

BOARD OF SUPERVISORSDistrict 1 | **Kirsten Running-Marquardt**District 2 | **Ben Rogers**District 3 | **Louis J. Zumbach****JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER**

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000

LinnCountyIowa.gov

**LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Monday, July 24, 2023

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.

Discuss a resolution approving a Private Burial Site Maintenance Agreement at 3362 Stone City Rd: request by property owners Jacob Merfeld and Russell Merfeld.

Discuss Temporary Use Permit, Case PTU23-0004, Karl Haible, owner; and Dave Barrette, petitioner; requesting permission to hold the Bold Off-Road Dirt Drags event at 812 Iowa Ave, Palo IA.

Discuss and approve a letter to USDA Natural Resources Conservation Service requesting a one-year extension of the Indian Creek Soil Health Partnership Project

Discuss Linn County Departments' requests for American Rescue Plan Act funding.

Discuss a Vacancy Form requesting a Universal Clerk change from a part time position to a full time position for the Treasurer's Department.

Approve Special Class C Retail Alcohol License for KC Club 5677, 810 Vernon Valley Dr., retroactive to July 19, 2023 noting all conditions have been met.

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****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@linncountyiowa.gov.

Prepared by and to be returned to: Daniel W. Willems, Willems Law Office, 641 40th St SE Cedar Rapids, IA 52403; Phone: 319-366-0811

BURIAL SITE MAINTENANCE AGREEMENT

This BURIAL SITE MAINTENANCE AGREEMENT (the "Agreement") is made and entered into by and between landowners, Jacob Merfeld, and Russell Merfeld, actual owners along with their wives who are signing as spouse to accommodate this transaction, (collectively the "owners") and Linn County, Iowa ("County") (collectively the "Parties") on June, __, 2023.

WHEREAS, Jacob Merfeld and Russell Merfeld are now, upon the death of their father Timothy Merfeld, the owners of the property located at 3362 Stone City Road, Central City, IA 52214, legally described as:

LEGAL DESCRIPTION:

The NE ¼ except that part south and west of road and that part of the N ½ Se ¼ lying North of road and west of creek all in Section 11-84-5, Linn County, Iowa, excepting therefrom that part described as follows:

The South 12 rods of the East 13 1/3 rods of the SE ¼ of the NE ¼ of the NE ¼ of the NE ¼ of Section 11-84-5 Linn County, Iowa and excepting part of the SE ¼ of the NE ¼ of the NE ¼ of Section 11-84-5, more particularly described as follows: Beginning at the NE corner of the SE ¼ NE ¼ NE ¼ of Section 11, thence South 10 rods, thence West 19 rods, thence North 10 rods, thence East 19 rods to the place of beginning and further excepting the Public Highway and further excepting therefrom Dale's First Addition in the NE ¼ NE ¼ Section 11-84-5, Linn County, Iowa.

TAX PARCEL NUMBERS:

09111-51001-00000; 09111260010000; 091110100200000; 091117600100000; 09114260010000

AND WHEREAS, the location of the gravesite is marked on the attached aerial view and the easement to access the site is indicated by a line drawn to the roadway. See Exhibits A and B.

AND WHEREAS, Jacob and Russell Merfeld were instructed by their father, Timothy Merfeld, to bury him on a portion of the foregoing property which they jointly owned with him. They enter this Agreement to carry out his desire and to describe the responsibility for the preservation and protection of the burial site, as well as identify a means of access to and from such burial or grave site and further, identify current and future visitors to the burial site who may use such access.

AND WHEREAS, Linn County requires this Agreement to provide constructive notice to all current and future owners of the property heretofore described, as well as those who have any other interest therein, the property being designated as a private burial site, which is provided for in the County's Unified Development Code, specifically Article VI, Sections 107-114 §(o).

IN CONSIDERATION OF ONE DOLLAR AND OTHER VALUABLE CONSIDERATION and the mutual covenants heretofore stated, the undersigned Parties state as follows:

1. The Owners and the County agree to the creation of this Burial Site Maintenance Agreement which identifies Jacob Merfeld and Russell Merfeld, or current and future deed holder(s) of the property, as the persons responsible for the preservation and protection of the burial or grave site. Access to the gravesite is reserved for the descendants of Timothy Merfeld, their spouses, and future deed holders. Jacob Merfeld and Russell Merfeld, the current deed holder(s) of the property, grant a perpetual easement to access the gravesite. A pedestrian easement will start at Prairie Chapel Road and go north as marked on Exhibits A & B to the gravesite. It is legally described as:
 - a. Starting at the point where the north right of way line of Prairie Chapel Road intersects with the Southern line of the NE $\frac{1}{4}$ of Section 11-84-5, Linn County and proceeding along a path to a series of points measured in distances north of SE corner of the SW $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 11-84-5, (the reference point, hereinafter the "RP") and West of the East boundary line of the SW $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 11-84-5, Linn County, Iowa.
 - b. The second point along the easement lies 76.2 feet North of "RP" and thence 352.3 feet due West.
 - c. The third point along the easement lies 277.2 feet North of "RP" and thence 215.5 feet due West.
 - d. The third point along the easement lies 487.2 feet North of "RP" and thence 191.4 feet due West.
 - e. The fourth point along the easement lies 612.2 feet North of "RP" and thence 215.5 feet due West where the easement ends at the grave site.

These measurements mark the centerline of the easement which is 3 feet wide. It should be noted that the grave site is lined with re-bar so it can be located by a metal detector. The grave will be marked by a gravestone which is located at 42.101975 Latitude and 91.390190 Longitude. The gravesite is 11 feet long lying East of the headstone and is 4 feet wide.

2. Jacob Merfeld and Russell Merfeld shall file this Burial Site Maintenance Agreement with the Linn County, Iowa Recorder to provide constructive notice of the maintenance responsibility for and location of the grave site on Exhibit "A" and to designate the property as a private burial site pursuant to the requirements of the County's Unified Development Code. "Owners" or current deed holders of the property agree to hold the County harmless for all cost, liability or expense incurred for such preservation and protection of the burial or grave site.
3. This Agreement contains the entire agreement between the "Owners" and the County regarding the burial site maintenance agreement and will be binding upon "Owners" and the County and the current and future deed holder(s) of the property. These covenants will run with the land and apply to all future owners of the property.
4. This Agreement will be governed by and interpreted in accordance with the laws of the state of Iowa. Invalidity of any provision of this Agreement will not affect the validity of any other provision. The provisions will not be altered, amended or waived without the express written consent of the Parties, their heirs and assigns.

Jacob "Jake" Merfeld

Courtney Merfeld, accommodating spouse

Date

Date

Russell "Rusty" Merfeld

Kara Merfeld, accommodating spouse

Date

Date

STATE OF IOWA)
) SS
COUNTY OF LINN)

On this _____ day of _____, 2023 , before me the undersigned, a Notary Public in and for the County of Linn, State of Iowa, personally appeared _____ and _____, to me known to be the person or persons named in and who executed the foregoing instrument, and acknowledged that they executed the same as their voluntary act and deed.

In Witness Whereof, I have hereunto signed my name and affix my notarial seal the day and year last above written.

Notary Public in and for Linn County

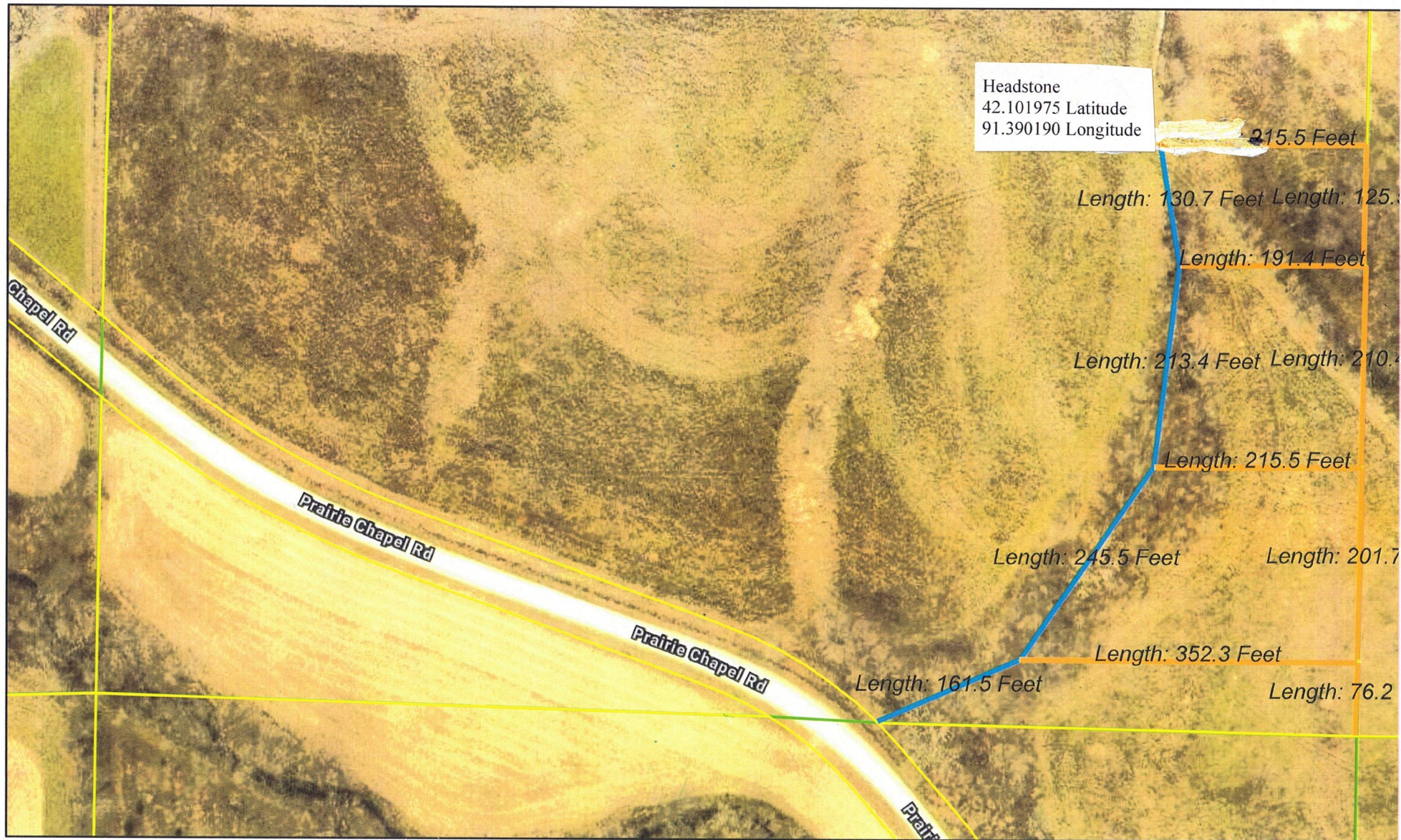
STATE OF IOWA)
) SS
COUNTY OF LINN)

On this _____ day of _____, 2023, before me the undersigned, a Notary Public in and for the County of Linn, State of Iowa, personally appeared _____ and _____, to me known to be the person or persons named in and who executed the foregoing instrument, and acknowledged that they executed the same as their voluntary act and deed.

In Witness Whereof, I have hereunto signed my name and affix my notarial seal the day and year last above written.

Notary Public in and for Linn County

Assessor CAMA Information

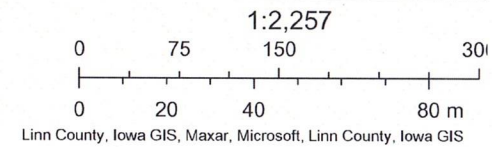
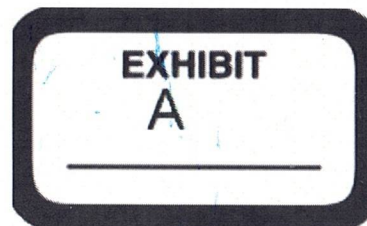


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Real Estate Parcel

Real Estate Boundary

Quarter Line

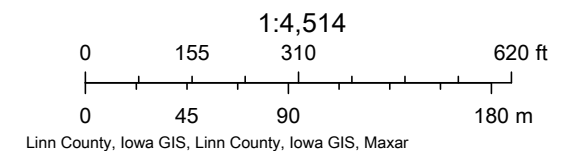
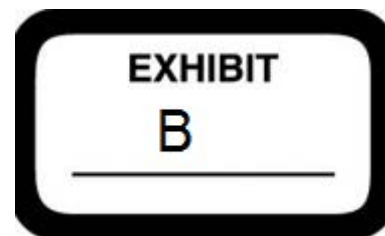


Assessor CAMA Information



2/16/2023, 2:01:20 PM

- Real Estate Subdivision
- Real Estate Boundary
- Real Estate Parcel
- Quarter Line





TEMPORARY USE - SPECIAL EVENT APPLICATION AND SEVERE WEATHER PLAN

This application is for Temporary Use - Special Events held on properties within County jurisdiction. To ensure your event is successful, it is recommended that this application (including Severe Weather Plan and Minor Site Plan) be submitted at least **sixty (60) days** prior to the date of the event. An approved certificate of liability insurance should be received at least **thirty (30) days** prior to the event date.

Return the following required documents via email to plan_dev@linncountyiowa.gov:

- Application w/Severe Weather Plan
- Event Map, Site Plan and/or Race Route
- Proof of Insurance

The standard application fee is \$100 and can be paid with check or credit card.

If your application is received 14 days or less prior to your event, an expedited application fee of \$500 will be charged.

If your event entails multiple venues/activities, please use separate sheets for detailed information. All event applications are subject to approval by the Linn County Technical Review Committee. For all new events, a Resolution signed by the Linn County Board of Supervisors is required. Notice of Approval from Linn County Planning & Development or Resolution from the Board of Supervisors will include the conditions which must be met before and/or during the event. Please refer to the contacts list page for additional assistance.

Property Owner Information:

Name: Kirsten
Address: 812 Iowa Ave Palo, Ia
Phone: 319-899-4239
Email: Kirstenswain21@gmail.com

Applicant/Event Sponsor Information:

Name: Dave Barrette
Address: 527 2nd Ave E. Coggon, Ia
Phone: 319-389-4713
Email: davebarrette@boldoff-road.com

Name of event: Bold Off-road Dirt Drags

Location/Address where event will be held:

New Event ☒

Returning Event ☐

Returning Event with changes ☐

Event Website: www.boldoff-road.com

What is the beginning date and time of the event? July 29th 2023
9am to 8pm

Beginning setup date and time:
July 29th 8am

Estimated number of participants?
50 + Spectators = 150

Volunteers?
20

What is the ending date and time of the event?
July 29th 2023 around 7/8pm

End of tear-down date and time:
July 29th 8pm

Employees?
0

Description of event
(list all event activities)

Dirt Drags (trucks)
Dirt Drags (Side by Sides)

PARK FACILITIES

Are you reserving a Linn County Park facility?

☐ Yes ☒ No

If yes, please contact Linn County Conservation to handle all event permitting.

STREET CLOSURES (may require Board of Supervisors or Secondary Roads approval)

Linn County does not provide traffic control signs for events.

List detailed street closure requests for your event:

OFF DUTY DEPUTIES

Off duty Sheriff deputies may be requested for street closures, alcohol sales or large crowds. Contact the Linn County Sheriff's Office to discuss arrangements thirty (30) days prior to the event.

PARKING

You are required to provide adequate onsite parking for your event. If the event site does not have adequate parking, provide an event parking plan with your application. Event parking on Linn County roads is not permitted. Please show the parking area on the Event Map.

Private Property Including Parking Area

What is the estimated number of vehicles?

SIGNAGE

Are you using event signage?

Yes ☒ No ☐

If yes, please describe sign dimensions and locations:

Drivers must sign in upon arrival Includes Signing a Waiver

SOUND SYSTEMS

Please check if you will be using any of the following sound systems.

Acoustic music ☐ Amplified speaker system ☐ Public address system ☐

If using amplified speakers, indicate what time amplified sound is expected to end:

RESTROOMS

You are required to provide adequate restroom facilities including ADA accessible restrooms and hand washing stations. (5% of total restrooms or not less than 1 must be ADA accessible).

Will restroom facilities be brought to the event site? Yes ☒ No ☐

If yes, how many restrooms:

2

How many hand washing stations:

2

FIREWORKS

An additional application must be completed and returned to the Linn County Auditor at least fourteen (14) days prior to the event for fireworks or pyrotechnics. Fireworks must be approved by Resolution by the Board of Supervisors.

Are you requesting approval to discharge fireworks at the event? ☐ Yes ☒ No

BUILDING PERMITS (TENT/STAGE/EXISTING STRUCTURES/ELECTRICAL)

Existing structures, tents and temporary event structures in excess of 400 sq. ft. require approval from the Building Official/Fire Code Official. Approval must be requested at least fourteen (14) days prior to the event.

Please indicate if any of the following will be utilized, including size, at the event:

Tent/Size

Stage/Size

Existing Structure/Size

Will you have a generator(s), electrical equipment, or electrical wiring for any temporary structures at your event:

☐ Yes

☒ No

FOOD

Food and beverage vendors must apply for a temporary food establishment license at least fourteen (14) days prior to the event. Applications are available through [Linn County Public Health](#). The event organizer shall obtain copies of submitted temporary food service applications from food vendors prior to event.

Will food or beverages be served at the event?

☒ Yes (identify food/beverage vendor on map)

☐ No

If yes, is the food:

☒ Cooked/prepared on-site

☐ Cooked on open fire

☐ Cooked by use of propane

List types of food or beverages to be served: *Hamburger + Hot Dogs*

ALCOHOL

The sale of alcohol requires an additional application for a temporary liquor license to be completed. This permit must be completed at least forty-five (45) days prior to the event. For further information, please contact the [Linn County Auditor's Office](#).

Are you serving alcohol at the event? ☐ Yes

☒ No

CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant. Please provide the name/contractor/organization, including phone #, responsible for clean up/removal of the event site.

Dave Barnett 319-389-4713

FLOODPLAIN

Is any portion of the property located within a designated floodplain? ☒ Yes ☐ No

If yes, a floodplain permit may be required.

EVENT MAP / SITE PLAN / RACE ROUTE

A detailed map of the event site/race route must be attached to this application. Aerial Maps are available through [Linn County GIS](#) or any mapping application.

The following should be identified and labeled including:

Alcohol Serving/Consuming Area	A	Restroom Facilities (including portable)	R
Barricades	B	Routes for Races, Parades, etc.	→
Parking	P	Severe Weather Location	SW
Fencing	-----	Stages (permit may be required)	S
First Aid Facilities	F	Tents	T
Sheriff Deputies/Police	SD	Food Service/Vendors	V



SEVERE WEATHER PLAN

- This plan identifies actions to take during severe weather.
- The possibility of severe weather may exist at any time.
- Flexibility must be exercised when implementing this plan due to the wide variety of severe weather threats.
- Safety of employees and attendees should always be top priority.
- Appropriate weather warning devices should be used to aid in decision making.
- It is highly recommended that the Severe Weather Designee sign up for ALERT IOWA. In the event of an emergency or severe weather, an alert will be sent to the phone number and/or email address provided by voice, text and/or email.
- For more information about emergency preparedness for severe weather, see Severe Weather Plan Handout or visit Linn County EMA.

SEVERE WEATHER DESIGNEE(s)

- Individual(s) responsible for the safety of all persons on site.
- Monitors weather conditions and notifies all persons of severe weather threats in a timely manner.

Designee Name(s): <i>Dave Barrette</i>	Cell Phone: <i>319-389-4113</i>
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DESIGNATED SHELTER AREA(s)

- Identify severe weather locations on your Event Map, Site Plan or Race Route
- Locations should accommodate the maximum number of anticipated persons on-site.

List available OUTDOOR Shelter Areas: <i>We plan to watch the weather extremely close. If shelter is needed we will allow time to evacuate to nearby bar/restaurants etc.</i>	List available INDOOR Shelter Areas: <i>Whiskey River Grill Casey's Gas Station Brogan's Pub + Grub</i>

Estimated Amount of Time Needed to Clear the Site <i>5 to 10 min (people)</i>	Decision Time to Cancel Event or Move to Shelter Areas <i>If any threat at all event will be canceled. 10 min if on site already</i>
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I certify that I have read and understood the Linn County Temporary Use Permit Severe Weather Plan handout.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand, and agree to abide by the rules and regulations governing the proposed Temporary Use under the Linn County Unified Development Code. Applicant agrees to comply with all other requirements of the County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that the organization and therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to Linn County. I understand and agree that Linn County may rescind its permission to use County property at any time should it be determined to be in the best interests of Linn County.

Additions and/or revisions to this application may need to be submitted in writing. By signing this application, the applicant agrees and understands that this application is not permission to violate any laws, ordinances, or statutes. The Linn County Sheriff has the authority, in the interest of public welfare, safety or order to terminate the event without notice.

Applicant's Signature: *David Barrette*

Date: *6-7-2023*

Applicant's Printed Name: *David Barrette*

Land Owner: *[Signature]*

Linn Co Planning Dev Doc

Final Audit Report

2023-06-12

Created:	2023-06-09
By:	Amy Barrette (abarrette@fiberutilities.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvErLkOkcJf1M06yww_9fMSnUsenWEZ

"Linn Co Planning Dev Doc" History

 Document created by Amy Barrette (abarrette@fiberutilities.com)

2023-06-09 - 1:40:02 AM GMT- IP address: 138.43.238.82

 Document emailed to kirstenswain21@gmail.com for signature

2023-06-09 - 1:42:10 AM GMT

 Email viewed by kirstenswain21@gmail.com

2023-06-12 - 10:00:32 PM GMT- IP address: 174.198.65.231

 Signer kirstenswain21@gmail.com entered name at signing as Kirsten Swain

2023-06-12 - 10:02:00 PM GMT- IP address: 174.198.65.231

 Document e-signed by Kirsten Swain (kirstenswain21@gmail.com)

Signature Date: 2023-06-12 - 10:02:02 PM GMT - Time Source: server- IP address: 174.198.65.231

 Agreement completed.

2023-06-12 - 10:02:02 PM GMT



Adobe Acrobat Sign

Pit Parking

Track One

entire's →

Track Two

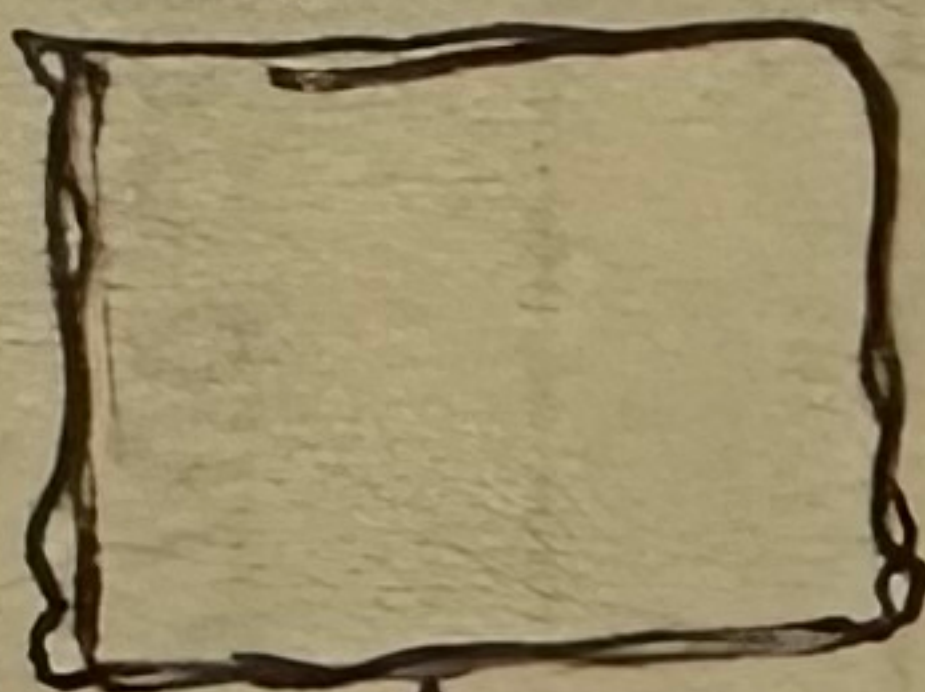
Trucks →

Spectators

Fence Line

Parking →

Fund raiser



Food + Water

↑
Date:
N

Note / Memo

number:

number:

UNIVERSITY

BOARD OF SUPERVISORS

District 1 | **Kirsten Running-Marquardt**

District 2 | **Ben Rogers**

District 3 | **Louis J. Zumbach**

JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000

LinnCountyIowa.gov



July 17, 2023

To: Neil Dominy, Acting State Conservationist
USDA Natural Resources Conservation Service – Iowa
Neil Smith Federal Building
210 Walnut Street
Des Moines, IA 50309

From: Louis Zumbach, Linn County Board of Supervisors – Chair
Jean Oxley Public Service Center
Cedar Rapids, IA 52404

Reference: Agreement NR186114XXXXC012 Extension Request

Dear Mr. Dominy,

Please consider this correspondence as our official request for a one-year extension of the Indian Creek Soil Health Partnership Project (Agreement NR186114XXXXC012). The new target completion date requested is August 1, 2024.

As of the date of this letter, Linn County has made excellent progress towards either completing or exceeding agreement tasks and assigned deliverables for the grant agreement. A brief synopsis of current deliverables detailed below include but are not limited to the following:

Task 1 - Increased Technical Assistance

- Conservation planning goals with a primary focus on soil health and nutrient reduction practices at 80 – 90%.
- New cover crop acre goals of 5,000 acres at 142%.
- New acres of Conservation Cover at 73% of goals.
- 5 bioreactor and/or saturated buffer sites I&E, design, and installation complete.

Task 2 – Stronger Partnerships

- Ongoing analysis of water monitoring sites in partnership with Coe College.
- Soil Health Evaluation being undertaken at 3 sites receiving technical assistance.
- Database established in partnership with Indian Creek Watershed Management Authority for information dissemination and increasing engagement in various conservation assistance programs both existing and new.

Task 3 – Landowner and farmer contacts

- Contact totals at 69% of project goal.

Task 4 – Hiring and Training for Project Coordinator

- Linn County has had 2 coordinators (Emery Davis and Alyssa Guritz) during this time.

Task 5 – Distribution of Project Information

- Field days, educational related and information dissemination activities ranging from 67% to 220% of goals.

Completion of tasks and deliverables by the current project conclusion date have been made more challenging during the project time period due to a multitude of reasons.

The Covid pandemic significantly reduced project engagement as large group activities were limited and individual assistance opportunities were impacted.

The August 2020 Derecho event which caused significant damage to the USDA Service Center Marion Field Office impeded efficiencies in the operation process.

In addition, the challenge of staff retention as Linn County prepares to advertise the vacant soil health coordinator position for a fourth time has provided significant challenges over the agreement period. Due initially to finalizing the parameters necessary for creating a completely new position and then employment obstacles presented during the pandemic. Delays associated with hiring timelines as well as additional time required for employee training and development have also been contributing factors. The project soil health coordinator position has also been very advantageous for career advancement of previous soil health coordinators.

Thank you for your consideration of our request for the one-year extension and we look forward to continuing with your assistance our local efforts to continue activities as outlined through the Indian Creek Soil Health Partnership.

Sincerely,

Louis Zumbach – Chair
Linn County Board of Supervisors

Offer Name: HR Technology Hardware Upgrades and Expansion

Organization: Human Resources

Offer Description: HR Kiosk Computer Replacement and Equipment Upgrade

The HR Department wishes to upgrade computer hardware technology at their public self-service kiosks for employees and applicants. This would include the purchase of new computer CPUs as well as a scanner to allow documents to be uploaded to various sites including our applicant tracking system and our wellness portal. The current computers are old and not currently supported or updated by the IT Department and they are soon to be obsolete. These kiosks allow the public to come in and apply for jobs and for employees to access any of the county systems to apply online for positions, complete annual open enrollment, engage with our wellness portal, etc. Several of our “remote” departments such as Secondary Road, LIFTS and Conservation don’t have ready access to a computer on a regular basis. This technology solution would enhance their customer experience as well as that of citizens coming in to apply for County jobs or other technology interaction needs they may have.

In addition, we would wish to purchase a laptop and projector to use for training and community engagement sessions at other locations than the Jean Oxley Public Service Center. As an example, there is no computer equipment available for HR or any other department to use there for training or community engagement sessions.

This request meets the ARPA category of Technology Infrastructure resources to improve access to and the user-experience of government information technology systems, including upgrades to hardware and software as well as improvements to public-facing websites or to data management systems, to increase public access and improve public deliver of government programs and services. The specific public access in this case would primarily be for recruitment.

Offer Expenditure and Revenue Budget Impact:

Total Projected Expenditures to Linn County:

Kiosk computers	\$1,000 x 3	<u>\$3,000</u>
Scanner	\$ 750 x 1	\$ 750
Laptop	\$1,500 x 1	\$1,500
Projector	\$ 600 x 1	<u>\$ 750</u>
Total		\$6,000

Performance Measures (Outputs and Outcomes)

Measurable Outcomes:

- Provides HR staff the ability to leverage technology for employee and public access for recruitment, training and community engagement.

- Improve access to technology interfaces for employees and applicants and improve the customer experience for those who do not have ready access to technology.

Legal Mandate or Restriction

None

Innovation and Collaboration

HR would be willing to share the laptop and projector for Harris Building users by having housed at the Harris Building for use at various trainings, meetings and community engagements.

Strategy from Linn County's Strategic Plan for Fiscal Years 2022-2027:

Strategy 1: Customer Satisfaction - Linn County embraces a customer-centered culture that focuses on engagement, collaboration, and innovation.

HR Department Outcomes –

Satisfying and innovative products

Advancing employees' skills and development

Empowered and engaged employees

Employees understanding what their customers want

Improving the total performance of the workforce

Strategy 2: High Quality of Life – Linn County provides exceptional public services and programs that focus on equity, infrastructure, and health.

HR Department Outcomes –

Customers feeling that their priorities are understood

Employees feeling recognized and appreciated for their good work

A supportive employee community

Strategy 3: Financial Health - Linn County is committed to maintaining excellence in budgetary and financial management that fosters economic growth.

HR Department Outcomes –

An unambiguous understanding of best practices

Related Goal from Linn County's Strategic Plan for Fiscal Years 2022-2027:

Strategy 1:

- a) Meet expectations supported by supporting employees with tools and resources to advance the customer experience.
- b) Create a culture of empowered and engaged employees who understand what customers expect of their products and make satisfaction and innovation high priorities.
- c) Develop the potential of the workforce by providing educational and training opportunities in all departments.

Strategy 3: Protect human resource and financial assets against loss through risk mitigation.

Consequences if Not Funded:

We would not be able to provide access to the County website or other programs to employees or the public after 2024.

Offer Name: Talent Recruitment, Retention and Succession Planning

Organization: Human Resources

Offer Description: Market Pay Study for Bargaining and Non-Bargaining Wages

The pandemic contributed to a significant shift in the labor market which continues to the present time. It is becoming increasingly difficult to fill positions. The number of applications has dropped per vacancy compared to pre-pandemic levels. Linn County is also seeing turnover due to our aging workforce as our employees reach retirement. We need to be able to attract qualified candidates through our attractive benefits and competitive pay in order to staff our departments to best satisfy our customers. The only way to know whether our wages are competitive is to survey the market. We have not done a bargaining unit survey since 1988. The last non-bargaining survey was in 2018. The industry best practice for compensation studies is every 3-5 years. A summary of the compelling reasons to perform the study follow:

- Plan for the future County workforce– is our pay where it needs to be to be able to attract competent replacements for retiring staff? What skills and competencies do we lack? What expertise do we need? Will we be competitive enough to fill the gaps?
- Establish a market comparability group that includes private sector companies to benchmark wages for bargaining unit jobs (Chapter 20, Iowa's collective bargaining law, now allows use to use private sector wages in setting wage rates.)
- Re-examine our pay philosophy from the perspective of millennial and generation X candidates and the need to acquire outside talent.
- Address current compression issues between first level supervisor positions and topped out bargaining unit positions.
- Reduce administrative costs of individual position salary surveys and reclassifications

A study would provide the necessary data to make sure our wages are competitive and inform our labor contract wage negotiations coming up in the next few years. It would allow us to address compression issues and inflation pressures that may be affecting wages. We can continue to conduct individual salary surveys on specific jobs as we have been doing, but this is a fragmented approach that is not comprehensive and not helpful when making decisions about position upgrades in bargaining.

This request meets the ARPA category of Public Sector Workforce: Other. This category can be used to fund projects intended to assist an organization in recovering from the pandemic in terms of the new labor market dynamics and the challenges that exist in attracting and retaining a qualified workforce. This study would benchmark ½ of all County positions, survey up to 40 organizations, include private sector data and make adjustments for geography, region and timing.

Offer Expenditure and Revenue Budget Impact:

Total Projected Expenditures to Linn County:

Outcome of the study:

Bargaining results:	survey data and comparison to the market
Management results:	survey data, comparison, updated pay ranges and cost implementation
Final report:	outlining process, findings and recommendations
Schedule to complete:	4 to 5 months

Cost of the study:

Total	\$80,000
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A professional compensation consultant for such a study would be chosen based on expertise, experience, credentials and competitive pricing. The cost is somewhat dependent on the scope of work ultimately agreed upon between the County and the consultant. The cost of any needed adjustments will be reviewed by the Board upon completion of the study and an implementation plan and schedule will be developed. Implementation costs are not a part of this study but may be part of a future budget and negotiation cycle or multi-budget cycle processes.

Performance Measures (Outputs and Outcomes)

Measurable Outcomes:

- Increased number of qualified hires
- Defined labor market for bargaining unit jobs to ensure compensation is competitive with relevant market
- Increased % of satisfied new hires and increased % of managers satisfied with new hires
- Reduced number of questions from employees and managers regarding compensation
- Review of established guidelines for administration of the updated compensation system resulting in improved ability to address pay inequities and discrimination complaints

Legal Mandate or Restriction

This compensation study would allow the County to verify that pay for bargaining and non-bargaining is consistent (or not) with the market in order to attract and retain employees. If there are areas identified that need adjustment, the resulting implementation recommendations and procedures will provide a structured means to rectify any discrepancies and make pay adjustments.

Innovation and Collaboration

Linn County would partner with a professional compensation consultant specializing in public sector work. The outside vendor doing the work would provide credibility and objectivity to the review and recommendations.

Strategy from Linn County's Strategic Plan for Fiscal Years 2022-2027:

Strategy 1: Customer Satisfaction - Linn County embraces a customer-centered culture that focuses on engagement, collaboration, and innovation.

HR Department Outcomes –

- Satisfying and innovative products
- Advancing employees' skills and development
- Empowered and engaged employees
- Employees understanding what their customers want
- Improving the total performance of the workforce

Strategy 2: High Quality of Life – Linn County provides exceptional public services and programs that focus on equity, infrastructure, and health.

HR Department Outcomes –

- Customers feeling that their priorities are understood
- Employees feeling recognized and appreciated for their good work
- A supportive employee community

Strategy 3: Financial Health - Linn County is committed to maintaining excellence in budgetary and financial management that fosters economic growth.

HR Department Outcomes –

- An unambiguous understanding of best practices

Related Goal from Linn County's Strategic Plan for Fiscal Years 2022-2027:

Strategy 1:

- a) Meet expectations supported by supporting employees with tools and resources to advance the customer experience.
- b) Create a culture of empowered and engaged employees who understand what customers expect of their products and make satisfaction and innovation high priorities.
- c) Develop the potential of the workforce by providing educational and training opportunities in all departments.

Strategy 3: Protect human resource and financial assets against loss through risk mitigation.

Consequences if Not Funded:

Compensation experts recommend salary survey updates be done every 3-5 years and a complete classification/compensation review be done every 10 years. The public sector lags behind the private sector by about two years in terms of adjusting to economic conditions. Internal equity has not been re-balanced since 1998 for non-bargaining positions which makes internal wage disputes difficult to address. The County could be subject to discrimination complaints filed with the Department of Labor and the EEOC if our pay practices are not appropriate and defensible. Without a current compensation study, especially for non-bargaining positions, it is difficult to identify all areas that need adjustment and limits our ability to provide a structured means to implement procedures to help rectify those discrepancies. An established comparability market for non-bargaining jobs now that state law allows private sector data to be included in such analysis is critical in accurately analyzing compensation issues and positioning the County for attracting qualified candidates and increasing our success in hiring talent to fill critical needs.

Offer Name: **Online Learning Management System (NEOGOV LEARN)**

Organization: **Human Resources**

Offer Description:

Training has always been a priority at Linn County and we have had some fantastic training opportunities. The pandemic proved to us that training can be successfully delivered virtually and allows us to reach employees that normally are unable to attend in-person trainings. It is a challenge to deliver training to all employees who work diverse shifts and are housed in multiple facilities throughout the County. It is becoming increasingly difficult for training, especially mandatory training, to be delivered face-to-face and have it accessible to all employees. It is also cost prohibitive for 24/7 departments who have to pay overtime and backfill the staff who are absent for a period of time in order to attend training.

This offer would provide for an online learning management system that offers over 1,000 training topics, some applicable to just supervisors and others to all employees. The system also allows us to create our own customized training classes and deliver them to all employees and create feedback surveys attached to each course to use in our training KPI. Individual departments can also do the same either for their own employees or for countywide trainings (Risk Management, IT, Public Health.) A sampling of topics is below.

- Treating People with Respect
- Diversity and Inclusion in the Workplace and Managing Bias
- Harassment and Discrimination Prevention (Supervisors and Employees)
- Workplace Investigations (Supervisors)
- Accommodating Disabilities (Supervisors)
- Workplace Mental Health and Stress Management
- Difficult Conversations and Dealing with Difficult People
- Conflict Resolution
- Organizational Skills, Time Management and Conquering E-mails
- Tools for an Ethical Workplace
- Performance Evaluations and Coaching Strategies
- Discipline and Termination: Progressive Discipline and Documentation
- Identifying and Interviewing Candidates (Supervisors)
- Better Together: Generational Synergy
- The Five Secrets of Communication
- Social Media for Managers (Supervisors)
- Busted on Facebook: What I Did on FMLA Leave
- Microsoft Office Courses (Word, Excel, PowerPoint, Outlook)
- Safety Courses (Bloodborne Pathogens, Slips, Trips and Falls)
- Custom LC3 Courses (VOC, Surveys, Accountability, Customer Satisfaction)

An online learning management system would not only allow employees to take advantage of online learning for professional development but would also allow us to effectively track completed trainings in a far more efficient manner than we have been able to do manually. This is important for our training KPIs as well as allowing ease of access for records requests associated with any legal complaints. Documentation of attendance and identification of concepts learned is important for measuring outcomes. Department heads want to know what training their employees have as part of their LC3 metrics. This is not something that HR is currently able to do easily and is a time intensive task to go through years of training attendance spreadsheets and find which classes an employee or group of employees attended.

Offer Expenditure and Revenue Budget Impact:

Total Projected Expenditures to Linn County:

Unlimited access to courses for all employees	<u>\$30,000 x 3 years</u>
Offer Total	\$90,000

Performance Measures (Outputs and Outcomes)

Measurable Outcomes:

- Provide an online training opportunity to deliver training directly to an employee's desktop.
- Training can be for individual employee professional development or performance improvement or assigned countywide.
- Allow 24/7 operations employees to participate in training.
- Reduce the time commitment for employees to travel to and attend training and allow the employee to progress through the training at his/her convenience and optimal learning speed.
- Track attendance by employee, department and county overall for metrics including measuring training value and understanding of training concepts. We can also set up required recurring training countywide or by individual departments.
- Increase ability to reach all employees with a low cost option for delivering training (approximately \$40 per employee per year).
- Provide targeted required training for managers which can be tracked to ensure completion of required training.
- Provide training on topics that have not been offered to employees in the past such as business ethics, code of conduct, social media communications, etc.

Legal Mandate or Restriction

Several trainings are required by law such as Workplace Harassment both for supervisors and employees in general. We last offered this countywide with a one-time online class which cost \$17,000 in 2017. We have had in-person harassment training since then in 2019 but a significant number of employees (especially from 24/7 operations) were not in attendance. Ensuring that all employees have this training minimizes the risk of discrimination complaints and potential lawsuits. In addition to legally mandated training, the LMS It provides all managers on demand access to specific topical training to help them to be more effective supervisors and develop their employees through assigned training plans.

Innovation and Collaboration

Combining online training with in-person training reaches the maximum amount of employees and presents the information in a manner that lets the employee choose the time for the training. This method of training reaches a broader base of employees on a regular basis and does a better job of developing the potential of the entire workforce. HR would have a way to provide certification for required trainings and track required trainings by department. Note: If awarded, this would be a one-time expense. Future years after the grant amount and period is expended, the HR and the IT Departments will split the cost of the annual lease.

Strategy from Linn County's Strategic Plan for Fiscal Years 2022-2027:

Strategy 1: Customer Satisfaction - Linn County embraces a customer-centered culture that focuses on engagement, collaboration, and innovation.

HR Department Outcomes –

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Related Goal from Linn County's Strategic Plan for Fiscal Years 2022-2027:

Strategy 1:

- a) Meet expectations supported by supporting employees with tools and resources to advance the customer experience.
- b) Create a culture of empowered and engaged employees who understand what customers expect of their products and make satisfaction and innovation high priorities.
- c) Develop the potential of the workforce by providing educational and training opportunities in all departments.

Strategy 3: Protect human resource and financial assets against loss through risk mitigation.

Consequences if Not Funded:

HR will continue to provide training in the conventional format; however, the training will not reach everyone nor be as convenient and accessible as an online option. We will not be able to effectively measure training effectiveness and penetration. There could also be increased risk of non-compliance with required trainings as well as increased litigation risk due to managers not being properly trained to handle employment issues properly (e.g., FMLA, ADA, Harassment, Discrimination, interviewing, performance management, etc.) This budget offer is crucial in providing training for our employees to assist in their professional development, engagement and mental health improvement as well as fulfill the County's obligations to provide certain legally mandated trainings.

OFFER FORMAT AND INSTRUCTIONS

Offer Name: LIFTS Scheduling Software Purchase

Organization: Linn County LIFTS

Offer Description: Purchase new scheduling software with remaining ARPA funds to improve customer satisfaction, increase services to Linn County residents, and increase revenue.

Offer Expenditure and Revenue Budget Impact:

Provide a total price for your Offer. Be sure to include all costs in your price.

Fill out the following information:

Total Projected Revenue to Linn County: \$_____ \$40,000_____

Total Projected Expenditures to Linn County: \$___\$165,000 One-time, \$68,000 annually

Performance Measures (Outputs and Outcomes)

This is where you list and explain ways that you will *measure the results* of the work you described in the Offer Description. What measures will tell you if your actions are working or not? How will you know if the activities you describe are having the impact you are trying to achieve?

- **Increase Ridership** - Ridership typically increases with the introduction of new software and features. This software will streamline the scheduling experience for the rider and is estimated to increase ridership 20%. Ridership decreased during the COVID-19 pandemic from 76,835 rides in FY 19 to 39,181 in FY22. The ridership can be measured daily, monthly, and annually.
- **Reduce cancellations** – The rider notifications module included in the software will automatically notify riders of upcoming rides and provide the ability to cancel the ride if not needed. This will make our operations more efficient by being able to reduce the number of cancellations and no-shows before a drivers travel to the scheduled pick-up. This will reduce the number of miles traveled and increase the ability to schedule other riders during this time. Currently, we rely on riders to call in to cancel their rides and many do not. This is measured through the reporting module.
- **Reduce deadhead miles.** Deadhead miles are miles driven without passengers on board. The scheduling software will reduce the number of deadhead miles by making routes more efficient. Deadhead miles can be measured through the reporting module.
- **Increase capacity** – The scheduling software will be able to determine the bus's most efficient capacity according to the need for rides. The more riders aboard a bus at the same time will increase bus efficiency and reduce the number of miles traveled. This is measured through the reporting module.
- **Eliminate Linn County IT servers and resources** – Our current software is utilizing data stored on Linn County servers through the Linn County IT Department. The new software would house the data on the software companies' servers reducing the resources needed internally through the Linn County IT Department. The IT Department supports this change.

Legal Mandate or Restriction

Is your program legally mandated or associated with any restrictions? If so, please detail those mandates or restrictions here.

- As a part of our contract for service with ECICOG and the City of Cedar Rapids we are required to provide statcal reporting quarterly to each entity for finances, operations, and maintenance. This software will continue to provide the necessary data for reporting these statistics.
- Additionally, as a part of the ECICOG contract we are required to have software capable of regional coordination of services. This software will be able to integrate with regional transit service if needed.

Innovation and Collaboration

Does your Offer and proposed activities contain anything particularly innovative, creative or exciting? Have you collaborated with other programs on this Offer? If so, explain here.

- **Medicaid Integration** - This software can integrate with Medicaid transportation brokers which we are not currently providing. Rides provided through Medicaid are easily integrated within the current routes and billing for the rides is submitted for payment. This will reduce the time a dispatcher spends on scheduling a ride. We do not currently provide rides to Medicaid recipients. This will be a new service, revenue source and will expand our outreach to the disadvantaged social-economic population of Linn County.
- **Schedule Optimization** - Currently we are relying on employees to manually schedule rides according to where they determine it best fits. With this software, we will be able to add the ability for the software to schedule rides automatically according to the algorithms provided. This will be an innovative approach to produce efficiencies and be able to provide more rides with the current resources.

Strategy from Linn County's Strategic Plan for Fiscal Years 2022-2027:

Customer Service - The new software will provide increased customer satisfaction by providing a better customer experience when riding a LIFTS bus. The software will provide confirmation of scheduled rides, notifications of upcoming rides, reminders, the ability to see where their bus is located with an estimated time of arrival, and the ability to schedule their own ride. Additionally, delegates can schedule rides for multiple clients at one time like group homes and care facilities. The rider can also pay the bus fare electronically instead of paying with cash or tokens.

Financial Health – With the new software there are opportunities to increase efficiencies, increase revenue as well as provide a new revenue source through Medicaid.

High Quality of Life – The new software allows riders to schedule rides more conveniently, therefore, allowing them to schedule more rides to doctors' appointments, shopping, and activities which will improve their quality of life.

Related Goal from Linn County's Strategic Plan for Fiscal Years 2022-2027:

As a part of Linn County's customer-centered culture, a goal is to increase customer confidence that their concerns and aspirations are heard, understood, and addressed with an opportunity to influence policies and procedures regarding County products. Many times, we hear riders want rides in areas of Linn County

which we are limited in serving. With this software, we will be able to provide a broader range of services and expand our service areas by increasing efficiencies and reducing waste. We also hear from our riders they would like to have access to rides outside of Linn County. By being a part of the same software used in other areas of the region we will be able to better coordinate rides throughout the region.

Consequences if Not Funded:

If this project is not funded, we will continue to use our current software. With the current scheduling software, we have experienced dismal technical support and customer service which has hampered our ability to expand or gain operational efficiencies. We also have experienced periods of the software not working and having to rely on printed schedules. This is challenging when many of our riders rely on service for basic needs like access to healthcare including dialysis and access to employment.

Additionally, on June 16, 2023, we were notified our current software will see an increase in annual fees in FY24 from \$13,187 to \$43,386, or a 229% increase. This increase was not budgeted in the FY24 budget.

OFFER FORMAT AND INSTRUCTIONS

Offer Name: Planning and Development Office Upgrade Part 1 (Reception Area and Clerical Division Workspaces)
Offer Priority Number: 1

Organization: Planning & Development

Offer Description:

We are proposing an upgrade of the Planning and Development office space to better accommodate our customer's needs, enhance the customer/employee interaction areas and eliminate physical barriers that may be hindering effective team communication and collaboration within the department. The scope of work for this project involves several steps and is anticipated to be a multi-phased approach. To date, P&D has opened a dialogue with office design consultant, Workspace Inc., had them tour the physical environment within the department and, at no cost to the department, Workspace Inc drafted a preliminary office layout. P&D has surveyed our department employees for their experiences and perspective on the existing personal and communal workspaces, and these responses will also be incorporated into the layout. **From feedback received at this point, P&D have prioritized a redesign of the reception area and Clerical Division workspaces and this request is for those two areas.** Follow up redesign phases would include the Zoning and Building divisions workspaces, conference room, and kitchen/storage areas.

Following COVID, the nature and volume of the work done by Planning and Development has changed significantly due to changes in the needs and preferences of our customers. We've seen our permit volume increase, the type of permits applied for change from mainly paper copies to electronic applications, and we've seen the size and scope of our zoning cases increase. I believe we've seen these changes for the following reasons:

1. Increased development in rural areas. The pandemic led to a widespread adoption of remote work arrangements. This shift allowed many individuals to reconsider their living preferences and opt for more spacious and affordable properties in rural areas. A survey conducted by Upwork in 2020 found that around 20% of Americans were planning to move due to remote work opportunities, with a significant portion seeking a more rural or suburban environment. Additionally, Lockdowns and restrictions on social gatherings during the pandemic led many people to seek larger living spaces and outdoor amenities. Rural areas often offer more land, larger homes, and proximity to natural landscapes, making them attractive options for individuals and families looking to have more space for work, recreation, and outdoor activities.
2. Increased reliance in online modes of communication. During COVID our building was closed to the public for a significant period of time, leading us to shift to all online permitting. However, after our building was reopened, the majority of our customers still choose to apply for permits online. Online permit application systems streamline the process and eliminate the need for physical paperwork and manual handling. Applicants can submit their documents electronically, reducing administrative burdens

and paperwork for both the applicants and increasing the convenience for our customers. This not only saves time for all parties involved but also reduces costs associated with printing, mailing, and storing physical documents. Online permit application systems can increase accessibility and inclusivity by removing barriers associated with physical visits to government offices. Individuals with mobility challenges, those residing in remote areas, or those with limited transportation options can easily access and submit their permit applications online. This ensures that our residents who were disproportionately impacted by the COVID-19 pandemic (rural residents, individuals with disabilities, low income residents with limited transportation options) have equitable access to government services and allows a broader range of individuals to participate in the permitting process.

3. We had an increase in the number of larger zoning cases (such as utility-scale solar). We also saw public engagement with local government increase during the COVID-19 pandemic. The rapidly evolving nature of the pandemic necessitated frequent updates and communication from local governments. Additionally, the pandemic has had profound effects on communities, including health concerns, economic hardships, and changes in daily life. These changes, often times resulting from government action, prompted residents to seek to engage more with their local governments.

Upgrading our workspace will help us to accommodate the increase in our permit volume, the increase in the percentage of online permits we've received, and the increase in the size and scope of our zoning cases in the following ways:

1. Scalability and Efficiency: With an over 200% increase in online permit volume and a 50% increase in total permit volume during and after COVID, it's crucial to ensure that our physical space can support the growing workload. Upgrading the space will allow us to optimize our workflow by dedicating specific areas for online permit processing. This will allow us to continue to scale our operations and effectively serve not just rural Linn County residents, but also our 28E partner cities. Additionally, Planning and Development is not at capacity and has no additional workspaces. Adding additional work stations will allow us to add more staff if our workload continues to grow.
2. Collaboration and Communication: Despite the shift towards online permit processing, effective collaboration and communication remain essential within the department. Upgrading the physical space can involve designing collaborative areas where employees can meet, discuss projects, and exchange ideas. These spaces can include meeting rooms equipped with video conferencing capabilities, digital whiteboards, and collaboration tools. Strengthening collaboration will foster teamwork, enable better coordination, and promote knowledge sharing among employees, even in a predominantly online work environment.
3. Enhanced Customer Support: With an increase in both total and online permit volume, our space needs to support us in providing excellent customer support to those we are assisting online and via telephone as well as those stopping in our office. Upgrading the physical space includes creating a walk-in counter where staff members can assist applicants, answer queries, and provide guidance on the permit process. Additionally, this upgrade will add another meeting space which can be used by Planning and Development staff to assist customers with more complex questions. Currently the only dedicated meeting space in our offices is the conference room, which is often in use, leading to situations where customers are seated for an hour or more at a staff members work station.

4. Continuity of Service: Having a physical space that supports online operations just as much as it supports in-person operations will help avoid service interruptions if we should ever face lockdowns again in the future.

Additionally, redesigning the reception area will result in greater social distancing for both staff and customers. Currently, each P&D Permit Specialist cubicle serves as both a front counter to all walk-in traffic, and as their personal workstation. A revised Clerical Staff floor layout, one that incorporates a walk-up counter, and separate Clerical workstations, would immediately increase the distance between the customers entering the office and staff members working at their desk. A separated front counter could be monitored by one person at a time, with other Clerical staff available to come to the counter if necessary. It would reduce the number of staff who happen to be working within 6-10 ft of customers being assisted by other staff members. This concept is very similar to the current floor plans of the Auditors and Assessors offices.

Under which approved ARPA requirement does your proposal fall?

This proposal falls under the “responding to negative economic impacts” requirement. Additionally, we know that funding office construction or remodels is an ARPA eligible expense. Johnson County has obligated ARPA dollars towards their new administrative building ([Government Notes: Johnson County allocates additional funds toward first phase of admin campus renov | The Gazette](#)), and the Linn County Treasurer’s office was able to use ARPA funding to add protective glass ([News Flash • Linn County, IA • CivicEngage \(linncountyiowa.gov\)](#)).

Offer Expenditure and Revenue Budget Impact:

Provide a total price for your Offer. Be sure to include all costs in your price.

Total Projected Revenue to Linn County:

One-time \$0
Description:

On-going \$0
Description:

Total Projected Expenditures to Linn County:

One-time \$125,000
Description: Price reflects the quote we received from Workspace solutions.

On-going
Description:

Performance Measures (Outputs and Outcomes)

This is where you list and explain ways that you will *measure the results* of the work you described in the Offer Description. What measures will tell you if your actions are working or not? How will you know if the activities you describe are having the impact you are trying to achieve?

Performance of this project will be measured based on the number of online permits processed by Planning and Development.

Legal Mandate or Restriction

Is your program legally mandated or associated with any restrictions? If so, please detail those mandates or restrictions here.

No.

Innovation and Collaboration

Does your Offer and proposed activities contain anything particularly innovative, creative or exciting? Have you collaborated with other programs on this Offer? If so, explain here.

Planning and Development currently performs building inspections for nine cities within Linn County. The ability to intake a process permits and applications remotely is crucial to our ability to continue to maintain these partnerships.

Strategy from Linn County's Strategic Plan for Fiscal Years 2022-2027:

- High Quality of Life: Linn County provides exceptional public services and programs that focus on equity, infrastructure, and health.
- Financial Health: Linn County is committed to maintaining excellence in budgetary and financial management that fosters economic growth.

Related Goal from Linn County's Strategic Plan for Fiscal Years 2022-2027:

- Safe and equitable access to life necessities through well-designed and maintained infrastructure.
- Social, economic, and wellness products and support available to all people every time, any time.
- Economic growth throughout the county.

Consequences if Not Funded:

If not funded, Planning and Development will continue to face challenges in serving the needs of our customers in a time of increased permit volume, increase online permit volume, and increase size and complexity of zoning cases.



VACANCY FORM

SELECT ONE:

☐ NEW POSITION

☒ REPLACEMENT

REPLACES: Jill Hansen

SELECT ONE:

☐ NEW JOB CLASSIFICATION

☒ EXISTING JOB CLASSIFICATION

JOB TITLE: Universal Clerk

DEPARTMENT: Treasurer

SHIFT/HOURS: 7:30-4:30 p.m.

NUMBER OF POSITIONS: 1

VACANCY DATE: 6/23/23

NEW POSITION FUNDING SOURCE(S):

REASON TO ADD NEW POSITION (if applicable): ☐ BUDGET OFFER

Existing Budget (no new tax askings)

☐ GRANT FUNDING

Difference between .75 and 1.0 salary

☒ OTHER: .75 to 1.0 FTE

DURATION OF POSTING (must remain open a minimum of 10 days): 10 days

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]

7/21/23

DEPARTMENT HEAD

DATE

By signing above, I acknowledge my understanding of the following about external job postings: Failure to make a good faith effort to begin the interview process within one month of receiving candidates' applications will result in HR charging the cost of advertising back to the department.

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ STARTING SALARY: _____

HR DIRECTOR COMMENTS: _____

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: [Signature]
HUMAN RESOURCES DIRECTOR

7-20-23
DATE

APPROVED BY: [Signature]
FINANCE/BUDGET DIRECTOR

7/21/2023
DATE

APPROVED BY: _____
CHAIRPERSON/BOARD OF SUPERVISORS

DATE

DATE