



# BOARD MEETING

January 9, 2013 - 5:30 p.m.

Jester Lodge  
Jester Park  
11407 NW Jester Park Drive  
Granger, Iowa 50109

## AGENDA

*The information identified on this agenda may be obtained in accessible formats by qualified persons with a disability. To receive information or to request an accommodation to participate in a meeting, hearing, service, program or activity conducted by this office, contact the Polk County Conservation Board Office, 11407 NW Jester Park Drive, Granger, 515-323-5300.*

### 1) Opening Items

- a) Roll Call
- b) Action on the Minutes of the Previous Meeting(s)

### 2) Consent Agenda Items

Note: These are routine items and will be enacted by one roll call vote without separate discussion unless a Board Member, PCCB employee or member of the public requests an item be removed to be considered separately. Please notify a PCCB Member to have an item removed.

- a) **Action on Bill List:** approve the PCCB/Enterprise Fund December 2012 expenditures.
- b) **Tuition Policy & Computer Usage Policy:** approve adopting Polk County's Tuition Policy and Computer Usage Policy as modified and making the modified policies a part of the PCCB's Employee Manual.

### 3) PCCB Bylaws

### 4) PCCB Purchasing Policy

### 5) Public Hearing: Three-Year Implementation Plan – Polk Co. Water and Land Legacy Initial Projects

### 6) Jester Park Master Plan Overview – Public Meeting

PUBLIC COMMENTS

FINANCIAL REPORTS

DISCUSSION & REMARKS

ADJOURNMENT

## 1) Opening Items

### a) Roll Call

### b) Action on the Minutes of the Previous Meeting(s)

The Polk County Conservation Board met in regular session on December 12, 2012. Minutes for the meeting are attached.

## 2) Consent Agenda Items

### a) Action on the Bill List

December 2012 expenditures have been e-mailed to the Board for review.

**STAFF RECOMMENDATION:** That the Board approve the PCCB/Enterprise Fund December 2012 expenditures.

### b) Tuition Policy & Computer Usage Policy

The Board of Supervisors recently approved modifications to Polk County's Tuition Policy and Computer Usage Policy. In the past, these policies have been adopted by the PCCB and made a part of the PCCB's Employee Manual.

The policies are attached with modifications identified.

**STAFF RECOMMENDATION:** That the Board approve adopting Polk County's Tuition Policy and Computer Usage Policy as modified and making the modified policies a part of the PCCB's Employee Manual.

## 3) PCCB Bylaws

PCCB governance documents provide that the Bylaws must be reviewed each year at the first regular Board meeting in January. Approval may be proposed at any regular meeting, but must again be considered at the next following regular Board meeting before adoption.

Staff are reviewing the Bylaws and will present any modifications at the meeting.

**STAFF RECOMMENDATION:** Presented at the Board meeting.

## 4) PCCB Purchasing Policy

Modifications to the PCCB's Purchasing Policy will be presented at the meeting for Board consideration.

**STAFF RECOMMENDATION:** Presented at the Board meeting.

**5) Public Hearing: Three-Year Implementation Plan – Polk Co. Water and Land Legacy Initial Projects**

A public hearing will be held on the proposed Three Year Polk County Water and Land Legacy (PCWLL) Project Implementation Plan.

A listing of the initial projects and descriptions will be posted on the PCCB's website on January 7, [www.leadingyououtdoors.org](http://www.leadingyououtdoors.org).

**STAFF RECOMMENDATION:** The Board approves the proposed Three Year Polk County Water and Land Legacy Project Implementation Plan to be used as a guide in developing budgets, planning and designs of individual projects and as a communication tool for the public with the understanding that the plan can be updated in the future as warranted.

**6) Jester Park Master Plan Overview – Public Meeting**

As part of the PCCB's January 9 meeting, RDG Planning and Design will be hosting a public meeting at 6:30 p.m. to review concepts within the Jester Park Master Plan and receive public feedback.

## **PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD**

The Polk County Conservation Board met in regular session on Wednesday, December 12, 2012. The meeting was called to order at 5:30 p.m.

### #1a – Roll Call

Board Present: Levis, Smith, Cataldo, McEnany participated via telephone at 6:39 p.m.  
Board Absent: Kurovski, McEnany

### #1b – Action on the Minutes of the Previous Meeting(s)

**IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD SHALL APPROVE THE NOVEMBER 14, 2012 MEETING MINUTES AS WRITTEN.**

**VOTE YEA: SMITH, LEVIS, CATALDO**

### Public comments

6:39 p.m. – McEnany joined meeting via telephone at this time.

The following appeared before the Board to express their opposition to the proposed new entrance to Jester Park, and opposition to other Jester Park Master Plan projects that are a part of the Three Year Polk County Water and Land Legacy Implementation Plan:

Jane Baker, 12065 NW 131<sup>st</sup> Court, Madrid.  
Tracy Mack-Boyles, 12061 NW 128<sup>th</sup> Street, Madrid  
Roger Eggland, 12620 NW 128<sup>th</sup> Street, Madrid  
Kristen Boyles, Jester Glen Estates, 11514 NW 114<sup>th</sup> Avenue, Granger  
Beth Hodges, 12103 NW 130<sup>th</sup> Court, Madrid  
Chris Olson, 12137 NW 128<sup>th</sup> Street, Madrid  
Jean Michaelis, 12058 NW 130<sup>th</sup> Court, Madrid  
Latisha Simons, 12949 NW 120<sup>th</sup> Avenue, Madrid  
Edward Simons, 32922 Homestead Drive, Granger

Following discussion, Chair Levis suggested that a meeting be held at the Lodge in January for the Jester Park neighbors to attend to discuss the Jester Park Master Plan.

#2 – Consent Agenda Item

**IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:**

- A) PCCB/ENTERPRISE FUND DECEMBER 2012 EXPENDITURES;**
- B) USER FEES FOR PCCB SERVICES; JESTER PARK EQUESTRIAN CENTER; AND JESTER PARK LODGE AS PRESENTED; AND THAT FEES ARE EFFECTIVE IMMEDIATELY WITH EXCEPTION TO THE JESTER PARK EQUESTRIAN CENTER FEE REVISIONS WHICH ARE EFFECTIVE MAY 1, 2013; AND THAT THE BOARD ACKNOWLEDGE RECEIPT OF THE PROPOSED JESTER PARK PRICE LIST FROM GREEN GOLF PARTNERS FOR THE 2013 GOLFING SEASON AND ACKNOWLEDGE THAT THE PROPOSED PRICES ARE IN CONFORMANCE WITH PRICING GUIDELINES ESTABLISHED BY THE BOARD;**
- C) RENAMING THE REFUND/CANCELLATION/RESCHEDULING POLICY TO PCCB SERVICES POLICY AND APPROVE THE POLICY AS REVISED;**
- D) FY 2011-12 POLK COUNTY CONSERVATION BOARD ANNUAL REPORT;**
- E) AWARDED THE BID FOR CLEANING SERVICES AT THE POLK COUNTY CONSERVATION BOARD OFFICE AND JESTER PARK EQUESTRIAN CENTER TO STRATUS BUILDING SOLUTIONS.**

**VOTE YEA: CATALDO, MCENANY, SMITH, LEVIS**

#3 – Election of PCCB Officers for 2013

The following nominations were made for PCCB Officers for 2013: Cataldo nominated Smith for Chair; Smith nominated Cataldo for Vice Chair; and Levis nominated Kurovski for Secretary.

**IT WAS MOVED BY MCENANY THAT THE POLK COUNTY CONSERVATION BOARD APPROVE THE NOMINATIONS OF PCCB OFFICERS FOR 2013: SMITH, CHAIR; CATALDO, VICE CHAIR; KUROVSKI, SECRETARY.**

**VOTE YEA: MCENANY, LEVIS, SMITH, CATALDO**

#4 – Polk County Water and Land Legacy Initial Projects

Director Parker reviewed the projects presented on the Proposed Three Year Polk County Water and Land Legacy Project Implementation Plan.

**IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD APPROVE A PUBLIC HEARING BEING HELD AT THE PCCB'S JANUARY 9, 2013 MEETING ON THE PROPOSED THREE YEAR POLK COUNTY WATER AND LAND LEGACY PROJECT IMPLEMENTATION PLAN.**

**VOTE YEA: SMITH, CATALDO, MCENANY, LEVIS**

#5 – Multi-Discipline Consultant Request for Qualifications (RFQ)

**IT WAS MOVED BY CATALDO THAT THE POLK COUNTY CONSERVATION BOARD APPROVES THE SELECTION OF THE RECOMMENDED CONSULTING FIRMS TO PROVIDE CONSULTING SERVICES TO PCCB FOR THE NEXT FIVE YEARS FOR THE FOUR DISCIPLINE AREAS:**

- 1) PUBLIC PROCESS & CITIZEN INVOLVEMENT – FIRMS=GENUS LANDSCAPE ARCHITECTS, RDG PLANNING & DESIGN, SHIVE-HATTERY INC., SNYDER & ASSOCIATES INC.**
- 2) ECOLOGICAL & NATURAL RESOURCE MGMT – FIRMS=HR GREEN INC., RDG PLANNING & DESIGN, SNYDER & ASSOCIATES INC., STANLEY CONSULTING INC.,**
- 3) ARCHITECTURAL SERVICES & HISTORIC STRUCTURE EVALUATION – FIRMS=BROOKS BORG SKILES, RDG PLANNING & DESIGN, SHIVE-HATTERY INC., WALKER ARCHITECTS PC**
- 4) LANDSCAPE ARCHITECTURE & ENGINEERING SERVICES – FIRMS=RDG PLANNING & DESIGN, SHIVE-HATTERY INC., SNYDER & ASSOCIATES INC., STANLEY CONSULTING INC.**

**VOTE YEA: MCENANY, CATALDO, LEVIS, SMITH**

#6 – Jester Park Golf Course, Concession Operations Contract Review

Steve Lindner, consultant conducting review of Jester Park Golf Course concession operations contract, briefly reviewed the report he developed following his review.

INFORMATION ONLY.

McEnany left the meeting at this time, 8:50 p.m.

#7 – Social Media Presentations

Presentation will be held at a future meeting.

#8 – Employee Introductions

PCCB employees Deb Crowley, Riding Instructor – Eq. Ctr., and Kami Rankin, Community Outreach Supervisor, introduced and told a little about themselves to the Board.

#9 – Chichaqua Bottoms Greenbelt, Transfer of an Option to Purchase Land

**IT WAS MOVED BY SMITH THAT THE POLK COUNTY CONSERVATION BOARD MAKE A REQUEST TO THE BOARD OF SUPERVISORS THAT THEY RESOLVE TO TRANSFER THE OPTION TO BUY THE PROPERTY (LOCATED ADJACENT TO CHICHAQUA BOTTOMS GREENBELT) DESCRIBED AS FOLLOWS TO THE IOWA NATURAL HERITAGE FOUNDATION: A PART OF THE SOUTHWEST ¼ AND A PART OF THE WEST ½ OF THE SOUTHEAST ¼ ALL BEING IN SECTION 29, TOWNSHIP 81 NORTH, RANGE 22 WEST OF THE 5<sup>TH</sup> P.M., POLK COUNTY, IOWA AND DESCRIBED AS FOLLOWS:**

**COMMENCING AT THE SOUTH ¼ CORNER OF SAID SECTION 29; THENCE NORTH 0° 04' 20" WEST ALONG THE WEST LINE OF SAID WEST ½ OF THE SOUTHEAST ¼, A DISTANCE OF 1148.33 FEET TO THE POINT OF BEGINNING, THENCE SOUTH 89° 45' 27" WEST, 309.43 FEET; THENCE SOUTH 0° 18' 01" WEST, 328.12 FEET; THENCE SOUTH 89° 38' 15" WEST, 1407.86 FEET, THENCE NORTH 0° 07' 21" EAST, 1045.81 FEET; THENCE NORTH 89° 41' 21" EAST, 3034.33 FEET TO A POINT ON THE EAST LINE OF SAID WEST ½ OF THE SOUTHEAST ¼; THENCE SOUTH 0° 05' 01" EAST ALONG SAID EAST LINE, 548.56 FEET TO THE NORTHEAST CORNER OF THE SOUTHWEST ¼ OF THE SOUTHEAST ¼ OF SAID SECTION 29; THENCE SOUTH 89° 45' 28" WEST ALONG THE NORTH LINE OF SAID SOUTHWEST ¼ OF THE SOUTHEAST ¼, A DISTANCE OF 57.94 FEET; THENCE SOUTH 0° 40' 54" WEST, 169.81 FEET; THENCE SOUTH 89° 45' 27" WEST, 1258.41 FEET TO THE POINT OF BEGINNING AND CONTAINING 60.36 ACRES (2,629,262 S.F.)**

**VOTE YEA: SMITH, LEVIS, CATALDO**

PUBLIC COMMENTS – held at beginning of meeting

FINANCIAL REPORTS

DISCUSSION & REMARKS

ADJOURNNMENT

The meeting was adjourned at 9:26 p.m.

Prepared by: Cindy Lentz

# Polk County

## Tuition Reimbursement Policy

### Introduction

Polk County is dedicated to employee development, providing opportunities for upgrading skills and preparing employees for future development. To encourage advanced learning, the County has made funds available to employees for tuition reimbursement. Funds for tuition reimbursement are not part of a special fund nor are eligible participants required to contribute as a condition of receiving benefits. Benefits will be paid to eligible participants upon submission and approval of a claim for benefits according to the procedure set forth in this policy. **Once the budgeted amount of funds is reached the benefit shall cease to be paid.**

### Purpose

The purpose of this policy is to furnish educational assistance to employees. It is the intention of Polk County that the policy qualify as a plan providing educational assistance under Internal Revenue Code (IRC) section 127(b)(1) and that the educational assistance under the policy be eligible for exclusion from employees' income under IRC section 127(a). This policy is construed and enforced in accordance to the laws of the State of Iowa.

### Employer

Polk County Government (including Polk County Conservation Commission)

### Program Administrator

Polk County Human Resources Department (HR)

### Plan Year

The program year begins July 1 and ends June 30 of each fiscal year. Employees will only receive benefits under this program for courses started after July 1 of each fiscal year.

### Employee Eligibility

Full-time, active employees, including elected officials, who have completed 6 months of continuous employment or part-time employees who are benefits eligible, average 24 or more hours of work per week, and who have worked 624 hours are eligible to participate in this program. This policy does not extend to dependents of employees. Participation is not a contract of employment.

### Selection Criteria

1. The employee initially pays for the course and will be reimbursed upon successful completion, if in compliance with the procedures outlined in this policy, **and if budgeted funding limit has not been reached.**
2. All courses must be taken during non-working hours. No wages will be paid for attendance in these courses.
3. Participation in the program is voluntary and will in no way guarantee promotion or transfers within the County.
4. Polk County makes the final decision concerning employee eligibility and course relevancy. The determination of HR shall be final and binding and not subject to further review.
5. Polk County ~~intends this to be a permanent policy, however,~~ reserves the right to suspend or amend the Tuition Reimbursement Program at anytime.

6. In the event the program is suspended or amended, employees who have obtained prior approval for courses from HR, will be reimbursed as specified at the time of approval, upon successful completion of their class.

### **Program Eligibility**

1. All courses must be taken from an accredited (i.e. a recognized educational institution that maintains standards that qualify the graduates for admission to higher or more specialized institutions or for professional practice and/or certification) college, university, or technical school.
2. Classes must be related to current job, reasonable promotion opportunity, or as part of an approved degree program which can be applied to an employment position within Polk County Government.
3. All courses must be for credit and grade.
4. Workshops, seminars, etc., which are generally held during business hours and do not result in a grade or credit are not reimbursable under this program.
5. This program does not apply to classes taken to maintain a previously received certification.
6. Credit hours obtained from "work experience for a fee" are not covered.

### **Application Process**

1. A completed "Application for Tuition Reimbursement" form, signed by your department head/electd official or his/her designee, must be submitted to HR at least 3 weeks before classes start. HR will return a copy of the approved form to the employee. The determination of HR shall be final and binding and not subject to further review.

### **Reimbursement Guidelines**

1. A grade of "C" or higher is required for undergraduate classes, "B" or higher for graduate coursework. (Note: grades of a C- or B- respectively do not qualify) Employees who fail to achieve the required grade for reimbursement may elect to retake the class and seek reimbursement, provided it is completed within 12 months of the initial class' completion. The County will only reimburse the cost of the subsequent class. Before a class may be retaken, it must first be approved by HR.
2. Classes must match those originally approved for reimbursement.
3. The County will reimburse employees 100% of the cost of classes, lab fees, & required course texts, to a maximum of ~~\$4800~~ **1200** (~~\$900~~ **600** for part-time employees who receive benefits) per fiscal year **for applicable for undergraduate classes. The County will reimburse employees 100% of the cost of classes, lab fees, & required course texts, to a maximum of \$600 (\$300 for part-time employees who receive benefits) per fiscal year for applicable for graduate classes.**
4. Reimbursement does not include mileage, lodging, meals, parking, application fees, supplies (i.e. paper, pens, computers, etc.) or other associated fees not related directly to classes.
5. Reimbursement will not be made to an employee who terminates employment with the County before completion of the course.
6. Reimbursement will not be made to an employee who withdraws from a course before completion.

- ~~7. Reimbursement will not be affected by an employee's receipt of scholarship or other financial assistance.~~

### **Reimbursement Process**

1. Within ~~90~~ **60** days of class completion, the approved "Application for Tuition Reimbursement" form must be turned in to HR with the original receipts and a certified transcript of your grades. No reimbursement will be made **for tuition without transcripts or** for any expense without an itemized receipt **turned in after the 60 day period.**
2. HR shall review the "Request for Tuition Reimbursement" form to verify that reimbursement guidelines were maintained and:
  - If reimbursement guidelines were maintained, a written request will be given to the Auditor's Office for a reimbursement check to be issued to the employee.
  - If reimbursement guidelines were not maintained, the request will be denied and the employee will be notified by HR in writing and given the rationale for the denial. The determination of HR shall be final and binding and not subject to further review.

### **Repayment**

Employees will cease to be a participant of the program upon termination of employment. In the event that an employee voluntarily leaves employment with the County, any reimbursement received within 1 year of their termination date must be repaid to the County. Monies owed will be subtracted from the employees' final paycheck.

### **Tax Information**

Any taxable income resulting from participation in this program will be included as part of the employee's W2 form. Tuition reimbursement for graduate level courses is considered taxable income under IRC regulations.

July, 2008

# **Computer Usage Policy**

**For**

**Polk County**

**Approved on: 10/29/2002**

**TABLE OF CONTENTS**

**COMPUTER PROCEDURES, INTERNET AND E-MAIL POLICIES .....3**

**EXECUTIVE SUMMARY .....3**

**I. PURPOSE:.....4**

**II. DEFINITIONS: .....4**

**III. COMPUTER PROCEDURES.....4**

    1. Inappropriate Conduct ..... 5

    2. Identification & Passwords..... 6

    3. Security Concerns ..... 6

    4. Equipment Care, Maintenance, and Disposal ..... 6

    5. Reporting Violations..... 6

    6. Sanctions ..... 7

**IV. E-MAIL POLICIES .....7**

    1. Prohibited Use of E-Mail..... 7

    2. Monitoring of Electronic Mail and Data..... 7

    3. Disclosure of Mail Accessed by Monitoring ..... 8

    4. Retention of Electronic Mail Messages ..... 8

**V. INTERNET POLICIES.....9**

    1. Responsibilities..... 9

    2. Unauthorized Use: ..... 9

**VI. END USER AGREEMENT .....11**

**Revision History .....12**

## **COMPUTER PROCEDURES, INTERNET AND E-MAIL POLICIES**

### ***EXECUTIVE SUMMARY***

Polk County has an applications-driven strategy that allows employees and departments to deliver service, define problems, and participate in technology solutions. The Information Technology Department endeavors to stay current with hardware and software configurations. IT will maintain the professional expertise necessary to sustain current County technology and incorporate service innovations in the business process.

Polk County continues to upgrade and improve computer systems in order to fulfill our mission and better serve Polk County citizens. This acceleration of our technological base, especially personal computers, has expanded and decentralized our employee user base. The power of the individual workstation and ability to communicate externally makes it appropriate for the County to have guidelines for the procurement and utilization of Information Technology resources.

***I. PURPOSE:***

This policy establishes guidelines and standards for the use of County-owned computing equipment, software, data, electronic mail and the Internet. These guidelines and standards must be understood by each End User. Further, revisions to these guidelines and standards may be expected as new products and services are introduced and as the understanding of information processing and Polk County business practice evolves.

***II. DEFINITIONS:***

Hardware: Physical equipment used for processing or data communications

Software: Programs, programming languages, instructions, or routines which are used to perform work on a computer

Data: Information such as records, images, e-mail, or other textual material stored on or accessible through a computer whether that data resides on County computers or is accessible through the Internet or other on-line services through the use of County computers

<b>Recommended by:</b>	<b>Reviewed by:</b>	<b>Resolution Adopted by:</b>
Anthony Jefferson Business Analyst Information Technology  Date: 7/1/02	<del>Karen</del> <del>Gaddis</del> Anthony Jefferson Director Information Technology  Date: <del>9/3/02</del> 10/13/2012	Polk County Board of Supervisors  Date: <del>10/29/02</del> TBD

***III. COMPUTER PROCEDURES***

The first and foremost rule for using these technologies is:

*Don't say, do, write, view, or acquire anything that you wouldn't be proud to have everyone in the world learn about if the electronic records are laid bare.*

**1. Inappropriate Conduct**

Conduct which violates the County's Computer Usage Policy with respect to computing resources includes:

- A. Copying County-owned or licensed software or data to another computer system for personal or external use;
- B. Attempting to, or modifying County-owned or licensed software without approval from IT;
- C. Attempting to, or accessing Operating System prompts or executing Operating System commands without approval from IT;
- D. Attempting to, or damaging or disrupting operation of computing equipment, data communications equipment, or data communications lines;
- E. Attempting to, or intentionally accessing or modifying data files, databases, directories, or software without proper authorization;
- F. Using County computing resources for purposes other than those intended, including:
  - 1. Allowing access by unauthorized persons
  - 2. Using County resources for external purposes or personal gain
  - 3. Transporting computers, data, data media, programs, documentation and/or equipment to another location unless authorized by IT
- G. Invading the privacy of an individual by using electronic means to ascertain confidential information;
- H. Copying or altering another user's software or data without permission from that user;
- I. Knowingly accepting or using software or data which has been obtained by illegal means;
- J. Abusing or harassing another user through electronic means;
- K. Using the County's computing facilities in the commission of a crime;
- L. Using the County's computing resources to access, transmit, store, display or request obscene, pornographic, erotic, profane, racist, sexist or other offensive material (including messages, video, images or sound);
- M. Connecting or attaching equipment not purchased by Polk County to County-owned workstations and equipment without approval from IT; and
- N. Installing or using software not purchased by Polk County on County-owned workstations and equipment; or knowingly copying or using programs in contravention of copyright laws

## **2. Identification & Passwords**

The County's computer systems require that each user have a unique identity, referred to as a "User-~~Id~~ ID", protected by a "Password", to gain access to ~~the system devices and the network~~. This identity and password are used to represent an End User in various system activities, to provide access to certain software and data based on his/her duties and purpose for requiring such access. As such, this computer identity is another instrument of identification and its misuse constitutes forgery or misrepresentation.

Conduct which involves misuse of User-ID and Password includes:

- A. Allowing another individual to use the identity and password;
- B. Using another individual's computer identity and password even if the individual has neglected to safeguard his or her computer identity

## **3. Security Concerns**

The placement of a computer system in a user area and the portability of the equipment and associated data media creates special user concerns, as outlined below:

- A. IT and the End Users must insure that all equipment is located in a secure area where the opportunities for theft are minimized.
- B. The End User must insure that only authorized personnel have access to the computer system and that only legitimate items of County business are processed thereon.
- C. Local data files must be safeguarded from unauthorized access.

The ability to load a large amount of data on an easily transported media makes it imperative that confidential data be carefully controlled and safeguarded.

## **4. Equipment Care, Maintenance, and Disposal**

Users must insure that their computers are not exposed to extremes of heat or cold, dust, smoke, or other potential contaminants. Drinks and food should be kept away from the equipment or storage media. ~~Diskettes are particularly sensitive to heat, water, or magnets; care should be exercised in handling them.~~

IT should be advised of any malfunctions arising with the equipment. IT will maintain a repository of computer system components and will supply user areas with available components as needed.

Hardware and software components should be transferred to IT for disposal.

## **5. Reporting Violations**

Abuses of County computing resources should be brought to the attention of the appropriate departmental manager or office supervisor. If this is not possible, report such abuses to IT.

#### **6. Sanctions**

Anyone found to have violated any section of this policy will be subject to disciplinary action which could result in termination of system access, termination of employment and/or criminal prosecution, if appropriate. Disciplinary actions shall be determined by the appropriate Department Head/Elected Official [in consultation with the Human Resources Department](#).

### ***IV. E-MAIL POLICIES***

Polk County provides electronic mail to employees for business purposes. All electronic messages are the property of the County and therefore are not considered private unless otherwise protected by law.

The County provides access to its electronic mail system to external users, such as consultants, temporary employees, special task force members and others as deemed necessary to conduct Polk County business. External users will only be given access to the County's electronic mail system if they agree to abide by all applicable rules.

#### **1. Prohibited Use of E-Mail**

The following uses of the County's Electronic Mail System are prohibited:

- I. To send County-wide mail not related to County business;
- II. To send copies of documents in violation of copyright laws;
- III. To compromise the integrity of the Polk County and its business in any way;
- IV. To advertise personal business;
- V. To send messages containing offensive, abusive, threatening or other language inappropriate for the workplace;
- VI. To send messages that violate the County's Sexual Harassment Policy or any other Polk County Policy; and
- VII. To obtain~~ing~~ access to the files or communications of others for no substantial business purpose

#### **2. Monitoring of Electronic Mail and Data**

All electronic mail messages and related data are the property of the Polk County. The County reserves the right to access messages and related data whenever there is a legitimate purpose to do so or under the following circumstances:

- A. Upon the discontinuation of County employment for any reason, a user's mail and data may be accessed for the purpose of saving those messages and files that pertain to County business. This access will be granted only upon **written** notification from the Department Head/Elected Official to IT. These files may be subject for transfer to another user if necessary to conduct County business;
- B. If required by law to do so;
- C. In the course of an audit or investigation triggered by indications of impropriety or as necessary to locate substantive information;
- D. When necessary to investigate a possible violation of a County policy or a breach of the security of the electronic mail system; and
- E. In the event there is reasonable suspicion that a user has committed or is committing a crime against the County or for which the County could be held liable

### **3. Disclosure of Mail Accessed by Monitoring**

The contents of electronic mail created and sent for legitimate business purposes, such contents not being protected by the Privacy Act, are subject to Open Records Law and may be disclosed without the permission of the End User.

However, disclosure of the unprotected contents of a message not created or sent for business purposes, such disclosure being without the consent of the employee, shall be limited to investigative employees who have need for access to such information or in the course of an investigation.

Any electronic mail message, except those protected by the Privacy Act, may be disclosed to law enforcement officials, if legally required. The Director of IT will review any such requests and provide the contents of electronic mail without the consent of End User, sender or recipient.

### **4. Retention of Electronic Mail Messages**

Messages that have been moved/stored in the Trash Folder are **subject to be** automatically deleted after 7 days.

All messages stored in a user's "mailbox" folders are retained at the discretion of the End User. **We recommend that** ~~T~~hese messages ~~will~~ be periodically purged to conserve **disc storage** space. IT recommends that messages retained after 180 days be archived and stored for the End User.

## V. **INTERNET POLICIES**

Polk County provides Internet connectivity for authorized employees in ~~selected~~ Polk County facilities for business purposes.

Internet connectivity ~~will be~~ provided to ~~those~~ employees approved and acknowledged by their Department Head or Elected Official. These End Users will be granted the appropriate access and security setup after the End User Agreement, is signed.

IT will initiate and administer controls to the access, security, firewalls and all Internet applications.

### 1. **Responsibilities**

End User responsibilities are to:

- A. Secure their network account and passwords. IT will presume that all use of the account and passwords to be by the authorized End User of that account and passwords. End Users must take reasonable precautions to prevent the account and passwords from becoming known to other persons;
- B. Ensure they are the sole user of the assigned Internet network account;
- C. Take reasonable effort to use the Internet resources effectively and economically;
- D. Obey all instructions, written or verbal, given by IT in regard to Internet use;
- E. Advise IT or their supervisor/manager if information to which the End User is not entitled has been inadvertently obtained or sent, or they become aware of a breach of security; and
- F. Sign an End User Agreement

### 2. **Unauthorized Use:**

End Users are not permitted to use Internet resources to:

- A. Copy, disclose, transfer, examine, rename, change, or delete information or programs belonging to another End User or Polk County without the express permission of that End User or Polk County IT;
- B. Avoid any restrictions or security placed on the use of their Internet account;
- C. Knowingly store, transmit, or receive any material of an obscene, vulgar, slanderous, offensive, harassing, or illegal nature;
- D. Obtain unauthorized access to any computer facility or service;
- E. Send any material over the Internet that identifies the End User and/or portrays Polk County in an unprofessional manner; and
- F. Install software or download files without approval to purchase required licensing from IT



**VI. END USER AGREEMENT**

1. Valid signatures are required for permission to use Polk County's Local Area Network, Wide Area Network and/or provided Internet accounts.
2. Permission is in effect for the duration of the End User's employment with Polk County or until the Office/Department Supervisor and/or IT rescinds permission.

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
IT Director

\_\_\_\_\_  
Office/Department Manager

\_\_\_\_\_  
Date

### ***Revision History***

<b>Version</b>	<b>Date</b>	<b>Author / Editor</b>	<b>Summary of Changes</b>
1.0	10/29/2002	Tony Jefferson	Original Document approved on 10/29/2002 by BOS.
2.0	11/03/2010	Mayuresh Mahatme	Reformatted to the new standard documentation format.
<u>3.0</u>	<u>08/13/2012</u>	<u>Tony Jefferson</u>	<u>Minor updatesto language for republication</u>

# 2012- 2013 Revenue Budget

- as of 12/31/12 (50% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
<b>General - Fund 1</b>					
0213	Equipment	\$ 3,000	\$ 11,040	\$ (8,040)	368.0%
6006	Environmental Ed	\$ 55,800	\$ 10,719	\$ 45,081	19.2%
6009	Natural Resources	\$ 109,922	\$ 45,886	\$ 64,036	41.7%
6101	Administration	\$ 99,820	\$ 64,758	\$ 35,062	64.9%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ 500,993	\$ 154,196	\$ 346,797	30.8%
6110	Parks Advocacy Unit	\$ 383,100	\$ 179,207	\$ 203,893	46.8%
6119	Construction/Maint.	\$ 5,000	\$ 155	\$ 4,845	3.1%
6124	Equestrian Center	\$ 325,500	\$ 136,863	\$ 188,637	42.0%
<b>Sub-Total - General Fund 1</b>		<b>\$ 1,483,135</b>	<b>\$ 602,823</b>	<b>\$ 880,312</b>	<b>40.6%</b>
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 103,000	\$ 102,776	\$ 224	99.8%
<b>Reserve - Fund 50</b>					
0210-0214	Trails, Special Projects	\$ 2,129,300	\$ 241,800	\$ 1,887,500	11.4%
<b>Grand Total - Conservation</b>		<b>\$ 3,715,435</b>	<b>\$ 947,399</b>	<b>\$ 2,768,036</b>	<b>25.5%</b>

# 2012- 2013 Expense Budget

- as of 12/31/12 (50% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
<b>General - Fund 1</b>					
0213	Equipment	\$ 97,800	\$ 94,157	\$ 3,643	96.3%
6006	Environmental Ed	\$ 360,707	\$ 184,197	\$ 176,510	51.1%
6009	Natural Resources	\$ 688,628	\$ 346,331	\$ 342,297	50.3%
6101	Administration	\$ 758,867	\$ 405,199	\$ 353,668	53.4%
6103	Community Outreach	\$ 198,621	\$ 100,054	\$ 98,567	50.4%
6104	Conservation Grants	\$ 768,285	\$ 424,446	\$ 343,839	55.2%
6110	Parks Advocacy Unit	\$ 453,343	\$ 233,899	\$ 219,444	51.6%
6119	Construction/Maint.	\$ 958,813	\$ 525,180	\$ 433,633	54.8%
6124	Equestrian Center	\$ 382,149	\$ 215,271	\$ 166,878	56.3%
<b>Sub-Total - General Fund 1</b>		<b>\$ 4,667,213</b>	<b>\$ 2,528,733</b>	<b>\$ 2,138,480</b>	<b>54.2%</b>
<b>General Supplemental - Fund 2</b>					
<b>All Units</b>	<b>Benefits (IPERS/FICA/Ins, Etc.)</b>	<b>\$ 938,826</b>	<b>\$ 465,099</b>	<b>\$ 473,727</b>	<b>49.5%</b>
<b>Risk Management - Fund 3</b>					
6100	Insurance, Med., Work. Comp.	\$ 96,300	\$ 83,237	\$ 13,063	86.4%
<b>REAP - Fund 26</b>					
0211	Resource Enhancement	\$ 102,167	\$ 98,692	\$ 3,475	96.6%
<b>Reserve - Fund 50</b>					
0210-0214	Trails, Special Projects	\$ 2,763,200	\$ 370,992	\$ 2,392,208	13.4%
<b>Grand Total - Conservation</b>		<b>\$ 8,567,706</b>	<b>\$ 3,546,754</b>	<b>\$ 5,020,952</b>	<b>41.4%</b>