

MINUTES

SCOTT COUNTY CONFERENCE BOARD

PROPOSAL OF COUNTY ASSESSOR BUDGET

MONDAY FEBRUARY 4TH, 2019 - 4:00 P.M.

CONFERENCE ROOM 605 – SIXTH FLOOR

SCOTT COUNTY ADMINISTRATIVE BUILDING

600 W. 4TH ST. DAVENPORT, IA 52801

A meeting of the Scott County Conference Board was held on Monday February 4th, 2019 at 4:00 p.m. in conference room 605 on the sixth floor of the Scott County Administrative Center, 600 W 4th St, Davenport IA. The purpose of the meeting was for the Board's review and discussion of the Scott County Assessors proposed budget for fiscal year 2019-20. The meeting was called to order at 4:03 p.m. by Board Chair Tony Knobbe with the following members present (roll call):

Schools:

Adam Holland - Bettendorf School Board, President

Glen Keppy – North Scott School, President (observer)

Tracy Lindaman – North Scott School Board, Vice-President

Jean Dickson - Pleasant Valley School Board, Director District #7

Mayors:

Bob Gallagher – Bettendorf

Martin O'Boyle - Eldridge

Michael Limberg - Long Grove

Michael Bawden - Riverdale

Supervisors:

Tony Knobbe – Chair

Ken Beck

John Maxwell

Brinson Kinzer

Other:

Tom McManus – Scott County Assessor

Jess Tracy – Deputy Assessor, County Assessor's Office

Beth Haney – Office Manager, County Assessor's Office

David Farmer – Budget Admin Director, Scott County

A quorum was established by the voting units.

Next order of business was to designate the delegates for each voting unit.

Schools – Dickson

Mayors – O'Boyle

Supervisors – Maxwell

A motion to approve the prior meeting minutes was made by Gallagher, seconded by Maxwell, all ayes, motion carried.

County Assessor McManus then delivered the Assessor's report. McManus informed the Board that the room was only available until 5:00 and that he would try to move through it quickly. He congratulated former Scott County Conference Board member Chris Cornoyer who was recently elected to the State Senate. McManus also reported on the status of the Assessor's Office over the past year, including; current staff and staffing changes, new 2019 aerial flight of the county for the Assessor's GIS website, the Assessor's new Beacon website and some of the enhanced features it offers for public use. Due to meeting time constraints, McManus walked through a very quick and short demo of the new website and some of the features it has using the overhead projector. McManus stated that he would skip the planned full presentation of the new website to the Board at this time but would be happy to stay after the meeting to present it if anyone desired to stay. McManus also reported on new tablets for appraisal staff and the intended use of these tablets moving forward and some of the built-in features they have, upcoming field-testing of the new tablets by appraisal staff, and the continuous and ongoing education of staff. He also reported on a recent salary study done for the County Assessor's Office by the same company that did a recent study for the county but that it was delivered late and that he hadn't had time to review it in detail, and that he was not requesting any salary change requests based on that study at this time. He informed the Board that he will take the time to review it in detail over the next year, and that if any changes to staff salaries are deemed appropriate based on the study, that he will bring those change requests forward at next year's Conference Board meeting. McManus also reminded the Board that a new pay scale for the Assessor's Office was implemented by the Board just last year and the new scale is based on the newly created job descriptions for the duties and responsibilities for each position in the office.

McManus then informed the Board that with all the new features of the Assessor's new website, such as the public now being able to sign up for the most common property tax credits online rather than coming to the Assessor's office, he will likely present a request at next year's meeting to add two holidays to the Assessor's Office holiday schedule, President's Day and Good Friday, which he feels would have no negative impact to the public nor the Assessor's

Office. McManus stated the City Assessor's Office located right next door to the County Assessor's Office is closed on both of these holidays and that the current holiday schedule is confusing to the public. A chart in the Assessor's report showed other local entities holiday schedules, such as other local cities and schools, with all that reported also being closed on these two holidays.

McManus then reported on the Board of Review and assessment appeals, including; the steps property owners can take to challenge their assessments, the informal assessment review process, prior year's session and stats, and the statuses of current and prior years PAAB and District Court appeals.

McManus then reported on last year's Board of Review meeting where the Board reviewed a recent compensation study of other local county and city Board of Reviews of similar size jurisdictions. A chart of the results of that study is in the Assessor's report and shows that Scott County Board of Review members are the second lowest paid Board of the counties and cities surveyed. **McManus then brought forward to the Conference Board a compensation adjustment request from the Scott County Board of Review based on that study to add a per session rate of \$1,000 per session to the current Board of Review compensation of \$150 per diem rate beginning for the spring 2020 session. McManus added that he would like the Conference Board to agree to stipulate that Board of Review members must be present for 80% of the session dates to receive the per session rate and the Board of Review members must be present for 80% of the scheduled daily hearings to receive the per diem rate, and that for extended sessions the per diem rate will remain, but extended sessions are not counted as a separate session.** There was discussion to vote on this compensation adjustment with the budget proposal, but McManus requested it to be voted separately. Knobbe agreed. There was more discussion. **A motion to approve the new Scott County Board of Review compensation was made by Maxwell, seconded by Kinzer, all ayes, motion carried.**

McManus then reported on building permits issued for the previous year, including stats and breakdowns of counts and totals by classification and by cities and townships.

McManus then reported on assessments, including; the differences of odd and even assessment years, the upcoming mailing of assessment notices, the appeal process and options for property owners, the assessment timeline, assessment value change stats, and breakdowns of counts and totals by class and by cities and townships. McManus informed the Board that if anyone would want any other property data statistics for any reason to contact the Assessor's Office for help.

McManus then reported on the proposed budget of the County Assessor's Office for the coming fiscal year. There was discussion as to whether the Board could approve the overall budget request at the conclusion of the budget report, but was suggested by McManus to vote on COLA and employee salary adjustments separately and individually. McManus requested a 2.25% COLA increase for all staff and reported this request aligns with the county COLA increase recommendation. **A motion to approve a 2.25% COLA for all Assessor staff was made by O'Boyle, seconded by Maxwell, all ayes, motion carried.**

McManus recommended the Board vote on each employee salary adjustment separately per an HR request. Farmer stated that as long as each position adjustment is outlined individually in the minutes that should suffice for HR needs (see below). McManus then requested the following staffing salary adjustments as outlined in the budget:

- ASSESSOR – COLA adjustment only. No step/raise requested.
- CHIEF DEPUTY ASSESSOR – position currently vacant and not expected to fill in near future.
- DEPUTY ASSESSOR – requesting up to 3% step/evaluation increase. Prior year's values are from prior Deputy salary.
- APPRAISER III – position currently vacant and not expected to fill in near future.
- APPRAISER II – position currently vacant but request to fill by promotion of an Appraiser I on or near 1/1/20 and subsequent additional 5% promotion pay increase.
- APPRAISER I – F.K. - requesting up to 5% step/evaluation increase
- APPRAISER I – N.R. - requesting up to 5% step/evaluation increase.
- APPRAISER I – J.H. - requesting up to 5% step/evaluation increase.
- APPRAISER I – S.M. - requesting up to 3% step/evaluation increase.
- OFFICE MANAGER – requesting up to 3% step/evaluation increase.
- CHIEF CLERK – requesting up to 3% step/evaluation increase.
- CLERK - requesting up to 5% step/evaluation increase.

Maxwell asked if the requested 5% promotion increase from Appraiser I position to Appraiser II position would be additional to the 5% step/eval increase the employee would already be getting. McManus stated that it would. There was other discussion and a question was asked as to what pay level current appraisal staffing is at on the newly implemented pay scale. McManus presented the pay scale spreadsheet on the overhead and showed that all entry-level appraisal staff are currently at the low end of the scale. **A motion to approve all Assessor staff additional salary step/eval adjustment requests was made by O'Boyle, seconded by Limberg, all ayes, motion carried.**

McManus reported on the rest of the budget line item by line item including employee benefit requirements and expected office operation expenses, and explained any adjustments to each line item, if any. He noted that the total budget amount and the levy rate were both decreasing again this year, for the third year in a row. **A motion to accept the Assessor's proposed budget for public hearing was made by Maxwell, seconded by Dickson, all ayes, motion carried.**

No old business reported.

No new business reported.

The date of the meeting for public hearing and adoption of the County Assessor's budget was set by the Board for Monday February 25th, 2019 at 4:00 p.m. in the Board Room on the first floor of the Scott County Administrative Center, 600 W 4th St, Davenport IA.

At 4:59 p.m. a motion to adjourn was made by Limberg, second by Maxwell, all ayes, motion carried.

Date: _____
Tom McManus,
Conference Board Clerk,
Scott County, Iowa

Date: _____
Tony Knobbe,
Conference Board Chair,
Scott County, Iowa

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