

Scott County Board of Supervisors
May 29, 2018 8:00 a.m.

The Board of Supervisors met as a committee of the whole and pursuant to adjournment with Knobbe, Beck, Kinzer, Holst and Earnhardt present.

Jon Burgstrum, County Engineer reviewed the annual request from the Quad City Triathlon for closing Y48 (110th Av) from West Lake Park Gate 5 to Locust Street – West on Locust Street (160th Street) to Y40 (70th Av) – North on Y40 2 miles to turn around on June 16, 2018. He said they coordinate with the Sheriff's Office, put barricades up, sweep the road of rocks and reopen around 10 a.m.

Supervisor Kinzer said the Triathlon is a wonderful event and that he usually walks to the area to watch the race.

Burgstrum reviewed two FY 2019 paving projects. Project L-920--73-82 is on 190th Avenue from 270th Street south 1.02 miles, east side of Parkview and project L-819--73-82 is on 270th Street from 210th Avenue east to 220th Avenue and on 220th Avenue from 270th Street north approximately 0.42 miles, east of Utica Ridge Road. He said the projects call for widening the roads to decrease maintenance costs. The contract letting date is set for June 29, 2018.

Supervisor Knobbe asked about the surface of 190th Avenue east of Parkview.

Burgstrum said it is made of asphalt millings and done similar to rock and macadam. The road has new development areas near it, with more traffic.

Supervisor Holst asked how many inches thick would be on the projects' surfaces.

Burgstrum said both projects would have a three inch overlay.

Barbara Pardie, Fleet Manager, reviewed the bids to purchase a replacement vehicle for the Sheriff's Office. She said the current 2011 Ford Escape has been involved in two accidents and has been deemed uneconomical to repair, with \$5,218.47 in damages. The Sheriff requested that the new vehicle be a truck as it is used by the Investigative Division and needs to be used to carry chemicals away from the driver and evidence in the truck bed with a locked cover. She said they received 3 bids and the low bid costs would be split three ways. The Risk Management budget will be assessed \$23,358.36 for the insurance replacement, the Sheriff's Department budget will be assessed \$1,135.00 for the hard locking bed cover option requested and the maintenance manuals are a one-time cost of \$177.00 to be paid by Fleet Services.

Supervisor Beck asked if the low bid, the 101A item, was different than the other bids.

Pardie said yes, the 101A item is the power option that the Sheriff's Office requested, rather than the stripped down models.

Kinzer asked if the vehicle's VIN number was checked to see if it was made in America.

Pardie said VIN numbers are not assigned until vehicles come off the assembly line and that the Ford vehicle will be coming off an assembly line in Kansas City.

Pardie gave the Board an update on the vehicle fleet. She said work orders went up from 800 in the first three quarters of FY17 to the same time period 1,032 in FY18. However, the Sheriff's Office vehicles were not included in the first five months of FY17. The average cost per work order savings is \$324.66 and the average time for scheduled services has been reduced by 11.3 minutes overall. The vehicle availability time is at 99 percent. The nine-month budget is at 48 percent, down by \$6,000. She said they are also actively working with the Information Technology department to get the mechanics' laptops in three work areas. The department's mechanics continue to do a lot of cross and additional educational training which has helped to get the vehicles out faster.

Beck questioned about having one percent of down time.

Pardie said yes that is the overall fleet average. The amount of available time differs between Sheriff's Office vehicles which are on the road about 24 hours per day and all other vehicles which average about nine hours per day.

Beck asked how many of the work orders are for Secondary Roads vehicles compared to all the rest of the fleet.

Burgstrum said that in the past his department performed 35 service actions and 25 to 35 repair actions per quarter.

Pardie said she would look into the answer, but the Department is seeing a decrease in repairs due to the newer fleet and better periodic services.

Holst said she asked David Farmer for a service and labor breakdown. She also asked if the educational certifications the department is working toward are ASE certifications or general education.

Pardie said they are general education with the equipment the department has and all the mechanics are cross-trained on alignments to ensure better service.

Kinzer said he toured the facility and that the fleet vehicles are set up in a matrix for when services are needed.

Beck asked if the information Supervisor Holst requested would help to figure out the breakdown of the cost savings per order.

Pardie said this is from collective data and some Secondary Roads vehicle repairs are tied to projects in the ERP system.

Mahesh Sharma addressed a routine tax suspension request.

Matt Hirst, Information Technology Director, reviewed the resolution for Systems Resolution product for software license maintenance, support and hosted search due for renewal at the end of June for the Recorder's Office. He said the quote includes 12 Application Users, 5 Search Users, and Iowa Land Records Portal Interface and a Hosted (Internet) Search for a cost of \$43,200.00 per year for five years.

Holst said she recently talked to Recorder Vargas and that she said she was happy with the product and the work done on the bid.

Beck questioned the contract provision for 90 day notice of non-renewal.

Hirst said that this provision is standard for such contracts although the notice could be more than ninety days.

Knobbe asked about the current county imaging project.

Hirst said the Recorder's Office is ahead of the County in regards to storing images. The Recorder stores images of maintained records in the Cott system and they have stored parcel records in Cott since 1989 that are available online and the County owns the images. Cott is a separate system from the county imaging project. The IT Department has plans to connect the images to the imaging project at a later date for use with other land records applications.

Sherlyn Huber, Deputy Scott County Recorder said that the Recorder's Office is very pleased with the Cott system.

David Farmer, Budget and Administrative Services Director, highlighted some items from the Third Quarter Budgeting for Outcomes report. He said that through the third quarter, the County fund balance is at 39 percent which reflects March tax collections.

He said the Attorney's Office Fine Collection program is at 22 percent more than last fiscal year's end or \$282,000 returned to Scott County. The Victim/Witness Support Services program packets were sent out at 75 percent of projection but the return rate is at 81 percent of projection.

Holst asked for what are the Victim/Witness Support Services packets used.

Mary Thee said that the packets are used to determine the amount of court ordered restitution.

Farmer reviewed the golf course operations cash flow and noted that the golf course routinely sees no revenue for the third quarter or January, February and March although

expenses continue. The Conservation Department expects to see a positive cash flow number for the fourth quarter.

Farmer said that preventative work orders for the Facility and Support Services Department is at 32 percent, two percent more than projected.

Farmer said the Health Department has not completed the annual reviews for subcontractors but that the reviews will be completed in the fourth quarter.

Supervisor Earnhardt asked about the outreach to faith based organizations to provide information about the Hawk-I program.

Edward Rivers, Director of the Health Department, said that his department conducts outreach to the community to ensure people know what services are available through the Hawk-I program and this is one part of that outreach. The Health Department projects that 10 faith based organizations will be contacted according to grant action plans. As of the third quarter the Department conducted outreach to one of the targeted organizations but the Department plans to complete the outcome in the fourth quarter.

Farmer said that the Health Department's Childhood Lead Poisoning Prevention program conducted six presentations, 120 percent of projected.

Earnhardt inquired about the presentations. Rivers reported that the presentations are well received and the QC area realtors' association has asked the Health Department to conduct a class for their organization in the fall.

Farmer reported that the Juvenile Detention Center (JDC) will serve all clients for less than \$240 per day after revenues are collected. He reported that through the third quarter, JDC provided services for \$195 per day and this is in relation to the high population. The nine month actual has already surpassed the budget and is at 114 percent.

Holst asked about the report numbers for the Planning and Development Department housing unit assistance and Partners of Scott County Watershed projects and wants to know if the Department has goals to increase housing or watershed projects.

Farmer said no, these are volume indicators generated more by the market place or state of the economy. He said Tim Huey could come to the Board and explain the numbers.

Beck asked about in general the variance in projections for Budgeting for Outcomes.

Farmer said that some of the projections are locked-in during budgeting in November.

Sharma said that these projections are yearly goals and should not be changed without good reason.

Holst asked about what are underutilized areas under the Human Resources Department.

Thee answered that underutilized areas are determined by the EEOC and reflect fewer than would be expected minority or female participation in various employment categories.

Farmer reviewed the performance numbers for Durant Ambulance and said their goal is not realistic, is not being met and should be changed.

Rivers also reviewed the performance indicators for Durant Ambulance and how the numbers are calculated. He said he looked into the response time, finding the number included all system calls, which include Cedar County, not just those in Scott County, and Scott County response times are closer to twenty minutes. He said that the Iowa Assistance response standard for rural, volunteer ambulance services is twenty minutes.

Holst asked if the Sheriff's Office BFO to reference three vendors for supply orders of \$50 or more was also County policy.

Farmer said that this BFO was internal to the Sheriff's Office.

Farmer reviewed the Scott County FY18 Actual Revenues and Expenditures for the third quarter compared against budgeted amounts and against the third quarter of FY17. Expenditures for operations were 70.1 percent compared to the budgeted amounts (69.6 percent in FY17). Revenues for the period are 85.9 percent when compared to budget projections (86.3 percent for FY17). The Auditor's Office revenue is at 94.0 percent, Community Services revenue is at 79 percent, the Juvenile Detention Center revenue is at an 84.3 percent and the Local Option Tax received is at 68.9 percent. The self-insurance fund experienced a \$232,368 gain in the third quarter.

Farmer also said that the State of Iowa placed on hold the Justice Assistance Grant money pending national litigation and has not been funded. He was not sure when grant funds would be released.

Thee said in regards to this Justice Assistance Grant funded position the staffing level in the Sheriff's Office is fine for now as one staff is on military leave and one resigned.

Sharma stated that Board appointments and liquor/beer license renewals are routine itmes.

Moved by Earnhardt, seconded by Kinzer at 9:23 a.m. a motion to adjourn. All Ayes.

Tony Knobbe, Chair of the Board
Scott County Board of Supervisors

ATTEST: Roxanna Moritz
Scott County Auditor