

**BOARD OF SUPERVISORS**

District 1 | **Stacey Walker**

District 2 | **Ben Rogers**

District 3 | **Brent Oleson**

**JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER**

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000 | FAX: 319-892-5009

LinnCounty.org



**LINN COUNTY BOARD OF SUPERVISORS  
MEETING AGENDA**

Monday, February 4, 2019

10 a.m.

Formal Board Room—Jean Oxley Public Service Center  
935 2ND ST. SW, Cedar Rapids, IA

**Call to Order**

**Public Comment: Five Minute Limit per Speaker**

This comment period is for the public to address topics on today's agenda.

**Minutes**

Discuss and decide on meeting minutes.

Public hearing on proposed 28E Agreement between Linn County and the City of Bertram for Construction Code Administration

Discuss a Vacancy Form requesting a Shop Supervisor for the Sheriff's Office

Discuss proposed Website Policy and Website Terms and Conditions of Use.

**Public Comment: Five Minute Limit per Speaker**

This is an opportunity for the public to address the board on any subject pertaining to board business.

**Payroll Authorizations**

Discuss and decide on Employment Change Roster (payroll authorizations).

**Claims**

Discuss and decide on claims.

**Correspondence**

**Legislative Update**

**Appointments**

**Adjournment**

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at [bd-supervisors@linncounty.org](mailto:bd-supervisors@linncounty.org).

**LINN COUNTY AND CITY OF BERTRAM  
AGREEMENT FOR CONSTRUCTION CODE ADMINISTRATION**

**1. TITLE**

Pursuant to Iowa Code Chapter 28E, this Agreement by and between Linn County, Iowa and the City of Bertram, Iowa, shall be known as the *Linn County and City of Bertram Agreement for Construction Code Administration*.

**2. PURPOSE AND SCOPE**

*2.1. Purpose of Agreement.* The purpose of this Agreement is to provide for the administration and enforcement of the Construction Codes of the City of Bertram by Linn County to protect the public health, safety and welfare. It is the intent that the same level of service shall be provided to the citizens of Bertram as is currently provided to the citizens of the unincorporated areas of Linn County.

*2.2. Scope of services.* Linn County, through the Building Division of the Planning and Development Department, shall provide services to administer and enforce the Construction Codes of the City of Bertram for all projects requiring inspections, plan review and certificates of occupancy as specified in the City's adopted Construction Codes.

**3. DEFINITIONS:**

As used in this Agreement, the following terms are defined:

*Building Division:* The Building Division of the Linn County Planning and Development Department.

*Building Official:* The Linn County Building Official who is the designated authority charged with the administration and enforcement of the Linn County *Construction Codes*.

*City:* The City of Bertram, Iowa.

*Construction Codes:* The current version of Chapter 105, Buildings and Building Regulations: Article I (In General), Article II (Construction Regulations), Article III (Electrical Installations), Article IV (Mechanical Systems), and Article V (Plumbing); and the current version of Chapter 12, Fire Prevention and Protection; of the Linn County Code of Ordinances as adopted by Linn County, Iowa including amendments and recodifications in effect at the time of permit application.

*County:* The County of Linn, Iowa.

*Inspectors:* The Combination Building Inspectors employed with the Linn County Building Division under the direction of the Linn County Building Official.

*Permit:* Permits issued in accordance with the referenced *Construction Codes* for work within the corporate limits of the City.

#### **4. PROCEDURES AND FEES**

*4.1. Place of application.* Permit applications shall be made at Linn County Planning and Development, 935 2<sup>nd</sup> Street Southwest, Cedar Rapids, IA, in accordance with the County's procedures and requirements. (As of the effective date of this Agreement, sub-permits may be applied for online.) When zoning approval is required, the County shall prepare a zoning site plan for city review. Upon approval, the City shall provide the County with a copy of the approved zoning site plan and floodplain permit, as applicable.

*4.2. Permit issuance.* The County shall issue permits in accordance with its procedures and requirements. Permits will be issued when the construction drawings have been reviewed by the Building Official or designee for compliance with the *Construction Codes*.

*4.3. Fees.* Permit and inspection fees shall be the same for City Permits as for County Permits and shall be determined in accordance with the Linn County Building Regulations Fee Schedule in effect at the time of this Agreement or as amended by Resolution of the Linn County Board of Supervisors. Fees are due and payable to Linn County Planning and Development at the time of application. Fees for zoning, floodplain, or other permits required by the City but not covered by the Linn County

Building Regulations Fee Schedule shall be due and payable by the applicant to the City.

*4.4. Fees for Saturday inspections.* Saturday inspection fees will be charged to the individual requesting the inspection at one-and-one-half times the hourly rate based upon the current hourly wage rate of the personnel required, plus overhead costs for fringe benefits, office administration and transportation, with a (3) hour minimum charge, subject to change based on current fee & pay grade schedule. The County reserves the right to request an increase in charges if the current rate does not fully cover the County's costs. Saturday inspections must be requested at least 24 hours prior to the close of business on Friday.

*4.5 Construction Codes incorporated by reference.* The City hereby incorporates by reference into the *Code of Ordinances of the City of Bertram, Iowa* the *Construction Codes* as defined in this Agreement, including future amendments and recodifications.

## **5. INSPECTIONS**

*5.1. Types of inspections.* The County shall provide inspections in accordance with the adopted *Construction Codes*. Inspections shall include footings; setbacks; electrical service; gas piping; rough inspections for framing, electrical, mechanical, and plumbing work; final inspections; and all other inspections required by the *Construction Codes*.

*5.2. Requests for inspections.* Inspection requests shall be made by the permit applicant or an authorized representative. Requests may be made online or by telephone to the Linn County Building Division between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday. Twenty-four hour notice is required prior to an inspection.

*5.3. Inspection times.* Inspections will be conducted by the County Inspectors approximately between the hours of 9:30 a.m. and 3:30 p.m., Monday through Friday. The County reserves the right to modify this inspection schedule to accommodate the Inspectors' schedules.

## **6. ENFORCEMENT**

*6.1. Administration of Construction Codes by County.* Administration and enforcement of the *Construction Codes* shall be by the County in accordance with the administrative provisions of the *Construction Codes*.

*6.2. Prosecution of violations by City.* Prosecution of violations of the *Construction Codes* cited by the County in the enforcement of the *Construction Codes* shall be by the City.

## **7. ZONING & FLOODPLAIN MANAGEMENT**

*7.1. Zoning approval by City.* Enforcement of the City zoning ordinance shall be by the City. The City shall provide copies of an approved zoning site plan / zoning permit for each new building or addition that increases the building footprint, or for any change in use or occupancy of any existing building.

*7.2. Setback inspection.* County Inspectors shall confirm that the location of new buildings or additions meet the minimum setbacks shown on the approved site plan during the footing inspection.

*7.3. Information provided by City.* The City shall provide to the Building Division copies of City maps or other information showing streets, addresses, zoning districts, property owners, and other pertinent information.

*7.4 Enforcement of floodplain regulations by City.* Enforcement of floodplain regulations shall be by the City in accordance with its adopted regulations. A copy of approved floodplain development permits, as required by the City's floodplain regulations, shall be provided to the County.

## **8. RECORDS**

*8.1. Records maintenance.* The County shall maintain records of Permits, beginning with the effective date of this Agreement, for a period of five years from the issuance date, unless this agreement is terminated sooner.

*8.2. Permit activity reports.* The County shall provide, if requested, twice-yearly reports to the City of permit activity in the City. The reports shall include the number and type of permits issued, and the valuation of the projects. Other information may be included in the reports as mutually agreed.

*8.3. Open permits on effective date of Agreement.* Any permit applied for prior to the effective date of this Agreement shall remain under the purview of the City and is not subject to the provisions of this Agreement. The City shall provide the County with a list of all open permits as of the effective date of this Agreement, including the permit holder, address, and description of work.

## **9. HOLD HARMLESS**

The City of Bertram shall hold harmless, indemnify, and defend all claims and suits for liability against Linn County and any of its employees arising as a result of any services performed by Linn County under this Agreement.

## **10. APPEALS**

*10.1. Appeals of determinations.* Appeals of decisions or determinations of the Building Official relative to the application and interpretation of the *Construction Codes* shall be heard by the City's Building Board of Appeals.

*10.2. Written reports and determinations.* The Building Official shall provide a written report to the City Building Board of Appeals in advance of the hearing; the City shall provide written findings and decisions regarding the disposition of any appeal to the Building Official.

## **11. AMENDMENTS**

Any portion of this Agreement may be amended at any time, as mutually agreed, by Resolution of the County Board of Supervisors and Resolution of the City Council.

## **12. DURATION OF AGREEMENT; TERMINATION**

*12.1. Continuation and termination of Agreement.* This Agreement shall continue until terminated by either the County or the City. Either the County or the City may terminate this Agreement at any time by providing written notice at least three months prior to the termination date. Written notice shall be a certified copy of a resolution by the County Board of Supervisors or the City Council.

*12.2. County not obligated after termination date.* The County shall not be obligated to perform inspections after the termination date for permits that are applied for or issued prior to the termination date.

*12.3 Partial refund of Linn County permit and inspection fees after termination date.* Upon termination, Linn County permit and inspection fees will be refunded to the permit holder on a prorated basis as shown below:

- 100% for permit applications for which no plan review has been started and for which no permit has been issued;
- 70% for permits for which plan review has been started, or for permits that have been issued but for which no on-site inspection has been performed;
- Upon request, refunds will be issued on a pro-rated basis as determined by the Building Official for permits that have been issued and have received one or more on-site inspections, but have not been finalized.

**13. EFFECTIVE DATE**

The effective date of this Agreement shall be March 1, 2019 or the date of filing by the Iowa Secretary of State's Office, whichever is later.

City of Bertram, Iowa

County of Linn, Iowa

\_\_\_\_\_  
Bill Mulholland, Mayor  
City of Bertram

\_\_\_\_\_  
Stacey Walker, Chair  
Linn County Board of Supervisors

Attest:

\_\_\_\_\_  
Lisa Berry, City Clerk

\_\_\_\_\_  
Joel D. Miller, Auditor

DRAFT

LINN COUNTY HUMAN RESOURCES DEPARTMENT  
JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER  
935 2ND ST. SW  
CEDAR RAPIDS, IA 52404  
PH: 319-892-5120 | FAX: 319-892-5129

RECEIVED

FEB 01 2019

LinnCounty.org



LINN COUNTY  
HUMAN RESOURCES

VACANCY FORM

SELECT ONE:

NEW POSITION

REPLACEMENT

REPLACES: GREGG LINT

SELECT ONE:

NEW JOB CLASSIFICATION

EXISTING JOB CLASSIFICATION

JOB TITLE: SHOP SUPERVISOR

DEPARTMENT: SHERIFF'S OFFICE

SHIFT/HOURS: MON - FRI 8:00 - 4:30

VACANCY DATE: IMMEDIATELY

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (if applicable):

BUDGET OFFER

NEW POSITION FUNDING SOURCE(S):

GRANT FUNDING

department funds

OTHER: \_\_\_\_\_

POST TO INSIDE:  YES  NO

ADVERTISE:  YES  NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs): \_\_\_\_\_

POSITION TYPE:

FULL-TIME  PART-TIME \_\_\_\_\_ # of hours/week  TEMPORARY/SEASONAL

ON-CALL/SUBSTITUTE  GRANT-FUNDED

BARGAINING UNIT:  Clerical  Maintenance  Para Professional  Professional

Attorneys  Conservation  Sergeants  PPME

NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: [Signature]

DEPARTMENT HEAD (original signature required)

DATE

2-1-19

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: 22 BGA1

STARTING SALARY: \$24,41

HR DIRECTOR COMMENTS: Position replaces Sr. Mechanic FTE

FINANCE/BUDGET DIRECTOR COMMENTS: \_\_\_\_\_

APPROVED BY: [Signature]

HUMAN RESOURCES DIRECTOR

DATE

2-1-19

APPROVED BY: [Signature]

FINANCE/BUDGET DIRECTOR

DATE

2-1-19

APPROVED BY: \_\_\_\_\_

CHAIRPERSON/BOARD OF SUPERVISORS

DATE





# BOARD OF SUPERVISORS

Linn County, Iowa

<b>Subject:</b> Official County Website Purpose and Use		<b>Policy Section &amp; Number:</b> PM-022
<b>Approval Date:</b> 00-00-2019	<b>Effective Date:</b> 00-00-2019	<b>Revision No:</b> 1
<b>Reference:</b> Initially Adopted: 0/00/2019 BOS Minutes: 0/019, 0/0/19		<b>Distribution:</b> Elected Officials, Department Heads, County Employee Handbook, Intranet

## I. POLICY

It is the policy of Linn County to administer uniform guidelines for the use of the County's official website by establishing provisions which:

- Affirm the purpose of the site is to carry out a public service by providing timely and relevant information about County government
- Inform the site is not intended as an open public forum for the exchange of opinions, ideas, or discussion of any other nature
- Acknowledge the site is for the sole and exclusive use by the County for County business
- Reserve the right of the County to approve information that will and will not be placed on the website
- Emphasize the website is a supplement to, and not a replacement for, information available from County departments
- Provide for the conditions of use, privacy, accessibility, and security of the website

## II. SCOPE

This policy is applicable to all Linn County employees responsible to the Board of Supervisors; employees responsible to an elected official, including the elected official and their deputies; and the Conservation and Public Health Departments.

## III. EXCEPTIONS

None.

## IV. DEFINITIONS

- A. **"Official County website"** means the website [www.LinnCounty.org](http://www.LinnCounty.org) that is under the control and management of the Communications Director.
- B. **"Communications Director"** means the County employee responsible to the Board of Supervisors.
- C. **"Communications Team"** means personnel and resources under the supervision of the Communications Director.

- D. **"Website Content Manager"** means County staff who have been granted an administrative account to access the administrative side of the official County website for the purpose of updating their department's website content.
- E. **"Other County websites"** means websites other than the official County website, with content managed by employees other than the Communications Director.

**V. GENERAL CONDITIONS FOR MANAGEMENT OF THE OFFICIAL WEBSITE**

The County's official website is one of the most frequently accessed and relied upon communication resources of the County. This policy establishes general conditions for the overall communication management of the official County website including compliance with all legal and regulatory standards, privacy, accessibility, and security issues.

- A. The Communications Director maintains sole discretion over the content of the website, including adding, modifying or deleting content.
- B. Department web content managers are responsible for updating their department-specific information, pages, and documents in accordance with standards established by the Communications Team and will refer to applicable County guidance and policies authorized by the Board of Supervisors. Failure to adhere to County standards and policies may result in revocation of access to the County's official website.
- C. The Communications Team will work with the designated website content manager(s) in other County departments to ensure conformance with the County's style guide, conventions, and branding.
- D. County departments without a website content manager will direct requests to alter departmental content on the County's official website to the Communications Team. Requests will be in writing by the department director, elected official, or their designee.
- E. Requests to add, delete, or change website content managers must be directed to the Communications Director who maintains sole discretion over the determination of providing administrative access to the County's official website. All requests must be submitted in writing by the department director, elected official, or their designee.

**VI. GENERAL CONTENT STANDARDS**

- A. Posted content on the official County website will meet one or more of the following general standards for information such as:
  1. Provides items of general interest to the public reflecting a departmental, divisional, or program initiative, project, service or responsibility
  2. Reflects directional and guidance information for the public such as maps and directories of services
  3. Ensures public notice of a County event or other specific event which is open to the public and has received County sponsorship as authorized by the Board of Supervisors
- B. Posted content on the official County website will not include:
  1. Profane language

2. Promotion, fostering, or perpetuation of discrimination on the basis of sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation, gender identity, or any other protected group status.
3. Sexual content or links to sexual content
4. For profits and commercial solicitations and advertisements
5. Conduct or encouragement of illegal activity
6. Information that may tend to compromise the safety and security of the public
7. Information that would violate any other Linn County policies.

## **VII. EXTERNAL LINKS REQUIREMENTS**

- A.** Links to external websites placed on the official County website will conform with the purpose of the official County website and policies herein. Any external links to other websites will not constitute an endorsement or recommendation by the County. Funding from or to the County does not automatically qualify an organization or vendor an external link from the official County website. The Communications Director will have sole discretion over determining external links that may be included on the County's official website and the right to remove any link at any time.
- B.** The County is not responsible for the content, quality, or accuracy of any off-site materials referenced or linked through the County's website.
- C.** To avoid any perception that the County endorses or provides favorable treatment to any private person or business enterprise, no corporate or commercial logos are allowed on the official website.
- D.** External links will be allowed to sites that direct the user to:
  1. Other government agencies
  2. Corporate or company sites that provide web-based automated solutions specifically designed for use by the County and/or the public through the County website
  3. Sites of organizations that are in a direct contractual relationship with the County, that receive funding in the form of either monetary or in-kind contribution from the County to promote the overall social good of the County, such as funded agencies, service providers, and grant recipients.
  4. Sites of organizations that are in a direct contractual relationship with the County, that receive funding in the form of either monetary or in-kind contribution from the County to promote the social, economic and cultural good of the County, in areas such as funded agencies, commerce, dining, and arts and entertainment within the County.
  5. Sites that support the County or an individual County department's mission to meet the cultural, educational, health, safety, welfare, or informational needs of County customers.
- E.** The County will not link to any external sites that are contrary or detrimental to the purpose and use of the County's official website or to the County's mission, values, image, and interests. External links will not be allowed that direct the user to websites which:

1. Advocate or promote the sale or use of tobacco, alcohol, controlled substances, firearms or weapons;
  2. Contain pornography, obscenity, indecency, or other material offensive to prevailing community standards or persons of ordinary sensibilities
  3. Promote adult-oriented businesses
  4. Contain religious messages or advocate or promote religious beliefs
  5. Advocate the agenda or position of a political party, candidate for elected office, ballot initiative, or campaign or fundraising websites of holders of or candidates for political office, whether elected or appointed.
- F. Department website content managers may include external links on their County department pages in accordance with the purpose of their departmental website and the policies herein.
- G. Any exceptions or special circumstances require written request and approval. Requests will be in writing by the department director, elected official, or their designee and must be directed to the Communications Director.

### **VIII. LINKS TO OFFICIAL WEBSITE REQUIREMENTS**

In general, approval is not needed to link to the official County website. However, a link that loads into an existing frame which presents the County's website information as its own is not allowed.

### **IX. PRIVACY**

#### **A. Website Visits**

The County uses automated tools to log information about each visit to the official County website to evaluate website performance and to identify user trends such as popular webpages and files. This assists the County in improving the content, relevance and value of the website to users. Information stored in the weblogs does not identify the user personally. The website logs collect visitors':

- Internet Protocol (IP) address and domain name (but not the email address)
- Type of browser and operating system use and connection speed
- Date and time site was accessed
- Webpages visited
- Country or region of the world from which a user accessed the website.

#### **B. Personal Information**

Users visiting the official County website may choose to provide the County with their personal information for a purpose such as completing a form, an online survey, a monetary transaction, or an email. For these situations the County uses personal information to process the request, complete a transaction, or to respond to a message. Any information regarding an individual that is collected will be used by the County only for the intended purpose.

#### **C. Electronic email subscriptions lists and emails**

1. The County website provides users the opportunity to subscribe to and unsubscribe from informational e-mailing lists. Email addresses in an email subscription list will only be used by the

County to send messages related to categories of information requested by the subscriber. To the extent authorized by law, information from email subscription lists that allows for the personal identification of a website user will be kept private if the individual submitting the information indicates this. Email addresses are not visible or available to other email list members.

2. The County may receive information in a communication that provides for the personal identification of a website user (for example in an email or online form). The County will use this information to provide a response or to redirect the communication to another County department better equipped to respond. Any information received will be used by the County only for the intended purpose.

**D. Disclosure of information**

The County will not disclose personal information provided by a user of the County's official website to any third party, unless required to do so under federal or state law, including, but not limited to, the Iowa Open Records Law. All requests for public records will be handled in accordance with the provisions of Chapter 22 of the Iowa Open Records Law.

**X. ACCESSIBILITY**

It is the County's goal to provide maximum access for all users of the County's website. The design of the County website shall meet the standards outlined in the U.S. Section 508 accessibility guidelines and standards set forth in the County's accessibility statement.

**XII. WEBSITE TERMS OF USE AND CONDITIONS**

The County's Website Terms and Conditions of Use will be posted on the County's official website and apply to all County website visitors and users.

# Website Terms and Conditions of Use

## WELCOME

Thank you for visiting the official website for Linn County, Iowa. Please note that by visiting our website, you agree to the terms and conditions listed here.

## COUNTY WEBSITE LIMITED PURPOSE

The limited purpose for Linn County's website (LinnCounty.org) is to educate, engage, inform, and provide access to timely information about County services, meetings, officials, programs, projects, events, policies, and documents to website visitors.

The website is a supplement to, and not a replacement for, information available from County departments. The use of the County website is intended for the sole and exclusive use by Linn County for Linn County business only.

Website content and links shall be consistent with the County Website's Limited Purpose and Website Policy.

## ACCURACY, CHANGES, AND CONTINUITY OF SERVICE

The County strives to present current and accurate information on its website but does not guarantee either the accuracy or currency of information posted on its website. Changes are made periodically to many County documents, including county codes, regulations, guidelines, and schedules, and these changes may or may not be reflected in the materials or information present on the County website. Additionally, because the website is frequently under development, materials and information may be deleted, modified, or moved to a different part of the website by the County without advance notice. In the event of a difference between the information on the website and official information available at County offices, the official information shall prevail.

Linn County does not represent or warrant that access to the service will be uninterrupted or that there will be no failures, errors or omissions or loss of transmitted information. Linn County assumes no liability or responsibility for the quality, content, accuracy, or completeness of the information, text, graphics, links and any other items contained on this service or any other system or service. The materials contained on this site have been compiled from a variety of sources and are subject to change without notice.

The information, documents and related graphics published on this website could include technical inaccuracies or typographical errors. Changes are periodically made to the information herein. Linn County may make improvements and/or changes in the services and/or the content(s) described herein at any time.

## DISCLAIMER FOR EXTERNAL LINKS

The County permits the establishment of links to external websites on the County's official website solely in conformance with the County's Website Policy. Links from the County's website to other sites on the Internet do not constitute an endorsement or recommendation by the County. The County is not responsible for the content, quality, or accuracy of any off-site materials referenced or linked through the County's website. These links are provided as an information service only. It is the responsibility of the user to evaluate the content and usefulness of information from other sites. By using the County's website, the user acknowledges and accepts that the County is not responsible for any materials stored on other Internet sites, nor is it liable for any inaccurate, defamatory, offensive, or illegal materials found on other Internet sites, and that the risk of injury from viewing, hearing, downloading, or storing such materials rests entirely with the user. The County does not exercise any editorial control over the information you may find at these external locations, and disclaims any and all liability for and knowledge of their contents.

The County exercises final approval authority over any links to external websites it chooses to post and may remove links at any time at its discretion.

## **SUBMISSIONS**

While LinnCounty.org may choose to post submitted content for the purpose of communicating the County's messages, the County disclaims any responsibility for any information, materials, opinions, endorsements of products or services, or any other content located or made available on external sites.

LinnCounty.org is not a public forum and users should not expect that content submitted will be posted on LinnCounty.org. If LinnCounty.org chooses to post any content, it does so solely at its own discretion and for the purpose of communicating the messages of Linn County. The County exercises final approval authority over any content it chooses to post to LinnCounty.org and may remove submitted content at any time at its discretion.

## **PRIVACY STATEMENT**

The protection of individual privacy is governed by local, State, and Federal laws. No personally identifiable information is collected about users who simply browse the County's website or who download information from it. The County's web servers maintain logs of user activity in order to help manage the website. Information stored in these logs does not identify the user personally. The logs store such things as the domain name and IP address from which a user accessed the County's website; the type of browser and operating system used; the date and time a user accessed the County's website; the pages visited; and the country or region of the world from which a user accessed the County's website. The County uses this information to learn the number of users that have visited the website, which parts of the County's website are of most interest to visitors, and other facts that will help the County improve the website and the services offered.

If you choose to provide the County with personal information - as in filling out a form, an online transaction and/or email - the County will use that information to process your request, complete a transaction, or respond to your message.

The County does not collect personal information for any purpose other than to serve or respond to you. The County only shares information you give us with another governmental or business agency if your inquiry/transaction relates to that agency or business, or as otherwise required by law.

## **PUBLIC DISCLOSURE**

As a government agency, the County is subject to Iowa Public Record laws. Chapter 22 of the Iowa Code governs the Examination of Public Records (Open Records). Any information provided to the County through the County's website may be subject to the same laws as information provided to the County on paper. Therefore, all information collected on the County's website may become public record and subject to inspection by the public, unless exempted by law.

## **UNSUBSCRIBE**

At any time while accessing the County's website, users may decline participation in any activity that asks for information (e.g., survey, email notification). Such choice will not affect the user's ability to use other features of the County's website. If a user chooses to subscribe to or begins receiving information from a County email listserve, the user has the option to unsubscribe from any County email list at any time.

## **NOTICE TO COUNTY**

Communications made through the County's website shall in no way be deemed to constitute legal or official notice to the County, its agencies, officers, employees, representatives, or agents with respect to any existing, pending, or future claim or cause of action against the County or any of its agencies, officers, employees, representatives, or agents where notice is required by federal, state, or local law. No communication to the County made through the website shall be deemed to constitute legal or official notice for any purpose.

## **PUBLIC NOTICES**

When the County places notices of items on its website, such as schedules for upcoming public meetings or hearings, it does so only to facilitate public access to such information, as a supplement to the legally required methods of posting notices.

## **ACCESSIBILITY STATEMENT**

Linn County is committed to making its website accessible to the widest possible audience. We are constantly working to increase the accessibility and usability of our website. The County evaluates this site on an ongoing basis and the site will continue to evolve over time as new



technologies and opportunities emerge. Website visitors can visit the Accessibility Support Page for additional information.

### ***Accessibility Support Page***

Pages on this website are reviewed and produced to the best of our abilities to be accessible to individuals with disabilities in accordance with provisions of Section 508 of the Workforce Investment Act and the Americans with Disabilities Act. If you use assistive technology (such as a Braille reader, a screen reader, or TTY) and the format of any material on this website interferes with your ability to access information, please contact us. To enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, the web address of the requested material, and your contact information. Users who need accessibility assistance can also contact us by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

***Accessibility Design Guidelines*** - Our website has been designed with the following accessibility guidelines in mind:

- We work to comply with Section 508 as well as 2.0 A and AA referring to website accessibility standards.
- If you have difficulty accessing the site or have any comments or feedback, please do not hesitate to contact us.

***Browser Accessibility Information*** - Many popular browsers contain built-in accessibility tools.

- Internet Explorer Accessibility Information
- Firefox Accessibility Information
- Chrome Accessibility Information

***Additional Plug-ins*** - Adobe Reader is required to view and print PDF documents that appear on this website.

- To download this program for free, visit the Adobe website.
- To read PDF documents with a screen reader, please visit the Adobe Reader Accessibility website, which provides useful tools and resources.

Adobe Flash is required to view certain videos that appear on this website.

- To download this program for free, visit the Adobe website.
- To access flash content using a screen reader, please visit the Adobe Flash Player Accessibility website which provides useful tools and resources.

### ***Supported Assistive Technology***

- Latest Version of JAWS for Windows
- Latest Version of NVDA for Windows
- Latest Version of VoiceOver for Mac OS X
- Keyboard-Only Navigation

## **DISCLAIMER OF ENDORSEMENT**

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