Thursday, February 20, 2020 at 5:00 p.m. in the Board Room at the Scott County Administrative Center.

Section 4. The Scott County Auditor is hereby directed to publish the notice 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

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

January 23, 2020

Recognizing Martin Luther King Jr. Holiday as a Day of Service

WHEREAS, Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

WHEREAS, Dr. King's teachings can continue to guide and inspire us in addressing challenges in our communities; and

WHEREAS, the King Holiday and Service Act, enacted in 1994, designated the King Holiday as a national day of a volunteer service, and charged the Corporation for National and Community Service with leading this effort, and

WHEREAS, since 1994 millions of Americans have been inspired by the life and work of Dr. Martin Luther King Jr. to serve their neighbors and communities on the King Holidays; and

WHEREAS, serving on the King Holiday is an appropriate way to honor Dr. King, meet local and national needs, bring our citizens together, and strengthen our communities and nation; and

WHEREAS, the King Day of Service is the only federal holiday commemorated as a national day of service, and offers an opportunity for Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

WHEREAS, King Day of Service projects are being organized by a wide range of nonprofit and community organizations, educational institutions, public agencies, private businesses, and other organizations across the nation; and

WHEREAS, each of us can and must contribute to making our communities better with increased opportunity for all our citizens, and

WHEREAS, citizens of Scott County have the opportunity to participate in events throughout our county on the King Day of Service as well as create and implement community service projects where they identify the need.

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

Section 1. That the Board of Supervisors does hereby proclaim the Martin Luther King Jr. Holiday as a Day of Service in Scott County and calls upon the people of Scott County to pay tribute to the life and works of Dr. Martin Luther King Jr. through participation in community service projects on Martin Luther King Day and throughout the year.

Section 2. This resolution shall take effect immediately.