

TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
May 23 - 27, 2022

Tuesday, May 24, 2022

Committee of the Whole - 8:00 am
Board Room, 1st Floor, Administrative Center AND WEBEX/VIRTUAL OPTION

The public may join this meeting in person OR by phone/computer/app by using the information below. Contact 563-326-8702 with any questions.

TO JOIN BY PHONE 1-408-418-9388

ACCESS CODE: 2488 459 0013 PASS CODE: 1234

OR you may join via Webex. Go to www.webex.com and JOIN meeting using the same Access Code and Pass Code above.

See the Webex Instructions in packet for a direct link to the meeting.

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

___ 2. Public Comment as an Attendee.

By Phone:

*3 to raise/lower hand, *6 to unmute (host must unmute you first)

By Computer:

Bottom right of screen, you will find Participants and Chat, in this area you will find the hand icon, use the hand icon to raise and lower your hand.

Facilities & Economic Development

___ 3. Fleet to purchase vehicles for the Sheriff's Department. (Item 03)
Consent Agenda Consideration

___ 4. Secondary Roads 28E Agreement for Consultant Services on Bridge Investment Project. (Item 04) Consent Agenda Consideration

___ 5. Joe Smith First Addition - 3 lot minor subdivision, PV Township. (Item 05)
Consent Agenda Consideration

___ 6. Faulhaber's Second Addition - 2 lot minor subdivision, LeClaire Township. (Item 06)
Consent Agenda Consideration

Human Resources

___ 7. LTD insurance coverage. (Item 07) Consent Agenda Consideration

___ 8. Staff appointments. (Item 08) Consent Agenda Consideration

Health & Community Services

- ___ 9. Purchase of COVID-19 Advertisements on Davenport Citibus through Mesmerize in the amount of \$28,160. (Item 09) Consent Agenda Consideration
- ___ 10. Approval of tax suspension requests. (Item 10) Consent Agenda Consideration

Finance & Intergovernmental

- ___ 11. Citrix Software Maintenance and Support Subscription. (Item 11) Consent Agenda Consideration
- ___ 12. Professional Services for the Selection of Evidence Management Software Services. (Item 12) Consent Agenda Consideration
- ___ 13. Professional Services for Planning and Development Software Selection. (Item 13) Consent Agenda Consideration
- ___ 14. Budget amendment of the FY22 County Budget. Public Hearing May 26, 2022 at 5:00 PM during the Board Meeting. (Item 14)
- ___ 15. Discussion of quarterly budgeting for outcomes report. (Item 15)
- ___ 16. Discussion of quarterly financial summary report of actual revenues and expenditures. (Item 16)
- ___ 17. Quarterly financial reports from various county offices. (Item 17) Consent Agenda Consideration

Other Items of Interest

- ___ 18. Cigarette/tobacco permit for Perfect Value Liquor Mart and Davenport Country Club. Consent Agenda Consideration
- ___ 19. Beer/liquor license renewal for Perfect Value Liquor Mart, 5b Lincoln Avenue, Parkview, No Place Special, 20996 N Brady Street, Davenport and Olathea Creek Vineyard & Winery, 23456 Great River Road, LeClaire. Consent Agenda Consideration
- ___ 20. Proclamation for violence against women "Flowers on the River". (Item 20) ADDED 2nd Proclamation - Military Appreciation Month during COW meeting.
- ___ 21. Adjourned. Moved by _____ Seconded by _____
Beck ___ Croken ___ Kinzer ___ Knobbe ___ Maxwell ___

Thursday, May 26, 2022

**Regular Board Meeting - 5:00 pm
Board Room, 1st Floor, Administrative Center AND WEBEX/VIRTUAL OPTION**

The public may join this meeting in person OR by phone/computer/app by using the information below. Contact 563-326-8702 with any questions.

TO JOIN BY PHONE 1-408-418-9388
ACCESS CODE: 2495 339 6416 PASS CODE: 1234

OR you may join via Webex. Go to www.webex.com and JOIN meeting using the same Access Code and Pass Code above.

See the Webex Instructions in packet for a direct link to the meeting.

Public Hearing

- _____ 1. Public Hearing relative to an amendment to the Scott County's current FY22 Budget.

Instructions for *Unmuting Phone Line* during Board Meeting teleconference

To gain the moderator's attention, **press *3 from your phone OR the raise hand icon** on computer or mobile device (for location of raise hand icon, see below). Phone lines will be placed on mute during the meeting. Participants may unmute their line using the mute icon or *6 on their phone after being recognized by the Chair.

Meeting # 2488 459 0013

Password #1234

Connect via Computer or application:

Host: www.webex.com Meeting number: **above** Password: **1234**

Or use direct link to meeting:

<https://scottcountyiowa.webex.com/scottcountyiowa/onstage/g.php?MTID=ea5e9b63416a9b50b3838d64124675286>

Connect via telephone: 1-408-418-9388 Meeting number: **above** Password: **1234**


Telephone / Cell Phones Connections:

Telephones lines will be placed on mute during the meeting. Participants may "raise their hand" by using *3 to gain attention of the host.



When called upon for comments by the Board,


1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by keying * 6
4. After conversation, please lower your hand. (*3 again)


Computer / Application Connections:

If connected via web application or computer, the user should look for the **Raise Hand**  raise hand symbol and click to appear raised so the host may acknowledge you.

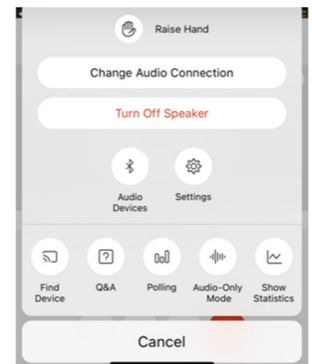
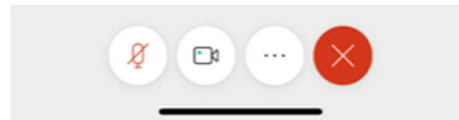
1. The host will then unmute the participant's line at the appropriate time.
2. A user must have his or her own device unmuted.
3. The user may then unmute his or her conference line by clicking the microphone symbol.
4. After conversation, please lower your hand. (*3 again)

You can mute yourself so that everyone can concentrate on what's being discussed. While you're on a call or in a meeting, select  at the bottom of the meeting window. You'll know it's working when the button turns red .

If you want to unmute yourself, select . Others can hear you when the button turns gray.

When you're muted and move away from the call controls, the mute button moves to the center of your screen and fades in color  to indicate that you're still muted.

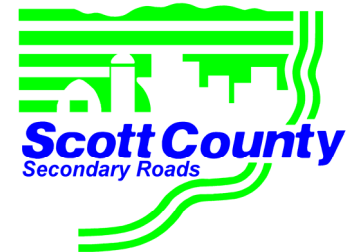
To find the **raise hand icon**, you may need to click on ...



SCOTT COUNTY ENGINEER'S OFFICE

950 E. Blackhawk Trail
Eldridge, Iowa 52748

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



ANGELA K. KERSTEN, P.E.
County Engineer

ELLIOTT R. PENNOCK, E.I.T.
Assistant County Engineer

TARA YOUNGERS
Senior Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJ: Approval to Purchase Vehicles for the Sheriff's Department

DATE: May 17, 2022

It is presently a challenging and dynamic process to replace vehicles and appears to be remaining that way for the foreseeable future. The Fleet Services team has been meeting over the past few months discussing planned purchases under present market conditions. We are also working with the Sheriff's Department to address their needs in our decision making process.

The FY23 budget includes the purchase of 3 – ten passenger prisoner transport transit vans, 7 police interceptor utility, all-wheel drive, vehicles, and 1 police interceptor, 4 x 4, pick-up truck. Fleet Services recently solicited bids for these vehicles and we did not receive any bids. We did receive notes from Courtesy Ford and McGrath Fleet & Commercial that Ford has closed orders for 2022 models and is not taking orders for 2023 models at this time.

We anticipate that when vehicle manufacturers open orders for 2023 models, there will be a very limited amount of orders taken and that there will be a short time available to place orders. When we solicit bids on Public Purchase, we typically allow ten days for submittal of bids and then it typically takes another two weeks to obtain approval to purchase. We are concerned that manufacturers will have reached their limits on orders by the time we obtain approval and place our order.

Salespeople from multiple dealerships have indicated that manufacturers of all makes and models will more than likely open up orders for 2023 models at the same time. When the ordering window opens, we will contact a minimum of three dealerships to solicit quotes for each type of vehicle and award the respective quote to the lowest responsible bidder. We request permission to solicit quotes in the manner described above and make the following purchases:

- 3 – Ten Passenger Prisoner Transport Transit Vans for approximately \$180,000 with an additional 15% contingency (total not to exceed \$207,000)
- 7 – Police Interceptor Utility, All-Wheel Drive, Vehicles for approximately \$280,000 with an additional 15% contingency (total not to exceed \$322,000)
- 1 – Police Interceptor, 4 X 4, Pick-up Truck for approximately \$40,000 with an additional 15% contingency (total not to exceed \$46,000)

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

May 26, 2022

A RESOLUTION APPROVING THE PURCHASE OF THREE (3) TEN PASSENGER PRISONER TRANSPORT TRANSIT VANS, SEVEN (7) POLICE INTERCEPTOR UTILITY, ALL-WHEEL DRIVE, VEHICLES AND ONE (1) POLICE INTERCEPTOR, 4X4, PICK-UP TRUCK FOR THE SHERIFF'S DEPARTMENT

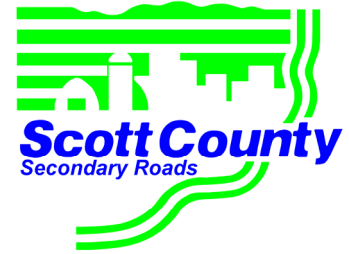
BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the interim Fleet Manager has the authority to directly solicit a minimum of three competitive quotes for three (3) ten passenger prisoner transport transit vans, seven (7) police interceptor utility, all-wheel drive, vehicles, and one (1) police interceptor, 4 x 4, pick-up truck and to purchase these vehicles from the lowest responsible bidder, for the Sheriff's Department, for a total cost not to exceed \$575,000.
- Section 2. This resolution shall take effect immediately.

SCOTT COUNTY ENGINEER'S OFFICE

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TARA YOUNGERS
Senior Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Angie Kersten, P.E.
County Engineer

SUBJ: Resolution to Enter into a 28E Agreement for Consultant Services

DATE: May 17, 2022

This resolution is to enter into a 28E Agreement with the Iowa County Engineers Association Service Bureau, Buchanan County, Iowa, Cedar County, Iowa, Delaware County, Iowa, Hamilton County, Iowa, Jones County, Iowa, Monroe County, Iowa, and Washington County, Iowa, for the contracting of consultant services for preparation and submittal of a 2022 US Department of Transportation (USDOT) Bridge Investment Program (BIP) grant application.

Our department, along with the above listed county secondary roads departments, are seeking federal funding to replace large bridges in our respective counties. The Scott/Clinton County line bridge located on Y68 (Scott Park Road) over the Wapsipinicon River Overflow (FHWA #020870) is the candidate we are submitting the funding request for. The proposed bridge replacement is a 268' x 40' Continuous Concrete Slab Bridge with an estimated replacement cost of \$3,500,000.

Back in January of 2021, we worked with ICEASB and the 7 counties listed above to hire HDR Engineering to draft and submit an application to USDOT for RAISE grant funding of our 8 bridge replacement projects. We were unsuccessful in obtaining the RAISE grant funding for our projects. We decided to continue looking for new grant opportunities to jointly fund our projects. We have recently learned that USDOT will be releasing a notice of funding opportunity for their BIP grant funding and we think that we can submit a successful application.

Over the past few months, our group has met several times to discuss hiring a consultant to draft a grant application and determined that portions of the data utilized in our RAISE grant application can be re-used for the BIP grant application. This would result in a significant cost savings in consulting fees if we were to hire HDR Engineering to draft the BIP grant application. After further discussion, our group unanimously selected HDR Engineering to draft the BIP grant application and ICEASB negotiated a contract with HDR Engineering on our behalf.

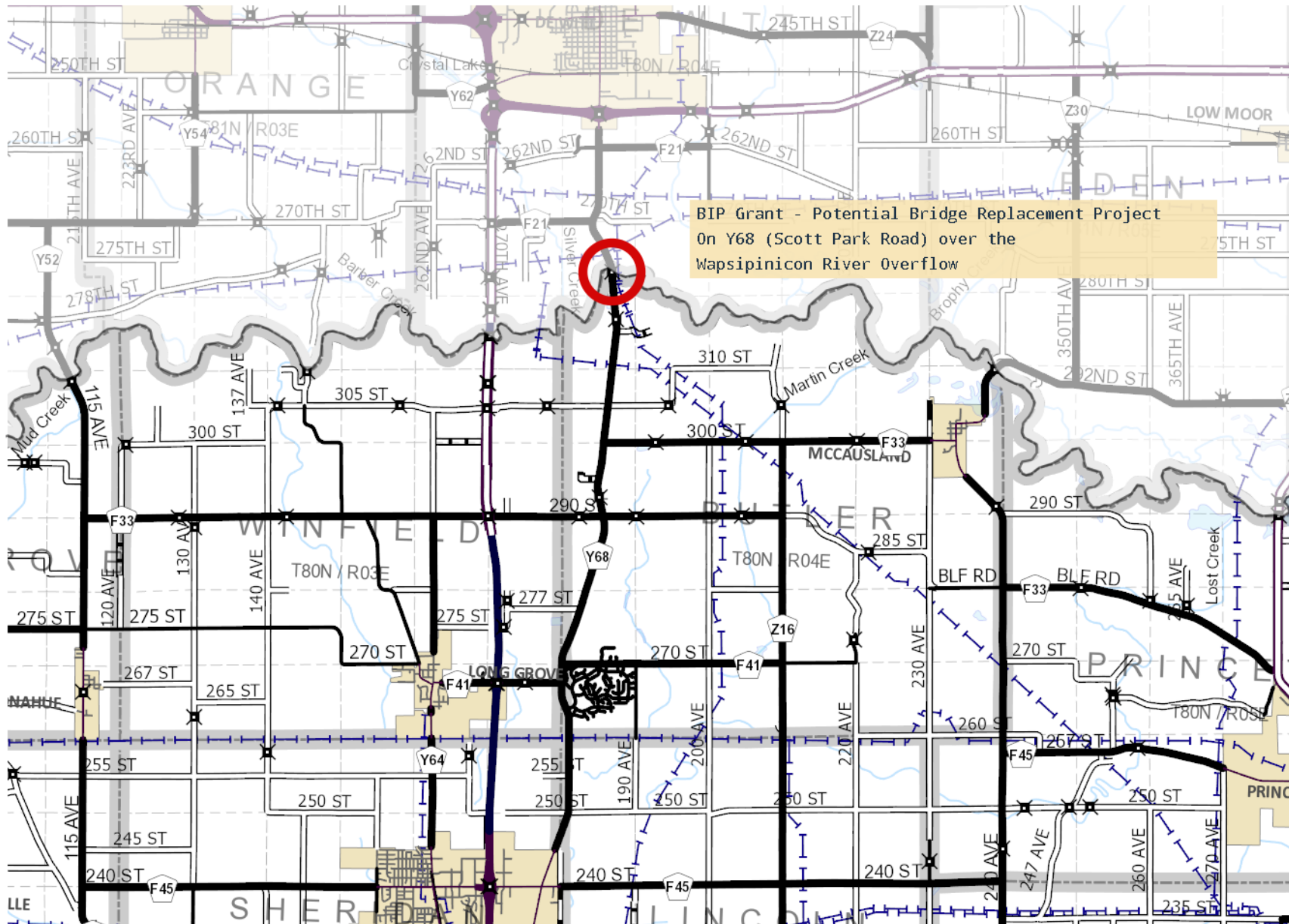
A 28E Agreement has been drafted by the ICEASB Director and reviewed by Iowa State Association of Counties (ISAC) legal counsel. I forwarded the agreement to Rob Cusack for his review and he has responded that the agreement is acceptable.

The consulting fee is detailed in the 28E Agreement. The fee will not exceed \$62,315. Scott County will be responsible for 1/8th of the fee and that cost will not exceed \$7,789.38. Since our bridge is a shared bridge with Clinton County, Clinton County has agreed to reimburse Scott County for 50% of the consulting fee (not to exceed \$3,894.68). I recommend executing this 28E Agreement.

BIP Grant - Scott and Clinton County Bridge Replacement Project Location

12:33 PM, Tue, May 17, 2022

Scott - ICEASB Easy Map



28E Agreement
Contracting of Consultant Services for the Preparation and Submittal of the 2022 USDOT Bridge Investment Program (BIP) Grant Application

This agreement (the Agreement) made and entered into by and between the Iowa County Engineers Association Service Bureau (ICEASB), (hereinafter also referred to as the Contracting Authority), and the following eight (8) county bridge owners: Buchanan County, Iowa; Cedar County, Iowa; Delaware County, Iowa; Hamilton County, Iowa; Jones County, Iowa; Monroe County, Iowa; Scott County, Iowa; Washington County, Iowa, (hereinafter also referred to as the Counties).

WHEREAS, all parties to this Agreement are public agencies as defined by Section 28E.2 and Section 28E.4 of the Code of Iowa, and

WHEREAS, Iowa Code Section 28E.3 provides that any power or powers, privileges or authority exercised or capable to be exercised by a public agency of the State of Iowa may be exercised and enjoyed jointly by a public agency of the State of Iowa having such power or powers, and

WHEREAS, the US Department of Transportation makes available, through the Bridge Investment Program (BIP) Discretionary Grant program funding, to qualifying transportation agencies for planning and capital investments in surface transportation infrastructure, such funds are awarded on a competitive basis for projects that will have a significant local or regional impact, and

WHEREAS, the ICEASB desires to select potential county bridge replacement candidates, make application for BIP Grant funding, and to contract Consultant Services to assemble and submit a grant application for the purpose of acquiring said BIP Grant funding, and

WHEREAS, the ICEASB, as Contracting Authority, is willing and able to enter into a contract and provide contract management and accounting services as agreed to herein, for and between the parties to this Agreement and HDR Engineering, Inc., (Consultant), and

WHEREAS, Washington County agrees to be the Lead Agency (LA) and Recipient Agency (RA), and all other Counties agree to be Sub-Recipient Agencies (SRA), and

WHEREAS, the Counties and the ICEASB Board of Directors have informed themselves as to this Agreement and the HDR Engineering, Professional Services Agreement, including Exhibit A and Exhibit B, attached to this Agreement and as such becomes part of this Agreement (the "Consultant Contract").

IT IS NOW AGREED, that the ICEASB and the Counties, enter into an Agreement pursuant to Chapter 28E of the Code of Iowa providing for cooperative action to contract for Professional Consultant Services to assemble and submit a BIP Grant application;

THEREFORE, the parties, in consideration of the mutual obligations and benefits contained herein, agree as follows:

- I. SCOPE OF WORK –
 - A. ICEASB will be the Contracting Authority for the Consultant Contract. The Contracting Authority shall be responsible for contract administration and accounting services between the Counties and the Consultant.
 - B. Each County shall share equally in the costs and be responsible for 1/8th of the total actual cost for all Professional Services rendered, for their respective bridge project defined below:

1. Buchanan County, Iowa: FHWA Structure Number: 83090; Location: Baxter Ave. over Wapsipinicon River; Preliminary Estimated Construction Cost: \$4,000,000
2. Cedar County, Iowa: FHWA Structure Number: 018490 Location: 290th Street over Cedar River; Preliminary Estimated Construction Cost: \$12,000,000
3. Delaware County, Iowa: FHWA Structure Number: New Location: 230th Ave. over Maquoketa; Preliminary Estimated Construction Cost: \$6,900,000
4. Hamilton County, Iowa: FHWA Structure Number: 026390 Location: Vail Ave. over CCP Railroad; Preliminary Estimated Construction Cost: \$3,500,000
5. Jones County, Iowa: FHWA Structure Number: 207520; Location: Landis Road over Wapsipinicon River; Preliminary Estimated Construction Cost: \$5,800,000
6. Monroe County, Iowa: FHWA Structure Number: 252510; Location: 165th Street over BNSF Railroad; Preliminary Estimated Construction Cost: \$4,500,000
7. Scott County, Iowa: FHWA Structure Number: 020870; Location: Scott Park Road over Wapsipinicon River; Preliminary Estimated Construction Cost: \$3,500,000
8. Washington County, Iowa: FHWA Structure Number: 336060; Location: Dogwood Ave. over Skunk River; Preliminary Estimated Construction Cost: \$7,750,000

- C. ICEASB shall make payment to the Consultant for all Professional Services rendered. After payment is made to the Consultant, the ICEASB shall invoice for reimbursement, from each County for Professional Services rendered. Upon Board of Supervisor approval by each County, reimbursement shall be made to the ICEASB within 30 days of receipt of invoice. Each of the eight (8) counties shall reimburse the Contracting Authority for their 1/8th share within 30 days of receipt of invoice.
- D. Any change in Scope of Services and associated contract costs required of and requested by the Consultant, must be approved by five of the eight counties that are a party hereto, prior to any additional or change in proposed services being rendered by the consultant and prior to costs being incurred.
- E. Any dispute regarding the fees for the Professional Services shall be resolved between the disputing County (or Counties) and the Consultant within 30 days of receipt of invoice from ICEASB.
- F. Eligibility for BIP funding requires the above listed projects to be obligated for letting to contract by September 30, 2025 or other date as provided in the Notice of Funding Opportunity.

II. DURATION –

This Agreement shall commence on the date that all parties sign this Agreement and shall continue thereafter until fulfillment of the Professional Services Agreement or until this Agreement is terminated as defined herein, whichever is comes first.

III. PURPOSE –

The purpose of this Agreement is to cooperatively make application for BIP Grant funding and to contract Professional Services to assemble and submit a grant application for the purpose of successfully acquiring additional bridge funding for County Infrastructure in the State of Iowa through the conditions specified in this Agreement.

- IV. ADMINISTRATION –
ICEASB shall be responsible for the administration of this Agreement.

- V. INDEMNIFICATION –
All parties to this Agreement agree to save and indemnify and keep harmless each other against all liabilities, judgements, costs, and expenses which may in any way come against the other parties or which in any way result from carelessness or neglect of any party or its affiliates, officers, directors, employees, or agent.

- VI. SEVERABILITY –
If any part of this Agreement or the application of this Agreement to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provisions or applications, and to this end, the provisions of this Agreement are declared to be severable.

- VII. NO THIRD PARTY BENEFICIARIES
No third party beneficiaries are intended under this Agreement.

- VIII. TERMINATION –
 - A. This Agreement shall be considered binding upon all parties to this Agreement for the duration of the Consultant Services Contract or until this Agreement is terminated pursuant to the terms of this Agreement.

 - B. This Agreement may be terminated by any party upon written notice to the other parties and approval of five of the eight participating Counties, after payment of all just debts, obligations, and liabilities occurred up to the effective date of termination.

THE EXECUTION OF THIS AGREEMENT BY EACH UNDERSIGNED PARTY SHALL CONSTITUTE ADOPTION OF THIS AGREEMENT. FOR EACH UNDERSIGNED PARTY, SUCH EXECUTION SHALL BE PURSUANT TO AUTHORITY GRANTED BY RESOLUTION ATTACHED HERETO AND BY REFERENCE MADE A PART HEREOF.

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

County Signature Block

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

County Auditor

Chair, County Board of Supervisors

County Signature Block

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

County Auditor

Chair, County Board of Supervisors

County Signature Block

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

County Auditor

Chair, County Board of Supervisors

County Signature Block

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

County Auditor

Chair, County Board of Supervisors

County Signature Block

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

County Auditor

Chair, County Board of Supervisors

County Signature Block

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

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

County Signature Block

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

County Auditor

Chair, County Board of Supervisors

ICEASB Signature Block

This agreement was approved by official action of the ICEASB Board of Directors in official session on the _____ day of _____, 20_____.

ICEASB Executive Director

Chair, ICEASB Board of Directors

**SHORT FORM AGREEMENT BETWEEN OWNER AND
HDR ENGINEERING, INC. FOR PROFESSIONAL SERVICES
AGREEMENT NUMBER 1**

THIS AGREEMENT is made as of this _____ day of _____, 20___, between Iowa County Engineers Association Service Bureau (“OWNER”) a 28E separate legal public entity, with principal offices at 5500 Westown Parkway, Suite 190, West Des Moines, IA 50266, and HDR ENGINEERING, INC., (“ENGINEER” or “CONSULTANT”) for services in connection with the project known as USDOT Bridge Investment Program Application Support for Iowa County Bridges (“Project”);

WHEREAS, OWNER desires to engage ENGINEER to provide professional engineering, consulting and related services (“Services”) in connection with the Project; and

WHEREAS, ENGINEER desires to render these Services as described in SECTION I, Scope of Services.

NOW, THEREFORE, OWNER and ENGINEER in consideration of the mutual covenants contained herein, agree as follows:

SECTION I. SCOPE OF SERVICES

ENGINEER will provide Services for the Project, which consist of the Scope of Services as outlined on the attached Exhibit A.

SECTION II. TERMS AND CONDITIONS OF ENGINEERING SERVICES

The HDR Engineering, Inc. Terms and Conditions, which are attached hereto in Exhibit B, are incorporated into this Agreement by this reference as if fully set forth herein.

SECTION III. RESPONSIBILITIES OF OWNER

The OWNER shall provide the information set forth in paragraph 6 of the attached “HDR Engineering, Inc. Terms and Conditions for Professional Services.”

SECTION IV. COMPENSATION

Compensation for ENGINEER’S services under this Agreement shall be on the basis of cost plus fixed fee. ENGINEER’S fixed fee will be seven thousand one hundred twelve Dollars (\$7,112). Cost shall be an amount equal to salary cost times a factor of 2.4731. Reimbursable expenses incurred in connection with such services shall be in addition to ENGINEER’S compensation. ENGINEER’S not to exceed compensation for services under this agreement shall be \$62,315.

The amount of any sales tax, excise tax, value added tax (VAT), or gross receipts tax that may be imposed on this Agreement shall be added to the ENGINEER'S compensation as Reimbursable Expenses.

Compensation terms are defined as follows:

Direct Labor Cost shall mean salaries and wages, (basic and overtime) paid to all personnel engaged directly on the Project. The Direct Labor Costs and the factor applied to Direct Labor Costs will be adjusted annually as of the first of every year to reflect equitable changes to the compensation payable to Engineer.

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, technology charges, telephone, telex, shipping and express, and other incurred expense. ENGINEER will add ten percent (10%) to invoices received by ENGINEER from subconsultants and subcontractors to cover administrative expenses and vicarious liability.

Cost-Plus-Fixed Fee shall mean Cost plus a Fixed Fee.

Cost, as used in "Cost-Plus-Fixed Fee," shall mean Direct Labor Cost plus Overhead Costs, plus Reimbursable Expense.

Overhead Costs, as used in "Cost-Plus-Fixed Fee," shall mean indirect costs which include payroll and administrative expenses. For this Agreement, overhead costs shall be one hundred forty-seven point zero six percent (147.06%) of Direct Labor Cost.

Fixed Fee shall mean a fixed amount of fee that is added to the Cost in a Cost-Plus-Fixed Fee basis of payment. The sum of Cost and Fixed Fee shall be the compensation for the Scope of Services. The Costs may vary, but the Fixed Fee shall remain the same provided the Scope of Services does not change.

SECTION V. PERIOD OF SERVICE

Upon receipt of written authorization to proceed, ENGINEER shall perform the services within the time period(s) described in Exhibit A.

Unless otherwise stated in this Agreement, the rates of compensation for ENGINEER'S services have been agreed to in anticipation of the orderly and continuous progress of the project through completion. If any specified dates for the completion of ENGINEER'S services are exceeded through no fault of the ENGINEER, the time for performance of those services shall be automatically extended for a period which may be reasonably required for their completion and all rates, measures and amounts of ENGINEER'S compensation shall be equitably adjusted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

"OWNER"

BY: _____

NAME: _____

TITLE: _____

ADDRESS: _____

HDR ENGINEERING, INC.
"ENGINEER"

BY: _____

NAME: _____

TITLE: _____

ADDRESS: _____

EXHIBIT A

SCOPE OF SERVICES

Scope of Services

Iowa County Engineers Association

USDOT Bridge Investment Program (BIP) Application Support for Iowa County Bridges

Background

The Infrastructure Investment and Jobs Act (Bipartisan Infrastructure Law, or BIL) provided funds to the U.S. Department of Transportation for the Bridge Investment Program – a discretionary grant program to invest in projects to improve bridge and culvert condition, safety, efficiency, and reliability. The Notice of Funding Opportunity for this program is anticipated to be published by late May 2022.

HDR has assisted its clients with numerous successful Federal and State grant applications and, in general, we have found that the following are critical for a successful grant application:

1. A complete description of the project: its goals, its purpose and need, and how it will be implemented.
2. Completed engineering and environmental documentation, or a well-articulated plan to complete this documentation.
3. Clear alignment with most of the grant program's Merit Criteria.
4. A readable, complete narrative application.
5. A benefit-cost analysis (BCA) demonstrating positive public economic outcomes.
6. Matching state, local, or private cash contributions (not expense-in-kind contributions), that exceed the proposed federal grant contribution, and preferably funding matches that include private-sector contributions.
7. Expressed, strong, specific, preference for the project, among all the various projects in the state for which applications might be submitted, by one or more Senators or Congressional Representatives, and from the Governor's office.

Scope of Work

This scope is a follow-up to conference calls between HDR and the Iowa County Engineers Association Committee (ICEA) on March 30, 2022, and April 6, 2022, and subsequent information and directives provided by the ICEA. This scope aligns with information and recommendations provided by USDOT regarding the 2022 BIP with an anticipated notice of funding opportunity in late May 2022.

HDR will provide technical support to ICEA to develop a single BIP application for the eight (8) Iowa County bridges that were proposed in the 2021 RAISE Grant application. ICEA will confirm with USDOT the applicant's eligibility and their projects' eligibility for the BIP opportunity. ICEA has identified Washington County as the BIP grant sponsor

and lead applicant. HDR will work with ICEA and Washington County's Jacob Thorius to collect necessary data for use in the benefit-cost analysis (BCA) and grant application, such as updated project cost estimates. It is HDR's understanding that critical data, such as National Bridge Inventory Data (NBI) and cost assumptions, are already available for the project. HDR will update and refine the BCA from the 2021 RAISE grant application, using methods and parameters consistent with USDOT's guidance for conducting BCAs for discretionary grant programs. HDR will conduct the following tasks to assist ICEA in developing its BIP application:

Task 1: Project Management & Coordination

Task 1 covers project management tasks including work progress reporting, financial management, coordination meetings, and schedule management.

At the project kick-off call, HDR will provide ICEA with guidance on USDOT BIP Program, application development and probable application review strategy, project schedule, and merit criteria. This task will include meeting / conference calls to discuss various options for the development of the application, as well as providing ICEA with intelligence gathered regarding the BIP. Strategies and messages for the grant submittal will be tailored during this discussion.

HDR will use the project kick-off call as an opportunity to facilitate a strategy session on the grant application approach and detailed work plan. The kick-off call will also be used as an opportunity to receive existing documentation related to the project and request other pertinent data and information that ICEA may have.

This coordination effort includes a formalizing of the public benefit categories to be evaluated. Part of this strategy session will involve revisiting the ICEA's 2021 RAISE application and reviewing it with the BIP criteria. This will allow for selecting the various components of the project for inclusion in the scope in order to maximize probability of a grant award. This scope of work assumes that those benefit categories will be:

- Travel time, vehicle operating costs, and emissions impacts associated with bridge detours (due to required weight posted or closed bridges without project improvements).

- Improved travel safety due to bridge improvements (increased bridge width, improved guardrail protection).

- Likely lower rehabilitation costs due to a better state of repair.

- Reduced construction work zone delays.

- Quality of life improvements due to better/more reliable connections to jobs, health and commerce.

- Residual value benefit.

It is estimated that a total of up to 7 coordination meetings, as detailed in the Schedule section in this Scope of Services, will be held to discuss interim deliverables and progress during application development. It is anticipated that all meetings will be held virtually.

Deliverables: Monthly invoices and progress reports, action items from calls/meetings, and quality control-quality assurance.

Task 2: Collect and Review Available Data

ICEA has already provided or will provide bridge-specific information from the participating Counties, including:

- Existing traffic volumes, including vehicle classification (e.g., percent trucks) on bridges and detour network
- Average travel speeds (on bridges and detour network)
- Projected traffic volumes to interpolate construction year volumes.
- Detour route and distance for each bridge
- Current bridge construction cost estimates and schedules
- Maintenance and rehabilitation costs for different states of repair
- Other associated project costs (e.g. soft costs)
- Work zone delay estimates (with and without bridge bundling)
- Bridge weight limitations, and impact on traffic counts
- Historical crash rates on bridges

HDR will review bridge-specific information to confirm completeness for reporting in the grant application and traffic and safety review.

Task 3. Traffic Operations and Safety Review

In 2021, HDR performed traffic operations and safety analysis in support of ICEA's 2021 RAISE grant application for these same 8 county bridges. Given this recent traffic analysis work and the lower traffic volumes on these 8 county bridges, HDR intends to use the traffic operations and safety analysis results from the work with ICEA on the 2021 RAISE grant application. These results will be reviewed by HDR only at a high-level and, only as needed, minor adjustments will be made to inputs and parameters for the updated Benefit-Cost Analysis model.

Deliverable: Updated Technical Appendix of Traffic and Safety Methodology and Results.

Task 4. Detour Route Review

HDR will work with ICEA to review detour routes identified for the 2021 RAISE grant application, and update any changes since the 2021 RAISE application. ICEA will help confirm these distances and travel times.

Using the results of this review, HDR will evaluate the user impacts of updated detours in the case of new bridge closures or weight restrictions since 2021 RAISE grant application. User impacts will cover travel time, distance traveled, and vehicle emissions impacts associated with bridge detours. It is assumed that a single vehicle emissions rate from one representative central Iowa county will be used to estimate emissions impacts.

Deliverable: Predicted detour impacts for the baseline scenario.

Task 5. Benefit-Cost Analysis Update

BIP requires the estimation of benefits and costs associated with the proposed project, similar to RAISE. A BCA provides estimates of the benefits that are expected to accrue from a project over a specified period and compares them to the anticipated costs of the project. Costs include both the resources required to develop the project and the costs of maintaining the new or improved asset over time. Estimated benefits are based on the projected impacts of the project on both users and non-users of the facility, valued in monetary terms. HDR will update and refine the 2021 RAISE BCA to align with updated USDOT guidance on conducting benefit-cost analysis for discretionary grant programs. The BCA will include the monetized benefits and costs of the eight proposed bridge improvements, as well as the quantitative and qualitative merits of the project.

HDR will update its custom benefit-cost model consistent with USDOT BCA guidance and the BIP evaluation criteria. HDR will identify and quantify public benefits expected to be derived from the project that demonstrates the projects' impacts as per BIP selection criteria. Net present value for all benefits, as well as a benefit-cost-ratio (BCR) will be calculated as part of the analysis and included in the application narrative

The economic analyses will include the following elements:

Develop Excel-Based Benefit-Cost Model:

- The model from the 2021 RAISE application will be populated with the most up-to-date information available. HDR will collect model inputs from a variety of sources including ICEA, Iowa DOT, USDOT guidance, and other project documentation. Estimations of travel time and safety benefits will be derived based on the results of Task 4, above.
- HDR will refine the model to align with changes in USDOT's guidance for BCAs
- Summary metrics, including NPV (Net present value) and benefit cost ratio will be calculated and easily identifiable.

Review Benefit-Cost Results, Test Sensitivity of Results against Key Variables:

- Key variables will be flagged for testing and the model will be re-run and results generated based on key material events.

Issue Results:

- A short document will be prepared with text on costs, benefits, and impacts estimated in the BCA which can be incorporated into the project narrative to support the discussion of how the project aligns with the BIP merit criteria.
- Methodology, data sources, key assumptions, and other information critical to the BCA will be included in the technical appendix.

Deliverables: A document including key paragraphs for input directly into the application narrative; an appendix describing the evaluation approach, data and

assumptions used, and results of the analysis including sensitivity testing; an excel-based benefit-cost model for submission to USDOT

Task 6. BIP Grant Application Preparation

HDR will compile the analysis results, develop select graphics, and document strategies that address the grant requirements. HDR intends to leverage language and graphics from the 2021 RAISE grant application and update content for each of the applicable selection criterion described earlier in this proposal. The Lead Agency, Washington County, will be responsible for the actual submittal of the grant application on the grants.gov site.

HDR will lead the coordination and narrative development and will host a working application document on a Microsoft SharePoint Site for individual narrative updates by the Counties. A detailed schedule of activities will be presented during the kick-off meeting. We anticipate an 8-week production schedule. HDR application development lead will work directly with Jacob Thorius (Washington County) and Joe Spradling (HDR PM) to coordinate exchanges and timely reviews.

The application narrative will follow USDOT's recommended structure and approach for describing the project, construction costs, funding, benefits, and other factors. The BIP grant application narrative will include the following project narrative, which typically follows the basic outline below, as per the NOFO:

- I. Cover Page Table (as per template in NOFO)
- II. Project Description
- III. Project Location
- IV. Project Parties
- V. Grant Funds, Sources and Uses of Project Funds
- VI. Selection Criteria

ICEA and Washington County will lead coordination and requests of project support letters from key project stakeholders to include, but not be limited to city, county, state, and national elected officials, and key stakeholder groups/organizations. HDR will provide an updated request for a support letter template for use by ICEA and Washington County to solicit support.

HDR recommends that the technical appendix and other supporting documents be provided on a secure website that USDOT can access, instead of submitting that section as a PDF (Portable Document Format) attachment via Grants.gov. HDR assumes either ICEA or Washington County will host this secure website. HDR will coordinate with the lead agency for materials to be included on the website.

Deliverables:

- Annotated Outline with detailed schedule and writing assignments
- Designed Word Template for narrative development, hosted on Microsoft SharePoint.
- Up to twenty (20) supporting icons and graphics

Request for support letter and talking points
Completed BIP Grant Application (Draft and Final)

Key Understandings and Assumptions:

ICEA will confirm with USDOT the applicants' eligibility for the BIP opportunity. One application will be generated for the 8 county bridge projects, to be submitted to the BIP.

Washington County will coordinate with the other Counties to provide updated construction cost estimates for use in the application.

Results from the traffic operations and safety analyses performed for the 2021 RAISE grant application will be used for the BIP application.

HDR intends to use applicable portions of the 2021 RAISE grant application for these same 8 county bridge projects.

ICEA has designated Washington County as lead applicant and Jacob Thorius as project main point-of-contact. ICEA's Danny Waid and Lucas County's Todde Folkerts will be copied on all correspondence.

Washington County will be responsible for submitting to HDR one consolidated and reconciled set of edits on draft deliverables.

In the FINAL Draft Review of the full narrative application and BCA, only critical edits will be accepted.

All deliverables will be submitted electronically.

Washington County will be responsible for securing and providing access to data and additional supporting evidence such as photos, county narratives on bridges, and media mentions (as available).

Washington County will lead all solicitation and coordination for project support letters and coordinate with the HDR team for inclusion in the application.

Washington County will register with www.grants.gov a minimum of 4 weeks prior to the BIP application due date.

Washington County is responsible for downloading and completion of the required forms necessary for application.

Washington County is responsible for submittal of application and required forms to www.grants.gov.

The grant application will be developed in an MS Word template, designed with a unique grant brand for this effort. All authors will use the MS Word working document to be hosted on HDR's Microsoft SharePoint site.

Any photo assets obtained by HDR from a stock house will be acquired as a single use license and cannot transfer over to ICEA for continue use.

Schedule

HDR will complete the tasks described in this proposal, with a FINAL Draft Application document no later than one week prior to the BIP grant application submission deadline, assuming that ICEA and Washington County provides all necessary data, information and documentation to HDR. A proposed breakdown of the activities required to produce the application and a tentative timeframe for their completion is provided as follows.

This schedule assumes an approximate six-week submittal timeline after the BIP NOFO

is released, allowing for some flexibility if the deadline is further out than an eight-week submittal timeline after receiving notice-to-proceed with work. A detailed production schedule with milestone dates and deadlines will be generated upon NOFO release.

Activity	Timeframe
Notice to Proceed	Week One
Coordination Call 1 - Kick-off conference call ID Grant selection criteria evaluation Community Analysis begins Project Supporters and Coordination Key Messaging Outstanding Data Request Additional Resources Needed	Week One
Traffic Review and BCA begins	Week Two
Washington County transmits remaining project data to HDR	Week Two
BIP NOFO is published	Timing to flex based on date.
Coordination Call 2 - Topics to include: Economic Parameters Traffic Review Findings Grant Outline / Key Messaging Anticipated Substantial Narrative Changes	Week Three
Coordination Call 3 – Draft economic analysis results, Draft Grant Application, Discuss Final Economic Approach / Inputs	Week Five
HDR submits Draft Economic Analysis Results and Draft Application	Week Five
Coordination Call 4 - ICEA Comments on Draft Economic Analysis Results / Draft Application	Week Six
HDR submits Final BIP application narrative and BCA Appendix to ICEA	Week Seven - Monday
Coordination Call 5 – FINAL Narrative Live Look Through	Week Seven - Tuesday
Critical Edits provided to HDR	Week Seven – Wednesday COB
Lead Applicant submits BIP application to USDOT	Week Eight: (Friday prior to due date, is goal) No Later than 11:59 p.m. EST on due date.

EXHIBIT B

TERMS AND CONDITIONS

HDR Engineering, Inc. Terms and Conditions for Professional Services

1. STANDARD OF PERFORMANCE

The standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

2. INSURANCE/INDEMNITY

ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of \$250,000; Automobile Liability insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of \$1,000,000 combined single limit for personal injury and property damage; and Professional Liability insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable. If flying an Unmanned Aerial System (UAS or drone), ENGINEER will procure and maintain aircraft unmanned aerial systems insurance of \$1,000,000 per occurrence.

OWNER shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the OWNER. ENGINEER agrees to indemnify OWNER for third party personal injury and property damage claims to the extent caused by ENGINEER's negligent acts, errors or omissions. However, neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited to loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; and/or fines or penalties), loss of profits or revenue arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, errors or omissions, strict liability or breach of contract.

3. OPINIONS OF PROBABLE COST (COST ESTIMATES)

Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

4. CONSTRUCTION PROCEDURES

ENGINEER's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing work in accordance with applicable contract documents. ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction.

ENGINEER shall not be responsible for the acts or omissions of the contractor or other parties on the project. ENGINEER shall be entitled to review all construction contract documents and to require that no provisions extend the duties or liabilities of ENGINEER

beyond those set forth in this Agreement. OWNER agrees to include ENGINEER as an indemnified party in OWNER's construction contracts for the work, which shall protect ENGINEER to the same degree as OWNER. Further, OWNER agrees that ENGINEER shall be listed as an additional insured under the construction contractor's liability insurance policies.

5. CONTROLLING LAW

This Agreement is to be governed by the law of the state where ENGINEER's services are performed.

6. SERVICES AND INFORMATION

OWNER will provide all criteria and information pertaining to OWNER's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. OWNER will also provide copies of any OWNER-furnished Standard Details, Standard Specifications, or Standard Bidding Documents which are to be incorporated into the project.

OWNER will furnish the services of soils/geotechnical engineers or other consultants that include reports and appropriate professional recommendations when such services are deemed necessary by ENGINEER. The OWNER agrees to bear full responsibility for the technical accuracy and content of OWNER-furnished documents and services.

In performing professional engineering and related services hereunder, it is understood by OWNER that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the OWNER's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the OWNER's legal and financial interests. To that end, the OWNER agrees that OWNER or the OWNER's representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by ENGINEER, and will obtain the advice of an attorney, insurance counselor or other consultant as the OWNER deems necessary to protect the OWNER's interests before OWNER takes action or forebears to take action based upon or relying upon the services provided by ENGINEER.

7. SUCCESSORS, ASSIGNS AND BENEFICIARIES

OWNER and ENGINEER, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither OWNER nor ENGINEER will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other. No third party beneficiaries are intended under this Agreement.

8. RE-USE OF DOCUMENTS

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, are instruments of service with respect to the project. ENGINEER retains ownership of all such documents. OWNER may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and OWNER will defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees, arising or resulting therefrom. Any such verification or adaptation will

entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

9. TERMINATION OF AGREEMENT

OWNER or ENGINEER may terminate the Agreement, in whole or in part, by giving seven (7) days written notice to the other party. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs ENGINEER incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed.

10. SEVERABILITY

If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

11. INVOICES

ENGINEER will submit monthly invoices for services rendered and OWNER will make payments to ENGINEER within thirty (30) days of OWNER's receipt of ENGINEER's invoice.

ENGINEER will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by OWNER's auditors upon request.

If OWNER disputes any items in ENGINEER's invoice for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice. OWNER will promptly notify ENGINEER of the dispute and request clarification and/or correction. After any dispute has been settled, ENGINEER will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

OWNER recognizes that late payment of invoices results in extra expenses for ENGINEER. ENGINEER retains the right to assess OWNER interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date OWNER receives ENGINEER's invoice. In the event undisputed portions of ENGINEER's invoices are not paid when due, ENGINEER also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

12. CHANGES

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. ENGINEER will inform OWNER of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

13. CONTROLLING AGREEMENT

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document.

14. EQUAL EMPLOYMENT AND NONDISCRIMINATION

In connection with the services under this Agreement, ENGINEER agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741 (a-e).

15. HAZARDOUS MATERIALS

OWNER represents to ENGINEER that, to the best of its knowledge, no hazardous materials are present at the project site. However, in the event hazardous materials are known to be present, OWNER represents that to the best of its knowledge it has disclosed to ENGINEER the existence of all such hazardous materials, including but not limited to asbestos, PCB's, petroleum, hazardous waste, or radioactive material located at or near the project site, including type, quantity and location of such hazardous materials. It is acknowledged by both parties that ENGINEER's scope of services do not include services related in any way to hazardous materials. In the event ENGINEER or any other party encounters undisclosed hazardous materials, ENGINEER shall have the obligation to notify OWNER and, to the extent required by law or regulation, the appropriate governmental officials, and ENGINEER may, at its option and without liability for delay, consequential or any other damages to OWNER, suspend performance of services on that portion of the project affected by hazardous materials until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the hazardous materials; and (ii) warrants that the project site is in full compliance with all applicable laws and regulations. OWNER acknowledges that ENGINEER is performing professional services for OWNER and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous materials, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the project site in connection with ENGINEER's services under this Agreement. If ENGINEER's services hereunder cannot be performed because of the existence of hazardous materials, ENGINEER shall be entitled to terminate this Agreement for cause on 30 days written notice. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, its officers, directors, partners, employees, and subconsultants from and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from hazardous materials, provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing in this paragraph shall obligate OWNER to indemnify any individual or entity from and against the consequences of that individual's or entity's sole negligence or willful misconduct.

16. EXECUTION

This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between ENGINEER and OWNER, supersedes and controls over all prior written or oral

understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

17. ALLOCATION OF RISK

OWNER AND ENGINEER HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING ENGINEER'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS, SO, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF ENGINEER (AND ITS RELATED CORPORATIONS, SUBCONSULTANTS AND EMPLOYEES) TO OWNER AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE LESSER OF \$1,000,000 OR ITS FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF ENGINEER'S SERVICES OR THIS AGREEMENT REGARDLESS OF CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY.

18. LITIGATION SUPPORT

In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, OWNER shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for reasonable time incurred in gathering information and documents and attending depositions, hearings, and trial.

19. NO THIRD PARTY BENEFICIARIES

No third party beneficiaries are intended under this Agreement. In the event a reliance letter or certification is required under the scope of services, the parties agree to use a form that is mutually acceptable to both parties.

20. UTILITY LOCATION

If underground sampling/testing is to be performed, a local utility locating service shall be contacted to make arrangements for all utilities to determine the location of underground utilities. In addition, OWNER shall notify ENGINEER of the presence and location of any underground utilities located on the OWNER's property which are not the responsibility of private/public utilities. ENGINEER shall take reasonable precautions to avoid damaging underground utilities that are properly marked. The OWNER agrees to waive any claim against ENGINEER and will indemnify and hold ENGINEER harmless from any claim of liability, injury or loss caused by or allegedly caused by ENGINEER's damaging of underground utilities that are not properly marked or are not called to ENGINEER's attention prior to beginning the underground sampling/testing.

21. UNMANNED AERIAL SYSTEMS

If operating UAS, ENGINEER will obtain all permits or exemptions required by law to operate any UAS included in the services. ENGINEER's operators have completed the training, certifications and licensure as required by the applicable jurisdiction in which the UAS will be operated. OWNER will obtain any necessary permissions for ENGINEER to operate over private property, and assist, as necessary, with all other necessary permissions for operations.

22. OPERATIONAL TECHNOLOGY SYSTEMS

OWNER agrees that the effectiveness of operational technology systems ("OT Systems") and features designed, recommended or assessed by ENGINEER are dependent upon OWNER's continued operation and maintenance of the OT Systems in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT Systems. OWNER shall be solely responsible for operating and maintaining the OT System in accordance with applicable industry standards (i.e. ISA, NIST, etc.)

and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, OWNER recognizes and agrees that OT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed, recommended or assessed by ENGINEER are intended to reduce the likelihood that OT Systems will be compromised by such incidents. However, ENGINEER does not guarantee that OWNER's OT Systems are impenetrable and OWNER agrees to waive any claims against ENGINEER resulting from any such incidents that relate to or affect OWNER's OT Systems.

23. FORCE MAJEURE

ENGINEER shall not be responsible for delays caused by factors beyond ENGINEER's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the OWNER to furnish timely information or approve or disapprove of ENGINEER's services or work product, or delays caused by faulty performance by the OWNER's or by contractors of any level or any other events or circumstances not within the reasonable control of the party affected, whether similar or dissimilar to any of the foregoing. When such delays beyond ENGINEER's reasonable control occur, the OWNER agrees that ENGINEER shall not be responsible for damages, nor shall ENGINEER be deemed in default of this Agreement, and the parties will negotiate an equitable adjustment to ENGINEER's schedule and/or compensation if impacted by the force majeure event or condition.

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

May 26, 2022

APPROVAL OF 28E INTERGOVERNMENTAL AGREEMENT BETWEEN
SCOTT COUNTY, IOWA, THE IOWA COUNTY ENGINEERS ASSOCIATION SERVICE
BUREAU, BUCHANAN COUNTY, IOWA, CEDAR COUNTY, IOWA, DELAWARE
COUNTY, IOWA, HAMILTON COUNTY, IOWA, JONES COUNTY, IOWA,
MONROE COUNTY, IOWA, AND WASHINGTON COUNTY, IOWA,
FOR THE CONTRACTING OF CONSULTANT SERVICES FOR
PREPARATION AND SUBMITTAL OF A 2022 USDOT BRIDGE INVESTMENT
PROGRAM (BIP) GRANT APPLICATION

WHEREAS, the US Department of Transportation makes available, through
the Bridge Investment Program (BIP) Discretionary Grant program
funding, to qualifying transportation agencies for planning and
capital investments in surface transportation infrastructure,
such funds are awarded on a competitive basis for projects that
will have a significant local or regional impact; and

WHEREAS, the Iowa County Engineers Association Service Bureau
(ICEASB) desires to enter into a 28E Agreement to select
potential county bridge replacement candidates, make application
for BIP grant funding, and to contract Consultant Services to

assemble and submit a grant application for the purpose of acquiring said BIP Grant funding; and

WHEREAS, the Board of Supervisors has determined it is in the County's best interest to sign the 28E Agreement with ICEASB related to the contracting of consultant services for the preparation and submittal of the 2022 BIP Grant Application.

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

Section 1. That the 28E Intergovernmental Agreement between Scott County, Iowa, the Iowa County Engineers Association Service Bureau, Buchanan County, Iowa, Cedar County, Iowa, Delaware County, Iowa, Hamilton County, Iowa, Jones County, Iowa, Monroe County, Iowa, and Washington County, Iowa, for the contracting of consultant services for preparation and submittal of a 2022 BIP grant application be approved.

Section 2. That the Chairperson be authorized to sign the Agreement on behalf of the Board.

Section 3. That this resolution shall take effect immediately.



**Planning & Development
Scott County, Iowa**

Chris Mathias, Director

Email: planning@scottcountyiowa.gov
Office: (563) 326-8643
Fax: (563) 326-8257

Administrative Center
600 West Fourth Street
Davenport, Iowa 52801-1106

To: Mahesh Sharma, County Administrator

From: Christopher Mathias, Planning Director

Date: May 16, 2022

Re: Final Plat approval of a Minor Subdivision known as Joe Smith First Addition located in SE ¼ and NE ¼ of Section 6 and SW ¼ of the NW¼ of Section 5, in Pleasant Valley Township, generally located in the 25000 block of 195th Street

This request is for approval of a Final Plat of a 3-lot minor subdivision of an approximately 1.82 acre tract, more or less. The tract is currently made up of two lots, the lot that will become Lot 1 of the proposed subdivision which has one single family home on the lot and the second lot (currently with two houses on it) that will become lots 2 and 3. The proposed subdivision would serve as a boundary line adjustment for Lot 1 (which is an existing lot) and subdivide the existing parcel 850517004 (addressed as 25004 195th St) into two lots.

The Planning Commission has reviewed this Final Plat and determined it was in compliance with ordinance requirements and the conditions of the sketch plan approval. This property is in the platting jurisdiction of the City of Bettendorf and the City has also approved this plat.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission recommends approval of the Final Plat of Joe Smith First Addition. Vote: 7-0, All Ayes



PLANNING & ZONING COMMISSION

STAFF REPORT

November 16, 2021



Applicant: Joseph Smith/Forest Grove Partners, LLC

Request: Sketch Plan/Final Plat of “Joe Smith First Addition”

Legal Description: SE ¼ and NE ¼ of Section 6 and SW ¼ of the NW¼ of Section 5, in Pleasant Valley Township (Parcel ID#: 850623002 and 850517004).

General Location: 25000 block of 195th Street

Zoning: Single Family Residential (R-1)

Surrounding Zoning:

- North:** Agricultural-General (A-G)
- South:** Single-Family Residential (R-1)
- East:** Agricultural-General (A-G)
- West:** Agricultural-General (A-G)

GENERAL COMMENTS: This request is for approval of a Final Plat of a 3-lot minor subdivision of an approximately 1.82 acre tract, more or less. The tract is currently made up of two lots, the lot that will become Lot 1 of the proposed subdivision which has one single family home on the lot and the second lot (currently with two houses on it) that will become lots 2 and 3. The proposed subdivision would serve as a boundary line adjustment for Lot 1 (which is an existing lot) and subdivide the existing parcel 850517004 (addressed as 25004 195th St) into two lots, The adjusted Lot 1 will be 18,634 SF, Lot 2 will be 30,710 SF and Lot 3 will be 30,008 SF.

STAFF REVIEW: Staff has reviewed this request for compliance with the requirements of the Subdivision Regulations and Zoning Ordinances for Final Plat approval. This subdivision is classified as a minor plat because it creates less than five (5) lots and would not involve the extension of any new streets or other public services.

Zoning, Land Use, and Lot Layout

The proposed Plat would subdivide the approximately 1.82 acre tract that is currently zoned A-P and R-1 into three (3) lots. The proposed Lot 1 already exists but the east boundary line is being adjusted as part of this plat. There is already a single family home on this lot. The existing parcel 850517004 has two existing single family homes on it, and will be split into Lot 2 and Lot 3. Lot 2 would be 30,710 SF and would have one existing single family home on it. Lot 3 would be 30,008 SF and would have one existing single family home on it. No new development rights would be created as each lot will already have one existing single family home.

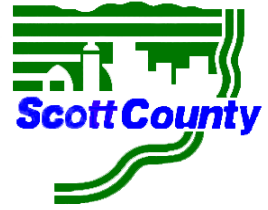
The property directly to the west, north and east is tilled farm land. There are existing farm houses and farm buildings along 195th St as you head east from the subject land. The property directly south of this subdivision is a single-family residential neighborhood. These are the Stoney Creek north additions and they are zoned R-1.



PLANNING & ZONING COMMISSION

STAFF REPORT

November 16, 2021



Access and Roadway Improvements

Currently, the three existing single family homes in this proposed subdivision have access off of 195th Street. This will not change with this subdivision and no new homes are planned or would be allowed unless an existing home was demolished.

Stormwater Management

This proposal does not include any new roadways and is only a two lot subdivision, so staff would not see any need for a storm water management plan.

Erosion and Sediment Control Plan

Erosion Control Plans are typically submitted and reviewed by the County Engineer in conjunction with the road construction plans. Since this proposal does not include any new roadways, an Erosion Control Plan is not required.

Wastewater Disposal and Water Provision

This proposal was sent to the County Health Department for its review. The Health Department had no objections to the proposed subdivision.

City of Bettendorf Review

This property is within two miles of the Bettendorf city limits. Therefore, review and approval of the Final Plat by the City of Bettendorf is required. At this time, staff has notified the City of the Final Plat submittal but has not received formal approval/consent. The Plat will not be forwarded to the Board of Supervisors for its consideration until formal approval/consent is received.

Others Notified

The Subdivision Ordinance requires additional notification of the following County Departments and local entities: Assessor, Auditor, and District Soil Conservationist Staff. Those entities did not have any comments at this time. Staff also notified adjacent property owners within five hundred feet (500') of the public hearing before the Planning Commission.

RECOMMENDATION: Staff recommends that the Final Plat of Winter's Hollow Addition be approved with the following conditions:

1. The City of Bettendorf approve the Final Plat

Submitted by:
Christopher Mathias, Director
November 16, 2021

FINAL PLAT

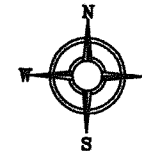
JOE SMITH FIRST ADDITION

PART OF THE NORTHWEST QUARTER OF SECTION 5 AND THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 78 NORTH, RANGE 5 EAST OF THE FIFTH PRINCIPAL MERIDIAN SCOTT COUNTY, IOWA

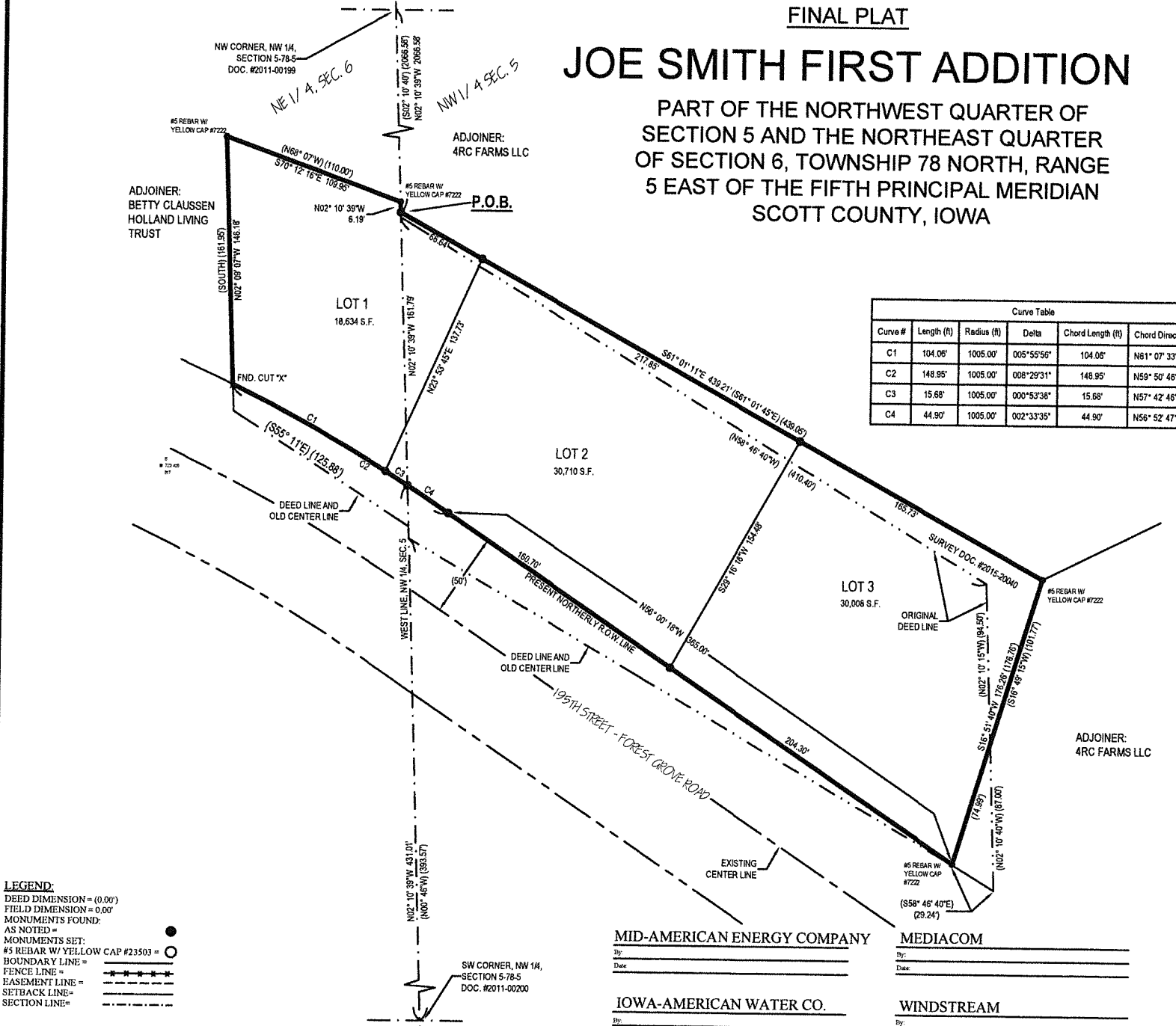
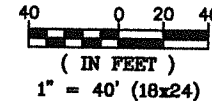
1. Area of Subdivision-
1.822 Total Acres ± or 79,351 S.F. ±
2. Owner:
Joseph J. Smith
Sally C. Smith
Forest Grove Partners LLC
25000 195th Street
Bettendorf, IA 52722
3. Surveyor:
Michael D. Richmond
2224 East 12th Street
Davenport, Iowa 52803
Ph: (563) 286-4236
4. Attorney:
TBD

Curve Table					
Curve #	Length (ft)	Radius (ft)	Delta	Chord Length (ft)	Chord Direction
C1	104.06'	1005.00'	005°55'56"	104.06'	N81°07'33"W
C2	148.95'	1005.00'	008°29'31"	148.95'	N59°50'46"W
C3	15.68'	1005.00'	000°53'38"	15.68'	N57°42'46"W
C4	44.90'	1005.00'	002°33'35"	44.90'	N56°52'47"W

THE MEASURED BEARINGS SHOWN
HEREON ARE BASED ON THE US STATE
PLANE COORDINATE SYSTEM, IOWA
SOUTH ZONE (1402) GEOID 12A, NAD 83
(2011) EPOCH 2010.02.



GRAPHIC SCALE



LEGEND:
 DEED DIMENSION = (0.00')
 FIELD DIMENSION = 0.00'
 MONUMENTS FOUND:
 AS NOTED = ●
 MONUMENTS SET:
 #5 REBAR W/ YELLOW CAP #23503 = ○
 BOUNDARY LINE = ————
 FENCE LINE = ————
 EASEMENT LINE = ————
 SETBACK LINE = ————
 SECTION LINE = ————

MID-AMERICAN ENERGY COMPANY
 By: _____ Date: _____
 IOWA-AMERICAN WATER CO.
 By: _____ Date: _____
 MEDIACOM
 By: _____ Date: _____
 WINDSTREAM
 By: _____ Date: _____

SCOTT COUNTY PLANNING AND DEVELOPMENT

BY: _____ DATE: _____
 MEETS SUBDIVISION AND ZONING REQUIREMENTS

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Iowa.

MICHAEL D. RICHMOND
 Iowa License Number: 80028
 My license renewal date is December 31, 2023
 Pages or sheets covered by this seal: 2

TOWNSEND ENGINEERING
 CIVIL, STRUCTURAL, LAND DEVELOPMENT

DATE: 09-23-23

563 386.4236 | 386.4231
 2224 East 12th Street, Davenport, IA 52803

DRAWN BY: KLC
CHECKED BY: MDR

DRAWING LOCATION: S: SMITH-JOE

NO.	REVISIONS DESCRIPTION	DATE

PROJECT: SKETCH PLAN
 JOE SMITH FIRST ADDITION
 SCOTT COUNTY, IOWA

PREPARED FOR: FOREST GROVE PARTNERS LLC
 2500 195TH STREET
 BETTENDORF, IOWA

SHEET NO.: 1 OF 1

PREPARED BY / RETURN TO: Townsend Engineering, 2224 E. 12th Street, Davenport, Iowa 52803

SKETCH PLAN

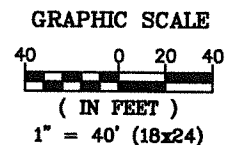
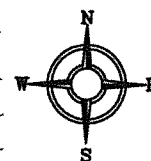
JOE SMITH FIRST ADDITION

PART OF THE NORTHWEST QUARTER OF SECTION 5, AND THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 78 NORTH, RANGE 5 EAST OF THE FIFTH PRINCIPAL MERIDIAN SCOTT COUNTY, IOWA

Curve Table					
Curve #	Length (ft)	Radius (ft)	Delta	Chord Length (ft)	Chord Direction
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C4	44.90	1005.00	002°33'35"	44.90	N56°52'47"W

- Area of Subdivision-
1.822 Total Acres ± or 79,351 S.F. ±
- Owner:
Joseph J. Smith
Sally C. Smith
Forest Grove Partners LLC
25000 195th Street
Bettendorf, IA 52722
- Surveyor:
Michael D. Richmond
2224 East 12th Street
Davenport, Iowa 5280
Ph: (563) 268-4236
- Attorney:
TBD

THE MEASURED BEARINGS SHOWN
HEREON ARE BASED ON THE US STATE
PLANE COORDINATE SYSTEM, IOWA
SOUTH ZONE (1402) GRID 12A, NAD 83
(2011) EPOCH 2010.60



SCOTT COUNTY PLANNING AND DEVELOPMENT

BY: _____ DATE: _____
MEETS SUBDIVISION AND ZONING REQUIREMENTS



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

MICHAEL D. RICHMOND
Iowa License Number: 25003
My license renewal date is December 31, 2023
Pages or sheets covered by this work: 1

LEGEND:
DEED DIMENSION = (0.00')
FIELD DIMENSION = 0.00'
MONUMENTS FOUND:
AS NOTED = ●
MONUMENTS SET:
#5 REBAR W/ YELLOW CAP #23503 ± ○
BOUNDARY LINE = ————
FENCE LINE = —+—+—+—+—+—+—
EASEMENT LINE = —+—+—+—+—+—+—
SETBACK LINE = —+—+—+—+—+—+—
SECTION LINE = —+—+—+—+—+—+—

TOWNSEND ENGINEERING
CIVIL - SURVEYING - LAND DEVELOPMENT

DATE: 09-25-19
563 386.4236 386.4231
2224 East 12th Street, Davenport, IA 52803

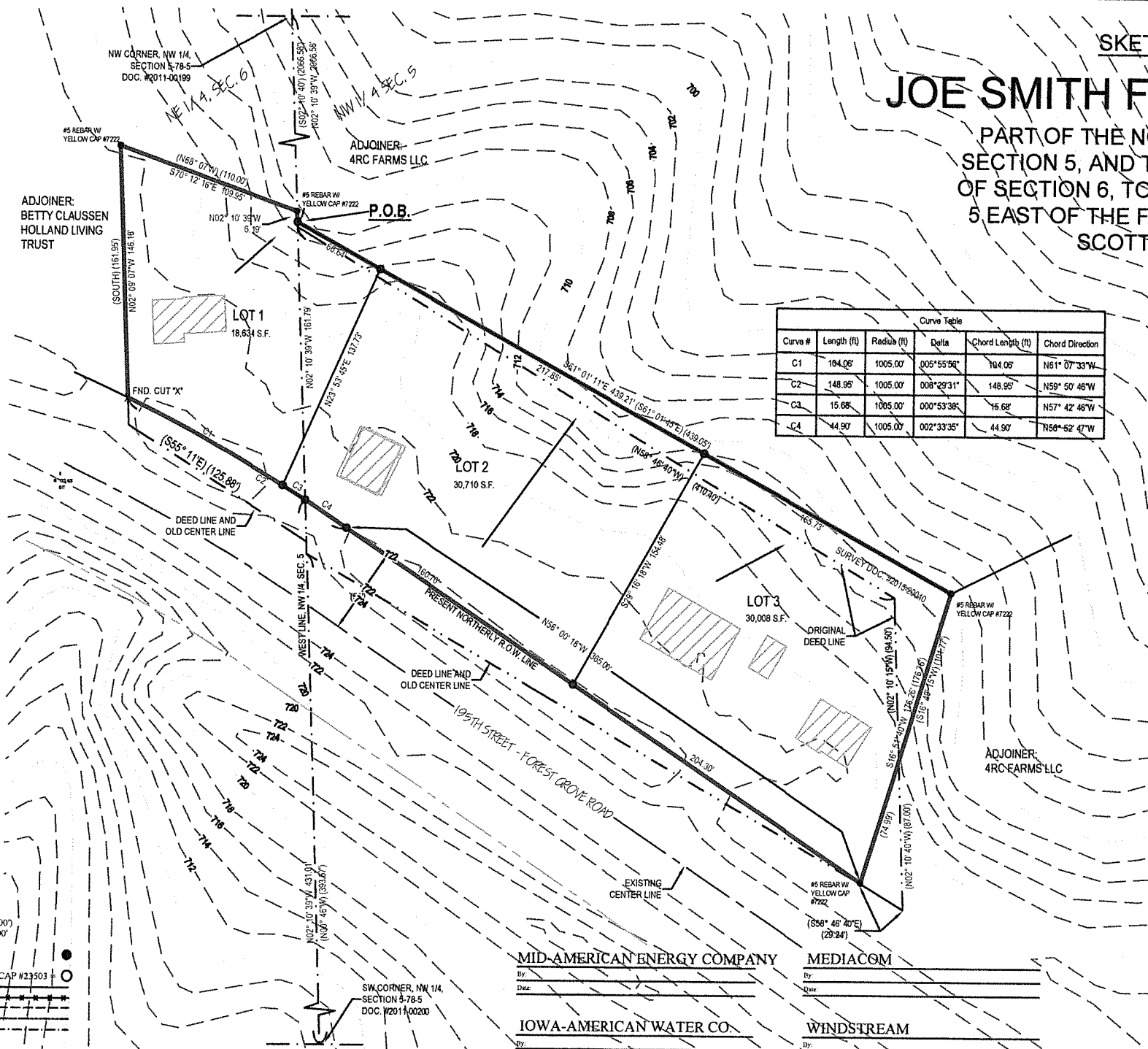
DRAWN BY: KLC
CHECKED BY: MDR
DRAWING LOCATION: S/SMITH-JOE

NO.	REVISIONS/DESCRIPTION	DATE

PROJECT: SKETCH PLAN
JOE SMITH FIRST ADDITION
SCOTT COUNTY, IOWA

PREPARED FOR: FOREST GROVE PARTNERS LLC
2500 195TH STREET
BETTENDORF, IOWA

SHEET NO.: 1 OF 1



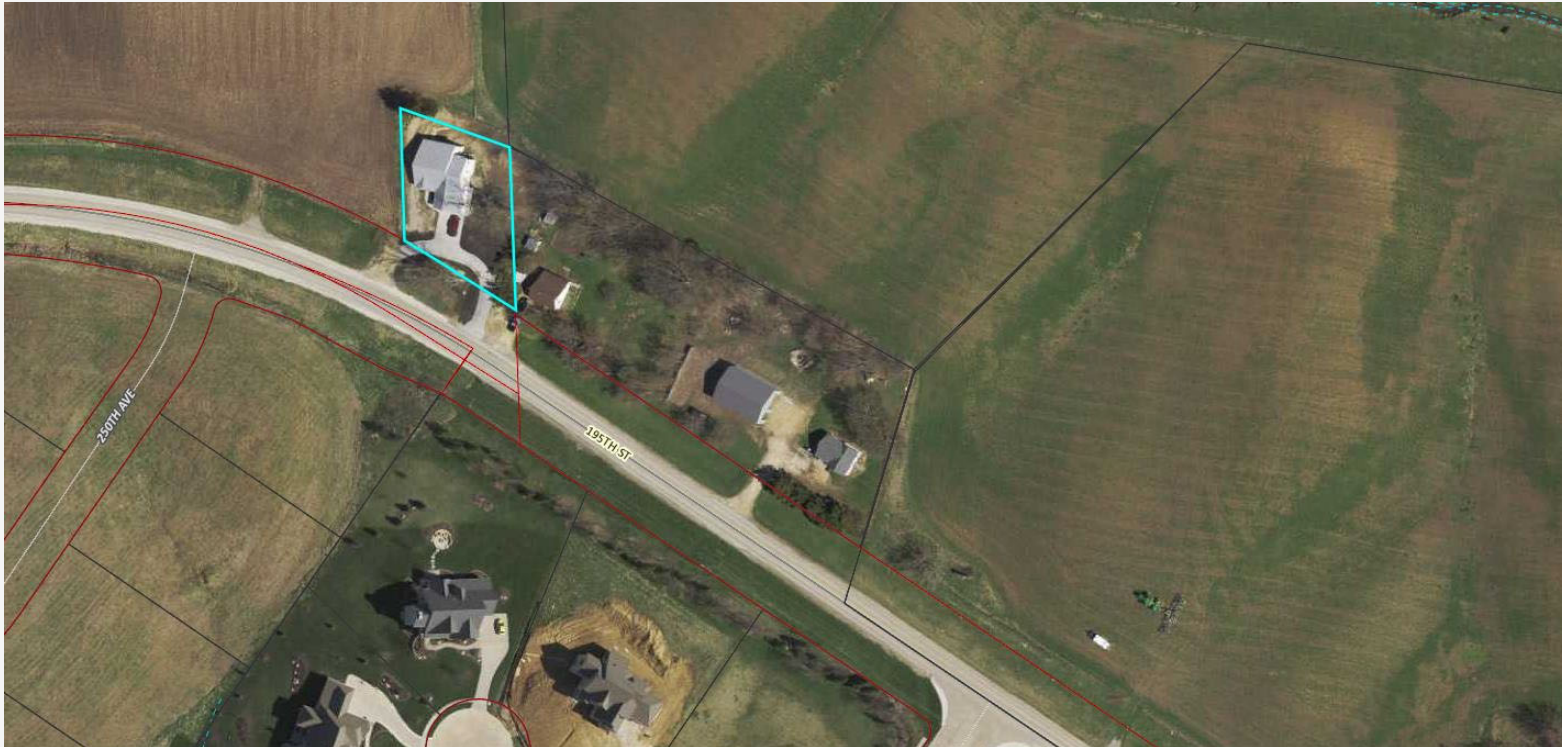
PREPARED BY / RETURN TO: Townsend Engineering, 2224 E. 12th Street, Davenport, Iowa 52803

Scott County Board of Supervisors

- Joe Smith First Addition Final Plat

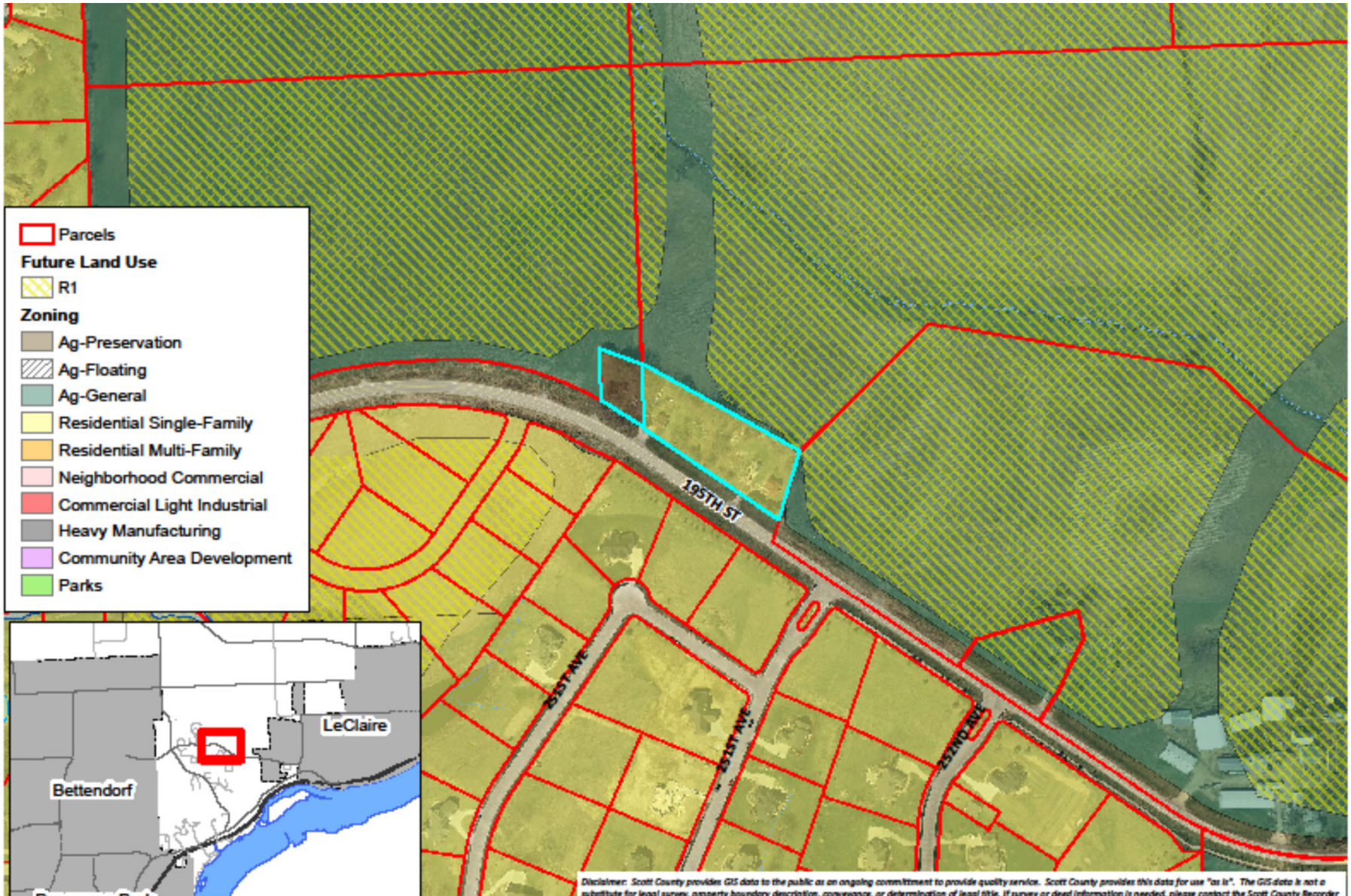
May 24, 2022

Joe Smith First Addition

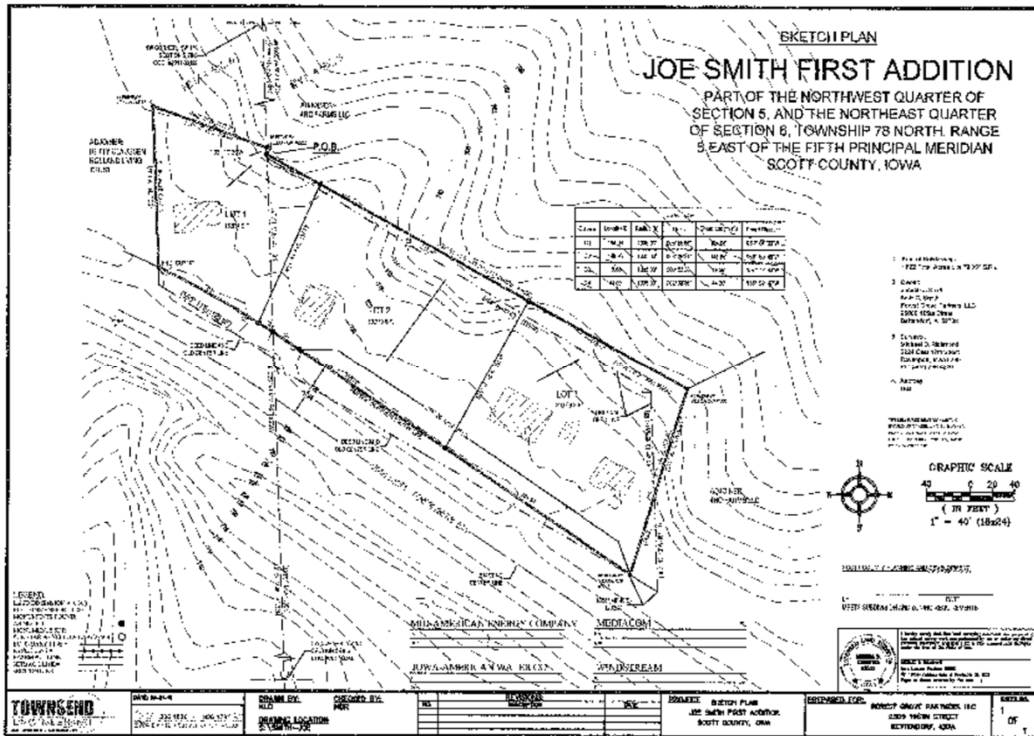


Lot 1 is a non conforming lot (size) zoned A-P and there is one house on that lot.

The Lot that would be split for Lots 2 and 3 has a nonconforming use of two houses on one lot.



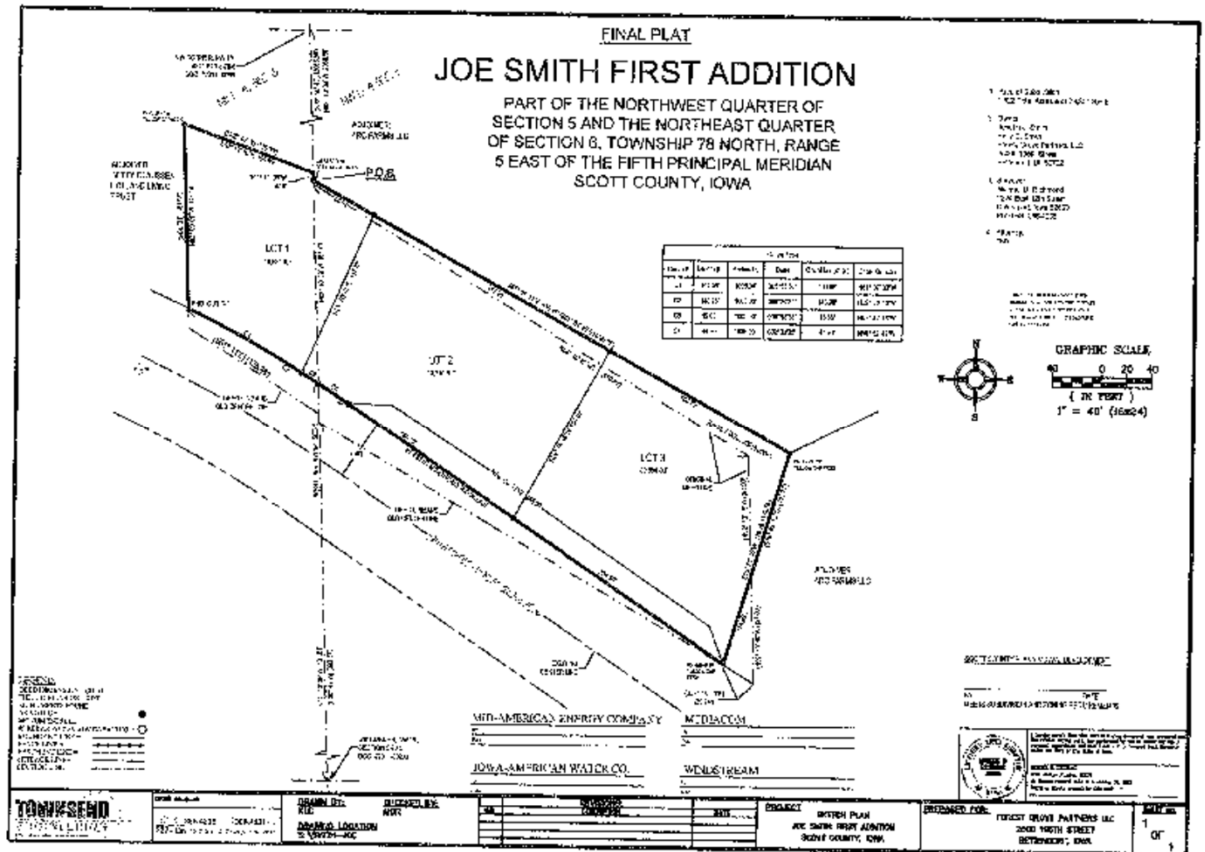
Joe Smith First Addition – Sketch Plan



- Lot 1 has roughly 1,210 SF added to it to make it a little bigger. It would now be 18,634
- The Lot to the east with two houses on it will be split into two 30,000 SF lots making these two lots compliant from a land use and lot size perspective.

Joe Smith First Addition – Final Plat

- Lot 1 is currently zoned A-P and Lots 2 and 3 are zoned R-1.
- No new development rights will be created with this subdivision as there is already a house on each Lot to be created.
- No new driveways will be allowed on Forest Grove Road.
- The plat has been approved by the City of Bettendorf.
- Staff recommendation to approve.



CERTIFICATE OF APPROVAL BY SCOTT COUNTY

I, Ken Beck, Chair of the Scott County Board of Supervisors, do hereby certify that said Board adopted a Resolution on May 26, 2022 in which it approved the Final Plat of **JOE SMITH FIRST ADDITION** as follows:

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

Section 1. As the local governing body responsible for the approval of subdivision plats within its rural jurisdiction, the Scott County Board of Supervisors has on this 26th day of May, 2022 considered the final plat of **JOE SMITH FIRST ADDITION**, a 3-lot subdivision in the SE ¼ and NE 1/4 of Section 6 and the SW ¼ of the NW ¼ of Section 5, Township 78 North, Range 5 East of the 5th Principal Meridian (Pleasant Valley Township), Scott County, Iowa, and having found the same made in substantial accordance with the provisions of Chapter 354, Code of Iowa, and the Scott County Subdivision Ordinance, does hereby approve the final plat of said subdivision.

Section 2. The Board Chairman is authorized to sign the Certificate of Approval on behalf of the Board of Supervisors and the County Auditor to attest to his signature.

Section 3. This Resolution shall take effect immediately.

Signed this 26th day of May, 2022

SCOTT COUNTY, IOWA

BY: _____
Ken Beck, Chair

ATTESTED BY: _____
Kerri Tompkins, Auditor

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
May 26, 2022
APPROVING THE FINAL PLAT OF JOE SMITH FIRST ADDITION

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

Section 1. As the local governing body responsible for the approval of subdivision plats within its rural jurisdiction, the Scott County Board of Supervisors has on this 26th day of May 2022 considered the final plat of **JOE SMITH FIRST ADDITION**, a 3-lot subdivision in part of the SE ¼ NE ¼ of Section 6 and the SW ¼ NW ¼ of Section 5, Township 78 North, Range 5 East of the 5th Principal Meridian (Pleasant Valley Township), Scott County, Iowa, and having found the same made in substantial accordance with the provisions of Chapter 354, Code of Iowa, and the Scott County Subdivision Ordinance, does hereby approve the final plat of said subdivision.

Section 2. The Board Chairman is authorized to sign the Certificate of Approval on behalf of the Board of Supervisors and the County Auditor to attest to his signature.

Section 3. This Resolution shall take effect immediately.



**Planning & Development
Scott County, Iowa**

Chris Mathias, Director

Email: planning@scottcountyiowa.gov
Office: (563) 326-8643
Fax: (563) 326-8257

Administrative Center
600 West Fourth Street
Davenport, Iowa 52801-1106

To: Mahesh Sharma, County Administrator

From: Christopher Mathias, Planning Director

Date: May 16, 2022

Re: Final Plat approval of a Minor Subdivision known as Faulhaber's Second Addition, a replat of Lot 1, Faulhaber's First Addition, part of the SW ¼ of fractional Section 14 and part of the SE ¼ of Section 15, in LeClaire Township (Parcel ID#: 951539101), located at 23347 277th Street.

This request is for approval of a Final Plat of a 2-lot minor subdivision of an approximately 14.58 acre tract, more or less. The proposed subdivision would consist of Lot 1, an 11.75 acre lot with an existing single-family home, and Lot 2, a 2.83 acre lot which would have a single family home in the future, if approved.

The main issue of concern with this subdivision was access. A second driveway to serve Lot 2 would not be allowed at this location, per Scott County Ordinances. The applicant has addressed this issue by requiring a shared driveway to be maintained and regulated with a recorded access easement agreement.

The Planning Commission has reviewed this Final Plat and determined it was in compliance with ordinance requirements and the conditions of the sketch plan approval. This property is in the platting jurisdiction of the City of Princeton and the City has also approved this plat.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission recommends approval of the Final Plat of Faulhaber's Second Addition. Vote: 7-0, All Ayes



PLANNING & ZONING COMMISSION

STAFF REPORT

April 1st, 2022



Applicant: Tom Faulhaber

Request: Final Plat of “Faulhaber’s Second Addition”

Legal Description: A replat of Lot 1, Faulhaber’s First Addition, part of the SW ¼ of fractional Section 14 and part of the SE ¼ of Section 15, in LeClaire Township (Parcel ID#: 951539101).

General Location: 23347 277th Street

Zoning: Single Family Residential (R-1)

Surrounding Zoning:

- North:** Agricultural-General (A-G)
- South:** Single-Family Residential (R-1)
- East:** Agricultural-General (A-G)
- West:** Agricultural-Preservation (A-P)

GENERAL COMMENTS: This request is for approval of a Final Plat of a 2-lot minor subdivision of an approximately 14.58-acre tract, more or less, at 23347 277th Street in LeClaire Township. The proposed subdivision would consist of Lot 1, an 11.75 acre lot with an existing single-family home, and Lot 2, a 2.83 acre lot which would have a single family home in the future, if approved.

STAFF REVIEW: Staff has reviewed this request for compliance with the requirements of the Subdivision Regulations and Zoning Ordinances for Final Plat approval. This subdivision is classified as a minor plat because it creates less than five (5) lots and would not involve the extension of any new streets or other public services.

Zoning, Land Use, and Lot Layout

The proposed Plat would subdivide the approximately 14.58-acre tract that is currently zoned R-1 into two (2) lots. There is already a single-family home on Lot 1. The applicant would like family to build a home close to their existing home. They are proposing to create Lot 2 for this purpose. Lot 2 would be a 2.83-acre lot and this subdivision would create a development right to construct a single-family home on said Lot 2.

Directly to the east of this property is Olathea Creek Vineyard and Winery, an ag-tourism use. The winery is accessed from Great River Road to the east. To the north of the subject property is untilled agricultural land. Adjacent to the south is a single family residence and tilled farmland. Across the street to the west we have a similar mix of a few single family residences and tilled ag-land.

Access and Roadway Improvements

Currently, the existing single-family home on the subject property has access off of 277th Avenue. The applicant plans for the proposed Lot 2 to share a driveway with Lot 1. Not only is it difficult with the topography to construct a second driveway, but it is also against County policy to have another driveway here. Scott County requires a 30 feet minimum difference between each driveway. In addition, a 6:1 slope is required on the sides of the driveways. The County only



PLANNING & ZONING COMMISSION

STAFF REPORT

April 1st, 2022



allows shared driveways with an approved access easement. The applicant has added an access easement to the plat to allow shared access and maintenance of the driveway which will serve both Lot 1 and Lot 2. Secondary Roads has reviewed this proposal and approves.

Stormwater Management

This proposal does not include any new roadways and is only a two lot subdivision, so staff would not see any need for a storm water management plan.

Erosion and Sediment Control Plan

Erosion Control Plans are typically submitted and reviewed by the County Engineer in conjunction with the road construction plans. Since this proposal does not include any new roadways, an Erosion Control Plan is not required.

Wastewater Disposal and Water Provision

This proposal was sent to the County Health Department for its review. The Health Department stated that there should be no issues as long as there is no extensive dirt work on the parcel.

City of Princeton Review

This property is within two miles of the Princeton city limits. Therefore, review and approval of the Final Plat by the City of Princeton is required. At this time, staff has notified the City of the Final Plat submittal but has not received formal approval/consent. The Plat will not be forwarded to the Board of Supervisors for its consideration until formal approval/consent is received.

Others Notified

The Subdivision Ordinance requires additional notification of the following County Departments and local entities: Assessor, Auditor, and District Soil Conservationist Staff. Those entities did not have any comments at this time. Staff also notified adjacent property owners within five hundred feet (500') of the public hearing before the Planning Commission.

RECOMMENDATION: Staff recommends that the Final Plat of Faulhaber's Second Addition be approved with the following conditions:

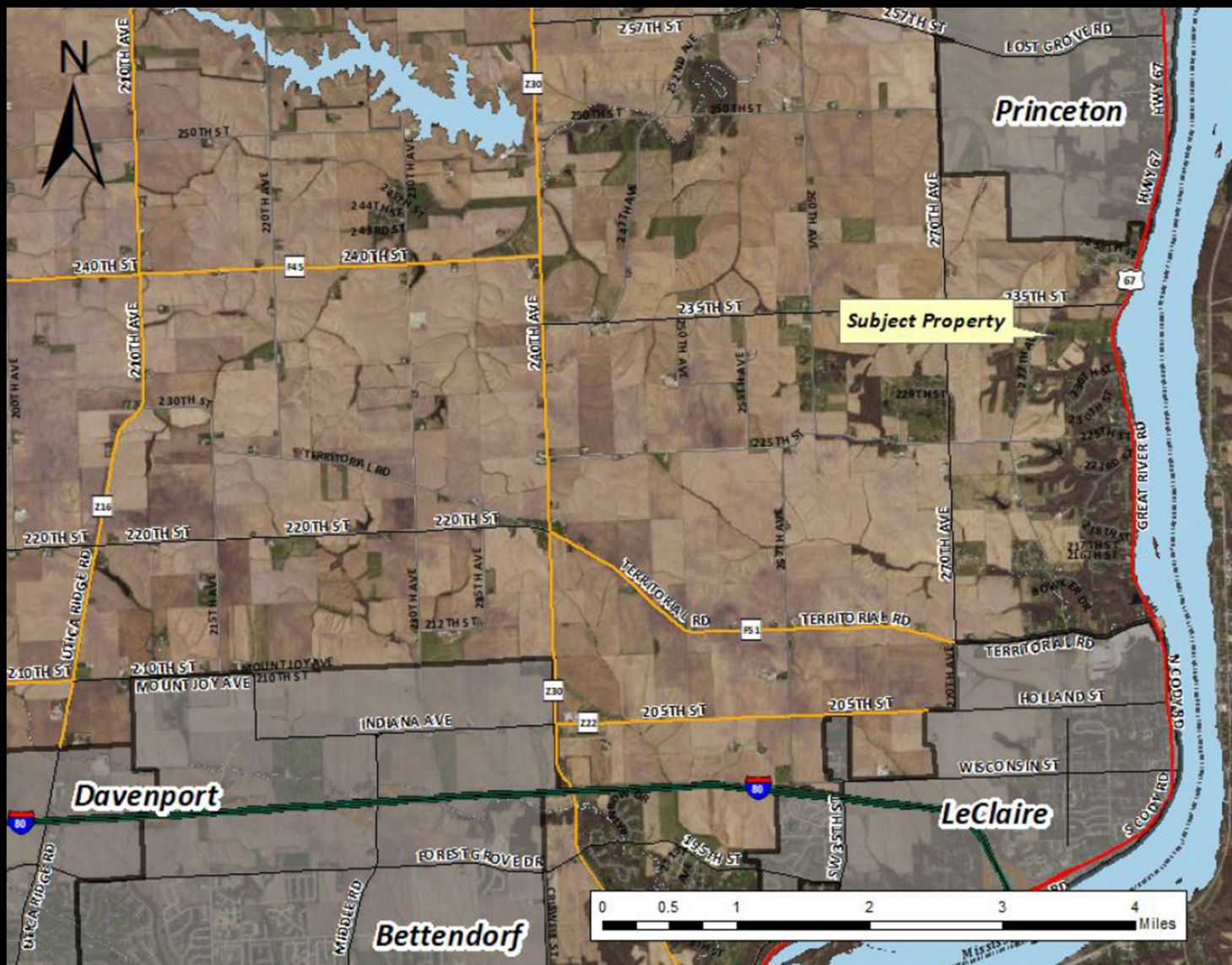
1. The City of Princeton approve the Final Plat before Board of Supervisors approval/denial.

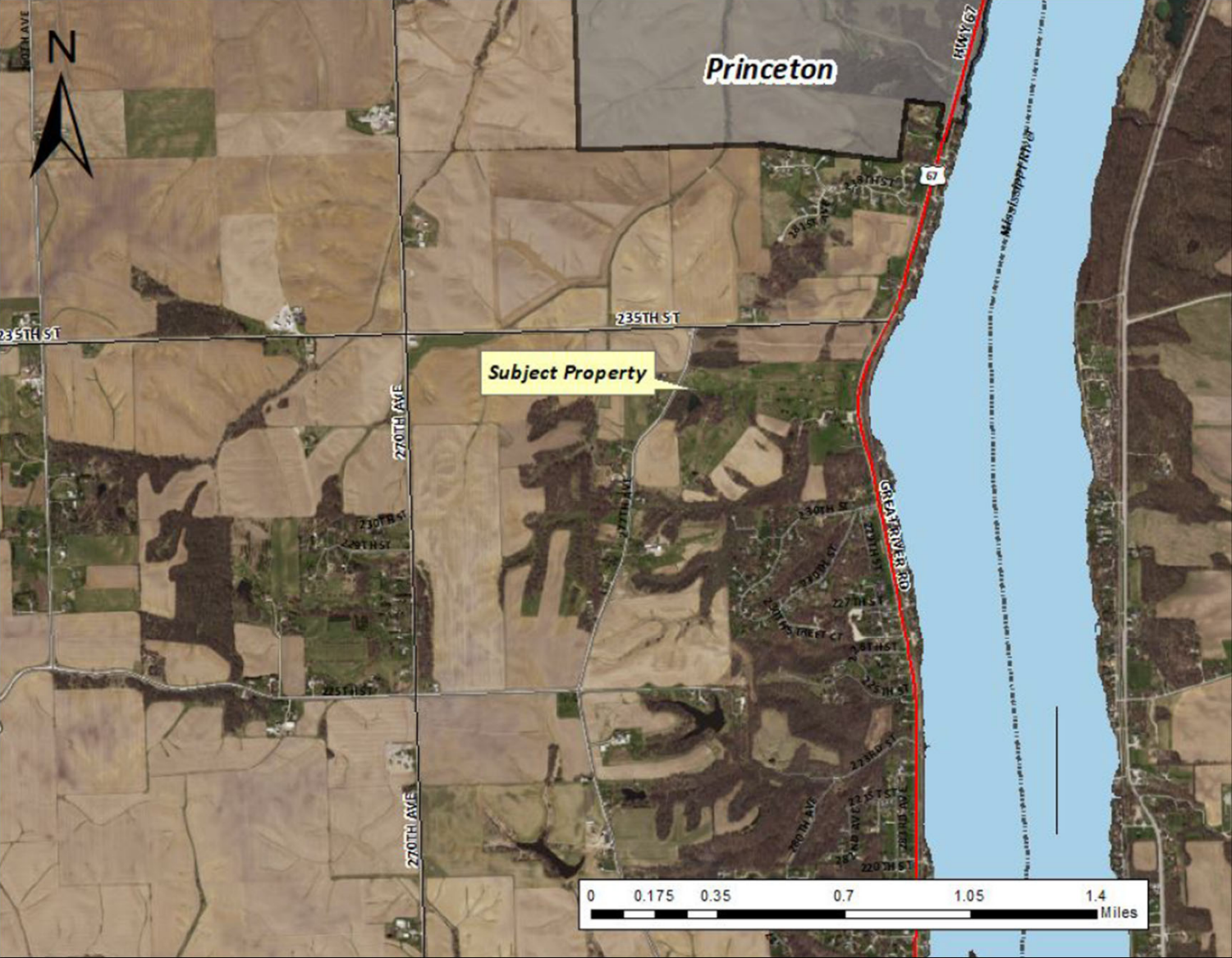
Submitted by:
Christopher Mathias, Director
April 1, 2022

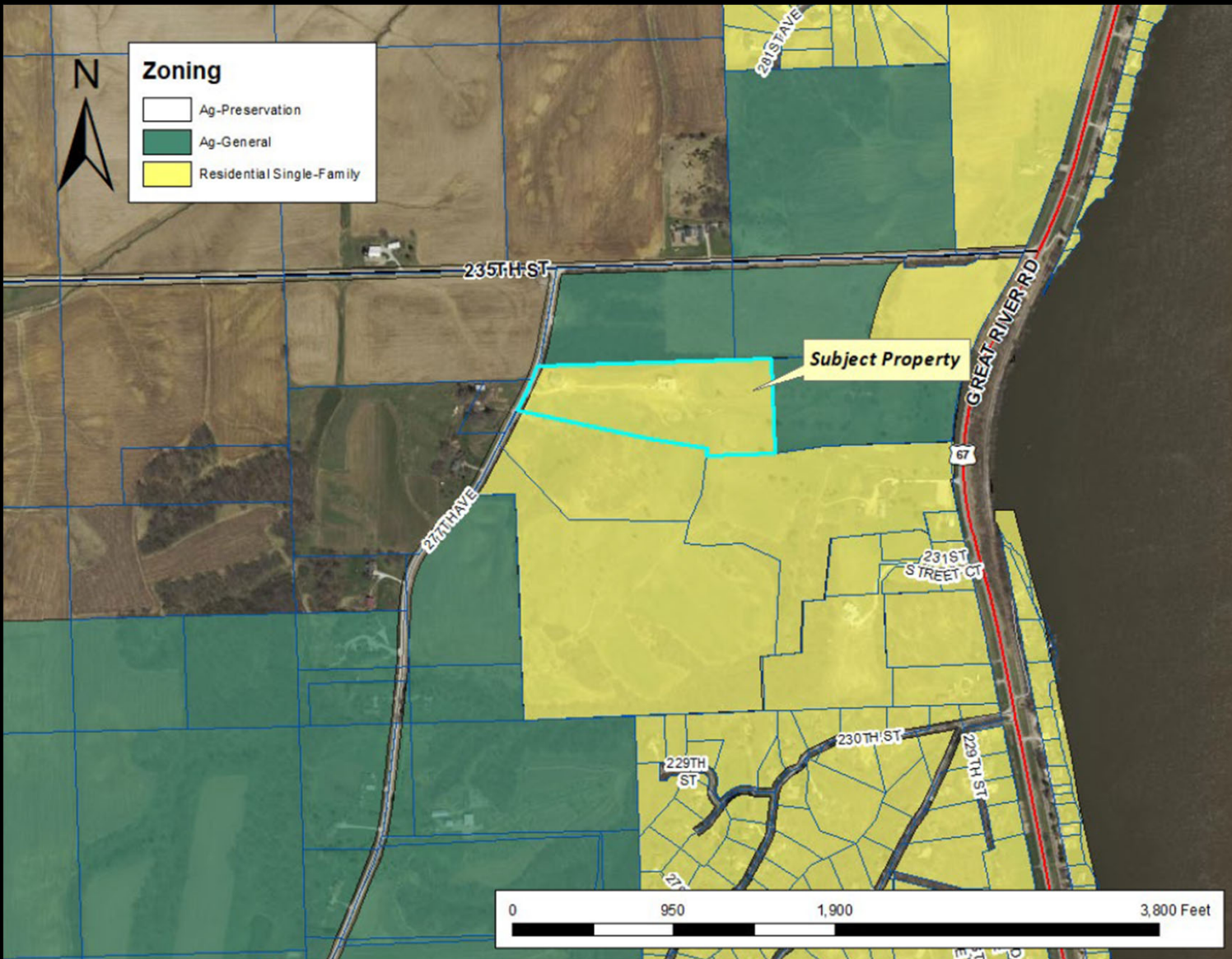
Final Plat – Minor Subdivision

SUMMARY

- **Applicant:** Tom Faulhaber
- **Request:** Final Plat Approval “Faulhaber’s Second Addition”
- **Legal Description:** A replat of Lot 1, Faulhaber’s First Addition, part of the SW $\frac{1}{4}$ of fractional Section 14 and part of the SE $\frac{1}{4}$ of Section 15, in LeClaire Township
- **Size:** 14.583 acres (approximately)
- **Zoning:** Residential Single-Family (R-1)







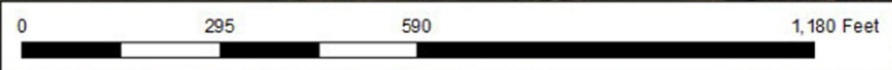


235TH ST



Subject Property

270TH AVE



235th Street, facing north-northwest



Subject property, facing east



Facing west, subject property behind camera





Lot 2 Faulhaber's First Addition, south of subject property

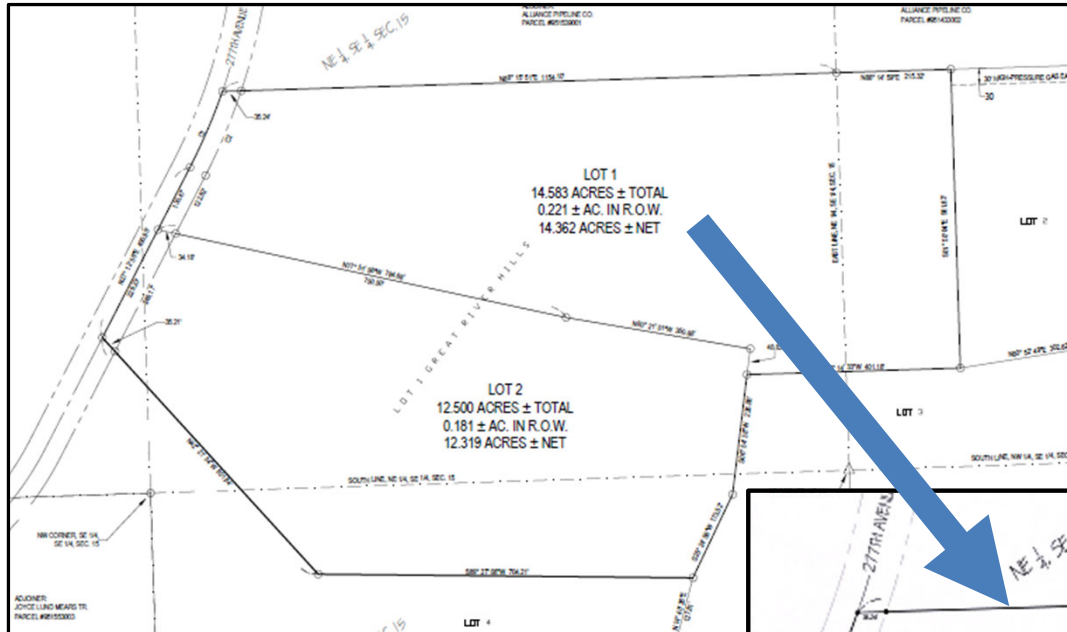
Olathea Creek Vineyard and Winery, east of subject property



Alliance Pipeline Inc. property, north of subject property

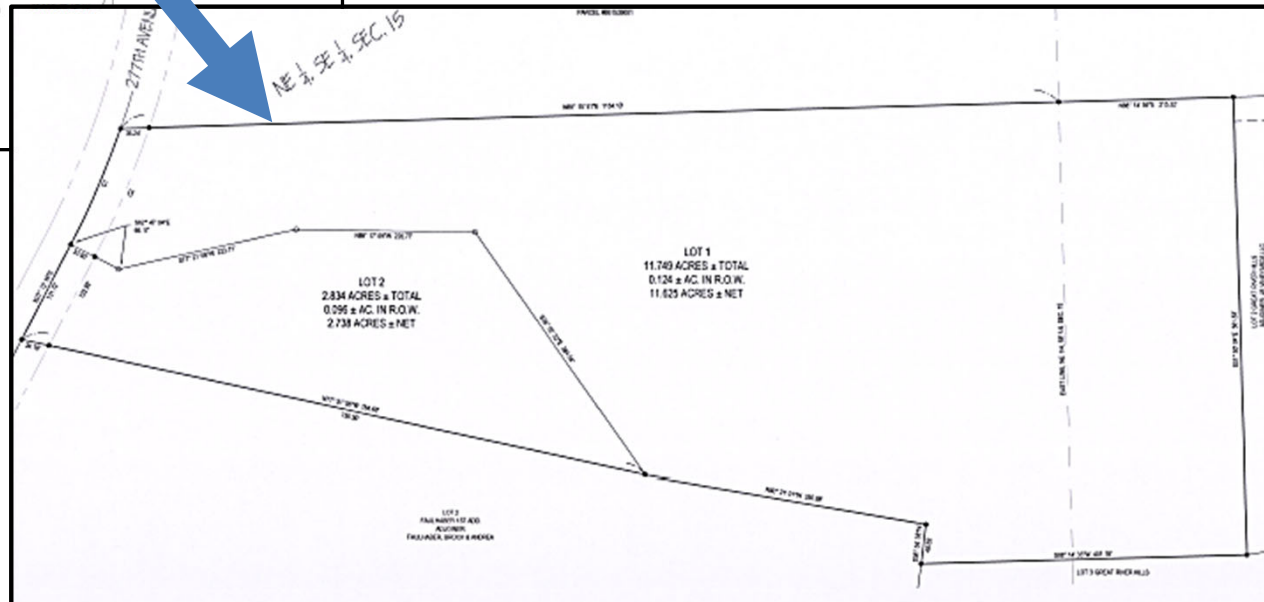


Faulhaber's First Addition (2018)



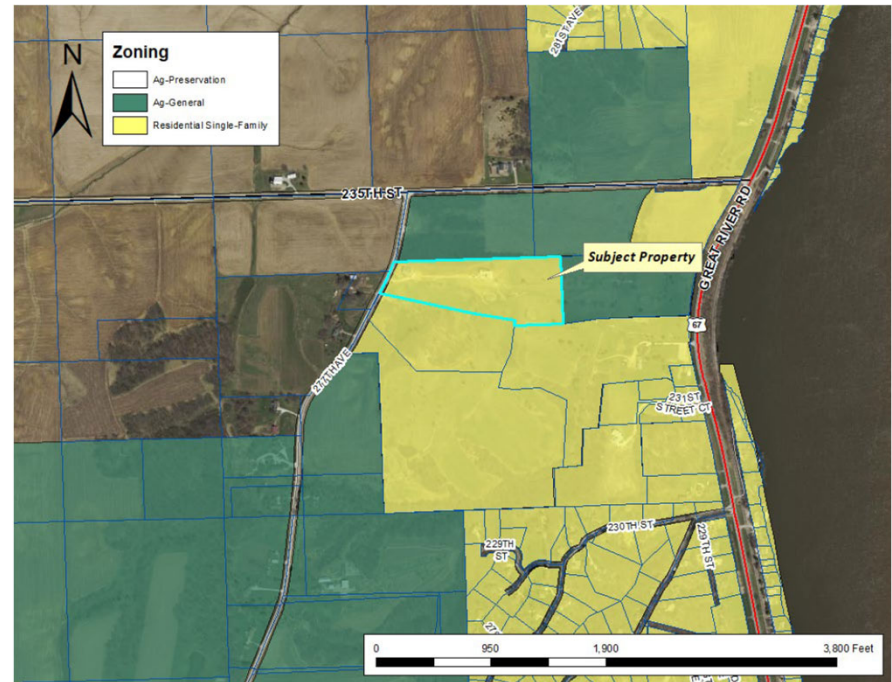
Lot 1 Faulhaber's First
(14.583 acres) >
Lot 1 (11.749 acres)
Lot 2 (2.834 acres)

Faulhaber's Second Addition (proposed)



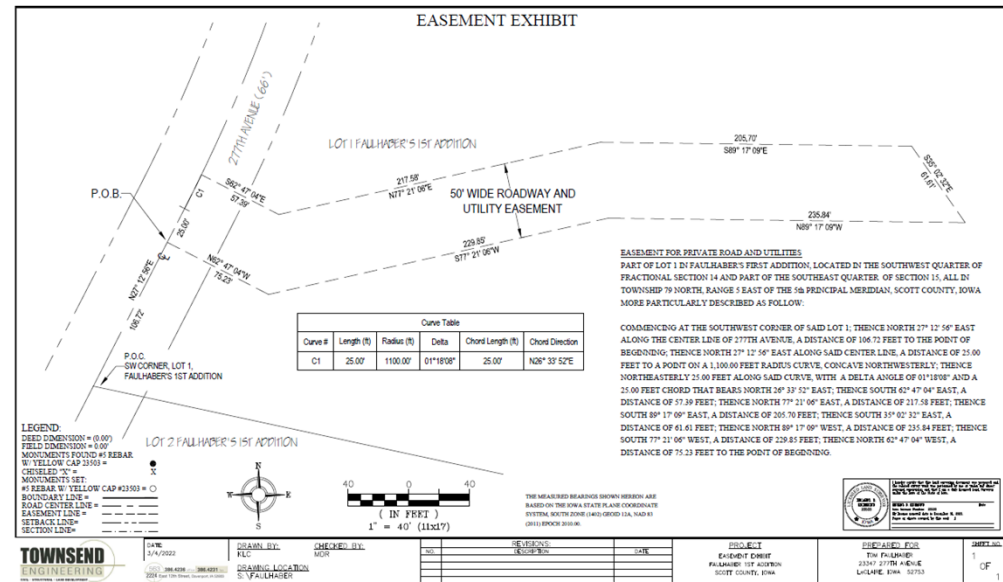
Zoning, Land Use, and Lot Layout

- Current Land Use: single-family dwelling (Lot 1)
- Proposed Land Use: single-family dwelling (Lot 2)
- Since tract is currently zoned R-1, Lot 2 would have a development right for dwelling without rezoning
- Surrounded by agriculture, low-density residential, and winery



Access and Roadway Improvements

- Against County policy to install another driveway for Lot 2
 - County requires 30 feet minimum distance between each driveway
 - County requires 6:1 slope on sides of driveway
 - County allows shared driveway with approved access easement, Secondary Roads has approved proposed easement

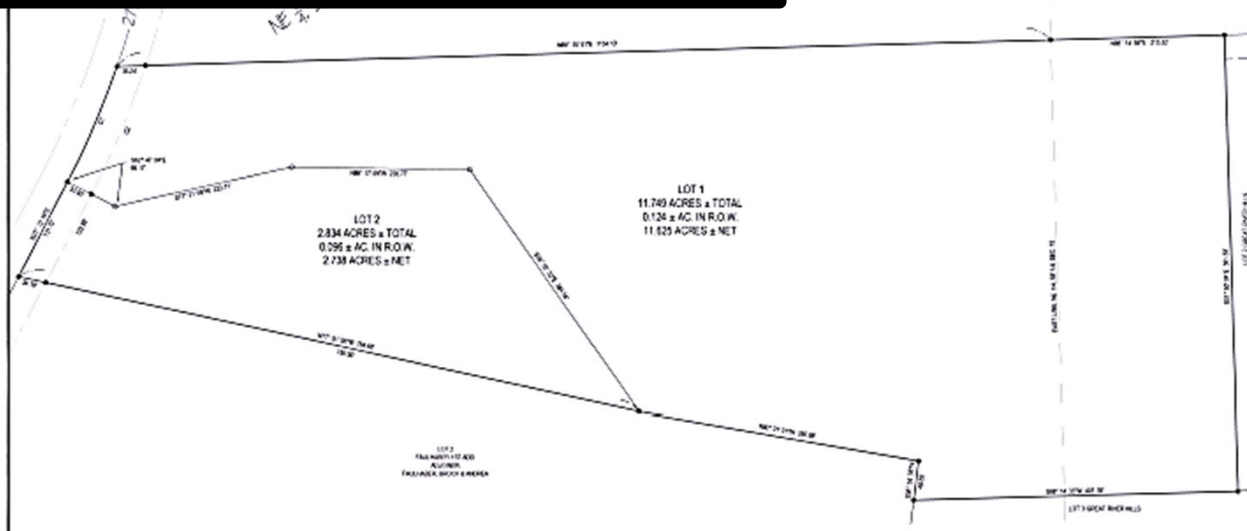


Public Hearing

FINAL PLAT OF:

FAULHABER'S SECOND ADDITION

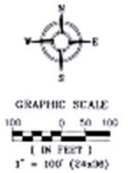
BEING A REPLAT OF LOT 1, FAULHABER'S FIRST ADDITION, PART OF THE SOUTHWEST QUARTER OF FRACTIONAL SECTION 14 AND PART OF THE SOUTHEAST QUARTER OF SECTION 15, ALL IN TOWNSHIP 79 NORTH, RANGE 5 EAST OF THE 5th PRINCIPAL MERIDIAN, SCOTT COUNTY, IOWA.



NOTES:
 SUBDIVISION ACREAGE: 14.5824 ACRES / 432,000 S.F.
 MEASUREMENTS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF.
 ALL PUBLIC UTILITIES SHALL BE LOCATED WITHIN EASEMENTS OR PUBLIC RIGHTS-OF-WAY.
 COMPARE THE DESCRIPTION OF THIS PLAT WITH THE SCEDS ABSTRACT OR CERTIFICATE OF TITLE. ALSO COMPARE ALL POINTS BEFORE BUILDING BY OWNER, AND AT ONCE REPORT ANY DIFFERENCES.
 THIS SURVEY IS NOT VALID WITHOUT THE SURVEYOR'S SIGNATURE AND SEAL.
 ALL IMPROVEMENTS TO BE INSTALLED IN ACCORDANCE WITH THE COUNTY OF SCOTT STANDARD SPECIFICATIONS.
 SEWER AND UNDERGROUND FACILITIES GRANTED FOR SEWER, WATER, GAS, ELECTRIC, TELEPHONE, AND CABLE TV SERVICES TO INDIVIDUAL STRUCTURES WITHIN THE LOTS WHERE THE STRUCTURE IS LOCATED.
 THE SUBJECT PROPERTY IS ZONED R-1 SINGLE FAMILY RESIDENTIAL. ZONING REQUIREMENTS AND BASED ON ZONING REQUIREMENTS AS OF THE DATE OF COUNTY BOARD RESOLUTION. IN CASE OF CONFLICT BETWEEN LINES SHOWN AND FUTURE ZONING REQUIREMENTS THE ZONING REQUIREMENTS SHALL GOVERN.
 THE SUBDIVISION LIES WITHIN ZONE 14C (AREA NOT PRONE TO FLOODING) AS SHOWN ON FEMA FIRM PANEL #19103C0283E, EFFECTIVE MARCH 22, 2022.
 SEWER TREATMENT TO BE PROVIDED BY PRIVATE SEWER SYSTEMS.
 UTILITY EASEMENTS SHALL ACCOMMODATE GAS, ELECTRIC, WATER AND COMMUNICATION LINES AS NECESSARY.
 PLAT OWNER'S FUTURE REQUIREMENTS FOR NEW A SUBDIVISION WILL DEVELOP HOMEOWNERS. THE COUNTY WILL HAVE THE RIGHT IN ITS SOLE DISCRETION TO WITH OR WITHOUT ANY PLAT NOTE, TO TO SELL OR ACQUIRE ANY PORT OF ANY PUBLIC UTILITY EASEMENT LOCATED WITHIN THE PLAT. FURTHER THE CITY RESERVE THE RIGHT UPON REQUEST OF THE OWNER TO RELOCATE ANY EASEMENT, ALTER LOT BOUNDARIES OR ALLOW GROUND TO BE REPLATED.

SCOTT COUNTY PLANNING AND DEVELOPMENT		MIDAMERICAN ENERGY	
BY	DATE	BY	DATE
MICHAEL D. RICHMOND			
SCOTT COUNTY, IOWA BOARD		MICHAEL L. GORSLINE	
BY	DATE	BY	DATE
		MICHAEL L. GORSLINE	
ATTEST		BY	DATE
DATE:		DATE:	

Curve #	Length (ft)	Radius (ft)	Delta	Chord Length (ft)	Chord Direction
C1	155.67	1100.00'	08° 06' 17"	155.47'	N23° 00' 48"E
C2	172.81'	1133.00'	08° 44' 19"	172.64'	N22° 50' 47"E



THE MEASURED BEARINGS SHOWN HEREON ARE BASED ON THE IOWA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (1402) GEOID 12A, NAD 83 (2011) EPOCH 2010.00.

LEGEND:
 DEED DIMENSION = (0.00')
 FIELD DIMENSION = 0.00'
 MONUMENTS FOUND #5 REBAR
 W/ YELLOW CAP #23503 =
 CHISELED "X" =
 MONUMENTS SET:
 #5 REBAR W/ YELLOW CAP #23503 =
 BOUNDARY LINE =
 ROAD CENTER LINE =
 EASEMENT LINE =
 SE TRACK LINE =
 SECTION LINE =

- Owner:
Tom & Brenda Faulhaber
23347 277th Avenue
LeClaire, Iowa 52753
- Engineer:
Townsend Engineering
2224 East 12th Street
Davenport, Iowa 52803
Ph: (563) 386-4236
- Surveyor:
Michael D. Richmond
2224 East 12th Street
Davenport, Iowa 52803
Ph: (563) 386-4236
- Attorney:
Michael L. Gorsline
5119 Utica Ridge Road
Davenport, Iowa 52807
Ph: (563) 324-0441

	DATE: 04/17/2024	DRAWN BY: KLC	CHECKED BY: MDR	NO.:	REVISIONS:	PROJECT:	DEVELOPER:	SHEET NO.:
	 2224 East 12th Street, Davenport, IA 52803	DRAWING LOCATION: S:\FAULHABER\FAULHABER 2ND					FINAL PLAT FAULHABER'S SECOND ADDITION SCOTT COUNTY, IOWA	TOM FAULHABER 23347 277TH AVENUE LECLAIRE, IOWA 52753

An aerial photograph of a rural property. A cyan line outlines a large, irregularly shaped parcel of land. Inside this parcel, there are several buildings, including a large white one and a smaller grey one. The surrounding area consists of green fields, some trees, and a road on the left side. A north arrow is visible in the top left corner. A yellow callout box with a pointer identifies the outlined area as the 'Subject Property'.

Staff Recommendation

Subject Property

Approve, with condition:

1. The City of Princeton approve the Final Plat before Board of Supervisors action to approve or deny

CERTIFICATE OF APPROVAL BY SCOTT COUNTY

I, Ken Beck, Chair of the Scott County Board of Supervisors, do hereby certify that said Board adopted a Resolution on May 26, 2022 in which it approved the Final Plat of **FAULHABER'S 2ND ADDITION** as follows:

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

Section 1. As the local governing body responsible for the approval of subdivision plats within its rural jurisdiction, the Scott County Board of Supervisors has on this 26th day of May, 2022 considered the final plat of **FAULHABER'S 2ND ADDITION**, a 2-lot subdivision, a replat of Lot 1, Faulhaber's First Addition, part of the SW ¼ of fractional Section 14 and part of the SE ¼ of Section 15, in LeClaire Township), Scott County, Iowa, and having found the same made in substantial accordance with the provisions of Chapter 354, Code of Iowa, and the Scott County Subdivision Ordinance, does hereby approve the final plat of said subdivision.

Section 2. The Board Chairman is authorized to sign the Certificate of Approval on behalf of the Board of Supervisors and the County Auditor to attest to his signature.

Section 3. This Resolution shall take effect immediately.

Signed this 26th day of May, 2022

SCOTT COUNTY, IOWA

BY: _____
Ken Beck, Chair

ATTESTED BY: _____
Kerri Tompkins, Auditor

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
May 26, 2022
APPROVING THE FINAL PLAT OF FAULHABER'S 2ND ADDITION

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

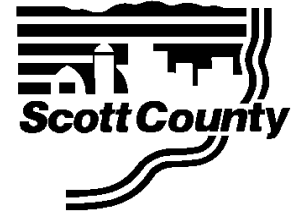
Section 1. As the local governing body responsible for the approval of subdivision plats within its rural jurisdiction, the Scott County Board of Supervisors has on this 26th day of May 2022 considered the final plat of **FAULHABER'S 2ND ADDITION**, a 2-lot subdivision, a replat of Lot 1, Faulhaber's First Addition, part of the SW ¼ of fractional Section 14 and part of the SE ¼ of Section 15, in LeClaire Township, Scott County, Iowa, and having found the same made in substantial accordance with the provisions of Chapter 354, Code of Iowa, and the Scott County Subdivision Ordinance, does hereby approve the final plat of said subdivision.

Section 2. The Board Chairman is authorized to sign the Certificate of Approval on behalf of the Board of Supervisors and the County Auditor to attest to his signature.

Section 3. This Resolution shall take effect immediately.

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

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



Date: May 16, 2022

To: Mahesh Sharma, County Administrator

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

Subject: LTD Insurance Recommendation

Our LTD coverage expires September 1, 2022. Our broker, National Insurance Services is recommending a three year agreement with Madison National Life with no rate increase and locking the rate in for three years. We have had coverage with Madison National Life since 2005.

Cc: David Farmer, Budget Manager
Zach Metzger, HR Generalist

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

May 26, 2022

APPROVAL OF THREE YEAR AGREEMENT WITH MADISON NATIONAL LIFE FOR LONG TERM DISABILITY INSURANCE COVERAGE

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

Section 1. That the proposal from Madison National Life for three year long term disability insurance coverage for staff is hereby accepted and approved.

Section 2. That the Human Resources Director is hereby authorized to sign the life insurance contracts for services on behalf of the Board.

Section 3. This resolution shall take effect immediately.

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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

May 26, 2022

APPROVAL OF STAFF APPOINTMENTS

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

Section 1. The hiring of Holly Barker for the position of Correction Officer with the Sheriff's Office at entry level.

Section 2. The hiring of Jasmine Lawson for the position of Office Assistant in the FSS Department at entry level.



Scott County Health Department
600 W. 4th Street | Davenport, IA 52801-1003 | P. 563-326-8618 | F. 563-326-8774
health@scottcountyiowa.gov | www.scottcountyiowa.gov/health

May 17, 2022

To: Mahesh Sharma, County Administrator
From: Amy Thoreson, Health Director

Re: Purchase of COVID-19 Advertisements on Davenport Citibus through Mesmerize

The Health Department recently received a budget amendment of \$188,030.50 of federal funds from the Iowa Department of Health to our current Public Health Preparedness and Response contract for Immunization Vaccine Equity. The amendment is to 1) develop, cultivate, and/or strengthen community-based partnerships to reach disproportionately affected populations; 2) improve access to COVID-19 vaccines, and 3) improve and expand vaccine messaging/education. We propose to use a portion of these funds to reach members of our community who have transportation limitations with COVID-19 vaccine ads.

The Scott County Health Department received a proposal from Mesmerize, the only vendor in the area that provides advertisements on Davenport Citibus for advertisements in bus shelters, the interior of buses, and on the tail panel of the bus. This proposal is detailed below and is fully funded by the grant dollars.

Tactic	Description	Units	Impressions	Total Cost
Bus Shelters	Bus shelters in the city of Davenport	10	11,740,200	\$16,500
Interior Cards	Interior ads seen by all passengers on Davenport buses	40	7,200,000	\$5,600
Tail Panel	Ad below the window on back of bus driving through Davenport	4	5,673,864	\$6,060

TOTAL: \$28,160

Tiffany Peterson, Community Health Manager who will be overseeing the project, will be at the Committee of the Whole meeting to answer any questions.



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

May 26, 2022

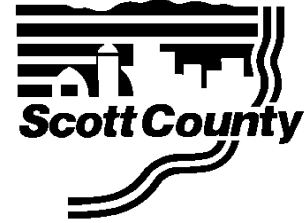
A RESOLUTION APPROVING THE MESMERIZE PROPOSAL FOR COVID-19
ADVERTISING ON DAVENPORT CITIBUS BUS SHELTERS, INTERIOR CARDS, AND
TAIL PANELS OF BUSES IN THE AMOUNT OF \$28,160

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

- Section 1. That the proposal of the purchase of COVID-19 advertising on Davenport Citibus bus shelters, interior cards, and tail panels of buses be approved with Mesmerize in the amount of \$28,160.
- Section 2. This resolution shall take effect immediately.

Community Services Department

600 West 4th Street
Davenport, Iowa 52801



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

May 16, 2022

To: Mahesh Sharma, County Administrator

From: Lori A. Elam, Community Services Director

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:

Hoang Duong
2815 E. 64th Court
Davenport, IA 52807

Suspend: The 2020 property taxes, due September 2021 and March 2022 in the amount of \$8,806.00 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 _____

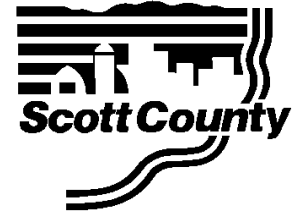
SCOTT COUNTY AUDITOR

RESOLUTION
SCOTT COUNTY BOARD OF SUPERVISORS
MAY 26, 2022

SUSPENDING THE 2020 PROPERTY TAXES, DUE SEPTEMBER 2021 AND MARCH 2022 FOR HOANG DUONG, 2815 EAST 64TH COURT, DAVENPORT, IOWA, IN THE AMOUNT OF \$8,806.00 INCLUDING INTEREST.

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

- Section 1. The 2020 property taxes, due September 2021 and March 2022 accrued for Hoang Duong, 2815 East 64th Court, Davenport, Iowa, in the amount of \$8,806.00 including 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

May 16, 2022

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

Citrix software license maintenance and support is due for renewal. Citrix is the application deployment frame work implemented by Information Technology to centralize computing at Scott County.

The quote summary from Citrix is as follows:

<u>Product</u>	<u>Total</u>
- Citrix Workspace Suite User Licenses (QTY: 150)	\$16,065.00
- Citrix ADC VPX 200 – Advanced Edition	\$2,200.00
Total	\$18,265.00

It is recommended that the Board approve the quote from Choice Solutions in the amount of \$18,265.00.

The Citrix proposal provides Information Technology the ability to obtain the latest updates and patches to the software as well as 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:

- Citrix software license maintenance and support costs were \$17,500 for FY'21.

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

May 26, 2022

APPROVING PURCHASE OF CITRIX MAINTENANCE AND SUPPORT

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

Section 1. The purchase of Citrix maintenance and support for one hundred and fifty (150) Citrix XenDesktop licenses and one (1) virtual remote access appliance in the amount of \$18,265 from Choice Solutions 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



May 17, 2022

To: Mahesh Sharma, County Administrator

From: Matt Hirst, Information Technology Director

Subject: Professional Services for the Selection of Evidence Management Software and Storage
For the Attorney's Office

Scott County Information Technology is working with the Attorney's Office to review and modernize evidence management applications, storage, and processes in the Office.

To that end, Scott County Information Technology has requested and received a proposal for Professional Services to assist in the development of requirements and selection of a Software as a Service (SaaS) solution to support the Attorney's Office.

The proposal from BerryDunn is comprised of four components:

- 1) Project planning and updates. (\$4,500)
- 2) Requirements development and market research. (\$18,000)
- 3) Vendor identification.
 - a) Without RFP. (Optional - \$11,500)
 - b) With RFP. (Optional - \$25,000)

BerryDunn was originally selected through an RFP as an IT professional services consultant to assist the department with a technology assessment in 2010. The company has subsequently assisted the County with the selection of Enterprise Resource Planning (ERP Financials) and Enterprise Content Management (ECM Document Imaging) software/technology solutions.

It is recommended that the Board authorize the IT Director to sign a service agreement with BerryDunn in an amount not to exceed \$47,500. Monies are available in the IT Department budget to pay for this service.

Encl(s): 1

Cc: Mike Walton



Evidence Management System Replacement Project

Scott County, Iowa

BerryDunn

2211 Congress Street
Portland, ME 04102-1955
207.541.2200

Doug Rowe, Principal
drowe@berrydunn.com

Jake Spaulding, Project Manager
jspaulding@berrydunn.com

Letter of Engagement
Submitted May 6, 2022



May 6, 2022

Scott County IT Department
Attn: Stephanie Macuga, Senior Programmer/Analyst; Matt Hirst, IT Director
400 West 4th Street
Davenport, IA 52801

Sent via email to: Stephanie.Macuga@scottcountyiowa.gov; Matt.Hirst@scottcountyiowa.gov

Dear Stephanie and Matt:

Thank you for the opportunity to re-submit this letter of engagement to assist Scott County (the County) in researching and preparing for an Evidence Management System procurement. This is an updated letter from that which we submitted to the County on April 18, 2022, the purpose of which is to highlight our key attributes, introduce our team members, describe our project approach, and expand upon the originally proposed scope of work.

As you are aware, BerryDunn is a nationally recognized independent management and IT consulting firm focused on inspiring organizations to transform and innovate. Founded in 1974, we are a stable and well-established firm that has preserved our core values and reputation for excellence throughout our longstanding history. We have enjoyed growing our business through working with similar municipalities in the State of Iowa and throughout the Midwest region, and look forward to an opportunity to work with the County.

As principal of our Justice and Public Safety Practice, I am legally authorized to bind, negotiate, make presentations on behalf of, and commit our firm and our resources. If you have any questions regarding our letter, please consider me your primary point of contact and feel free to contact me directly. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads 'Doug Rowe'.

Doug Rowe, PMP®, ITIL(F) | Principal
Local Government Practice Group
t/f: 207-541-2330 | e: drowe@berrydunn.com

1. Firm Overview

BerryDunn is an independent management and consulting firm with a Consulting Services Team dedicated to serving state, local, and quasi-governmental agencies. As a Limited Liability Company with 58 principals and 29 owners, we have experienced sustained growth throughout our 48-year history by providing consistent, high-quality services. With over 740 staff members (including more than 250 in our Consulting Services Group), we have a long and successful history of working with state and local agencies across the country in support of operational, business process, and technology initiatives.

Services Offered

BerryDunn provides a full range of professional services, including technology and management consulting; tax, audit, and accounting; and security and assurance. Below, we provide a list of the professional services we provide to our clients. Our firm’s culture is centered on our deep understanding of our clients’ commitment to serving the public. As such, we proudly tailor each of our projects to recognize the work our clients do every day. **We care about what we do, and we care about the people impacted by our work.**

- › Business Process Reviews and Redesign
- › Cost of Service and Fee Studies
- › Enterprise and Departmental Strategic Planning
- › Facilitation
- › IT Assessments
- › Technology Strategic Planning
- › Leadership and Organization Development
- › Organizational Change Management
- › Organizational and Staffing Analyses
- › Performance Analyses
- › Police Department Operational and Management Studies
- › Software Implementation Project Management and Oversight
- › **Software Planning and Procurement**
- › Strategic Planning

Dedication to Local Government

The County will benefit from BerryDunn’s wide experience with government operations, staffing needs, and the business processes required to provide necessary services to internal divisions and the constituents you serve. We have gained this understanding through our work with **more than 350 state, local, and quasi-governmental clients** across the country, as well as through our team members’ prior work in various roles across state and local government.

Figure 1 illustrates the overall organization of BerryDunn’s Local Government Practice Group. We provide unparalleled expertise and unique insights across these practices, supporting our clients in solving some of their biggest challenges and addressing opportunities to improve and plan.

Figure 1: LGPG Specialization



BerryDunn's Justice and Public Safety Practice

The service requested by the County is a core function of BerryDunn's Justice and Public Safety Practice. This Practice focuses exclusively on helping justice and public safety clients advance their most critical public safety initiatives, which looks like improving business processes, streamlining operations, and modernizing the technological systems that keep communities safe.

Our experience extends across the full justice spectrum, from initial justice involvement to adjudication and management of offenders, as illustrated in Figure 2. We've worked with corrections departments, district attorneys, police and fire departments, judiciaries, probation departments, and sheriffs' offices, among others. As such, our team understands the interconnectedness between various public safety entities and the professional stakeholders they serve, and the importance of building and maintaining these relationships in furtherance of the overall public safety mission.

Figure 2: Justice and Public Safety Breadth and Depth of Experience



Truly Independent Advisory Services

BerryDunn is not affiliated with any specific vendor, allowing us to provide truly independent advisory services to our clients. In that respect, we recognize the importance of networking and continuous market research to help ensure that we are apprised of industry best practices, emerging trends, and updates in the software vendor community.

2. Project Team

BerryDunn has carefully selected our proposed project team members from our Justice and Public Safety Practice to support the services requested by the County. Our experience working with government agencies has repeatedly proven that a team approach provides our clients maximum value by offering the deep experience and expertise of senior leaders, the specialized skills and knowledge of subject matter experts, and the technical and administrative skills of supporting staff—all in a cost-conscious manner. This approach enables us to provide exceptional service and the highest quality deliverables, leverage experience and lessons learned from similar projects in other states, and offer the right resources for each task. In Table 1, we identify our project team’s responsibilities and reporting structure. On the following pages, we provide brief resumes for each team member to illustrate our qualifications and relevant experience.

Table 1: Project Team Member’s Roles, Responsibilities, and Reporting Relationships

Team Member	Role	Responsibilities
Doug Rowe	Project Principal	<ul style="list-style-type: none"> › Has overall responsibility for maintaining BerryDunn’s agreement with the County › Provides oversight and approval of all project deliverables to ensure we meet the County’s needs and BerryDunn’s quality standards › Oversees project activities and contributes best practice and industry knowledge as needed › Provides subject matter domain expertise in the area of evidence management systems
Jacob Spaulding	Project Manager	<ul style="list-style-type: none"> › Leads project activities with the County and its stakeholders › Develops and finalizes project deliverables › Serves as the primary point of contact for the County › Provides subject matter domain expertise in the area of prosecution systems › Reports to directly to the County, as well as to Project Principal Doug Rowe
Alec Leddy	Business Analyst and Subject Matter Expert	<ul style="list-style-type: none"> › Leverages similar project experience with the Vermont Judiciary › Supports project activities and deliverable development › Co-facilitates fact-finding meetings with County staff and project stakeholders › Reports to Project Principal Doug Rowe and supports Project Manager Jacob Spaulding
Ryan Doil	Procurement Lead	<ul style="list-style-type: none"> › Oversees the RFP development process with the County › Provide perspective on procurement processes and compliance best practices › Assist in contract negotiations



Doug Rowe, ITIL, PMP®

Principal

Doug is a principal in BerryDunn’s Government Consulting Group with over 40 years of IT industry experience and 20 years of working with justice and public safety agencies. Doug’s experience includes executive IT leadership, project management, enterprise system deployment, quality assurance, and strategic technology services. He has presented at the national and regional level, sharing his knowledge of technology and training to support justice and public safety efforts.

Special Qualifications

20 years of working with justice and public safety agencies; 40 years of IT experience

Specialized expertise in the courts domain

Education and Certifications

BS, Math and Computer Science, University of New Hampshire

Project Management Professional® (PMP®), Project Management Institute®

Information Technology Infrastructure Library (ITIL) Foundation Certification

Select Clients

Maine Judicial Branch
Massachusetts District Attorney Association
New Mexico Corrections Dept.

Saginaw County, MI
Vermont Dept. of Corrections

Vermont Dept. of Public Safety

Vermont Judiciary

Key Focus Areas

Systems Modernization: Doug has decades of experience leading projects focused on planning, requirements development, procurement, and implementation of system modernizations. He has provided engagement and project management support for computer-aided dispatch, records management system, and jail management system implementations, as well as projects related to ERP systems; case management systems; offender management systems, and other justice and public safety systems. Prior to joining BerryDunn, he led a \$10 million enterprise-level case management software development project for a state department of corrections, which resulted in a successful implementation.

Business Process Improvement: Doug has extensive experience working with justice and public safety agencies to review existing processes, identify inefficient activities, and recommend process changes to improve output metrics. He has overseen comprehensive police department assessments; assessed business and technical requirements for state agencies; led statewide public safety risk assessments; and facilitated strategic planning efforts to guide resource allocation. His recommendations are rooted in decades of consulting and industry best practices.

Recommendations Development: Doug’s focus is to recommend actionable improvements for his clients. He has an in-depth understanding of the justice and public safety operating environment and leverages this knowledge to develop recommendations that align with operational goals and objectives. This experience includes work with courts, prosecutors, sheriff’s offices, departments of corrections, and police and fire departments, among others.



Jacob Spaulding, Prosci® CCP

Consultant

Jacob is a consultant in BerryDunn's Justice and Public Safety Practice. He holds a certification in Organizational Change Management from the Prosci® Learning Center and brings experience with project management and strategy development, justice and public safety market analysis, risk and issue mitigation, and organizational leadership. He provides business analysis, research, requirements definition, fact-finding, procurement support, and project coordination for state and local agency projects to promote project success.

Special Qualifications

Provided key support in 15 system selection and implementation projects

Works exclusively with justice and public safety organizations across the industry

Education and Certifications

BS, Economics,
University of Maine

Prosci® Certified Change Practitioner

Relevant Experience

- › Case Management System Implementation
Vermont Judiciary; *Specifically leading the effort to acquire an evidence management system
- › Legacy Core Systems Replacement Project Independent Review
Vermont Agency of Digital Services / Agency of Transportation
- › Justice and Public Safety Systems Needs Assessment
Ellis County, TX
- › County Clerk System Implementation Project Management
Saginaw County, MI
- › District Attorney Case Management System Procurement
Massachusetts District Attorney Association
- › Court Revenue Collections Assessment
Maryland Judiciary

Key Focus Areas

System Selection and Implementation: Jacob supports project management for justice and public safety system selection/implementation projects, including development of project work plans, schedules, and deliverables, while adhering to budgetary and timeline restrictions.

Meeting Facilitation: Jacob facilitates fact-finding, risk identification, and joint requirements planning meetings for justice and public safety projects, coordinating meetings between clients, technology vendors, and BerryDunn team members.

Market Research, Needs Assessment, and Recommendations: Jacob conducts market research, analysis, requirements definition, RFP development, and procurement assistance in justice and public safety projects. This process often results in identification of business process inefficiencies of clients and drafting recommendations to resolve inefficiencies.



Alec Leddy, JD

Senior Consultant

Alec joins BerryDunn as a senior consultant after spending the majority of his career as the Clerk of Court for the U.S. Bankruptcy Court, District of Maine. In this role, he participated in policy, leadership, and management initiatives at the local and national level and ran a government entity with a multimillion-dollar budget. Alec has also litigated in state and federal court, counseled clients, and taught classes about debt, credit, and budgeting to high school and college students. He excels at finding creative paths forward and digging into details to find solutions that have escaped attention. He specializes in process improvement, strategic thinking, and systems integration.

Key Qualifications

*20+ years of experience
in the courts domain*

*Direct experience
assisting clients
implement case
management systems*

*Currently working with the
Vermont Judiciary*

Education

JD, University of Maine
School of Law

BA, University of
Southern Maine

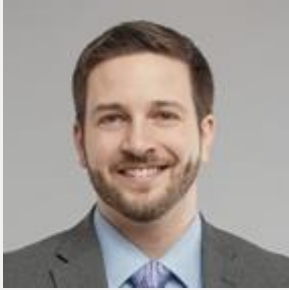
Project Experience

- › Case Management System Implementation
Vermont Judiciary
- › Case Management System Selection
Massachusetts District Attorneys Association
- › Court Revenue Collections Assessment
Maryland Judiciary
- › Prosecution System Replacement Project
Minnehaha County, SD
- › County Clerk System Implementation Project Management
Saginaw County, MI

Relevant Experience

System Selection and Implementation: Since joining BerryDunn, Alec has specialized in providing system selection and implementation advisory services to clients within the courts domain. He has worked with prosecutors, judges, clerks, IT directors, and CIOs to assess, advise, and help implement prosecution and court case management systems.

Court Management: As Clerk of Court, Alec managed an annual \$1.5 million budget and all operational, technological, and administrative functions across two court locations. He led and supervised a staff of 14-22, served as CEO to the judges' board of directors, developed and implemented the first performance management program for the court, and rewrote the Internal Controls Manual. Additionally, he designed and oversaw public outreach programs for a variety of audiences, and led strategic and long-range planning for leadership and staff.



Ryan Doil, CPPB, MBA, Prosci® CCP

Senior Manager

Ryan brings five years of experience working in the public sector in facilities and procurement. Through this work, Ryan offers a valuable perspective on the effective oversight of complex, multi-organizational government information systems management, procurement processes and compliance, and organizational change.

Select Clients:

Albemarle County, VA
City of Alexandria, VA
City of Boca Raton, FL
City of Broken Arrow, OK
City of Cedar Falls, IA
City of Coral Springs, FL
City of DeSoto, TX
City of Fort Collins, CO
City of Irving, TX
City of Manassas, VA
City of McKinney, TX
City of Mesquite, TX
City of Midland, TX
City of Weatherford, TX
City of Wilmington, NC
Gallatin County, MT
Goochland County, VA
Lake County, IL
Minnehaha County, SD
Monroe County, FL
Outagamie County, WI
Peoria County, IL
Saginaw County, MI
Village of Oak Park, IL
Washtenaw County, MI
Waste Commission of Scott County, IA

Education and Certifications:

MBA, University of Southern Maine
BA, Political Science and History, University of Vermont
Prosci® Certified Change Practitioner

Key Focus Areas

RFP Development and System Selection: Leveraging his public-sector procurement experience, as well as his knowledge of project and software systems, Ryan is uniquely situated to facilitate the development and issuance of effective and thorough RFPs. Working jointly with client staff, he has helped to develop and issue more than 65 RFPs. He also has extensive experience leading organizations through justice and public safety system selection projects, working with stakeholder groups to confirm current environment challenges and business drivers, document future system requirements, and lead a collaborative and structured system evaluation process.

Contract Negotiations: Ryan has been involved in more than 60 public sector contract negotiation processes involving large, and complex, software and implementation services scope. Leveraging his public sector background, best practices learned as a Certified Professional Public Buyer (CPPB), as well as experience in managing software implementations, Ryan is uniquely situated to draw on this knowledge and experience to assist clients.

Public-Sector Procurement: During his time with the United States District Court of Maine, Ryan served as its facilities and procurement specialist, providing him with an in-depth understanding of procurement rules, regulations, and operations. He also has a unique understanding of procurement roles nationwide as he has served as a procurement lead and/or subject matter expert on dozens of systems consulting projects for comparable clients.

3. Project Approach

Project Overview

As with many jurisdictions across the U.S., the County is faced with the need to receive, store, and retrieve a significant amount of data in the form of audio and video files. Historic means of storing and retrieving these types of files is not sustainable primarily due to the size and complexity of these files. The County is faced with an immediate need to receive, store, and retrieve these file types, and is cognizant of an emerging and future need to manage these files through metadata and case management capabilities. The project, as defined in this letter, is intended to focus on the former while being aware of the future requirements. The sense of urgency to acquire and implement an evidence management system for audio and video files (initially) is high—BerryDunn’s approach described below intentionally expedites the process without cutting corners.

Project Management

To help ensure that project objectives are met, and initiation and completion of project work are conducted in a timely manner, each BerryDunn project is led by an experienced project manager who understands and utilizes project management best practices. Our Consulting Services team employs project management best practices from *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, Version 7, from the Project Management Institute® (PMI®).

Work Plan Overview

BerryDunn strives to be flexible when it comes to development and execution of an effective work plan. We understand that no two projects are exactly alike, and believe that one of the primary reasons we have been successful with similar projects is our willingness to be flexible in adapting to our clients’ unique needs. The overarching benefits the County can expect of our approach include:

- › A methodology based on our extensive experience conducting similar projects for local and county governments across the country
- › Quality assurance processes that incorporate the County’s review and approval of all deliverables and key milestones
- › Built-in project management and change management best practices—focused on keeping the project on time, on budget, and progressing at a healthy pace

Please note that we have proposed two distinct options for selection of an evidence management system; Phases 3a and 3b. Phase 3a involves a series of demonstrations followed immediately by system selection; Phase 3b involves a more formal competitive procurement process to select a preferred system. The pricing table in Section 4 reflects both options for the County’s consideration.

Our assumption is that the County will engage BerryDunn for Phases 1 and 2 initially and then decide whether or not to engage BerryDunn for either Phase 3a or Phase 3b.

Work Plan Details

Phase 1

Project Planning

Task 1.1: Conduct initial project planning. BerryDunn will conduct an initial project planning session with the County's project team to introduce key team members, clarify goals and objectives, identify known project constraints, and refine dates and/or tasks, as appropriate. We will discuss our approach for managing communications between BerryDunn and the County, and our approach to the scope, risks, and resource management. We will also request names and contact information for the appropriate staff members who will be involved in the project. These discussions will inform the development of the draft Project Work Plan and Schedule.

Task 1.2: Develop draft Project Work Plan and Schedule. Based on the information gathered from our project planning teleconference, BerryDunn will develop the Project Work Plan and Schedule, which will address our approach for communications, scope, risks, and resource management. The Project Work Plan and Schedule will also address BerryDunn's approach to providing the exact services requested by the County and the agreed-upon time frame for each task. In addition, the Project Work Plan will incorporate agreed-upon procedures between BerryDunn and the project team related to project control, including quality management and deliverable submission/acceptance management.

After providing draft versions of these materials in advance, BerryDunn will facilitate a teleconference to review the drafts and solicit feedback from the project team. This feedback will be incorporated into the document, which will then be distributed to the project team in final form.

» *Deliverable 1 – Project Work Plan and Schedule*

Task 1.3: Develop Biweekly Project Status Updates. Throughout the project, the BerryDunn project manager will provide Biweekly Project Status Updates that describe the activities and accomplishments for the reporting period, upcoming activities, risks or issues encountered during the reporting period, and anticipated problems that might impact any project deliverable. If desired, we will meet with the County's project manager to review the status updates.

» *Deliverable 2 – Biweekly Project Status Updates*

Phase 2

Requirements Development and Market Research

Task 2.1: Develop Functional and Technical Requirements. BerryDunn has developed a list of technical and functional requirements for evidence management systems based on our similar project experience, as well as our knowledge of functionality and best practices. Evidence management systems are typically provided as software as a service (SaaS) solutions, and as such the need for a high volume of detailed requirements is not typically necessary. Instead BerryDunn will bring a few dozen of the most salient high level evidence management system requirements to the County for their review and adjustment prior to determining a selection approach. BerryDunn will distribute these requirements to key stakeholders prior to our meetings to review them.

Task 2.2: Facilitate a project kickoff meeting. This meeting will serve as an opportunity to introduce project team members, discuss the County's goals for this project, present our project

approach and methodology, review the schedule of key project dates, and answer questions.

Task 2.3: Facilitate a requirements review work session to advance them to their final form.

BerryDunn will facilitate a work session with County stakeholders to review the preliminary requirements. After these have been reviewed, we will update the list to final. We anticipate this work session taking place in a day or so immediately following the onsite kickoff meeting.

» *Deliverable 3 – Final Functional and Technical Requirements*

Task 2.4: Conduct market research. Using the final functional and technical requirements list, our team will research the solutions available in the Evidence Management System marketplace and develop a Market Research memo summarizing our findings. This will help the County make informed decisions regarding the viability of a future procurement.

» *Deliverable 4 – Market Research Memo*

Phase 3a (Optional)

Demonstration Preparation and Facilitation

Task 3a.1: Assist with planning for demonstrations and writing demonstration scripts. Using the information gathered from the Market Research Memo, we will meet with the County's project team to discuss which vendors to invite for demonstrations as well as the format of vendor demonstration scripts. We will develop a draft demonstration script template and provide it to the County's project team for review. After finalizing an approved version, we will provide the appropriate scripts to each vendor in advance of demonstrations.

Task 3a.2: Facilitate on-site vendor demonstrations. One of our project team members will attend demonstrations and assist the County's project team with facilitation for a period of approximately 4 hours per vendor. Our project team's extensive background in the demonstration process will provide the County's project team with a unique perspective on how to score, prepare, evaluate, and participate in vendor demonstrations.

» *Deliverable 5a – Demonstration Scripts and Facilitation*

Task 3a.3: Facilitate a vendor evaluation meeting. Following demonstrations, we will participate in an evaluation and scoring meeting to identify the primary vendor and a second-choice vendor should contract negotiations with the first be unsuccessful. Our team will help ensure the County selects a solution that will meet their short term needs (audio/video file storage only) as well as long term needs (case management of evidence files).

» *Deliverable 6a – Preferred Vendor Identification*

Phase 3b (Optional)

Formal Competitive Procurement Services

Task 3b.1: Facilitate an RFP planning meeting. Should the County decide to conduct a competitive procurement for the selection of an evidence management system, we will facilitate an RFP planning meeting with the County's procurement team. We will review and discuss the County's existing RFP process, development of the evidence management system RFP, the associated addenda, and any required forms for submission.

Task 3b.2 Develop an RFP Package. We will develop an RFP Package using a proven format that incorporates information pertaining to the history of the project, a high-level description of the County's current environment, desired approach to implementing a new evidence management solution, Final Functional and Technical Requirements, and a structured list of points for vendors to address in their responses. Our project team will also work with the County to develop objective evaluation criteria to include in the RFP. We will then prepare a scoring matrix to track significant strengths and limitations of each proposal reviewed.

Upon completion, we will coordinate a work session with the County's project team to review the draft RFP Package and collect any feedback or additional terms for inclusion before updating to final. We will provide the final RFP to the County's project team for distribution through standard channels.

» *Deliverable 5b – RFP Package*

Task 3b.3: Assist with facilitating a vendor pre-proposal conference. Our project team will coordinate, plan, and lead a pre-proposal teleconference for interested vendors, facilitating the question-and-answer portion of the meeting. We will compile a list of questions raised and prepare suggested responses. These will be provided in a format that the County's project team can review, revise, and publish as an addendum to the RFP, as determined by procurement staff.

Task 3b.4: Perform an initial completion review of vendor proposals received, identify items for clarification, and develop a Proposal Executive Summary Memo. We will facilitate the proposal review process to identify issues, risks, exceptions, omissions, and objections, compiling them into a single Proposal Executive Summary Memo. The memo will identify key areas for consideration by the County's evaluation team related to each vendor's ability to meet minimum requirements, and their alignment with the evaluation criteria within the RFP. This memo will also include a comparison of vendor responses to the Final Functional and Technical Requirements.

Task 3b.5: Facilitate a Round 1 scoring meeting. We will meet with the evaluation team to review the proposal summaries, discuss each proposal received, assist in the scoring process, and collect scores to identify the top two preferred vendors to invite for demonstrations. We will clarify any open items with these short-list vendors before issuing invitations for demonstrations.

» *Deliverable 6b – Proposal Summary Memo and Vendor Short List*

Task 3b.6: Assist with planning for demonstrations and writing demonstration scripts. Using the information gathered from the Market Research Memo, we will meet with the County's project team to discuss which vendors to invite for demonstrations as well as the format of vendor demonstration scripts. We will develop a draft demonstration script template and provide it to the County's project team for review. After finalizing an approved version, we will provide the appropriate scripts to each vendor in advance of demonstrations.

Task 3b.7: Facilitate vendor demonstrations. One of our project team members will facilitate demonstrations and assist the County's project team with facilitation for a period of approximately 4 hours per vendor. Our project team's extensive background in the demonstration process will provide the County's project team with a unique perspective on how to score, prepare, evaluate, and participate in vendor demonstrations.

» *Deliverable 7b – Demonstration Scripts and Facilitation*

Task 3b.8: Facilitate a Round 2 scoring meeting. We will participate in the second round of vendor scoring following the final demonstration to identify the vendor or vendors that the County's project team should perform its reference checks on.

Task 3b.9: Assist with planning for reference checks and site visits. We will assist the County's project team with identifying tasks that should be accomplished prior to meeting at each site visit. We will also coordinate with the County's project team to discuss the suggested approach for the reference checks.

Task 3b.10: Facilitate a Final Scoring meeting. We will participate in the Final Scoring meeting following the completion of reference checks and site visits. The objective will be to identify a preferred vendor and a second-choice vendor should contract negotiations with the first be unsuccessful. Our team will help ensure the County selects a solution that will meet their short term needs (audio/video file storage only) as well as long term needs (case management of evidence files).

» *Deliverable 8b – Preferred Vendor Identification*

4. Cost

In Table 2, BerryDunn presents our costs per deliverable. We have developed our costs based on the following factors:

- › Our detailed work plan narrative presented in this proposal
- › Our staffing plan and resource allocation, which provides the County with the appropriate number of resources and a level of expertise
- › Our experience conducting projects of similar scope and size

Table 2: Cost per Deliverable

No.	Deliverable	Cost
Phase 1 - Project Planning		
1	Project Work Plan and Schedule	\$4,500
2	Biweekly Status Updates	<i>Included</i>
Phase 2 - Requirements Development and Market Research		
3	Final Functional and Technical Requirements	\$10,000
4	Market Research Memo	\$8,000
Subtotal – Phases 1 and 2		\$22,500
(Optional) Phase 3a - Demonstration Preparation and Facilitation		
5a	Demonstration Scripts and Facilitation	\$8,000
6a	Preferred Vendor Identification	\$3,500
Subtotal – Phase 3a		\$11,500
(Optional) Phase 3b - Formal Competitive Procurement Services		
5b	RFP Package	\$5,000
6b	Proposal Summary Memo and Vendor Short List	\$5,000
7b	Demonstration Scripts and Facilitation	\$10,000
8b	Preferred Vendor Identification	\$5,000
Subtotal – Phase 3b		\$25,000

Assumptions

We have developed our work plan and costs with the following assumptions:

- › Costs do not include travel expenses
- › The County and BerryDunn will determine onsite requirements for the BerryDunn team as needed.

Travel costs, if incurred, are additional. Table 3 depicts estimated per-trip travel expenses, which will be invoiced monthly as incurred. We follow all GSA travel cost guidelines and are happy to utilize the County's contracted rates for local lodging.

Table 3: Travel Expense Estimates

Expense Category	Price	Units	Total
Airfare	\$600	1 ticket	\$600
Hotel (federal GSA rate)	\$93 / night	3 nights	\$279
Rental Car	\$75 / day	4 days	\$300
Per Diem (federal GSA rate)	\$51 / day	4 days	\$204
Estimated cost per person, per on-site trip*			\$1,383

**Assumes an average of three days on-site*

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

May 26, 2022

APPROVING PROFESSIONAL SERVICES FOR EVIDENCE MANAGEMENT
SOFTWARE SERVICES SELECTION

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

Section 1. The authority of the IT Director to sign a professional services agreement with BerryDunn in an amount not to exceed \$47,500 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

May 17, 2022

To: Mahesh Sharma, County Administrator

From: Matt Hirst, Information Technology Director

Subject: Professional Services for the selection of line of business application
for the Planning and Development Department

Scott County Information Technology is working with Planning and Development (P&D) to review and modernize line of business applications and processes in the Department.

To that end, Scott County Information Technology has requested and received a proposal for Professional Services to assist in the development of requirements and issuance of a Request For Proposal (RFP) for software to support P&D.

The proposal from BerryDunn is comprised of four components:

- 1) Project design and requirements development. (\$14,620)
- 2) RFP Development. (Optional - \$3440)
- 3) System Selection. (Optional - \$14,190)
- 4) Contract Negotiation. (Optional - \$8,600)

BerryDunn was originally selected through an RFP as an IT professional services consultant to assist the department with a technology assessment in 2010. The company has subsequently assisted the County with the selection of Enterprise Resource Planning (ERP Financials) and Enterprise Content Management (ECM Document Imaging) software/technology solutions.

It is recommended that the Board authorize the IT Director to sign a service agreement with BerryDunn in an amount not to exceed \$40,850. Monies are available in the CIP budget to pay for this service.

Encl(s): 1

Cc: Chris Mathias



May 4, 2022

Scott County
Attn: Stephanie Macuga, MSIT, MPA, PMP
600 W 4th Street
Davenport, Iowa 52801

Sent via email to Stephanie.Macuga@scottcountyjowa.gov.

Dear Stephanie Macuga:

On behalf of Berry Dunn McNeil & Parker, LLC (BerryDunn), thank you for the opportunity to present our approach to supporting Scott County (the County) as it selects a new community development software system. We value our existing relationship with the County and appreciate the time you have taken to discuss your goals for this project.

Understanding the County's Needs

We understand that the County is looking to procure and implement a new software system to support its Planning and Development Department (Department). The Department is currently using a 15-year-old custom-built software system. In many ways, this software still works well, but the Department and County recognize that it is time to modernize, and with a new director in place, the Department is poised to do so.

The County has experience with the enterprise software system selection process and will leverage this experience throughout the upcoming procurement. Already, the County has begun asking staff what they like about the current software and what functionalities they might want in a future software. Now, the County is seeking the support of a consultant who can, keeping the County's prior experience in mind, aid in requirements gathering, request for proposals (RFP) development and review, and vendor comparison and selection.

BerryDunn is pleased to provide a flexible approach that provides the exact level of support requested by the County. We understand that needs may change throughout the project, and the County can rely on our team to adapt in response. We hope the County will find continued confidence in our in-depth knowledge of your culture and goals for change as well as our experience conducting similar projects for other public sector community development agencies.

Detailed Approach

On the following pages, we provide a detailed account of our work plan to complete the County's desired tasks. BerryDunn strives to be flexible when it comes to development and execution of an effective project plan. We understand that no two projects are exactly alike, and we believe that one of the primary reasons we have been successful with similar projects is our willingness to be flexible in adapting to our clients' unique needs.

Throughout our three-phased approach, illustrated in Figure 1 on the following page, our team will apply quality assurance processes that incorporate Department review and approval of all deliverables and key milestones. Additionally, built-in project management and change management best practices will help keep the project on time, on budget, and progressing at a healthy pace.

Figure 1: BerryDunn's Project Approach



Scope of Services

Below, we present our detailed work plan to complete the County's requested scope of services.



Project Initiation

0.1 Conduct initial project planning. We will conduct an initial project planning teleconference with the County's project team to introduce key team members, clarify goals and objectives, identify known project constraints, and refine dates and/or tasks, as appropriate. We will discuss our approach for managing communications, scope, risks, and resources. We will also request names and contact information for the appropriate County staff members involved in the project. As part of this planning meeting, we will also confirm the stakeholder departments and divisions that will be included in the project.

0.2 Update the Project Work Plan and Develop a Project Schedule. Based on the information gathered from our initial project planning teleconference, we develop the draft Project Work Plan and Schedule. In addition to the components gathered from Task 0.1, the Project Work Plan and Schedule will address our approach to providing the services requested by the County, the agreed-upon time frame for each task, and agreed-upon procedures between our project team and the County's related to project control, including quality management and deliverable submission/acceptance management.

Deliverable 1 – Project Work Plan and Schedule



Phase 1. Requirements Development

1.1 Develop and issue an information request, and review the results. We will provide the County's project team with an information request sheet to help gather available documentation to support the work effort (e.g., organizational charts, documentation on existing systems, and policy documentation). We will respectfully request that the County's project team provide the documentation prior to the project kickoff presentation and fact-finding meetings, as reviewing this information in advance of our work will enable us to be more efficient, become more knowledgeable

of the current environment, and make best use of County personnel's time.

1.2 Facilitate a kickoff presentation. We will conduct a web conference project kickoff presentation with County project stakeholders that will serve as an opportunity to introduce our project team members, discuss goals, present our project approach and methodology, review the schedule of key project dates, and answer questions. As part of this presentation, the County's project sponsor is expected to participate and speak to the goals and objectives of the initiative.

1.3 Facilitate fact-finding meetings. Following the project kickoff presentation, we will conduct web conference fact-finding meetings with County staff from the departments identified as current and future users of the community development, including IT staff and representative stakeholders from each department. We have planned for up to 12 hours of meetings over a one-week period.

1.4 Develop Preliminary Functional and Technical Requirements. BerryDunn has developed a database of community development-specific technical and functional requirements based on our experience with other governmental agencies and our knowledge of software system functionality and best practices. Drawing from this database, we will make refinements for those processes that are critical or unique to the County. We will also update the previously developed community development requirements based on new stakeholders or additional information collected through fact-finding.

These requirements will support supplemental functionality requirements with key reporting, interface, and conversion enhancements. In our recent experience, those areas have significantly differentiated vendors' solutions and required a specific focus in the selection activities. Our analysis typically results in about 75% of the requirements being defined upfront for most of our clients.

Deliverable 2 – Preliminary Functional and Technical Requirements

1.5 Facilitate joint requirements planning (JRP) work sessions. We will facilitate a series of web conference JRP work sessions with County stakeholders and our project team members to review the preliminary requirements. We will reconvene many of the same stakeholders, organized by functional area, that met during fact-finding activities to discuss the future system capabilities. These sessions will also include one session focused on the technical aspects involved with the County's project. Using the preliminary list, we will review and confirm each item and assign a relative criticality to communicate to vendors responding to the list as part of their RFP responses. We will also facilitate similar meetings to review potential interfaces and data conversion objects. Once these have been reviewed, we will update the list to final.

Our role in facilitating the JRP work sessions is to contribute our focused knowledge of the vendor marketplace and align the items requested in the list with the goals and objectives of the project. For example, we might comment that functionality being requested is beyond the core capabilities of vendors and might represent a cost increase. Conversely, we can help recommend requirements to include that might be commonplace today, but beyond the familiarity of County stakeholders. We have planned for up to 12 hours of meetings over a one week period.

Deliverable 3 – Final Functional and Technical Requirements



Phase 2. RFP Development (OPTIONAL)

2.1 Develop RFP Package. We will develop a draft RFP Package that incorporates information pertaining to the history of the project; a high-level description of the County's current environment, desired approach to implementing a new community development solution, and functional and technical requirements; and a structured list of points for vendors to address in their responses.

Upon completion, we will coordinate a work session with the County's project team to review the draft RFP Package and collect any feedback or additional terms for inclusion before updating to final. We will provide the final RFP to the County's project team for distribution through standard channels. For added guidance in distribution, we will provide a list that includes most of the major community development solution vendors in the market.

Deliverable 4 – RFP Package



Phase 3. System Selection (OPTIONAL)

3.1 Assist with responding to vendor questions and developing addenda. Our project team will assist the County's project team in responding to vendor questions and developing corresponding addenda.

3.2 Assist with facilitating a vendor pre-proposal conference. Our project team will coordinate, plan, and lead a pre-proposal teleconference for interested vendors, facilitating the question-and-answer portion of the meeting. We will compile a list of questions raised and prepare suggested responses. These will be provided in a format that the County's project team can review, revise, and publish as an addendum to the RFP, as determined by procurement staff.

3.3 Perform an initial completion review of vendor proposals received, identify items for clarification, and develop a Proposal Executive Summary Memo. We will facilitate the proposal review process to identify issues, risks, exceptions, omissions, and objections, compiling them into a single Proposal Executive Summary Memo. The memo will identify key areas for consideration by the County's evaluation team related to each vendor's ability to meet minimum requirements, and their alignment with the evaluation criteria within the RFP. This memo will also include a comparison of vendor responses to the Functional and Technical Requirements. We plan to review up to eight proposals.

3.4 Facilitate Round 1 scoring meetings to identify short-listed vendors and items needing clarification. We will meet via web conference with the evaluation team to review the proposal summaries, discuss each proposal received, assist in the scoring process, and collect scores to identify the top preferred vendors to invite for demonstrations. We will clarify any open items with these short-list vendors before issuing invitations for demonstrations.

Deliverable 5 – Proposal Executive Summary Memo and Vendor Short List

3.5 Assist the County's project team in planning for demonstrations and writing demonstration scripts. We will meet with the County's project team to discuss the format of vendor

demonstration scripts. We will develop a draft demonstration script template and provide it to the County's project team for review. After finalizing an approved version, we will provide the appropriate scripts to each vendor in advance of their demonstrations.

3.6 Facilitate vendor demonstrations. One of our project team members will facilitate web conference demonstrations and assist the County's project team with facilitation for a period of up to three days (24 hours). Our project team's extensive background in the demonstration process will provide the County's project team with a unique perspective on how to score, prepare, evaluate, and participate in vendor demonstrations. We will participate in the second round of vendor scoring immediately following the final demonstration to identify the vendor or vendors for which the County's project team should perform its reference checks.

3.7 Facilitate a Round 2 scoring meeting to identify preferred vendors. We will meet with the evaluation team via web conference to review the proposal summaries, discuss each proposal received, assist in the scoring process, and collect scores to identify the top preferred vendors.

3.8 Assist in planning for reference checks and site visits. We will assist the County's project team with identifying tasks that should be accomplished prior to meeting at each site visit. We will also coordinate with the County's project team to discuss the suggested approach for the reference checks.

3.9 Facilitate a Final Scoring meeting. We will participate in the Final Scoring meeting via teleconference following the completion of reference checks and site visits. The objective will be to identify a preferred vendor and a second-choice vendor should contract negotiations with the first be unsuccessful.

Deliverable 6 – Preferred Vendor Identification



Phase 4. Contract Negotiations (OPTIONAL)

4.1 Support the County in the contract negotiation process with its preferred vendor. Once a preferred vendor is selected, our project team will support the County in the contract negotiations process. We have been involved in contract negotiations from the client, vendor, and independent consultant perspectives, and understand how the contract impacts the implementation process. In conducting contract negotiations, we will draw on these experiences to help ensure the County's best interests are being met.

We will also work with the County's project team and legal counsel, as well as the preferred vendor, to develop a draft contract, using the County's contracting procedures and the vendor's proposal as starting points. We will review the contract documents with the County's project team to help ensure that requirements are clearly defined and to establish that the County agrees to the schedule, implementation process, fee arrangement, scope of services, vendor resources, deliverables, costs, acceptance criteria, and terms and conditions. We will also be present during negotiations with the preferred vendor. Should it become clear at any point during negotiations that the preferred vendor's solution or contract terms will not meet the needs of the County, we might recommend halting negotiations with that vendor and commencing negotiations with the alternate vendor.

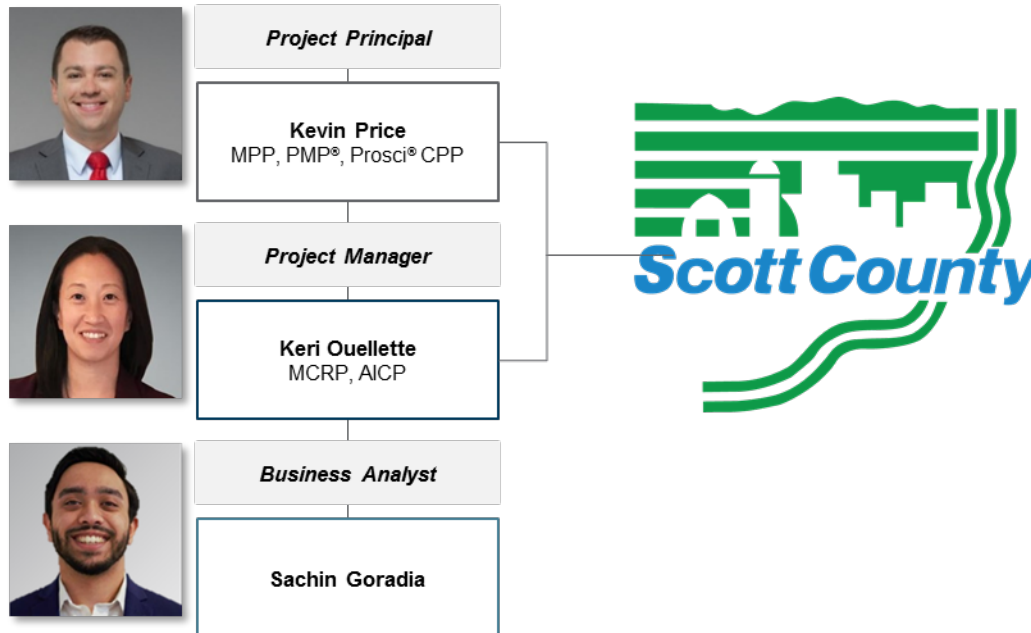
In recognition of the many variables not yet known related to the contract negotiation timeline and work effort, and the potential to award to multiple vendors, we plan to commit up to 40 hours, billed as incurred.

Deliverable 7 – Contract Negotiation Assistance

Proposed Staff

Our proposed team, illustrated in Figure 4, has the in-depth experience and knowledge required to provide the County with the requested system selection support. Below and on the following page, we provide summaries of our team members' roles, responsibilities, and qualifications as they relate to this project. Full resumes are included at the end of this letter.

Figure 4: BerryDunn Team Organization



Should the scope of the project expand, we are able to pull from a team of more than 250 consultants who specialize in supporting public sector entities such as the County. In particular, our Community Development and Utility Operations (CDUO) Practice is comprised of former planning and development professionals who have experience leading agencies like the Department and overseeing software selection and implementation processes.

PROJECT PRINCIPAL

Has overall responsibility for the services we have proposed to the Department.



Kevin Price, MPP, PMP®, Prosci® CCP

Kevin is a principal in our Local Government Practice Group and leads our Community Development and Utility Operations (CDUO) Practice. He focuses his efforts on assisting local government clients with business process improvement, fee analysis, system selection, and implementation projects. A certified Project Management Professional® (PMP®), he has extensive experience in assessing the business needs and processes of municipal clients for permitting, inspections, planning, code enforcement, and land management functions. Kevin is also a Lean Six Sigma Green Belt, allowing him to continuously define, measure, analyze, improve, and control projects and environments for his clients.

PROJECT MANAGER

Acts as primary liaison with the Department and maintains a constructive and clear line of communication between Department staff and BerryDunn. Monitors the progress of the project, tracks the initiation and completion of tasks and milestones, and facilitates our meetings and project activities.



Keri Ouellette, MCRP, AICP

Keri is a senior consultant in BerryDunn's Local Government Practice Group. She joined BerryDunn after working as permitting manager for the City of Portland, Maine, where she gained a broad understanding of the complex issues that municipalities face in addressing growth and managing enforcement. Thanks to her previous work with New York City's Department of Housing Preservation and Development and the Town of Eastchester, New York, Keri has keen understanding of local government policy development in both small towns and large city agencies. Keri regularly helps clients evaluate processes and leads the development of standard operating procedures to improve efficiency.

BUSINESS ANALYST

Assists with current environment data analysis, stakeholder interviews, and deliverable development.



Sachin Goradia

Sachin is a consultant in BerryDunn's Local Government Practice Group. He is an expert at policy and economics research and analysis. He recently advised organizations on economic resources available for rebuilding services impacted by the COVID-19 pandemic. He is skilled in legislative analysis and in assisting public-sector clients to comply with local, state, and federal regulations, as well as ethical obligations.

Proposed Fees

Our total fixed-fee price to complete the County's desired scope of work is **\$14,620**. In Table 1, we have outlined our costs by project deliverable. We have also provided a fixed-fee cost proposal for optional RFP Development, System Selection, and Contract Negotiation Assistance.

The following table contains the fees for services by deliverable, on a fixed-fee basis. We anticipate that this work will be completed remotely and travel expenses are excluded from the fees presented. We will submit monthly progress invoices based on the progress towards the completion of each deliverable and any actual travel expense incurred. We will not submit a final invoice for a deliverable without signed acceptance from the County.

Table 1: CD Software Selection Fees

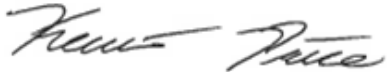
No.	Phase/Deliverable	Fees
Project Initiation		
	D1. Project Work Plan and Schedule	\$1,720
1	Requirements Development	
	D2. Preliminary Functional and Technical Requirements	\$7,740
	D3. Final Functional and Technical Requirements	\$5,160
2	RFP Development (OPTIONAL)	
	D4. RFP Package	\$3,440
3	System Selection (OPTIONAL)	
	D5. Proposal Executive Summary Memo and Vendor Short List	\$7,310
	D6. Preferred Vendor Identification	\$6,880
4	Contract Negotiation Assistance (OPTIONAL)	
	D7. Contract Negotiation Assistance	\$8,600
	Project Initiation and Requirements Development Total	\$14,620
	Project Total, Including Optional Phases	\$40,850

In Closing

We value the County's openness and flexibility to discussing our proposed services, and we would be happy to provide any needed clarification on our methodology and approach. On the following pages, we have included our proposed consultants' resumes.

Should you have any questions, or if you would like to discuss this proposal, please do not hesitate to contact our team directly. We appreciate the opportunity to continue to work with the County and to assist with this important initiative.

Sincerely,



Kevin Price, MPP, PMP®, Prosci® CCP | Principal

2211 Congress Street | Portland, ME 04102

207-541-2379 | kprice@berrydunn.com

Phase(s) Accepted:

Project Initiation and Requirements Development

RFP Development

System Selection

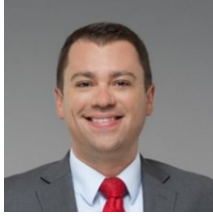
Contract Negotiation Assistance

Signature (County Representative)

Date

Printed Name

Appendix A. Resumes



Kevin Price, MPP, PMP, Prosci® CCP

Project Principal

Kevin is a Principal in BerryDunn's Government Consulting Group. He leads our Community Development and Utility Operations (CDUO) Practice, assisting local government clients with system selection, system implementation, fee study, and business process improvement projects.

Relevant Experience

Project Management: Kevin has managed system selection and IT strategic planning projects for some of BerryDunn's most complex local government clients. He previously managed BerryDunn's Municipal Street Addressing and Right-of-Way Permitting and Code Violation System Assessment Projects for the City of Philadelphia.

System Selection and Implementation: Kevin has assisted BerryDunn clients with every stage of system replacement and implementation projects, from needs assessment to requirements definition, RFP development, proposal evaluation, facilitation of vendor demonstrations, contract negotiation, and implementation project management. He is currently assisting the City of Grand Prairie, Texas with the implementation of a new permitting system.

Process Analysis and Improvement: Kevin has assisted BerryDunn clients with process improvement projects as part of system replacement projects and as standalone projects. Kevin has previously led the process improvement projects with the Cities of Rockville, Maryland; Alexandria, Virginia; Philadelphia, Pennsylvania; and Frisco, Texas. He also led the mapping of Community Development and Utility Operations processes for the City of Richland, Washington.

Selected Local Government Clients

- Berks County, PA
- City of Bloomington, MN
- City of Boca Raton, FL
- City of Bozeman, MT
- City of Broken Arrow, OK
- City of Detroit, MI
- City of Farmers Branch, TX
- City of Frisco, TX
- City of Philadelphia, PA
- City of Sioux Falls, SD
- Lake County, IL
- Manatee County, FL
- Outagamie County, WI
- Person County, NC
- Scott County, IA
- Waste Commission of Scott County, IA

Education and Memberships

Master's in Public Policy and Management,
Concentration in Financial Management,
University of Southern Maine

BA, Economics and Political Science, University
of Maine

Project Management Professional® (PMP®),
Project Management Institute®

Prosci® Certified Change Practitioner (CCP)

Lean Six Sigma Green Belt Certified

City of Westbrook, ME Recreation and
Conservation Commission – Associate Member,
2021 – 2023

City of Westbrook, ME Sewer Commission –
Member, 2021 – 2023



Keri Ouellette, MCRP, AICP

Project Manager

Keri is a Senior Consultant in BerryDunn's Government Consulting Group. She has 15 years of experience in local government permitting, inspections, and land development departments. From smaller towns (Portland, Maine) to large city agencies (New York City), Keri brings deep knowledge of policy development and the complex issues municipalities face in addressing growth and managing enforcement. This knowledge is augmented by strong technical literacy in the technology that support permitting and planning, as Keri pioneered system modernizations in her positions with multiple municipalities.

Relevant Experience

Permitting and Inspections Management: As the permitting manager for the City of Portland, Maine, Keri oversaw the entire permitting process from intake through inspection completion for all construction permits. During her tenure, Keri managed the implementation of a modern online permitting and records management system. She was integral in the technical pieces such as system customization and conducting quality assurance testing while leading the business processes to support the systems, including training staff and establishing workflows.

Program Coordination and Management: Keri held the positions of program coordinator and senior program manager for the New York City Department of Housing Preservation and Development (HPD), Division of Building and Land Development Services. She was responsible for coordinating and planning services related to HPD's loan programs for both new construction and preservation of affordable housing. This involved maintaining the electronic submission system and reviewing the submitted development projects. Keri often worked interdepartmentally, serving as a liaison between city agencies and external partners to improve client services.

City Planning: Keri evaluated development applications and zoning and environmental reviews for the Planning, Zoning, and Architectural Review Boards for the Town of Eastchester, New York. She modernized the technology environment by implementing the use of GIS to prepare maps for planning analysis. Her work also involved community-based research around policy issues and she drafted local laws related to zoning, housing, urban design, and environmental management.

Selected Local Government Clients

- City of Chelsea, MA
- City of Plano, Texas
- City of Wilmington, NC
- Massachusetts Department of Housing and Community Development
- Travis County, TX

Education and Memberships

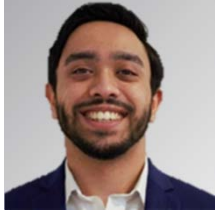
Master's in City and Regional Planning (MCRP), Georgia Institute of Technology

BA Urban Studies and Architectural Studies, Connecticut College

American Planning Associations (APA) Member

American Institute of Certified Planners (AICP)

APA Northern New England Chapter



Sachin Goradia

Business Analyst

Sachin is a consultant in our Local Government Practice Group who has a strong background in advocacy, coordination, and strategic marketing and communication. Having worked in the public sector, Sachin is well-versed in many aspects of government operations, including policy and strategy formation, business process optimization, and research and trend analysis.

Relevant Experience

Research and Analysis: Sachin has developed a knowledge base in various federal policies and systems through research and analysis. For instance, he researched economic resources for small businesses and non-profit organizations to use to help rebuild their services during the COVID-induced pandemic that culminated in a timeline of the U.S. federal response to COVID-19. He also analyzed recommendations for the Innovation ENJINE Challenge to strengthen the New Jersey government during his time in the Department of the Treasury.

Strategy Development: Through his work with the Rutgers Consulting Group, Sachin provided marketing strategies and services to Soochak, an Indian education startup, with a specific emphasis on branding, values, strategies, and best practices. As a result of his work, Sachin helped develop strong relationships with both businesses and clients. As part of his efforts, Sachin presented information related to optimization, analytics, social media marketing, and data presentation to create effective marketing strategies.

Collaboration and Coordination: Sachin has been involved in numerous groups with a focus on advocacy. He has worked with political constituents and groups, students, and university departments on issues such as diversity, legislation, ethics, and social issues with the intent of creating an engaging discourse for all.

Relevant Public Sector Experience

Rutgers Department of External Affairs, NJ

New Jersey Department of Treasury, Division of Administration

Education and Certifications

BA, Political Science and Economics, Rutgers University

Eagleton Institute of Politics Undergraduate Associate

Memberships

Co-Founder/President, Meeting Point Rutgers

Director of Advocacy, Rutgers Residence Hall Association

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

May 26, 2022

APPROVING PROFESSIONAL SERVICES FOR PLANNING AND DEVELOPMENT
SOFTWARE SELECTION

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

Section 1. The authority of the IT Director to sign a professional services agreement with BerryDunn in an amount not to exceed \$40,850 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.scottcountyiowa.gov



April 29, 2022

TO: Mahesh Sharma, County Administrator
FROM: David Farmer, CPA, MPA Director of Budget and Administrative Services
RE: FY22 Budget Amendment

On May 26, 2022, the County will present its official public hearing on the 2022 Budget Amendment. This budget amendment is the County's annual estimate of expenditures and transfers that were adjusted or calculated since the budget was amended in March 2022. The Budget Amendment is to be presented in the County's two official newspapers on May 11, 2022. The amendment is scheduled to be approved May 26, 2022.

Following are the highlights of this amendment:

Public Safety & Legal Services, an increase of \$1,739,328 is requested to be amended for separation benefits, COVID-19 response, and extradition of prisoner's placement out of county.

Department	Amount	Description
Attorney	\$175,490	Separation Benefits; FY 23 Staffing Changes
Health	\$173,830	Separation Benefits; Medical Examiner / Autopsy
JDC	\$342,165	Salary And Benefits per review, Contractual Costs
Non-Departmental	(\$70,000)	Contingency; Fleet Services
Sheriff	\$1,117,843	Separation Benefits; Extradition of Prisoners (COVID-19); Kitchen Supplies due to COVID-19; Staffing adjustments

Physical Health & Social Services, an increase of \$82,586 is requested to be amended for separation benefits and grant utilization.

Department	Amount	Description
Community Services	\$18,849	Separation Benefits; Benefit Review
Health	\$78,737	Separation Benefits; Grant Utilization
Non-Departmental	(\$15,000)	Contingency; Home-Based Iowa Grant

Mental Health, ID and DD, an increase of \$19,000 is for estimate of general expenditures and transfer to Eastern Iowa Mental Health and Disabilities Region.

Department	Amount	Description
Community Services	\$19,000	Change in estimate of transfer to region

County Environment & Education, an increase of \$34,545 is requested for separation benefits, supplies, and correction of an error in the March amendment.

Department	Amount	Description
Conservation	\$72,545	Separation Benefits, Utilities
Non-Departmental	(\$40,000)	Contingency
Planning and Development	\$2,000	Department Operations

Roads and Transportation, an increase of \$260,000 is requested to be amended for line item detail for estimate of project and operations progress.

Roads (maintenance)	\$15,000
Traffic Controls	\$38,000
Road Clearing	\$151,000
Equipment Operation	\$55,000
Tools, Materials, Supplies	\$1,000

Government Services to Residents, an increase of \$78,349 is requested to be amended for department review of separation benefits; election salary and benefits and costs; and contingency expenditures.

Department	Amount	Description
Auditor	\$81,859	Separation Benefits; Staffing Adjustments; Elections
Non-Departmental	(\$40,000)	Contingency
Recorder	\$16,215	Benefit Review
Treasurer	\$20,275	Separation Benefits; Benefit Review

Administration, an increase of \$1,033,835 is requested to be amended from change in risk management, salary and benefit review, and professional services.

Department	Amount	Description
Administration	\$79,060	Separation Benefits; Overhire
Attorney	\$845,157	Risk Management estimates (Auto, Property, General (IT / Roof / Workers Comp)
Auditor	\$35,741	Separation Benefits; Benefit Review
Community Services	\$98,400	Reimbursable MHDS
Information Technology	\$45,885	Separation Benefits
Human Resources	\$8,290	Separation Benefits
FSS	(\$110,973)	Change in supplies, utilities; Separation Benefits
Non-Departmental	(\$8,000)	Fleet Maintenance, Contingency
Treasurer	\$40,275	Separation Benefits; Benefit Review

Capital Projects, a decrease of \$885,000, is requested to be amended for FY 22 Capital Project estimate –Administration Center Renovation, Secondary Roads Bridges and Paving, Conservation Capital Projects.

Revenues have been amended by \$418,027 to reflect the grant utilization, permits, charges for services, interest revenue and general estimates.

Revenue	Amount	Description
Other County Taxes / TIF Tax Revenues	\$290,000	Local Option Sales Taxes; Gaming taxes estimates
Intergovernmental	\$42,305	Health Department Grants; Reimbursement From Secondary Road Estimates
Licenses and Permits	\$61,500	Dept. Estimate
Charges for Services	(\$31,134)	Dept. Estimate
Use of Money & Property	(\$90,000)	Dept. Estimate
Miscellaneous	\$101,741	Dept. Estimate
Other Sources: Proceeds of Fixed Asset Sales	\$43,615	Dept. Estimate

Unassigned fund balance of the General Fund is projected to decrease by \$1,944,616 on the re-estimates of budget levels, and the release of restricted equity for statutory programs.

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

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

DATE

SCOTT COUNTY AUDITOR

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

MAY 26, 2022

APPROVING A BUDGET AMENDMENT TO THE FY22 COUNTY BUDGET

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

Section 1. A budget amendment to the current FY22 County Budget as presented by the County Administrator is hereby approved as follows:

<u>SERVICE AREA</u>	<u>FY22 AMENDMENT AMOUNT</u>
Public Safety and Legal Services	\$1,739,328
Physical Health and Social Services	\$82,586
Mental Health, ID & DD	\$19,000
County Environment and Education	\$34,545
Roads and Transportation	\$260,000
Government Services to Residents	\$78,349
Administration	\$1,033,835
Debt Service	\$0
Capital Projects	(\$885,000)
Operating Transfers Out	\$0

Section 2. This resolution shall take effect immediately.

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1003

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



May 24th, 2022

TO: Mahesh Sharma, County Administrator
FROM: Amanda Orr, ERP and Budget Analyst
SUBJECT: FY22 Budgeting for Outcomes Quarterly Report

Attached for the Board's review is a summary of the highlighted items from the 3rd Quarter FY22 Budgeting for Outcomes report for all County departments and authorized agencies.

cc: David Farmer

2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

FY22 Budgeting for Outcomes Report for the quarter ended March 31, 2022.

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

1.	DEPARTMENT NAME/ ACTIVITY SERVICE: Administration - Financial Management	
	PROGRAM DESCRIPTION:	Recommend balanced budget and capital plan annually. Forecast revenues and expenditures and analyze trends. Prepare reports and monitor and recommend changes to budget plan. Monitor and audit purchasing card program. Administer grants and prepare reports. Coordinate the annual audit and institute recommendations. Prepare special reports.
	BUDGETED/ PROJECTED 20%/100%_20%/100%	PERFORMANCE MEASUREMENT OUTCOME: Administration will maintain minimum fund balance requirements for the County's general fund - according to the Financial Management Policy, and within legal budget
	DEPARTMENT QUARTERLY 42%	PERFORMANCE MEASUREMENT ANALYSIS: Administration maintain a 42.4% general fund balance, and each state service area was 100% expended or below. Through the third quarter, the grants managed were up at 96% of projection and there was only one budget amendment.
2.	DEPARTMENT NAME/ ACTIVITY SERVICE: Administration - Strategic Plan	
	PROGRAM DESCRIPTION:	Facilitate through collaboration the achievement of the Board of Supervisors goals and report the outcomes quarterly. Supervise appointed Department Heads.
	BUDGETED/ PROJECTED 100% / 100%	PERFORMANCE MEASUREMENT OUTCOME: Strategic Plan goals are on-schedule and reported quarterly.
	DEPARTMENT QUARTERLY 100%	PERFORMANCE MEASUREMENT ANALYSIS: Administration ensured the Strategic Plan goals were on-schedule. Through the third quarter, the goals were up at 91% of projection.
3.	DEPARTMENT NAME/ ACTIVITY SERVICE: Attorney - Criminal Prosecution	
	PROGRAM DESCRIPTION:	The County Attorney Office is responsible for the enforcement of all state laws and county ordinances charged in Scott County. The duties of a prosecutor include advising law enforcement in the investigation of crimes, evaluating evidence, preparing all legal documents filed with the court, and participating in all court proceedings including jury and non-jury trials.
	BUDGETED/ PROJECTED 98% / 98%	PERFORMANCE MEASUREMENT OUTCOME: The Attorney's Office will represent the State in all criminal proceedings.
	DEPARTMENT QUARTERLY 98%	PERFORMANCE MEASUREMENT ANALYSIS: 98% of all criminal cases were prosecuted by the SCAO. Through the third quarter, new felony cases were up to 82% of projection and new non-indictable cases were up to 120% of projection.
4.	DEPARTMENT NAME/ ACTIVITY SERVICE: Attorney - Juvenile	
	PROGRAM DESCRIPTION:	The Juvenile Division of the County Attorney's Office represents the State in all Juvenile Court proceedings, works with police departments and Juvenile Court Services in resolving juvenile delinquency cases, and works with the Department of Human Services and other agencies in Children in Need of Assistance actions.
	BUDGETED/ PROJECTED 98% / 98%	PERFORMANCE MEASUREMENT OUTCOME: The Attorney's Office represented the State in juvenile delinquency proceedings.
	DEPARTMENT QUARTERLY 98%	PERFORMANCE MEASUREMENT ANALYSIS: 98% of all juvenile delinquency cases were prosecuted by the SCAO. Through the third quarter, uncontested hearings were up to 112% of projection and evidentiary hearings were up to 121% of projection. The main reason for the jump in hearings is that there are more complex cases with additional hearings and many of the cases already in the system have multiple children.

2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

5.	DEPARTMENT NAME/ ACTIVITY SERVICE: Attorney - Civil / Mental Health	
	PROGRAM DESCRIPTION:	Provide legal advice and representation to Scott County Board of Supervisors, elected officials, departments, agencies, school and township officers. Represent the State in Mental Health Commitments.
	BUDGETED/ PROJECTED 100% / 100%	PERFORMANCE MEASUREMENT OUTCOME: The Attorney's Office will provide representation at Mental Health Commitment Hearings.
	DEPARTMENT QUARTERLY 100%	PERFORMANCE MEASUREMENT ANALYSIS: Through the third quarter, the Attorney's Office provided 100% representation in mental health commitment hearings. The hearings were up to 115% of projection.
6.	DEPARTMENT NAME/ ACTIVITY SERVICE: Attorney - Driver License / Fine Collection	
	PROGRAM DESCRIPTION:	The Driver License Reinstatement Program gives drivers the opportunity to get their driver's licenses back after suspension for non-payment of fines. The Delinquent Fine Collection program's purpose is to assist in collecting delinquent amounts due and to facilitate the DL program. The County Attorney's Office is proactive in seeking out candidates, which is a new revenue source for both the County and the State.
	BUDGETED/ PROJECTED 15% / 15%	PERFORMANCE MEASUREMENT OUTCOME: The Attorney's Office will work to assist Scott County residents in paying delinquent fines.
	DEPARTMENT QUARTERLY 29%	PERFORMANCE MEASUREMENT ANALYSIS: The Attorney's Office will grow the program approximately 29% this quarter as compared to the previous fiscal years grand total. Total collection for the county is over \$300K.
7.	DEPARTMENT NAME/ ACTIVITY SERVICE: Attorney Risk Management - Workers Compensation	
	PROGRAM DESCRIPTION:	To ensure that employees who are injured on the job are provided proper medical attention for work related injuries and to determine preventive practices for injuries.
	BUDGETED/ PROJECTED 100% / 100%	PERFORMANCE MEASUREMENT OUTCOME: The Risk Management department will investigate workers comp claims within 5 days.
	DEPARTMENT QUARTERLY 100%	PERFORMANCE MEASUREMENT ANALYSIS: The Risk Management department investigated 100% of accidents within 5 days. Through the third quarter, there were 51 new claims opened.
8.	DEPARTMENT NAME/ ACTIVITY SERVICE: Auditor - Administration	
	PROGRAM DESCRIPTION:	This program provides overall management of the statutory responsibilities of the Auditor's Office, including prior listed programs and not listed duties, such as clerk to the Board of Supervisors, etc. These responsibilities include establishing policy and setting goals for each individual program. Ensure new voters have an opportunity to vote.
	BUDGETED/ PROJECTED 12 / 12	PERFORMANCE MEASUREMENT OUTCOME: Conduct at least 12 meetings with managers enduring all statutory and other responsibilities are met.
	DEPARTMENT QUARTERLY 12	PERFORMANCE MEASUREMENT ANALYSIS: In 9 months, the department has reached the budgeted number of meetings with managers to review progress and assess need for new internal policies or procedures.

2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

9.	DEPARTMENT NAME/ ACTIVITY SERVICE: Community Services - Veteran Services	
	PROGRAM DESCRIPTION:	To provide outreach and financial assistance to Scott County veterans and their families, in addition to providing technical assistance in applying for federal veteran benefits.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: To provide public awareness/outreach activities in the community. Will increase the number of veteran requests for services (federal/state) by 25 annually. New, first time veterans applying for benefits.
	100 / 200	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: The Veterans services dept surpassed their initial budget of 100 new requests for services and is on target to hit their projected goal of 200.
	176	
10.	DEPARTMENT NAME/ ACTIVITY SERVICE: Community Services - Substance Related Disorder Services	
	PROGRAM DESCRIPTION:	To provide funding for emergency hospitalizations, commitment evaluations for substance related disorders according to Iowa Code Chapter 125 for Scott County Residents.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: To provide mandated court ordered substance abuse evaluations in the most cost effective manner possible. The cost per evaluation will be no greater than \$400.
	\$400 / \$400	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: At the end of the 3rd quarter the cost per evaluation is well below budget at \$202.40, which is \$8.52 lower then the end of the second quarter.
	\$202.40	
11.	DEPARTMENT NAME/ ACTIVITY SERVICE: Conservation-Administration/Policy Development	
	PROGRAM DESCRIPTION:	In 1956 the citizens of Scott County authorized the creation of the Conservation Board, which was charged with the responsibility of administering and developing a park system that meets the recreational, environmental, historical, and educational needs of the County.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: Increase the number of people reached through social media, email newsletters, and press releases. Reminding residents that Scott County is a great place to live.
	11,500 / 11,500	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: Conservation has been utilizing GovDelivery and Facebook to share information and connect with the public. They recently added Instagram as another means of social/community outreach. They are poised to exceed this goal!
	11,433	
12.	DEPARTMENT NAME/ ACTIVITY SERVICE: Conservation-Historic Preservation & Interpretation	
	PROGRAM DESCRIPTION:	This program involves the programming and facilities of the Walnut Grove Pioneer Village and the Buffalo Bill Cody Homestead that are dedicated to the historical preservation and education of pioneer life in Scott County.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: To collect sufficient revenues to help offset program costs to ensure financial responsibility.
	\$76,982 / \$91,072	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: 2020-21 actual revenues totaled \$54,843. At the end of the 3rd quarter, this department is seeing about a 23% increase from last years revenues. In 2020 many events and weddings were cancelled due to Covid 19, the increase revenues can be attributed to the return of these events.
	\$67,209	

2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

13.	DEPARTMENT NAME/ ACTIVITY SERVICE: Conservation-Golf Operations	
	PROGRAM DESCRIPTION:	This program includes both maintenance and clubhouse operations for Glynn's Creek Golf Course.
	BUDGETED/ PROJECTED \$22.70 / \$22.70	PERFORMANCE MEASUREMENT OUTCOME: To provide an efficient and cost effective maintenance program for the course ensuring financial responsibility.
	DEPARTMENT QUARTERLY \$23.21	PERFORMANCE MEASUREMENT ANALYSIS: The increase to maintenance cost can be directly attributed to inflation. Cost of utilities, fuel and supplies have all greatly increased over the past year.
14.	DEPARTMENT NAME/ ACTIVITY SERVICE: FSS - Maintenance of Buildings	
	PROGRAM DESCRIPTION:	To maintain the organization's real property and assets in a proactive manner. This program supports the organization's green initiatives by effectively maintaining equipment to ensure the efficiency and effective use of energy resources. This program provides prompt service to meet a myriad of needs for our customer departments/offices and visitors.
	BUDGETED/ PROJECTED 90%/90%	PERFORMANCE MEASUREMENT OUTCOME: Maintenance staff will make first contact on 90% of routine work orders within 5 working days to staff assignment.
	DEPARTMENT QUARTERLY 94%	PERFORMANCE MEASUREMENT ANALYSIS: Through the third quarter of FY22, maintenance staff made first contact on 94% of routine work orders within 5 working days of assignment.
15.	DEPARTMENT NAME/ ACTIVITY SERVICE: FSS - Maintenance of Buildings	
	PROGRAM DESCRIPTION:	To maintain the organization's real property and assets in a proactive manner. This program supports the organization's green initiatives by effectively maintaining equipment to ensure efficiency and effective use of energy resources. This program provides prompt service to meet a myriad of needs for our customer departments/offices and visitors.
	BUDGETED/ PROJECTED 30%/30%	PERFORMANCE MEASUREMENT OUTCOME: Maintenance staff will strive to do 30% of work on a preventive basis.
	DEPARTMENT QUARTERLY 33%	PERFORMANCE MEASUREMENT ANALYSIS: Through the third quarter of FY22, maintenance staff has completed 33% of work on a preventive basis, rather than being reactive.
16.	DEPARTMENT NAME/ ACTIVITY SERVICE: FSS - Custodial Services	
	PROGRAM DESCRIPTION:	To provide a clean and sanitary building environment for our customer departments/offices and the public. This program has a large role in supporting the organization-wide green initiative by administering recycling and green cleaning efforts. This program administers physical building security and access control.
	BUDGETED/ PROJECTED 100,000 lbs/100,000 lbs	PERFORMANCE MEASUREMENT OUTCOME: Divert 85,000 pounds of waste from the landfill by: shredding confidential information, recycling cardboard, plastic, metals and kitchen grease.
	DEPARTMENT QUARTERLY 76,940 lbs	PERFORMANCE MEASUREMENT ANALYSIS: Through the third quarter of FY22, custodial staff has actually diverted 76,940 pounds of waste from the landfill and reached almost 77% of the annual goal.

2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

17.	DEPARTMENT NAME/ ACTIVITY SERVICE: Health - Hotel/Motel	
	PROGRAM DESCRIPTION:	Board of Health has a 28E Agreement with the Iowa Department of Inspections and Appeals regarding licensing and inspecting hotels/motels to assure state code compliance. Department of Inspections and Appeals, IAC 481, Chapter 37 Hotel and Motel Inspections.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: Assure compliance with Iowa Administrative Code.
	100% / 100%	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: Licensed hotels/motels will have an inspection completed by June 30 according to the bi-yearly schedule. The Health Department plans to prioritize these inspections during the 4th Qtr, as they are typically done during slower periods of the year; however, needs in other programs have not slowed down to allow any of these to take place for FY22 yet.
	0%	
18.	DEPARTMENT NAME/ ACTIVITY SERVICE: Health - Non-Public School Nursing	
	PROGRAM DESCRIPTION:	Primary responsibility for school health services provided within the non-public schools in Scott County. There are currently 9 non-public schools in Scott County with approximately 2,600 students. Time is spent assisting the schools with activities such as performing vision and hearing screenings; coordinating school health records; preparing for State of Iowa required immunization and dental audits; assisting with the development of individualized education plans (IEPs) for children with special health needs; as well as meeting the education and training needs of staff through medication administration training.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: Deficits that affect school learning will be identified.
	100% / 100%	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: As of 3rd Qtr, 100% (70 of 70) students identified with a deficit through a school based screening received a referral. This is great news as no screenings were conducted during FY21.
	100%	
19.	DEPARTMENT NAME/ ACTIVITY SERVICE: Health - Recycling	
	PROGRAM DESCRIPTION:	Provide recycling services at three drop off locations (Scott County Park, West Lake Park, and Republic Waste) for individuals living unincorporated Scott County. The goal is to divert recyclable material from the Scott County landfill.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: Assure the use and efficiency of recycling sites to divert recyclable material from the landfill.
	0% / -15%	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: The volume of recyclable material collected at the recycling sites is down 31% from the year before as of the 3rd Qtr (463.52 vs 678.41 tons). The Waste Commission shared that they saw an increased volume of residential recycling during 2020 and early 2021 during the time that more people were working from home due to Covid, and that numbers are now returning to normal levels post COVID.
	0% / -15%	
20.	DEPARTMENT NAME/ ACTIVITY SERVICE: HR - Recruitment	
	PROGRAM DESCRIPTION:	Directs the recruitment and selection of qualified applicants for all County positions and implements valid and effective selection criteria. Serve as EEO and Affirmative Action Officer and administers programs in compliance with federal and state laws and guidelines. Serves as County coordinator to assure compliance with ADA, FMLA, FLSA and other civil rights laws.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: Measure the rate of countywide employee separations (excluding those who separated due to retirements).
	5% / 5%	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: With a 7% rate, the County has not been immune to the employee turnover rate that has increased nationwide.
	7%	

2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

21.	DEPARTMENT NAME/ ACTIVITY SERVICE: HR - Benefit Administration	
	PROGRAM DESCRIPTION:	Administers employee benefit programs (group health insurance, group life, LTD, deferred compensation and tuition reimbursement program) including enrollment, day to day administration, as well as cost analysis and recommendation for benefit changes.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: # new or increased contributions to deferred compensation
	10 / 10	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: The department's deferred compensation marketing and design changes have been effective with the number of new or increased contributions being nearly 6 times the projected amount during the first 3 quarters of the fiscal year.
	56	
22.	DEPARTMENT NAME/ ACTIVITY SERVICE: Department of Human Services (DHS)	
	PROGRAM DESCRIPTION:	DHS is a human service agency that provides a variety of services to the most vulnerable citizens.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: DHS staff look for ways to save money while providing services in the most cost effective way.
	100%/100%	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: DHS staff reported being well within the budget at 44.71% at the end of the third quarter.
	44.71%	
23.	DEPARTMENT NAME/ ACTIVITY SERVICE: IT - GIS Services	
	PROGRAM DESCRIPTION:	Develop, maintain, and provide GIS data services to County Offices and Departments. Support county business processes with application of GIS technology.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: # GIS applications publicly available
	15 / 15	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: The department is doing well in providing GIS information to the County.
	25	
24.	DEPARTMENT NAME/ ACTIVITY SERVICE: Juvenile Detention - Safety and Security	
	PROGRAM DESCRIPTION:	Preventing escapes of youthful offenders by maintaining supervision and security protocol.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: The Juvenile Detention Center will de-escalate children in crisis through verbal techniques.
	60% / 60%	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: The Juvenile Detention Center diffused crisis situations without the use of physical force 83% of the time. Through the third quarter there were no escape attempts. Critical incidents requiring staff physical intervention was down at 30% of projection.
	83%	

2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

25.	DEPARTMENT NAME/ ACTIVITY SERVICE: Juvenile Detention - In Home Detention Program	
	PROGRAM DESCRIPTION:	Certain juveniles are eligible to be supervised in the community through an "In-Home detention" program as an alternative to secure detention. JDC staff can supervise these juveniles in the community through random phone calls and home visits. Studies show that juveniles are less likely to commit crimes if diverted into a community-based, detention alternative program.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: The Juvenile Detention Center will ensure that all juveniles who are referred for In Home Detention supervision are given every opportunity to successfully complete the program.
	90% / 90%	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: Through the third quarter, 80% or more of juveniles who were referred for In Home Detention completed the program successfully. There were 54 juveniles referred for the IDH program, and 43 completed the program successfully.
	80%	
26.	DEPARTMENT NAME/ ACTIVITY SERVICE: Juvenile Detention - Restorative Justice	
	PROGRAM DESCRIPTION:	First time juvenile offenders of property crime in Scott County have the option of completing the Auto Theft Accountability Program (ATA), which attempts to divert them from the court system and secure detention. The Program utilizes restorative practices to teach accountability and repair harms.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: The Juvenile Detention Center will ensure that all juveniles who are referred for the Restorative Justice program (RJP) are given every opportunity to successfully complete the program.
	80% / 80%	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: This is a new BFO. Through the third quarter, 94% of juveniles who were referred for ATA completed the program successfully. There were 414 juveniles referred for the RJP program, and 390 completed the program successfully.
	94%	
27.	DEPARTMENT NAME/ ACTIVITY SERVICE: Non-Departmental - Fleet Services	
	PROGRAM DESCRIPTION:	To provide modern, functional and dependable vehicles in a ready state so that Scott County citizens needs are met with the least cost and without interruption.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: To provide customers timely servicing or repairs.
	95% / 95%	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: The department is minimizing the interruption of services to County citizens by beginning repairs on 100% of vehicles within 10 minutes of arrival.
	100%	
28.	DEPARTMENT NAME/ ACTIVITY SERVICE: P & D-Building Inspection/code enforcement	
	PROGRAM DESCRIPTION:	Review building permit applications, issue building permits, enforce building codes, and complete building inspections. Review building code edition updates.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: Complete inspection requests within two days of request.
	2,500 / 2,500	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: P & D is requiring subcontractors to pull permits and they anticipate inspection numbers to continue to grow because of this requirement. Although interest rates have begun to increase we are still not seeing the expected downturn in the housing market.
	2,864	

2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

29.	DEPARTMENT NAME/ ACTIVITY SERVICE: P & D-Zoning and Subdivision Code Enforcement	
	PROGRAM DESCRIPTION:	Review zoning and subdivision applications, interpret and enforce zoning and subdivision codes.
	BUDGETED/ PROJECTED 18 / 20	PERFORMANCE MEASUREMENT OUTCOME: Review and present Planning and Zoning Commission applications.
	DEPARTMENT QUARTERLY 8	PERFORMANCE MEASUREMENT ANALYSIS: There has been a lull in rezoning and subdivisions, the overall cause has not been determined. One possibility is the level of uncertainty that persists due to the ripple effect of the pandemic.
30.	DEPARTMENT NAME/ ACTIVITY SERVICE: Recorder - Recorder	
	PROGRAM DESCRIPTION:	Record official records of documents effecting title to real estate, maintain a military and tax lien index. Issue recreational vehicle license, titles and liens. Issue hunting and fishing license. Issue certified copies of birth, death and marriage. Report and submit correct fees collected to the appropriate state agencies by the 10th of the month.
	BUDGETED/ PROJECTED 100% / 100%	PERFORMANCE MEASUREMENT OUTCOME: Cross train staff in all core services.
	DEPARTMENT QUARTERLY 50%	PERFORMANCE MEASUREMENT ANALYSIS: As of 3rd Qtr, the Recorder's Office is reporting that 50% of staff had been cross trained in core service departments to ensure timely processing and improved customer service. This is short of their goal of 100% and can be attributed to them having two new employees. Both are doing exceedingly well and they anticipate they will be fully trained by the end of the fiscal year.
31.	DEPARTMENT NAME/ ACTIVITY SERVICE: Recorder - Vital Records	
	PROGRAM DESCRIPTION:	Maintain official records of birth, death and marriage certificates. Issue marriage licenses.
	BUDGETED/ PROJECTED 100% / 100%	PERFORMANCE MEASUREMENT OUTCOME: Ensure timely processing of certified copy requests for the public.
	DEPARTMENT QUARTERLY 100%	PERFORMANCE MEASUREMENT ANALYSIS: The Recorder's Office is maintaining their Goal of 100% or vital record requests the same day they are received, despite the number of requested copies being up almost 17% from this time last year (14,096 vs 12,080). Several things have added to this success including the training of staff to step in and assist the department as necessary, time spent streamlining processes and procedures, and more records have become available online which is much faster to process than records still on film.
32.	DEPARTMENT NAME/ ACTIVITY SERVICE: Secondary Roads - Snow and Ice Control	
	PROGRAM DESCRIPTION:	To provide modern, functional and dependable methods of snow removal to maintain a safe road system in the winter months.
	BUDGETED/ PROJECTED 100% / 100%	PERFORMANCE MEASUREMENT OUTCOME: All snow routes will have one round complete within 2 hours of start time when event is 4 inches or less, within 3 hours when between 4 and 6 inches.
	DEPARTMENT QUARTERLY 100%	PERFORMANCE MEASUREMENT ANALYSIS: The Department met this goal for the convenience and protection of the traveling public. There were a total of 21 snow events this winter.

2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

33.	DEPARTMENT NAME/ ACTIVITY SERVICE: Secondary Roads - Administration	
	PROGRAM DESCRIPTION:	To provide equal, fair and courteous service for all citizens of Scott County by being accessible, accommodating and responding to the needs of the public by following established policies and procedures.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: To be responsive to residents inquiries, complaints, or comments. Contact resident or have attempted to make contact within 48 hours.
	100% / 100%	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: The Department essentially met this goal, being only two percent off. The yearly projection was for 400 contacts and the Department actually experienced 787 through the third quarter.
	98%	
34.	DEPARTMENT NAME/ ACTIVITY SERVICE: Sheriff's Office - Traffic Enforcement	
	PROGRAM DESCRIPTION:	Uniformed law enforcement patrolling Scott County to ensure compliance of traffic laws and safety of citizens and visitors to Scott County.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: To increase the number of hours of traffic safety enforcement/seat belt enforcement. Complete 600 hours of traffic safety enforcement and education.
	660/660	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: The Sheriff's Office is well on the way to meeting the yearly goal, having completed 86.4% of the goal in the third quarter. Ensuring traffic law enforcement protects the public from traffic accidents.
	570	
35.	DEPARTMENT NAME/ ACTIVITY SERVICE: Sheriff's Office - Civil	
	PROGRAM DESCRIPTION:	Serve civil paperwork in a timely manner.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: Service of all civil papers will be attempted at least one time within the first 7 days of receipt.
	4.5/4.5	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: The Sheriff's Office has not met this goal of service within 4.5 days of receipt, taking six days for service. The Sheriff is statutorily required to serve civil papers.
	6	
36.	DEPARTMENT NAME/ ACTIVITY SERVICE: Sheriff's Office - Investigations	
	PROGRAM DESCRIPTION:	Investigates crime for prosecution.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME: To ensure sex offenders in Scott County are complying with their tiered verifications.
	480/480	
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS: The Sheriff's Office has already doubled the number of yearly verifications in the third quarter. Ensuring compliance protects the public from known potential threats.
	963	

2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

37.	DEPARTMENT NAME/ ACTIVITY SERVICE:		BOS
	PROGRAM DESCRIPTION:	Provide leadership in the Quad Cities and especially in Scott County to create partnerships that enhance the quality of life of the residents. Collaborate with other organizations seen as vital to Scott County's success. Be a model for other jurisdictions.	
	BUDGETED/ PROJECTED 95% / 95%	PERFORMANCE MEASUREMENT OUTCOME:	Board members serve as ambassadors for the County and strengthen intergovernmental relations. Attendance of board members at intergovernmental meetings.
	DEPARTMENT QUARTERLY 95%	PERFORMANCE MEASUREMENT ANALYSIS:	The BOS has increased their attendance at intergovernmental meetings from 78% at the end of the second quarter to 95% at the end of the 3rd quarter. With Covid restrictions being lifted more agencies were able to start holding meetings again.
38.	DEPARTMENT NAME/ ACTIVITY SERVICE:		Treasurer - County General Store
	PROGRAM DESCRIPTION:	Professionally provide any motor vehicle and property tax services as well as other County services to all citizens at a convenient location through versatile, courteous and efficient customer service skills.	
	BUDGETED/ PROJECTED 90% / 90%	PERFORMANCE MEASUREMENT OUTCOME:	90% of results from surveys completed by customers in regards to the service they received is positive. Provide satisfactory customer service.
	DEPARTMENT QUARTERLY 100%	PERFORMANCE MEASUREMENT ANALYSIS:	100% of the satisfaction surveys completed by customers who utilized the County General Store indicated a positive experience, and positive overall customer satisfaction.
39.	DEPARTMENT NAME/ ACTIVITY SERVICE:		Treasurer - County General Store
	PROGRAM DESCRIPTION:	Professionally provide any motor vehicle and property tax services as well as other County services to all citizens at a convenient location through versatile, courteous and efficient customer service skills.	
	BUDGETED/ PROJECTED 4.5% / 4.5%	PERFORMANCE MEASUREMENT OUTCOME:	Process at least 4.5% of property taxes collected. Provide an alternative site for citizens to pay property taxes.
	DEPARTMENT QUARTERLY 4.88%	PERFORMANCE MEASUREMENT ANALYSIS:	At the end of the 3rd quarter, the County General Store processed 4.88% of property taxes collected, surpassing their goal of 4.5%
40.	DEPARTMENT NAME/ ACTIVITY SERVICE:		Center for Active Seniors, Inc. (CASI)
	PROGRAM DESCRIPTION:	CASI offers Adult Day services to elderly Scott County residents who are at risk of premature nursing home placement while at the same time providing caregivers respite.	
	BUDGETED/ PROJECTED 98%/98%	PERFORMANCE MEASUREMENT OUTCOME:	CASI served 51 unduplicated participants, exceeding the budgeted and projected numbers, at the end of the third quarter. The number of admissions, 23, also exceeded the budgeted and projected numbers. Survey results regarding satisfaction shows that 100% of the caregivers were satisfied with the program and reported an improvement in the quality of life of their loved one.
	DEPARTMENT QUARTERLY 100%	PERFORMANCE MEASUREMENT ANALYSIS:	The survey results regarding satisfaction shows that 100% of the caregivers were satisfied with the program and reported an improvement in the quality of life of their loved one. Improved satisfaction may be leading to increased number of admissions.

2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

41.	DEPARTMENT NAME/ ACTIVITY SERVICE: Center for Alcohol and Drug Services, Inc. (CADS)	
	PROGRAM DESCRIPTION:	CADS provides treatment services and prevention and education services in the community. The goal is to increase awareness on the stages of substance use and related problem behaviors.
	BUDGETED/ PROJECTED 750/1,200	PERFORMANCE MEASUREMENT OUTCOME: CADS staff provide a variety of educational sessions in schools and businesses in hopes of increasing awareness on the effects of substance use. Children are back in school and the opportunities for education and prevention have increased.
	DEPARTMENT QUARTERLY 1,553	PERFORMANCE MEASUREMENT ANALYSIS: CADS staff provided education and prevention training to 1,553 residents in Scott County. There were 94% of the residents trained. Trained residents reported an increase in substance use knowledge.
42.	DEPARTMENT NAME/ ACTIVITY SERVICE: Center for Alcohol and Drugs Services, Inc. (CADS)	
	PROGRAM DESCRIPTION:	CADS will provide services for criminal justice clients referred from the Scott County jail, the Courts, or other alternative programs in the jail based treatment program and/or from any of the center's continuum of care.
	BUDGETED/ PROJECTED 67%/67%	PERFORMANCE MEASUREMENT OUTCOME: There have been 21 clients admitted in the Jail Based Treatment Program during FY22. The goal is to complete the in-jail portion of the program and return to the community and continue with services at CADS.
	DEPARTMENT QUARTERLY 50%	PERFORMANCE MEASUREMENT ANALYSIS: Unfortunately, only 3 out of 6 clients (50%) have successfully completed all phases of the program since the beginning of the fiscal year (7/1/22).
43.	DEPARTMENT NAME/ ACTIVITY SERVICE: Community Health Care (CHC)	
	PROGRAM DESCRIPTION:	CHC provides comprehensive primary health care for the Quad City population in need on a sliding fee scale basis.
	BUDGETED/ PROJECTED 91%/92%	PERFORMANCE MEASUREMENT OUTCOME: CHC offers a sliding fee discount to all Scott County residents to ensure they have health care services and don't have to pick between paying for food or medicine.
	DEPARTMENT QUARTERLY 92%	PERFORMANCE MEASUREMENT ANALYSIS: CHC reports that 92% of the citizens have some form of insurance coverage and yet the discounted dollar amount CHC provided was \$617,957. Citizens have insurance yet co-pays and deductibles can cause financial problems for many citizens.
44.	DEPARTMENT NAME/ ACTIVITY SERVICE: Durant Ambulance	
	PROGRAM DESCRIPTION:	Emergency medical treatment and transport.
	BUDGETED/ PROJECTED 95%	PERFORMANCE MEASUREMENT OUTCOME: Respond to all 911 requests in our area.
	DEPARTMENT QUARTERLY 98%	PERFORMANCE MEASUREMENT ANALYSIS: Through three quarters of the fiscal year, Durant ambulance as responded to 98% of 911 requests within their service area. This is exceeding their projected figure and speaks to the dedication of their volunteers. Financial reporting remains to be received timely.

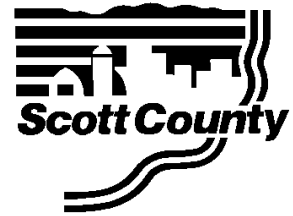
2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

45.	DEPARTMENT NAME/ ACTIVITY SERVICE: EMA - Emergency Planning	
	PROGRAM DESCRIPTION:	IAW Iowa Code 29C.9(6) Emergency planning means the annual maintenance of: the Scott County Multi-Hazard Emergency Operations Plan; Scott County Radiological Emergency Response Plans, and ancillary support plans (evacuation, debris management, volunteer management, etc.)
	BUDGETED/ PROJECTED 100%/100%	PERFORMANCE MEASUREMENT OUTCOME: 5 year project. Re-write emergency plan to reflect 15 emergency support functions.
	DEPARTMENT QUARTERLY 100%	PERFORMANCE MEASUREMENT ANALYSIS: The 5 year project to re-write the emergency plan for all 15 emergency support functions is 100% completed in the 3rd quarter of FY22.
46.	DEPARTMENT NAME/ ACTIVITY SERVICE: SECC - Infrastructure/Physical Resources	
	PROGRAM DESCRIPTION:	Maintaining and continually updating the infrastructure and physical resources is vital to help keep the organization as current and in the best physical condition possible.
	BUDGETED/ PROJECTED 50%/50%	PERFORMANCE MEASUREMENT OUTCOME: 5 year project. Re-write emergency plan to reflect 15 emergency support functions.
	DEPARTMENT QUARTERLY 95%	PERFORMANCE MEASUREMENT ANALYSIS: The 5 year project to re-write the emergency plan for all 15 emergency support functions is 100% completed in the 3rd quarter of FY22.
47.	DEPARTMENT NAME/ ACTIVITY SERVICE: 911 Ambulance Response/MEDIC EMS	
	PROGRAM DESCRIPTION:	Provide advanced level pre hospital emergency medical care and transport.
	BUDGETED/ PROJECTED All arrests-15%; VF/VT 18%	PERFORMANCE MEASUREMENT OUTCOME: Increased cardiac survivability from pre-hospital cardiac arrest (VF-ventricular fibrillation; VT-ventricular tachycardia)
	DEPARTMENT QUARTERLY All arrests-24.27%; VF/VT 37.93%	PERFORMANCE MEASUREMENT ANALYSIS: A quick review of literature for the national rates of cardiac arrest survivability with pre hospital care show that the rates presented for the first nine months of the fiscal year by MEDIC far exceed what is seen across the country. While the percent of all arrests fell slightly (still above and beyond local and national) metrics, the survivability for those with VF or VT increased to almost 38%. This is an impressive number aided by efforts from medical dispatch to begin providing instructions, first responders, and the quality of equipment and staff on the rigs.
48.	DEPARTMENT NAME/ ACTIVITY SERVICE: 911 Ambulance Response/MEDIC EMS	
	PROGRAM DESCRIPTION:	Provide advanced level pre hospital emergency medical care and transport.
	BUDGETED/ PROJECTED 87%	PERFORMANCE MEASUREMENT OUTCOME: Urban Code 1 Response times will be <7 minutes 59 seconds.
	DEPARTMENT QUARTERLY 79.46%	PERFORMANCE MEASUREMENT ANALYSIS: The average response time rose 4 seconds through nine months compared to through 6 months. While MEDIC is not achieving it's 87% projected, it has continued to deal with COVID hospitalization and transfer demands, staffing shortages (illness, hiring), and weather throughout this year and its average urban response time is only 1 second slower than fiscal year 21, still achieving a high level of response within the 7 minute and 59 second goal.

2022 BUDGETING FOR OUTCOMES HIGHLIGHTS QUARTERLY REPORT

49.	DEPARTMENT NAME/ ACTIVITY SERVICE:	911 Ambulance Response/MEDIC EMS
	PROGRAM DESCRIPTION:	Provide advanced level pre hospital emergency medical care and transport.
	BUDGETED/ PROJECTED	PERFORMANCE MEASUREMENT OUTCOME:
	88.74%	Response time targets will be achieved at > 90% compliance
	DEPARTMENT QUARTERLY	PERFORMANCE MEASUREMENT ANALYSIS:
	91%	88.74% of MEDIC's rural code 1 calls were within its goal of less than 14 minutes and 59 seconds. Rural response too has been impacted by COVID hospitalization and transfer demands, staffing shortages (illness, hiring), and is impacted even more by weather. Rural codes 2 and 3 have met projections and rural code 1 is not far off.

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May 10, 2022

TO: Mahesh Sharma, County Administrator

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

SUBJ: Summary of Scott County FY22 Actual Revenues and Expenditures for the period ended March 31, 2022

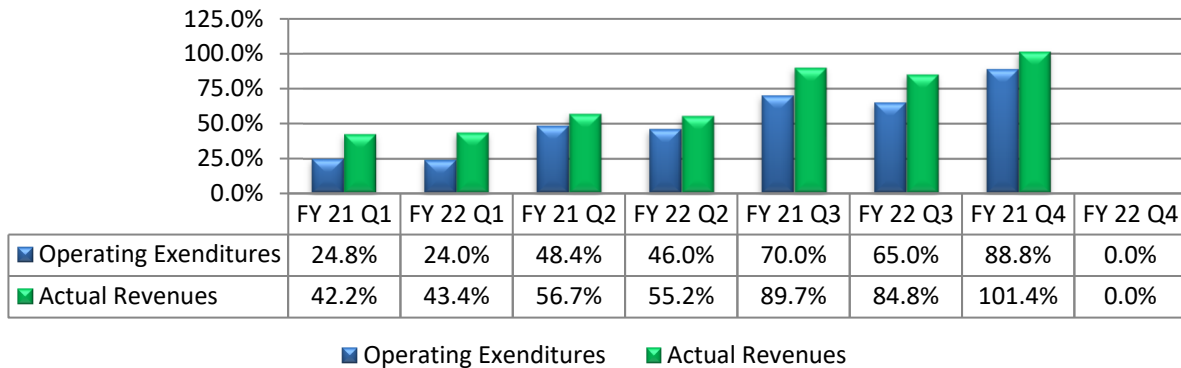
Please find attached the Summary of Scott County FY22 Actual Revenues and Expenditures compared with budgeted amounts for the 3rd quarter ended March 31, 2022 on an accrual accounting basis.

COVID-19 began affecting the County in March 2020. Revenue and expenditures variances for the pandemic response began in earnest in April 2020. The fiscal year 2022 budget was developed and approved March 2021 before the impacts of COVID-19 could be evaluated. This quarterly report reflects the March 17, 2022 budget amendment and some of those variances. Known variances will be noted in the report. Additionally the County received the first tranche of the American Rescue Plan Act in July 2021, however accounting rules prevent the recognition of revenue until the expenditures have been incurred. The proceeds remain restricted as a liability for use as specific grant funds.

Actual expenditures were 65.0% (70.3% in FY21) used when compared to budgeted amounts for the operating budget (net of debt service, capital projects, and golf course operations). The total Scott County budget including non-operating costs was 57.0% (61.6% in FY21) expended.

Total governmental actual revenues overall for the period are 84.8% (89.8% for FY21) received when compared to budgeted amounts. Scott County traditionally receives the majority of property tax revenue in the months of September and March.

Operating Expenditures vs Actual Revenues - FY 2021 vs 2022



The Personnel quarterly summary report (page 7) shows the overall total authorized FTE level of 519.61 FTE's. The Health Department added 1.0 Disease Intervention Specialist, the Attorney's office added a Digital Evidence Specialist, and the Conservation Department added a Golf Superintendent. A Golf position was retracted in the third quarter. The Auditor's office completed an organizational update that increased the net FTE by 0.65 related to election positions. The Health Department and Human Resources Department completed a reorganization for a net 0.00 FTE increase. The Juvenile Detention Center increased 2.0 FTE for community based youth counselors. Additionally, there were 4.2 authorized overfill positions currently filled, and 33.97 open full time equivalents as of December 31, 2021.

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

Departments reflect a planned financial status at the end of the 3rd quarter based on total expenditures and revenues compared to budget amounts. Additional comments for certain departments expressed below:

Administration - Expenditures are 80.3% for the year to date. The department experience staffing turnover that led to separation benefits and a temporary over hire.

Attorney - Delinquent fine revenue is at 71.5% of the yearly budget as of the third quarter. Risk Management was 94.7% expended for the year compared to prosecution / legal which was 73.7% expended. Risk Management purchases insurance for the entire year in July, additionally increased claims costs have been incurred in workers comp claims and auto claims.

Auditor – Departmental revenue is at 14.3% for the year. The department is planning for reimbursable election revenues to be received in the 4th quarter of the fiscal year. Departmental expenses are at 64.9% for the year. Most of the departmental election expenses occur in the second quarter for the November election and are currently at 55.4% of amended budget. Department expenditures of purchase services & expenses are 54.6% of expenditures.

Capital Improvements - The 30.0% expenditure level reflects the amount of capital projects expended during the period, including transfers to SECC for the radio infrastructure project

and the attorney office expansion. The 67.0% revenue level includes gaming boat revenue, which is at 87.0% received for the quarter ended.

Community Services – The 63.4% revenue level is reflective of the protective payee fees and reimbursements for services. Protective payee fees are at 67.9%. The 44.7% expenditure level reflects timing of general mental health and disabilities services. General Assistance and Veteran Services were 69.7% and 61.7% expended, respectively. The Benefits Program is 75.5% expended. The mental services were 37.8% of budget. The Department will transfer remaining mental health funds to the Eastern Iowa Mental Health and Disability Services Region by June 30, 2022.

Conservation: - The 66.7% revenue level reflects the amount of camping fees received during the summer months offset by reduced intergovernmental funding. Camping fees are at 66.1% of budget. Charges for services are 67.3% of budget. Camping continues to be a popular activity within the Scott County Park system. The 62.4% expenditure level is spread across eight services areas and all expenditure objects such as salary, benefits and purchase services, which averaged about 69.3% expenditure level, offset by the capital outlay spending at 52.2%. The Conservation project of the West Lake Restoration is in the construction phase is nearing the conclusion in 2022, as well as the Buffalo Shores restoration project.

Debt Service –Expenses are 8.4% expended through March 31, 2021. Interest on the debt service for the solid waste bonds are paid out during June and December of each year with principal payments also made in June. The county will receive reimbursement from the waste commission for the interest and principal expenses. Emergency Equipment bond debt amortization occurs in December and June of each fiscal year. Revenues are at 47.7% of budget. Processing of the third quarter revenues were delayed.

Facility and Support Services – Revenues of 44.0% of budget are attributed to the intergovernmental funding of staffing support services for custodial services and social service reimbursements, which will occur later in the fiscal year. The 61.7% of expenditures level reflects seasonality of utilities and maintenance- equipment within purchase services and expenses. Purchase services and expenses were 55.8% expended during the quarter, while supplies were 43.2% expended. The department pays for postage for the county, including the election expenditures.

Health Department – The 59.2% revenue level reflects the amount of grant reimbursements received during the period. The 61.1% expenditure level also reflects the amount of grant and operating expenditures made during the period, purchase services and expenses, including grant pass thru disbursements was at 28.0% as of quarter end, while supplies were 40.3% expended.

Human Resources - The expenditure level is 64.3% due to an open staff position for part of the year.

Human Services – The expenditure level reflects the direct DHS Administrative support dollars that are covered by the County. Overall, the expenditure level for this department is 44.7%.

Information Technology – Revenues are 25.3% of budgeted expectations. Intergovernmental reimbursements are based on work performed for other entities, were at 14.9%. General reimbursements from other organizations were 162.5% of the current budget. Expenditures were at 77.2% during the year with 80.6% of purchase services and expenses incurred

through March 31. Approximately 64% of computer software maintenance was incurred through March 31.

Juvenile Detention Center – The 83.0% revenue level reflects all of the State detention center reimbursements being received during the year. The state reimbursement amount is budgeted at \$350,000 and we received \$157,173. The decline is a result of the pandemic and the state fines that are placed as a funding source. Charges for services are 82.8% of projected revenues at \$208,100. Purchase services and expenses were 10.9% expended while supplies and materials were 71.8% expended. Combined resident occupancy continues to exceed normal staffing operations, however less juvenile remanded residents were placed out of county for the year. The department is evaluating space needs for when juveniles remanded to the adult jail come under the custody of the Juvenile Detention Center.

Non-Departmental – The 18.9% revenue level reflects the amount of FEMA and ARPA grants recognized as revenue by the County. The County continues to receive FEMA reimbursements for eligible expenditures related to COVID and the 2020 Derecho. The ARPA grants will be recognized as revenue when expenditures are incurred. The expenditures level of 23.2% reflects use of budgetary authority for the housing projects funded with the ARPA grant dollars.

Planning & Development – The 65.5% revenue level reflects the amount of building permit fees received during the period. The County has collected \$239,633 of the \$364,080 budget for licenses and permits. The 66.5% expenditure level is due to administrative and professional services expenses related to planning and zoning administration. The addition of new departmental staff is below predecessor staffing cost levels.

Recorder – The 81.6% revenue reflects recording of instrument revenue (76.9%) and documentary stamps (92.7%) for the period. Passport application fees are 52.3% of the budget, as the office has reduced the available hours for this non-core service and the respective budget.

Secondary Roads – The 44.3% expenditure level was due to the mix of the amount of Roadway Construction, Tools, Materials & Supplies, Snow & Ice Control and New Equipment expenditures. Roadway Construction was 2.7% throughout the year. The 76.3% revenue amount reflects the amount of road use taxes received for the period on an accrual basis. Road use tax is 91.1% collected for the quarter end.

Sheriff – The 72.7% departmental revenue reflects revenues for charges for service and licenses and sale of capital assets. Care Keep Charges are 71.4% of the original budget. Licenses and Permits are 277.0% of budget, reflecting weapon permit fees. The department sold Humvees during the fiscal year and the proceeds were deposited for future investment in the department. Purchase services was 75.3% expended, while Supplies and Materials was 85.5% expended. Purchased services are exceeding budget due to placement of individual out of county and maintenance of equipment; Supplies and materials are exceeding expectations due to kitchen supplies / groceries. Salaries are at 71.7% of budget, reflecting 68.5% of budget for patrol, 88.8% of budget for investigations, 71.7% for jail and 79.4% for bailiffs. Benefits for the department are at 71.3%.

Treasurer – The 68.3% revenue is a mixture of vehicle registration fees, penalties & interest, special assessment costs, and investment earnings. The department is projecting a decline in interest earnings, penalties and interest to occur in 2022. Interest is accumulated in the General Fund and then allocated to the fund that earned the money throughout the year.

Gross Property Taxes – The County is 94.3% collected as of March 31. In fiscal 2021, the County was 94.4% collected.

Local Option Tax – 84.6% of local option tax have been received as of quarter end. Additionally, the annual true up distribution for FY 21 was received in November. This distribution was \$1,117,364.

Utility Tax Replacement Excise Tax – These taxes are received from utility companies primarily in October and April of the year. The current year distribution is 102.4% of the annual estimate.

Other Taxes - These taxes include mobile home taxes, grain handled taxes, and monies and credit taxes received during the year. The current year distribution is 62.9% of the annual estimate.

State Tax Replacement Credit - The State Tax Replacement Credits, other than against levied taxes are received during the months of December and March each fiscal year. The current year distribution is 104.8% of the annual estimate.

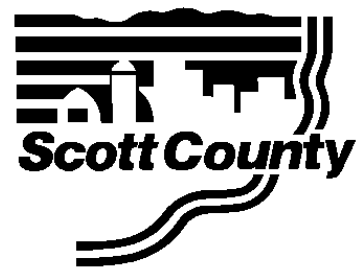
Golf Course Operations - It is noted that the Golf Course income statement is based on accrual accounting. This means that equipment purchases are charged (debited) to a balance sheet account (fixed assets). Expenditures for the golf course are at 59.5% for the year, – while revenues are at 69.8% of estimate for the year to date. For the 3rd quarter of FY22, rounds were at 17,637, which is -2.77% less than FY21, but the 3rd highest nine months since 2011.

Self Insurance Fund - The County Health and Dental Fund is experiencing an \$89,710 increase for the year. Charges for services is above the prior year by \$237,993 due to premiums charged and relative enrollments between fiscal years. Stop loss insurance reimbursements of \$109,047 for claims were received year to date of the year. Medical claims decreased by \$1,173,383. New insurance rates for employer and employee contributions took effect January 1, 2022. The fund has 6.01 month reserve of yearly expenses as of December 31, 2021.

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

Attachments

SCOTT COUNTY
FY22 FINANCIAL SUMMARY REPORT
3rd QUARTER ENDED
MARCH 31, 2022



May 2022

**SCOTT COUNTY
FY22 QUARTERLY FINANCIAL
SUMMARY
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PERSONNEL SUMMARY (FTE's)

Department	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
Administration	5.50	-	-	-	-	5.50	-	-
Attorney	39.50	-	1.00	-	-	40.50	-	2.36
Auditor	14.50	-	-	0.65	-	15.15	-	3.00
Information Technology	17.00	-	-	-	-	17.00	-	1.00
Facilities and Support Services	30.12	-	-	-	-	30.12	-	3.35
Community Services	11.00	-	-	-	-	11.00	-	-
Conservation (net of golf course)	49.10	-	-	-	-	49.10	-	-
Health	49.01	1.00	-	-	-	50.01	-	5.46
Human Resources	3.50	-	-	-	-	3.50	-	1.00
Juvenile Detention Center	16.90	-	-	2.00	-	18.90	-	2.20
Planning & Development	5.25	-	-	-	-	5.25	-	0.25
Recorder	10.50	-	-	-	-	10.50	-	1.00
Secondary Roads	37.30	-	-	-	-	37.30	-	1.55
Sheriff	172.80	-	-	-	-	172.80	3.20	12.80
Supervisors	5.00	-	-	-	-	5.00	-	-
Treasurer	30.00	-	-	-	-	30.00	-	-
SUBTOTAL	496.98	1.00	1.00	2.65	-	501.63	3.20	33.97
Golf Course Enterprise	<u>16.98</u>	<u>-</u>	<u>1.00</u>	<u>(1.00)</u>	<u>-</u>	<u>16.98</u>	<u>1.00</u>	<u>-</u>
TOTAL	<u>513.96</u>	<u>1.00</u>	<u>2.00</u>	<u>1.65</u>	<u>-</u>	<u>518.61</u>	<u>4.20</u>	<u>33.97</u>

* Excludes seasonal and poll workers.

ORGANIZATION: Administration

	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
N County Administrator	1.00	-	-	-	-	1.00	-	-
41-Non-Rep Asst. Co. Administrator/HR Director	0.50	-	-	-	-	0.50	-	-
37-Non-Rep Budget and Administrative Services Director	1.00	-	-	-	-	1.00	-	-
27-Non-Rep ERP and Budget Analyst	1.00	-	-	-	-	1.00	-	-
25-Non-Rep Purchasing Specialist	1.00	-	-	-	-	1.00	-	-
25-Non-Rep Executive Assistant	1.00	-	-	-	-	1.00	-	-
Total Positions	5.50	-	-	-	-	5.50	-	-

ORGANIZATION: Attorney

	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
X County Attorney	1.00	-	-	-	-	1.00	-	-
X First Assistant Attorney	1.00	-	-	-	-	1.00	-	-
36-Non-Rep Senior Assistant Attorney	7.00	-	1.00	-	-	8.00	-	1.00
30-Non-Rep Office Administrator	1.00	-	-	-	-	1.00	-	-
32-Non-Rep Risk Manager	1.00	-	-	-	-	1.00	-	-
32-Non-Rep Assistant Attorney	9.00	-	(1.00)	-	-	8.00	-	1.00
28-Non-Rep Investigator	1.00	-	-	-	-	1.00	-	-
27-Non-Rep Case Expeditor	1.00	-	-	-	-	1.00	-	-
27-Non-Rep Paralegal Audio/Visual Production Specialist	1.00	-	-	-	-	1.00	-	-
27-Non-Rep Digital Evidence Specialist	-	-	1.00	-	-	1.00	-	-
26-Non-Rep Paralegal	2.00	-	1.00	-	-	3.00	-	-
26-Non-Rep Paralegal/Executive Secretary	1.00	-	(1.00)	-	-	-	-	-
22-AFSCME Intake Coordinator	1.00	-	-	-	-	1.00	-	-
21-AFSCME Fine Collections Specialist	2.00	-	-	-	-	2.00	-	-
21-AFSCME Legal Secretary	4.00	-	-	-	-	4.00	-	-
20-AFSCME Senior Victim and Witness Coordinator	1.00	-	-	-	-	1.00	-	-
20-AFSCME Victim and Witness Specialist	1.00	-	-	-	-	1.00	-	-
18-AFSCME Senior Office Assistant	3.00	-	-	-	-	3.00	-	-
18-AFSCME Office Assistant	1.00	-	-	-	-	1.00	-	-
Z Summer Law Clerk	0.50	-	-	-	-	0.50	-	0.36
Total Positions	39.50	-	1.00	-	-	40.50	-	2.36

ORGANIZATION: Auditor

POSITIONS:	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
X Auditor	1.00	-	-	-	-	1.00	-	-
X Deputy Auditor-Tax	1.00	-	-	(1.00)	-	-	-	-
36-Non-Rep Accounting & Tax Manager ~	1.00	-	-	(1.00)	-	-	-	-
35-Non-Rep Accounting & Business Manager~	-	-	-	1.00	-	1.00	-	-
34-Non-Rep Tax Manager	-	-	-	1.00	-	1.00	-	-
34-Non-Rep Elecitons Manager	-	-	-	1.00	-	1.00	-	-
33-Non-Rep Operations Manager-Auditor~	1.00	-	-	(1.00)	-	-	-	-
26-AFSCME Elections Supervisor	1.00	-	-	(1.00)	-	-	-	-
26-Non-Rep Elections Specialist	-	-	-	1.00	-	1.00	-	-
25-Non-Rep Finance Generalist	-	-	-	1.00	-	1.00	-	-
24-Non-Rep GIS/Elecons Systems Technician	1.00	-	-	-	-	1.00	-	-
23-Non-Rep Payroll Specialist	2.00	-	-	(1.00)	-	1.00	-	-
21-AFSCME Accounts Payable Specialist	1.50	-	-	(0.50)	-	1.00	-	-
19-AFSCME Senior Elections Clerk	2.00	-	-	1.00	-	3.00	-	2.00
19-Non-Rep Official Records Clerk	1.00	-	-	-	-	1.00	-	-
19-AFSCME Platroom Specialist	1.00	-	-	-	-	1.00	-	-
16-AFSCME Elections Clerk	1.00	-	-	0.15	-	1.15	-	1.00
~ Upon employee retirement								
Total Positions	14.50	-	-	0.65	-	15.15	-	3.00

ORGANIZATION: Information Technology

POSITIONS:

	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
37-Non-Rep Information Technology Director	1.00	-	-	-	-	1.00	-	-
34-Non-Rep GIS Manager	1.00	-	-	-	-	1.00	-	-
32-Non-Rep Network Infrastructure Manager	1.00	-	-	-	-	1.00	-	-
34-Non-Rep Programmer/Analyst Manager	1.00	-	-	-	-	1.00	-	-
31-Non-Rep Webmaster	1.00	-	-	-	-	1.00	-	-
31-Non-Rep Senior Programmer/Analyst	1.00	-	-	-	-	1.00	-	-
31-Non-Rep Information Security Analyst	1.00	-	-	-	-	1.00	-	-
28-Non-Rep Programmer/Analyst	5.00	-	-	-	-	5.00	-	-
28-Non-Rep Network Systems Administrator	1.00	-	-	-	-	1.00	-	-
27-Non-Rep Technology Systems Specialist Public Safety	1.00	-	-	-	-	1.00	-	-
27-Non-Rep GIS Analyst	1.00	-	-	-	-	1.00	-	-
21-Non-Rep Desktop Support Technician	2.00	-	-	-	-	2.00	-	1.00
Total Positions	17.00	-	-	-	-	17.00	-	1.00

ORGANIZATION: Facilities and Support Services

POSITIONS:

	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
37-Non-Rep Facility and Support Services Director	1.00	-	-	-	-	1.00	-	-
27-Non-Rep Facilities Maintenance Manager	1.00	-	-	-	-	1.00	-	-
24-AFSCME Senior Electronic System Technician	1.00	-	-	-	-	1.00	-	-
23-AFSCME Electronic System Technician	1.00	-	-	-	-	1.00	-	-
19-AFSCME Senior Facilities Maintenance Worker	4.00	-	-	-	-	4.00	-	-
19-AFSCME Facilities Maintenance Worker	2.00	-	-	-	-	2.00	-	-
18-AFSCME Senior Office Assistant	1.00	-	-	-	-	1.00	-	-
21-Non-Rep Custodial Supervisor	1.00	-	-	-	-	1.00	-	-
16-AFSCME Office Assistant	4.00	-	-	-	-	4.00	-	1.00
16-AFSCME Custodian	13.12	-	-	-	-	13.12	-	1.35
16-AFSCME Grounds Maintenance Worker	1.00	-	-	-	-	1.00	-	1.00
Total Positions	30.12	-	-	-	-	30.12	-	3.35

ORGANIZATION: Community Services

	FY22	1st	2nd	3rd	4th	FY22	Overfill as of	Open as of
POSITIONS:	Auth	Quarter	Quarter	Quarter	Quarter	Adjusted	March 31, 2022	March 31, 2022
	FTE	Changes	Changes	Changes	Changes	FTE		
37-Non-Rep Community Services Director	1.00	-	-	-	-	1.00	-	-
29-Non-Rep Case Aide Supervisor/Coordinator of Disability Ser	1.00	-	-	-	-	1.00	-	-
29-Non-Rep Coordinator of Disability Services	1.00	-	-	-	-	1.00	-	-
24-Non-Rep Mental Health Advocate	1.00	-	-	-	-	1.00	-	-
24-Non-Rep Veteran's Affairs Director	1.00	-	-	-	-	1.00	-	-
23-Non-Rep Senior Administrative Assistant	1.00	-	-	-	-	1.00	-	-
21-AFSCME Case Aide	2.00	-	-	-	-	2.00	-	-
21-AFSCME Administrative Assistant	2.00	-	-	-	-	2.00	-	-
18-AFSCME Senior Office Assistant	1.00	-	-	-	-	1.00	-	-
						-		
Total Positions	11.00	-	-	-	-	11.00	-	-

ORGANIZATION: Conservation (Net of Golf Operations)

	FY22	1st	2nd	3rd	4th	FY22	Overfill as of	Open as of
POSITIONS:	Auth	Quarter	Quarter	Quarter	Quarter	Adjusted	March 31, 2022	March 31, 2022
	FTE	Changes	Changes	Changes	Changes	FTE		
38-Non-Rep Conservation Director	1.00	-	-	-	-	1.00	-	-
34-Non-Rep Deputy Conservation Director	1.00	-	-	-	-	1.00	-	-
31-Non-Rep Park Manager	2.00	-	-	-	-	2.00	-	-
28-Non-Rep Environmental Education Program Manager	1.00	-	-	-	-	1.00	-	-
27-Non-Rep Roadside Vegetation Specialist	0.25	-	-	-	-	0.25	-	-
24-Non-Rep Naturalist	2.00	-	-	-	-	2.00	-	-
24-Non-Rep Park Ranger	5.00	-	-	-	-	5.00	-	-
23-Non-Rep Senior Administrative Assistant	1.00	-	-	-	-	1.00	-	-
22-Non-Rep Parks Maintenance Crew Leader	2.00	-	-	-	-	2.00	-	-
20-Non-Rep Pioneer Village Site Coordinator	1.00	-	-	-	-	1.00	-	-
21-Non-Rep Equipment Mechanic	1.00	-	-	-	-	1.00	-	-
21-Non-Rep Park Maintenance Technician	4.00	-	-	-	-	4.00	-	-
18-Non-Rep Senior Office Assistant	1.00	-	-	-	-	1.00	-	-
15-Non-Rep Cody Homestead Site Coordinator	0.75	-	-	-	-	0.75	-	-
Z Seasonal Park Maintenance(WLP,SCP. PV)	7.52	-	-	-	-	7.52	-	-
Z Seasonal Pool/Beach Manager (SCP)	0.29	-	-	-	-	0.29	-	-
Z Seasonal Asst Pool/Beach Manager (SCP)	0.21	-	-	-	-	0.21	-	-
Z Seasonal Lifeguard (WLP, SCP)	6.28	-	-	-	-	6.28	-	-
Z Seasonal Concession Worker (SCP)	1.16	-	-	-	-	1.16	-	-
Z Seasonal Concession Worker	1.80	-	-	-	-	1.80	-	-
Z Seasonal Pool/Beach Manager (WLP)	0.29	-	-	-	-	0.29	-	-

Z Seasonal Asst Pool/Beach Manager (WLP)	0.23	-	-	-	-	0.23	-	-
Z Seasonal Park Patrol (WLP, SCP)	2.17	-	-	-	-	2.17	-	-
Z Seasonal Park Attendants (WLP, SCP, BSP)	2.95	-	-	-	-	2.95	-	-
Z Seasonal Maintenance/Resident Caretaker	0.66	-	-	-	-	0.66	-	-
Z Seasonal Assistant Naturalist	0.79	-	-	-	-	0.79	-	-
Z Seasonal Day Camp Counselors (PV)	1.56	-	-	-	-	1.56	-	-
Z Seasonal Concession Worker (Cody)	0.19	-	-	-	-	0.19	-	-
Total Positions	49.10	-	-	-	-	49.10	-	-

ORGANIZATION: Glynn's Creek Golf Course

POSITIONS:

	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
30-Non-Rep Golf Pro/Manager	1.00	-	-	-	-	1.00	1.00	-
27-Non-Rep Golf Superintendent	-	-	1.00	-	-	1.00	-	-
22-Non-Rep Golf Maintenance Crew Leader	1.00	-	-	-	-	1.00	-	-
21-Non-Rep Equipment Mechanic - Golf	1.00	-	-	-	-	1.00	-	-
19-Non-Rep Park Technician-Golf Course	1.00	-	-	(1.00)	-	-	-	-
Z Seasonal Assistant Golf Professional	0.73	-	-	-	-	0.73	-	-
Z Seasonal Golf Pro Staff	7.48	-	-	-	-	7.48	-	-
Z Seasonal Part-Time Groundskeepers	4.77	-	-	-	-	4.77	-	-
Total Positions	16.98	-	1.00	(1.00)	-	16.98	1.00	-

ORGANIZATION: Health

POSITIONS:	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
39-Non-Rep Health Director	1.00	-	-	-	-	1.00	-	-
34-Non-Rep Deputy Health Director	1.00	-	-	-	-	1.00	-	-
31-Non-Rep Clinical Services Manager	1.00	-	-	-	-	1.00	-	-
29-Non-Rep Community Health Manager	1.00	-	-	-	-	1.00	-	-
29-Non-Rep Environmental Health Manager	1.00	-	-	-	-	1.00	-	-
29-Non-Rep Public Health Services Manager	1.00	-	-	(1.00)	-	-	-	-
31-Non-Rep Correctional Health Manager	1.00	-	-	-	-	1.00	-	-
29-Non-Rep Family Health Manager	-	-	-	1.00	-	1.00	-	-
29-Non-Rep Fiscal Manger	-	-	-	1.00	-	1.00	-	1.00
28-Non-Rep Clinical Services Specialist	1.00	-	-	-	-	1.00	-	-
27-Non-Rep Public Health Nurse	5.00	-	-	-	-	5.00	-	0.24
27-Non-Rep Correctional Health Nurse	4.50	-	-	-	-	4.50	-	1.22
27-Non-Rep Maternal, Child and Adolescent Health Nurse	1.40	-	-	-	-	1.40	-	-
27-Non-Rep Child Care Nurse Consultant	1.00	-	-	-	-	1.00	-	-
27-Non-Rep Community Health Consultant	3.00	-	-	-	-	3.00	-	3.00
27-Non-Rep Community Tobacco Consultant	1.00	-	-	-	-	1.00	-	-
27-Non-Rep Community Transformation Consultant	1.00	-	-	-	-	1.00	-	-
27-Non-Rep Community Health Interventionist	1.00	-	-	-	-	1.00	-	-
27-Non-Rep Environmental Health Specialist	7.00	-	-	-	-	7.00	-	-
27-Non-Rep Disease Intervention Specialist	-	1.00	-	-	-	1.00	-	-
26-Non-Rep Maternal and Child Health Consultant	2.00	-	-	-	-	2.00	-	-
24-Non-Rep Community Dental Consultant-Maternal, Child	2.00	-	-	-	-	2.00	-	-
24-Non-Rep Grant Accounting Specialist	1.00	-	-	(1.00)	-	-	-	-
21-Non-Rep Medical Assistant	2.00	-	-	-	-	2.00	-	-
20-Non-Rep Medical Lab Technician	0.75	-	-	-	-	0.75	-	-
18-Non-Rep Senior Office Assistant	2.00	-	-	-	-	2.00	-	-
16-Non-Rep Office Assistant	3.45	-	-	-	-	3.45	-	-
Z Environmental Health Intern	0.25	-	-	-	-	0.25	-	-
Z Correction Health/Public Health Nurse	2.26	-	-	-	-	2.26	-	-
Z Maternal, Child and Adolescent Health Nurse	0.40	-	-	-	-	0.40	-	-
Total Positions	49.01	1.00	-	-	-	50.01	-	5.46

ORGANIZATION: Human Resources

POSITIONS:

	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
41-Non-Rep Assistant County Administrator/HR Director	0.50	-	-	-	-	0.50	-	-
27-Non-Rep Human Resources Generalist	2.00	-	-	1.00	-	3.00	-	-
23-Non-Rep Benefits Specialist	1.00	-	-	(1.00)	-	-	-	1.00
						-		
Total Positions	3.50	-	-	-	-	3.50	-	1.00

ORGANIZATION: Juvenile Detention Center

POSITIONS:

	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
34-Non-Rep Juvenile Detention Center Director	1.00	-	-	-	-	1.00	-	-
26-Non-Rep Juvenile Detention Shift Supervisor	3.00	-	-	-	-	3.00	-	-
22-Non-Rep Detention Youth Counselor	11.90	-	-	-	-	11.90	-	1.20
22-Non-Rep Community Based Youth Counselor	1.00	-	-	2.00	-	3.00	-	1.00
Total Positions	16.90	-	-	2.00	-	18.90	-	2.20

ORGANIZATION: Planning & Development

POSITIONS:

	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
35-Non-Rep Planning & Development Director	1.00	-	-	-	-	1.00	-	-
24-AFSCME Building Inspector	2.00	-	-	-	-	2.00	-	-
24-Non-Rep Planning & Development Specialist	1.00	-	-	-	-	1.00	-	-
18-Non-Rep Senior Office Assistant	1.00	-	-	-	-	1.00	-	-
Z Planning Intern	0.25	-	-	-	-	0.25	-	0.25
Total Positions	5.25	-	-	-	-	5.25	-	0.25

ORGANIZATION: Recorder

POSITIONS:

	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
X Recorder	1.00	-	-	-	-	1.00	-	-
Y Second Deputy	1.00	-	-	-	-	1.00	-	-
33-Non-Rep Office Administrator	1.00	-	-	-	-	1.00	-	-
19-AFSCME Real Estate Specialist	1.00	-	-	-	-	1.00	-	-
19-AFSCME Vital Records Specialist	1.00	-	-	-	-	1.00	-	-
19-AFSCME Licensing Specialist	1.00	-	-	-	-	1.00	-	-
17-AFSCME Multi-Service Clerk	4.50	-	-	-	-	4.50	-	1.00
Total Positions	10.50	-	-	-	-	10.50	-	1.00

ORGANIZATION: Secondary Roads

	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
40-Non-Rep County Engineer	1.00	-	-	-	-	1.00	-	-
35-Non-Rep Assistant County Engineer	1.00	-	-	-	-	1.00	-	-
30-Non-Rep Fleet Manager	1.00	-	-	-	-	1.00	-	1.00
30-Non-Rep Secondary Roads Superintendent	1.00	-	-	-	-	1.00	-	-
27r-PPME Roadside Veg Spec	0.75	-	-	-	-	0.75	-	-
25-Non-Rep Engineering Technician	2.00	-	-	-	-	2.00	-	-
27-Non-Rep Mechanic Supervisor	1.00	-	-	-	-	1.00	-	-
23-Non-Rep Sr Administrative Assistant	1.00	-	-	-	-	1.00	-	-
26r-PPME Secondary Roads Crew Leader	3.00	-	-	-	-	3.00	-	-
25r-PPMW Senior Signs Technician	1.00	-	-	-	-	1.00	-	-
24r-PPME Senior Mechanic	2.00	-	-	-	-	2.00	-	-
18r-PPME Parts and Inventory Clerk	1.00	-	-	-	-	1.00	-	-
24r-PPME Heavy Equipment Operator	7.00	-	-	-	-	7.00	-	-
24r-PPME Roadside Veg. Tech	1.00	-	-	-	-	1.00	-	-
24r-PPME Sign Crew Technician	1.00	-	-	-	-	1.00	-	-
23r-PPME Sr Roads Maintenance Worker	1.00	-	-	-	-	1.00	-	-
18-Non-Rep Senior Office Assistant	1.00	-	-	-	-	1.00	-	-
22r-PPME Roads Maintenance Worker	9.00	-	-	-	-	9.00	-	-
22r-PPME Mechanic	1.00	-	-	-	-	1.00	-	-
Z Engineering Intern	0.25	-	-	-	-	0.25	-	0.25
Z Seasonal Maintenance Worker	0.30	-	-	-	-	0.30	-	0.30
Total Positions	37.30	-	-	-	-	37.30	-	1.55

ORGANIZATION: Sheriff

POSITIONS:	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
X Sheriff	1.00	-	-	-	-	1.00	-	-
Y Chief Deputy	2.00	-	-	-	-	2.00	-	-
Y Chief Deputy - Captain	1.00	-	-	-	-	1.00	-	-
33-Non-Rep Asst Jail Administrator/Corrections Capt	1.00	-	-	-	-	1.00	-	-
32-Non-Rep Sheriff's Lieutenant	3.00	-	-	-	-	3.00	-	-
4s-DSA Sheriff's Sergeant	7.00	-	-	-	-	7.00	-	-
31-Non-Rep Corrections Lieutenant	2.00	-	-	-	-	2.00	-	-
30-Non-Rep Office Administrator	1.00	-	-	-	-	1.00	-	-
29-Non-Rep Corrections Sergeant	14.00	-	-	-	-	14.00	-	-
27-Non-Rep Corrections Food Service Supervisor	1.00	-	-	-	-	1.00	-	-
8s-DSA Sheriff's Deputy	38.00	-	-	-	-	38.00	-	2.00
26-Non-Rep Inmate Programs Coordinator	2.00	-	-	-	-	2.00	-	-
24-Non-Rep Classification Specialist	2.00	-	-	-	-	2.00	-	-
23-Non-Rep Bailiff Sergeant	1.00	-	-	-	-	1.00	-	-
s-Teamsters Corrections Officer	64.00	-	-	-	-	64.00	1.10	7.00
21-Non-Rep Bailiffs	12.20	-	-	-	-	12.20	-	2.00
19-AFSCME Civil Records Specialist	2.00	-	-	-	-	2.00	-	-
18-Non-Rep Senior Office Assistant	1.00	-	-	-	-	1.00	-	-
20-Non-Rep Court Compliance Coordinator	2.00	-	-	-	-	2.00	-	-
20-Non-Rep Alternative Sentencing Coordinator	1.00	-	-	-	-	1.00	-	-
19-Non-Rep Sex Offender Registry Specialist	1.00	-	-	-	-	1.00	-	-
21-Non-Rep Inmate Services Specialist	2.00	-	-	-	-	2.00	-	-
8-Teamsters Corrections Custodial Officer	4.00	-	-	-	-	4.00	-	-
8-Teamsters Corrections Food Service Officer	4.00	-	-	-	-	4.00	-	1.00
18-Non-Rep Senior Office Assistant	3.60	-	-	-	-	3.60	-	-
z Bailiff - PRN	-	-	-	-	-	-	2.10	0.80
Total Positions	172.80	-	-	-	-	172.80	3.20	12.80

ORGANIZATION: Supervisors, Board of

POSITIONS:

- X Supervisor, Chairman
- X Supervisor

Total Positions

	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
X Supervisor, Chairman	1.00	-	-	-	-	1.00	-	-
X Supervisor	4.00	-	-	-	-	4.00	-	-
Total Positions	5.00	-	-	-	-	5.00	-	-

ORGANIZATION: Treasurer

POSITIONS:

- X Treasurer
- 35-Non-Rep Finance Manager
- 33-Non-Rep Operations Manager-Treasurer
- 28-Non-Rep County General Store Manager
- 26-Non-Rep Tax Accounting Specialist
- 26-Non-Rep Motor Vehicle Supervisor
- 20-AFSCME Revenue Collection Specialist
- 18-AFSCME Accounting Clerk
- 18-AFSCME Senior Office Assistant
- 17-AFSCME Multi-Service Clerk

	FY22 Auth FTE	1st Quarter Changes	2nd Quarter Changes	3rd Quarter Changes	4th Quarter Changes	FY22 Adjusted FTE	Overfill as of March 31, 2022	Open as of March 31, 2022
X Treasurer	1.00	-	-	-	-	1.00	-	-
35-Non-Rep Finance Manager	1.00	-	-	-	-	1.00	-	-
33-Non-Rep Operations Manager-Treasurer	1.00	-	-	-	-	1.00	-	-
28-Non-Rep County General Store Manager	1.00	-	-	-	-	1.00	-	-
26-Non-Rep Tax Accounting Specialist	1.00	-	-	-	-	1.00	-	-
26-Non-Rep Motor Vehicle Supervisor	1.00	-	-	-	-	1.00	-	-
20-AFSCME Revenue Collection Specialist	1.00	-	-	-	-	1.00	-	-
18-AFSCME Accounting Clerk	3.00	-	-	-	-	3.00	-	-
18-AFSCME Senior Office Assistant	1.00	-	-	-	-	1.00	-	-
17-AFSCME Multi-Service Clerk	19.00	-	-	-	-	19.00	-	-
	30.00	-	-	-	-	30.00	-	-

SCOTT COUNTY
QUARTERLY APPROPRIATION SUMMARY

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
Administration	\$ 869,448	\$ (800)	\$ 868,648	\$ 697,309	80.3 %
Attorney	5,485,957	(127,507)	5,358,450	4,191,262	78.2 %
Auditor	2,046,441	4,400	2,050,841	1,330,602	64.9 %
Authorized Agencies	11,014,068	(29,822)	10,984,246	8,201,555	74.7 %
Capital Improvements (general)	5,356,487	6,608,839	11,965,326	3,595,246	30.0 %
Community Services	6,664,816	(999,500)	5,665,316	2,532,059	44.7 %
Conservation (net of golf course)	5,993,217	522,933	6,516,150	4,063,905	62.4 %
Debt Service (net of refunded debt)	4,848,149	5,100	4,853,249	409,872	8.4 %
Facility & Support Services	4,291,231	172,625	4,463,856	2,753,806	61.7 %
Health	7,030,074	365,762	7,395,836	4,520,240	61.1 %
Human Resources	482,569	-	482,569	310,366	64.3 %
Human Services	86,452	-	86,452	38,652	44.7 %
Information Technology	3,309,332	320	3,309,652	2,556,656	77.2 %
Juvenile Detention Center	1,880,208	85,100	1,965,308	1,424,326	72.5 %
Non-Departmental	818,998	3,370,720	4,189,718	971,042	23.2 %
Planning & Development	541,419	(1,095)	540,324	359,511	66.5 %
Recorder	884,452	(2,263)	882,189	607,980	68.9 %
Secondary Roads	9,134,600	1,863,400	10,998,000	4,867,392	44.3 %
Sheriff	19,712,439	419,975	20,132,414	14,610,862	72.6 %
Supervisors	387,853	(1,000)	386,853	271,925	70.3 %
Treasurer	2,845,220	65,475	2,910,695	2,119,746	72.8 %
SUBTOTAL	93,683,430	12,322,662	106,006,092	60,434,314	57.0 %
Golf Course Operations	1,351,522	(77,773)	1,273,749	758,178	59.5 %
TOTAL	\$ 95,034,952	\$ 12,244,889	\$ 107,279,841	\$ 61,192,492	57.0 %

SCOTT COUNTY
QUARTERLY REVENUE SUMMARY

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
Admin	\$ -	\$ -	\$ -	\$ 282	N/A
Attorney	456,225	6,848	463,073	340,700	N/A
Auditor	266,428	-	266,428	38,042	14.3 %
Authorized Agencies	10,000	(10,000)	-	6,898	N/A
Capital Improvements (general)	782,000	297,000	1,079,000	722,483	67.0 %
Community Services	409,270	-	409,270	259,508	63.4 %
Conservation (net of golf course)	2,008,279	218,549	2,226,828	1,485,121	66.7 %
Debt Service (net of refunded debt proceeds)	1,381,031	(10,000)	1,371,031	654,019	47.7 %
Facility & Support Services	272,602	(8,387)	264,215	116,277	44.0 %
Health	2,020,011	555,620	2,575,631	1,525,935	59.2 %
Human Resources	500	-	500	370	74.0 %
Human Services	35,000	-	35,000	4,607	13.2 %
Information Technology	261,563	-	261,563	66,155	25.3 %
Juvenile Detention Center	513,500	(90,900)	422,600	350,740	83.0 %
Non-Departmental	409,050	3,766,861	4,175,911	789,705	18.9 %
Planning & Development	292,720	83,860	376,580	240,293	63.8 %
Recorder	1,077,350	220,500	1,297,850	1,058,676	81.6 %
Secondary Roads	4,497,148	625,970	5,123,118	3,909,990	76.3 %
Sheriff	1,641,000	238,568	1,879,568	1,365,974	72.7 %
Board of Supervisors	-	-	-	870	N/A
Treasurer	3,043,950	(50,000)	2,993,950	2,044,173	68.3 %
SUBTOTAL DEPT REVENUES	19,377,627	5,844,489	25,222,116	14,980,818	59.4 %
Revenues not included in above department totals:					
Gross Property Taxes	57,594,255	-	57,594,255	54,325,416	94.3 %
Local Option Taxes	5,200,000	800,000	6,000,000	5,076,694	84.6 %
Utility Tax Replacement Excise Tax	1,728,032	-	1,728,032	1,768,859	102.4 %
Other Taxes	93,211	-	93,211	58,605	62.9 %
State Tax Replc Credits	3,688,149	265,632	3,953,781	4,145,152	104.8 %
SUB-TOTAL REVENUES	87,681,274	6,910,121	94,591,395	80,355,544	85.0 %
Golf Course Operations	1,073,200	24,500	1,097,700	766,633	69.8 %
Total	\$ 88,754,474	\$ 6,934,621	\$ 95,689,095	\$ 81,122,177	84.8 %

SCOTT COUNTY
 QUARTERLY APPROP SUMMARY BY SERVICE AREA

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
SERVICE AREA					
Public Safety & Legal Services	\$ 37,547,515	\$ 908,973	\$ 38,456,488	\$ 27,570,353	71.7 %
Physical Health & Social Services	6,926,476	139,000	7,065,476	4,662,512	66.0 %
Mental Health	5,566,422	(943,238)	4,623,184	1,804,023	39.0 %
County Environment & Education	5,521,404	3,071,037	8,592,441	4,237,021	49.3 %
Roads & Transportation	8,334,600	633,400	8,968,000	4,813,303	53.7 %
Government Services to Residents	3,165,502	47,412	3,212,914	1,973,658	61.4 %
Administration	13,549,075	131,338	13,680,413	9,913,147	72.5 %
SUBTOTAL OPERATING BUDGET	80,610,994	3,987,922	84,598,916	54,974,016	65.0 %
Debt Service	4,848,149	5,100	4,853,249	409,872	8.4 %
Capital Projects	8,224,287	8,329,640	16,553,927	5,050,426	30.5 %
SUBTOTAL COUNTY BUDGET	93,683,430	12,322,662	106,006,092	60,434,314	57.0 %
Golf Course Operations	1,351,522	(77,773)	1,273,749	758,178	59.5 %
TOTAL	\$ 95,034,952	\$ 12,244,889	\$ 107,279,841	\$ 61,192,492	57.0 %

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: ADMINISTRATION					
REVENUES					
Fines/Forfeitures/Miscellaneous	-	-	-	282	N/A
<hr/>					
TOTAL REVENUES	-	-	-	282	N/A
APPROPRIATIONS					
Salaries	636,570	-	636,570	530,818	83.4 %
Benefits	213,803	(800)	213,003	162,749	76.4 %
Purchase Services & Expenses	16,875	-	16,875	3,268	19.4 %
Supplies & Materials	2,200	-	2,200	475	21.6 %
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TOTAL APPROPRIATIONS	869,448	(800)	868,648	697,309	80.3 %
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ORGANIZATION: ATTORNEY					
REVENUES					
Intergovernmental	1,200	32,873	34,073	33,953	99.6 %
Charges for Services	25	(25)	-	-	N/A
Fines/Forfeitures/Miscellaneous	455,000	(26,000)	429,000	306,747	71.5 %
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TOTAL REVENUES	456,225	6,848	463,073	340,700	73.6 %
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APPROPRIATIONS					
Salaries	3,020,659	-	3,020,659	2,297,719	76.1 %
Benefits	1,209,136	-	1,209,136	869,126	71.9 %
Purchase Services & Expenses	1,221,662	(127,157)	1,094,505	999,035	91.3 %
Supplies & Materials	34,500	(350)	34,150	25,382	74.3 %
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TOTAL APPROPRIATIONS	5,485,957	(127,507)	5,358,450	4,191,262	78.2 %
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SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: AUDITOR					
REVENUES					
Intergovernmental	223,878	-	223,878	21	0.0 %
Licenses & Permits	5,475	-	5,475	5,380	98.3 %
Fines, Forfeitures and Miscellaneous	-	-	-	64	N/A
Charges for Services	37,075	-	37,075	32,577	87.9 %
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TOTAL REVENUES	266,428	-	266,428	38,042	14.3 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Salaries	1,244,903	-	1,244,903	821,706	66.0 %
Benefits	430,503	-	430,503	321,875	74.8 %
Purchase Services & Expenses	297,685	-	297,685	162,459	54.6 %
Supplies & Materials	73,350	4,400	77,750	24,562	31.6 %
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	2,046,441	4,400	2,050,841	1,330,602	64.9 %
	=====	=====	=====	=====	=====
ORGANIZATION: CAPITAL IMPROVEMENTS (GENERAL)					
REVENUES					
Taxes	720,000	80,000	800,000	695,647	87.0 %
Intergovernmental	-	7,000	7,000	9,342	N/A
Fines, Forfeitures and Miscellaneous	-	220,000	220,000	-	N/A
Use of Property and Money	37,000	(10,000)	27,000	(6,560)	-24.3 %
Other Financing Sources	25,000	-	25,000	24,054	96.2 %
	-----	-----	-----	-----	-----
SUB-TOTAL REVENUES	782,000	297,000	1,079,000	722,483	67.0 %
	-----	-----	-----	-----	-----
TOTAL REVENUES	782,000	297,000	1,079,000	722,483	67.0 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Capital Improvements	5,356,487	6,608,839	11,965,326	3,595,246	30.0 %
Purchase Services & Expenses	-	-	-	-	N/A
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	5,356,487	6,608,839	11,965,326	3,595,246	30.0 %
	=====	=====	=====	=====	=====

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: COMMUNITY SERVICES					
REVENUES					
Intergovernmental	10,000	-	10,000	10,000	100.0 %
Charges for Services	188,910	-	188,910	126,693	67.1 %
Fines/Forfeitures/Miscellaneous	210,360	-	210,360	122,815	58.4 %

TOTAL REVENUES	409,270	-	409,270	259,508	63.4 %
	=====				
APPROPRIATIONS					
Salaries	764,234	(2,061)	762,173	582,156	76.4 %
Benefits	362,625	(2,019)	360,606	257,871	71.5 %
Purchase Services & Expenses	5,524,969	(995,320)	4,529,649	1,680,503	37.1 %
Supplies & Materials	12,480	(100)	12,380	11,529	93.1 %
Capital Outlay	508	-	508	-	0.0 %

TOTAL APPROPRIATIONS	6,664,816	(999,500)	5,665,316	2,532,059	44.7 %
	=====				
ORGANIZATION: CONSERVATION					
REVENUES					
Intergovernmental	46,502	419,823	466,325	234,421	50.3 %
Charges for Services	1,753,972	(248,000)	1,505,972	1,012,833	67.3 %
Use of Money & Property	117,505	-	117,505	81,430	69.3 %
Other Financing Sources	55,000	12,000	67,000	85,615	127.8 %
Fines/Forfeitures/Miscellaneous	35,300	34,726	70,026	70,822	101.1 %

TOTAL REVENUES	2,008,279	218,549	2,226,828	1,485,121	66.7 %
	=====				
APPROPRIATIONS					
Salaries	2,232,676	(2,500)	2,230,176	1,544,411	69.3 %
Benefits	831,744	5,490	837,234	555,432	66.3 %
Purchase Services & Expenses	633,638	29,494	663,132	444,268	67.0 %
Supplies & Materials	447,359	(352)	447,007	298,736	66.8 %
Capital Outlay	1,847,800	490,801	2,338,601	1,221,058	52.2 %

TOTAL APPROPRIATIONS	5,993,217	522,933	6,516,150	4,063,905	62.4 %
	=====				

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: GLYNNS CREEK GOLF COURSE					
REVENUES					
Charges for Services	1,070,200	25,500	1,095,700	766,456	70.0 %
Fines/Forfeitures/Miscellaneous	1,000	-	1,000	477	47.7 %
Intergovernmental	-	-	-	-	N/A
Use of Money and Property	2,000	(1,000)	1,000	(300)	-30.0 %
Other Financing Sources	-	-	-	-	N/A

TOTAL REVENUES	1,073,200	24,500	1,097,700	766,633	69.8 %
	=====				
APPROPRIATIONS					
Salaries	605,970	-	605,970	370,370	61.1 %
Benefits	203,049	(500)	202,549	121,554	60.0 %
Purchase Services & Expenses	122,190	12,727	134,917	107,738	79.9 %
Supplies & Materials	217,105	5,000	222,105	118,182	53.2 %
Debt Service	-	-	-	-	N/A
Capital Outlay (Depr)	203,208	(95,000)	108,208	40,334	37.3 %

TOTAL APPROPRIATIONS	1,351,522	(77,773)	1,273,749	758,178	59.5 %
	=====				
ORGANIZATION: DEBT SERVICE					
REVENUES					
Intergovernmental	1,381,031	(10,000)	1,371,031	654,019	47.7 %
Other Financing Services	-	-	-	-	N/A

SUB-TOTAL REVENUES	1,381,031	(10,000)	1,371,031	654,019	47.7 %

TOTAL REVENUES	1,381,031	(10,000)	1,371,031	654,019	47.7 %
	=====				
APPROPRIATIONS					
Debt Service	4,848,149	2,000	4,850,149	409,272	8.4 %
Purchase Services & Expenses	-	3,100	3,100	600	19.4 %

SUB-TOTAL APPROPRIATIONS	4,848,149	5,100	4,853,249	409,872	8.4 %

TOTAL APPROPRIATIONS	4,848,149	5,100	4,853,249	409,872	8.4 %
	=====				

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: FACILITY AND SUPPORT SERVICES					
REVENUES					
Intergovernmental	167,785	-	167,785	20,011	11.9 %
Charges for Services	35,000	(2,000)	33,000	32,445	98.3 %
Fines/Forfeitures/Miscellaneous	69,817	(6,387)	63,430	63,821	100.6 %

TOTAL REVENUES	272,602	(8,387)	264,215	116,277	44.0 %
	=====				
APPROPRIATIONS					
Salaries	1,485,793	-	1,485,793	1,016,585	68.4 %
Benefits	629,533	-	629,533	451,672	71.7 %
Purchase Services & Expenses	1,982,060	201,625	2,183,685	1,218,060	55.8 %
Supplies & Materials	172,845	(16,500)	156,345	67,488	43.2 %
Capital Outlay	21,000	(12,500)	8,500	-	0.0 %

TOTAL APPROPRIATIONS	4,291,231	172,625	4,463,856	2,753,806	61.7 %
	=====				
ORGANIZATION: HEALTH					
REVENUES					
Intergovernmental	1,483,706	581,970	2,065,676	1,168,307	56.6 %
Licenses & Permits	440,700	(15,200)	425,500	308,635	72.5 %
Charges for Services	85,255	(11,150)	74,105	42,199	56.9 %
Fines/Forfeitures/Miscellaneous	10,350	-	10,350	6,794	65.6 %

TOTAL REVENUES	2,020,011	555,620	2,575,631	1,525,935	59.2 %
	=====				
APPROPRIATIONS					
Salaries	3,519,696	2,500	3,522,196	2,326,089	66.0 %
Benefits	1,427,298	1,000	1,428,298	927,581	64.9 %
Purchase Services & Expenses	2,016,852	359,740	2,376,592	1,238,889	52.1 %
Supplies & Materials	66,228	2,522	68,750	27,682	40.3 %
Capital Outlay	-	359,740	-	-	N/A

TOTAL APPROPRIATIONS	7,030,074	725,502	7,395,836	4,520,240	61.1 %
	=====				

SCOTT COUNTY
 QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: HUMAN RESOURCES					
REVENUES					
Fines/Forfeitures/Miscellaneous	500	-	500	370	74.0 %
TOTAL REVENUES	500	-	500	370	74.0 %
APPROPRIATIONS					
Salaries	264,449	-	264,449	185,672	70.2 %
Benefits	107,420	-	107,420	76,291	71.0 %
Purchase Services & Expenses	106,750	-	106,750	47,642	44.6 %
Supplies & Materials	3,950	-	3,950	760	19.3 %
TOTAL APPROPRIATIONS	482,569	-	482,569	310,366	64.3 %
ORGANIZATION: HUMAN SERVICES					
REVENUES					
Intergovernmental	35,000	-	35,000	4,607	13.2 %
TOTAL REVENUES	35,000	-	35,000	4,607	13.2 %
APPROPRIATIONS					
Purchase Services & Expenses	62,452	-	62,452	33,883	54.3 %
Supplies & Materials	21,000	-	21,000	4,508	21.5 %
Capital Outlay	3,000	-	3,000	261	8.7 %
TOTAL APPROPRIATIONS	86,452	-	86,452	38,652	44.7 %

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: INFORMATION TECHNOLOGY					
REVENUES					
Intergovernmental	221,000	-	221,000	32,843	14.9 %
Charges for Services	30,000	-	30,000	16,150	53.8 %
Fines/Forfeitures/Miscellaneous	10,563	-	10,563	17,162	162.5 %
	-----	-----	-----	-----	-----
TOTAL REVENUES	261,563	-	261,563	66,155	25.3 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Salaries	1,415,051	-	1,415,051	1,079,969	76.3 %
Benefits	567,181	320	567,501	416,022	73.3 %
Purchase Services & Expenses	1,305,300	-	1,305,300	1,051,611	80.6 %
Supplies & Materials	15,800	-	15,800	8,759	55.4 %
Capital Outlay	6,000	-	6,000	295	4.9 %
	-----	-----	-----	-----	-----
TOTAL APPROPRIATIONS	3,309,332	320	3,309,652	2,556,656	77.2 %
	=====	=====	=====	=====	=====
ORGANIZATION: JUVENILE DETENTION CENTER					
REVENUES					
Intergovernmental	379,000	(185,000)	194,000	176,782	91.1 %
Charges for Services	114,000	94,100	208,100	172,349	82.8 %
Fines/Forfeitures/Miscellaneous	20,500	-	20,500	1,608	7.8 %
	-----	-----	-----	-----	-----
TOTAL REVENUES	513,500	(90,900)	422,600	350,740	83.0 %
	=====	=====	=====	=====	=====
APPROPRIATIONS					
Salaries	1,076,700	4,900	1,081,600	962,972	89.0 %
Benefits	450,708	-	450,708	367,534	81.5 %
Purchase Services & Expenses	274,400	82,200	356,600	38,981	10.9 %
Supplies & Materials	77,400	(2,500)	74,900	53,791	71.8 %
Capital Outlay	1,000	500	1,500	1,048	69.9 %
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TOTAL APPROPRIATIONS	1,880,208	85,100	1,965,308	1,424,326	72.5 %
	=====	=====	=====	=====	=====

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: NON-DEPARTMENTAL					
REVENUES					
Intergovernmental	238,050	3,768,153	4,006,203	640,165	16.0 %
Charges for Services	82,000	6,000	88,000	50,364	57.2 %
Fines/Forfeitures/Miscellaneous	89,000	(7,292)	81,708	99,175	121.4 %
Use of Money & Property	-	-	-	-	N/A

TOTAL REVENUES	409,050	3,766,861	4,175,911	789,705	18.9 %
	=====				
APPROPRIATIONS					
Salaries	-	220,000	220,000	15,028	N/A
Benefits	-	-	-	3,534	N/A
Purchase Services & Expenses	814,998	3,150,720	3,965,718	953,876	24.1 %
Supplies & Materials	4,000	-	4,000	(1,396)	-34.9 %

TOTAL APPROPRIATIONS	818,998	3,370,720	4,189,718	971,042	23.2 %
	=====				
ORGANIZATION: PLANNING & DEVELOPMENT					
REVENUES					
Intergovernmental	2,500	(2,500)	-	-	N/A
Licenses & Permits	276,620	87,460	364,080	239,633	65.8 %
Charges for Services	3,600	(1,100)	2,500	660	26.4 %
Fines/Forfeitures/Miscellaneous	-	-	-	-	N/A
Other Financing Sources	-	-	-	-	N/A

TOTAL REVENUES	282,720	83,860	366,580	240,293	65.5 %
	=====				
APPROPRIATIONS					
Salaries	334,451	400	334,851	232,683	69.5 %
Benefits	144,868	500	145,368	97,964	67.4 %
Purchase Services & Expenses	58,900	(2,225)	56,675	25,616	45.2 %
Supplies & Materials	3,200	230	3,430	3,247	94.7 %

TOTAL APPROPRIATIONS	541,419	(1,095)	540,324	359,511	66.5 %
	=====				

SCOTT COUNTY
QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: RECORDER					
REVENUES					
Charges for Services	1,073,000	220,500	1,293,500	1,057,302	81.7 %
Use of Money & Property	2,200	-	2,200	(46)	-2.1 %
Fines/Forfeitures/Miscellaneous	2,150	-	2,150	1,420	66.1 %
	<hr/>				
TOTAL REVENUES	1,077,350	220,500	1,297,850	1,058,676	81.6 %
	<hr/>				
APPROPRIATIONS					
Salaries	584,793	(2,963)	581,830	394,862	67.9 %
Benefits	281,709	500	282,209	203,795	72.2 %
Purchase Services & Expenses	5,450	600	6,050	3,425	56.6 %
Supplies & Materials	12,500	(400)	12,100	5,898	48.7 %
	<hr/>				
TOTAL APPROPRIATIONS	884,452	(2,263)	882,189	607,980	68.9 %
	<hr/>				
ORGANIZATION: SECONDARY ROADS					
REVENUES					
Intergovernmental	4,256,783	117,460	4,374,243	3,524,455	80.6 %
Licenses & Permits	30,000	-	30,000	21,530	71.8 %
Charges for Services	96,265	526,010	622,275	285,305	45.8 %
Fines/Forfeitures/Miscellaneous	14,100	-	14,100	30,352	215.3 %
Use of Property and Money	30,000	(17,500)	12,500	(3,662)	-29.3 %
Other Financing Sources	70,000	-	70,000	52,010	74.3 %
	<hr/>				
TOTAL REVENUES	4,497,148	625,970	5,123,118	3,909,990	76.3 %
	<hr/>				
APPROPRIATIONS					
Administration	341,000	-	341,000	232,517	68.2 %
Engineering	682,500	181,500	864,000	421,437	48.8 %
Bridges & Culverts	395,000	-	395,000	110,085	27.9 %
Roads	3,243,000	350,000	3,593,000	1,826,937	50.8 %
Snow & Ice Control	550,000	-	550,000	335,774	61.0 %
Traffic Controls	359,000	-	359,000	174,190	48.5 %
Road Clearing	346,000	-	346,000	338,274	97.8 %
New Equipment	750,000	100,000	850,000	427,579	50.3 %
Equipment Operation	1,399,000	-	1,399,000	852,831	61.0 %
Tools, Materials & Supplies	119,100	1,900	121,000	34,440	28.5 %
Real Estate & Buildings	150,000	-	150,000	59,239	39.5 %
Roadway Construction	800,000	1,230,000	2,030,000	54,089	2.7 %
	<hr/>				
TOTAL APPROPRIATIONS	9,134,600	1,863,400	10,998,000	4,867,392	44.3 %
	<hr/>				

SCOTT COUNTY
 QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: SHERIFF					
REVENUES					
Intergovernmental	262,000	(22,432)	239,568	135,551	56.6 %
Charges for Services	1,003,100	184,700	1,187,800	869,040	73.2 %
Licenses and Permits	112,000	(94,000)	18,000	49,859	277.0 %
Fines/Forfeitures/Miscellaneous	263,900	66,000	329,900	207,224	62.8 %
Other Financing Sources	-	104,300	104,300	104,300	100.0 %

TOTAL REVENUES	1,641,000	238,568	1,879,568	1,365,974	72.7 %
	=====				
APPROPRIATIONS					
Salaries	12,370,238	4,000	12,374,238	8,877,494	71.7 %
Benefits	5,214,556	(8,000)	5,206,556	3,712,228	71.3 %
Purchase Services & Expenses	791,130	220,000	1,011,130	760,997	75.3 %
Supplies & Materials	1,018,414	194,630	1,213,044	1,037,332	85.5 %
Capital Outlay	318,100	9,345	327,445	222,811	68.0 %

TOTAL APPROPRIATIONS	19,712,439	419,975	20,132,414	14,610,862	72.6 %
	=====				
ORGANIZATION: SUPERVISORS, BOARD OF					
REVENUES					
Fines/Forfeitures/Miscellaneous	-	-	-	870	N/A

TOTAL REVENUES	-	-	-	870	N/A
	=====				
APPROPRIATIONS					
Salaries	224,851	-	224,851	172,962	76.9 %
Benefits	132,577	-	132,577	97,606	73.6 %
Purchase Services & Expenses	29,600	(1,000)	28,600	904	3.2 %
Supplies & Materials	825	-	825	453	54.8 %

TOTAL APPROPRIATIONS	387,853	(1,000)	386,853	271,925	70.3 %
	=====				

SCOTT COUNTY
 QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: TREASURER					
REVENUES					
Taxes	590,000	-	590,000	260,817	44.2 %
Charges for Services	2,244,450	-	2,244,450	1,684,514	75.1 %
Use of Money & Property	200,000	(50,000)	150,000	97,299	64.9 %
Fines/Forfeitures/Miscellaneous	9,500	-	9,500	1,542	16.2 %

TOTAL REVENUES	3,043,950	(50,000)	2,993,950	2,044,173	68.3 %
	=====				
APPROPRIATIONS					
Salaries	1,653,169	-	1,653,169	1,205,832	72.9 %
Benefits	768,336	(400)	767,936	544,275	70.9 %
Capial Outlay	1,200	-	1,200	-	0.0 %
Purchase Services & Expenses	359,215	64,725	423,940	325,392	76.8 %
Supplies & Materials	63,300	1,150	64,450	44,247	68.7 %

TOTAL APPROPRIATIONS	2,845,220	65,475	2,910,695	2,119,746	72.8 %
	=====				
ORGANIZATION: BI-STATE PLANNING COMMISSION					
APPROPRIATIONS					
Purchase Services & Expenses	94,755	-	94,755	50,281	53.1 %

TOTAL APPROPRIATIONS	94,755	-	94,755	50,281	53.1 %
	=====				
ORGANIZATION: CENTER FOR ALCOHOL/DRUG SERVICES					
REVENUES					
Intergovernmental	10,000	(10,000)	-	6,898	N/A

TOTAL REVENUES	10,000	(10,000)	-	6,898	N/A
	=====				
APPROPRIATIONS					
Purchase Services & Expenses	688,331	-	688,331	452,405	65.7 %

TOTAL APPROPRIATIONS	688,331	-	688,331	452,405	65.7 %
	=====				

SCOTT COUNTY
 QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: CENTER FOR ACTIVE SENIORS, INC.					
APPROPRIATIONS					
Purchase Services & Expenses	213,750	-	213,750	160,313	75.0 %
TOTAL APPROPRIATIONS	213,750	-	213,750	160,313	75.0 %
ORGANIZATION: COMMUNITY HEALTH CARE					
APPROPRIATIONS					
Purchase Services & Expenses	302,067	-	302,067	226,550	75.0 %
TOTAL APPROPRIATIONS	302,067	-	302,067	226,550	75.0 %
ORGANIZATION: DURANT VOLUNTEER AMBULANCE					
APPROPRIATIONS					
Purchase Services & Expenses	20,000	-	20,000	15,000	75.0 %
TOTAL APPROPRIATIONS	20,000	-	20,000	15,000	75.0 %
ORGANIZATION: EMERGENCY MANAGEMENT AGENCY					
APPROPRIATIONS					
Purchase Services & Expenses	8,750,000	-	8,750,000	6,562,500	75.0 %
TOTAL APPROPRIATIONS	8,750,000	-	8,750,000	6,562,500	75.0 %
ORGANIZATION: LIBRARY					
APPROPRIATIONS					
Purchase Services & Expenses	601,165	-	601,165	450,874	75.0 %
TOTAL APPROPRIATIONS	601,165	-	601,165	450,874	75.0 %

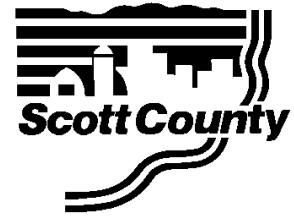
SCOTT COUNTY
 QUARTERLY FINANCIAL SUMMARY BY DEPARTMENT

Description	Original Budget	Budget Changes	Adjusted Budget	YTD Actual 3/31/2022	Used/ Received %
ORGANIZATION: MEDIC AMBULANCE					
APPROPRIATIONS					
Purchase Services & Expenses	200,000	(29,822)	170,178	170,178	100.0 %
TOTAL APPROPRIATIONS	200,000	(29,822)	170,178	170,178	100.0 %
ORGANIZATION: QUAD-CITY CONVENTION & VISITORS BUREAU					
APPROPRIATIONS					
Purchase Services & Expenses	70,000	-	70,000	52,500	75.0 %
TOTAL APPROPRIATIONS	70,000	-	70,000	52,500	75.0 %
ORGANIZATION: QUAD-CITY CHAMBER OF COMMERCE					
APPROPRIATIONS					
Purchase Services & Expenses	74,000	-	74,000	60,954	82.4 %
TOTAL APPROPRIATIONS	74,000	-	74,000	60,954	82.4 %

OFFICE OF THE COUNTY ADMINISTRATOR

600 West 4th Street
Davenport, Iowa 52801-1003

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E-Mail: admin@scottcountyiowa.gov



Date: May 9, 2022

TO: Mahesh Sharma, County Administrator

FROM: David Farmer, Director of Budget and Administrative Services

SUBJ: Authorized FTE's Funded through Grant Appropriations – 3rd Quarter FY22

The attached documents summarize current Scott County positions that have been funded either in part or in total by grant funding during the 3rd Quarter FY22.

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

AUTHORIZED FTE'S FUNDED THROUGH GRANT APPLICATIONS – 3rd QUARTER 2022

HEALTH DEPARTMENT

Grant Number	Grant Name	Board Approved	Grant Period	Grant FTE	Percent Expended	Federal Funding	State Funding	Other / County Funding
#5881I477E	Immunization Grant	*	7/1/21 – 6/30/22	0.39 FTE Clinic Nurses	95%	\$34,320.00	\$9,680.00	\$32,921.00 paid to subcontractor
#5881L17E	Childhood Lead Poisoning	*	7/1/21 – 6/30/22	0.50 FTE Public Health Nurse & Clerical Staff	75%		\$22,756.00	
#5881MH16	Maternal, Child & Adolescent Health, hawk-I	10/2/2008 01/25/18 07/1/20 increase to be effective 10/01/20	10/1/20 – 9/30/21	2.0 FTE Maternal & Child Health Consultants & 0.4 Office Assistant 0.4 FTE Maternal, Child & Adolescent Health Nurse, 1.0 FTE Maternal, Child & Adolescent Health Nurse	100%	\$200,820.00	\$119,903.00	Medicaid revenue supplemented by CH and MH Grant Funds
#5881MH16E	Maternal, Child & Adolescent Health, Hawki	10/2/2008 01/25/18 07/1/20 increase to be effective 10/01/20	10/1/21- 9/30/22	2.0 FTE Maternal & Child Health Consultants & 0.4 Office Assistant 0.5 FTE Maternal, Child & Adolescent Health Nurse, 1.0 FTE Maternal, Child & Adolescent Health Nurse	47%	\$206,141	\$117,522.00	Medicaid revenue supplemented by CH and MH Grant Funds

*Approved at unknown date.

AUTHORIZED FTE'S FUNDED THROUGH GRANT APPLICATIONS – 3rd QUARTER 2022

HEALTH DEPARTMENT (continued)

Grant Number	Grant Name	Board Approved	Grant Period	Grant FTE	Percent Expended	Federal Funding	State Funding	Other / County Funding
#5881MH16	I-Smile portion of Child Health	2/7/08; amended 9/24/15	10/1/20 – 9/30/21	1.0 FTE Community Dental Consultant	100%	\$31,463.00	\$31,464.00	
#5881MH16E	I-Smile portion of Child Health	2/7/08; amended 9/24/15	10/1/21- 9/30/22	1.0 FTE Community Dental Consultant	47%	\$34,963.00	\$31,464.00	
#5881DH33	I-Smile Silver	2/27/08; amended 9/24/15	11/17/20 – 11/16/21	1.0 Community Dental Consultant	100%	\$44,689.00		\$51,370.00 Private Funding
\$5882DH33	I-Smile Silver	2/27/08; amended 9/24/15	11/17/21 – 11/16/22	1.0 Community Dental Consultant	30%	\$57,484.00		\$59,688.00 Private Funding
N/A	Scott County Kids Early Childhood Board	8/28/03	7/1/21 – 6/30/22	1.0 FTE Public Health Nurse	75%		\$120,719.00 passed through Scott County Kids	
#5881CO82E	Local Public Health Service Grant	2/2/12	7/1/21 – 6/30/22	1.0 FTE Community Transformation Consultant	94%		\$359,275.00	\$235,000.00 to be paid to subcontractor
#5881AP29	Integrated HIV and Viral Hepatitis CTR	12/15/16	1/1/21 - 12/31/21	1.0 FTE Community Health Interventionist	100%	\$116,600.00	\$4,500.00	
#5882AP29	Integrated HIV and Viral Hepatitis CTR	12/15/16	1/1/22 - 12/31/22	1.0 FTE Community Health Interventionist	39%	\$93,670.00	\$2,250.00	

AUTHORIZED FTE'S FUNDED THROUGH GRANT APPLICATIONS – 3rd QUARTER 2022

HEALTH DEPARTMENT (continued)

Grant Number	Grant Name	Board Approved	Grant Period	Grant FTE	Percent Expended	Federal Funding	State Funding	Other / County Funding
5882ST13	DIS and Partner Services for Sexually Transmitted Infections	8/5/21	8/1/21 – 12/31/21	1.0 FTE Disease Intervention Specialist	34%	\$65,494.00		New grant; funds were not all anticipated to be spent. No further spending on this contract. New contract starts on 1/1/22.
5883ST13	DIS and Partner Services for Sexually Transmitted Infections	8/5/21	1/1/22 – 12/31/22	1.0 FTE Disease Intervention Specialist	16%	\$140,065.00		

AUTHORIZED FTE'S FUNDED THROUGH GRANT APPLICATIONS – 3rd QUARTER 2022

SHERIFF DEPARTMENT

Grant Number	Grant Name	Board Approved	Grant Period	Grant FTE	Percent Expended	Federal / Pass Through Funding	State Funding	Other / County Funding
LE-2022-Scott County Sheriff's Office-00178	Stop Violence Against Women	Yes	10/1/21 – 9/30/22	1.0 FTE Deputy as a liaison to County Attorney	46%	\$59,848	\$0	\$19,949 match
#PAP 22-402-MOPT, Task 61-00-00, #PAP 22-405d-M6OT, Task 00-61-00	**Governor's Traffic Safety -	Yes	10/1/21 – 9/30/22	Overtime for traffic enforcement	33%	\$67,400	\$0	No match. Pay 100% overtime of \$58,000, \$8,400 for one in-car video camera and two radar units and \$1,000 training related travel.
#19-JAG-398293	Justice Assistance - ODCP Byrne JAG	Yes	7/1/21 – 6/30/22	1.0 FTE Scott County Deputy Assigned to Drug Enforcement 67% Salary	100%	\$59,000	*Federal funding passed through the State	1.0 FTE Bettendorf Officer Assigned to Drug Enforcement 67% Salary, match \$19,667
15PBJA-21-GG-01431-JAGX	Justice Assistant Grant	Yes	10/1/21 – 9/30/24	1.0 FTE Scott County Deputy Assigned to Drug Enforcement 1.0 FTE City of Bettendorf Officer Assigned to Drug Enforcement	76%	\$88,400	\$0	

**Due to COVID-19, GTSB traffic enforcement overtime has been suspended.

OFFICE OF THE COUNTY ADMINISTRATOR
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May 9, 2022

TO: Mahesh Sharma, County Administrator

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

SUBJ: Filing of Third Quarter Reports from Various County Offices for FY22

The following is a summary of revenue through the 3rd Quarter of FY22 for the following County offices:

Office	FY22 Amended Budget	March 31, 2022 Actual	% Rec'd	Note
Auditor	\$ 266,428	\$ 38,042	14%	(1)
Recorder	1,297,850	1,058,676	82%	(2)
Sheriff	1,775,268	1,261,674	71%	(3)
Planning & Dev	376,580	240,294	64%	(4)
Totals	\$3,716,126	\$2,598,686	70%	

Note 1: Reflects the amount of election reimbursements to occur in the fourth quarter.

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

Note 3: Reflects grant activity, care keep charges, weapon permits, and fees for service earned during the period.

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

The Commission of Veteran Affairs, in their report to the County Auditor, presents the following summary of expenditures through the 3rd quarter of FY22:

Veterans Office	FY22 Amended Budget	March 31, 2022 Actual	% Used	Note
Administration	\$115,797	\$89,014	77%	(1)
Relief Payments	42,150	7,016	17%	(2)
Totals	\$157,947	\$96,030	61%	

Note 1: Actual incurred reflects benefits, travel and school of instruction.

Note 2: Most of direct relief comes from the state and federal government. It is noted that 27% of burial assistance costs and 8% of rental assistance have been expended so far this year.

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

May 26, 2022

Violence Against Women – “Flowers on the River”

WHEREAS, violence against women is a persistent cause of distress, injury and death for women and has serious secondary effects for families and communities, including our own; and

WHEREAS, violence against women takes many forms, including battering, sexual harassment, assault and rape; and

WHEREAS, more than one in five adult women experience at least one physical assault by a partner during adulthood; as many as one of every two women are affected by sexual harassment over the course of their working lives; and approximately one in eight women have experienced a sexual assault in their lifetimes; and

WHEREAS, research reveals a high prevalence of acute and chronic mental and physical health consequences resulting from violence against women; and

WHEREAS, being assaulted or witnessing assaults in childhood or adolescence increases the likelihood of mental health problems, substance abuse, and involvement in abusive relationships for both women and men;

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

- Section 1. That the Board of Supervisors urges all members of our community to consider ways in which they can stand in opposition to violence against women in all its forms, and encourages this community to support awareness-raising activities like “Flowers on the River,” to be held at 6 p.m. on the evening of Thursday, June 16, at Jetty Park in Bettendorf, Iowa.
- Section 2. This resolution shall take effect immediately.