

**CITY OF KIMBALL**  
**MUNICIPAL POLICY NUMBER 01-2013**  
**CITY WEBSITE POLICY**

**DATE COUNCIL APPROVED:** March 19, 2013

**I. Authority**

This policy covers the City of Kimball's (hereinafter, City) website. In accordance with this policy, the City Clerk/Treasurer is authorized to oversee and maintain all aspects of the City's website. The City Clerk/Treasurer may delegate appropriate persons to oversee and maintain aspects of the City's website as appropriate.

The City has made every effort to ensure the accuracy of the information provided on its website. However, due to the possibility of unauthorized modification of the data, transmission errors, HTML browser incompatibilities, changes made since the last update to the website or other aspects of electronic communication that are beyond the City's control, the City does not guarantee the accuracy of the information provided on its website and is not liable for reliance on this information. Please contact the City of Kimball at (320)398-2725, to verify the accuracy of the data.

**II. Purpose**

The purpose of the City's website is to provide the public with convenient and efficient access to information about Kimball agencies, programs, departments, services and general information.

In order to provide the user with information about cultural, educational and recreational activities in the City, the City's Web site may contain links to other websites that are not owned, regularly reviewed or controlled by the City. It is the policy of the City to limit these links to non-profit and government websites that provide information relevant to the functions and services provided by the City.

The City's website does not provide direct links to external sites that are strictly commercial, political or religious in nature. The City's website is not intended to function as a public forum.

The provision of these links should not be construed as an endorsement or sponsorship of these external websites, their content or their hosts. The City specifically disavows legal responsibility for what a user may find on another site, or for the personal opinions of individuals posted on any site, whether or not operated by the City. The views and opinions of the authors of documents published on or linked to the City's website do not necessarily state or reflect the opinion, policy or position of the City.

**III. External Links**

The City website contains links to local, state and federal government agencies and to other non-government websites. In establishing and maintaining its official website, the City does not intend to create any forum or other means for public discourse. Rather, the sole and limited purpose of the permitted external links is to provide information about the City for residents, businesses and visitors. The City does not endorse or provide preferential treatment to any third party websites or associated organizations or persons. Since the City does not control third party websites, it does not warrant that third party websites are accurate or reliable or that they have operational links. The user acknowledges and agrees that the City is not liable in any way for the content, accuracy, reliability, viewpoints, policies or products provided by these external resources.

It is the City's policy to limit external links to the following entities and organizations:

- a) Other governmental agencies
- b) Entities with which the City has an existing formal and/or contractual relationship
- c) Local nonprofits

In addition, the City reserves the right, at any time and without notice, to:

- a) Deny a link that does not meet the criteria set forth in this policy
- b) Deny or discontinue an external link at any time if the website provides or promotes false, slanderous, illegal, infringing or incorrect information
- c) Remove any external link if the nature of the organization to which the link relates no longer complies with the City's external link policy
- d) Revise this policy without prior notice when the City considers such revision to be in its best interests.

#### **IV. Privacy**

All City computer systems are subject to monitoring at all times to ensure proper functioning of the systems, to provide security for the computer system's operation and the information contained therein, to prevent unauthorized use, and to deter and investigate violations of law. There is no reasonable expectation of privacy in the use of this public computer system. If you send the City e-mail that contains personally identifiable information, it will use the information to respond to you. The City may also forward that e-mail to another government agency. Certain e-mail may constitute a public record and be subject to disclosure under state law. When you link to another Web site, you are subject to the privacy policy of the new site.

#### **V. Notice to the City**

Communication made through e-mail or any other computer messaging system shall in no way be deemed to constitute legal notice to the City or any of its agencies, officers, employees, agents or representatives with respect to any existing or potential claim or cause of action. Additionally, communication made through e-mail or any other computer messaging system is in no way the proper or official means of communication with the City Council.

#### **VI. Jurisdiction**

The materials provided on this site are intended for public use on computer systems located primarily within the City and for the benefit of visitors to this City. Any person choosing to use this website or seeking access to information or materials on this system is agreeing to be subject to Minnesota jurisdiction. Any dispute arising there from shall be decided under the laws and in the courts of Minnesota.

#### **VII. Accessibility**

The City is committed to compliance with the Americans with Disabilities Act (ADA). It does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs or activities. Upon request, reasonable accommodation will be made to allow individuals with disabilities access to the communications regarding City services, programs or activities set forth on the City's website.

Our goal is to provide maximum access for all users of the City's website. Therefore, our website uses universal design principles, which include the following:

- a) The website is useful and marketable to people with diverse abilities
- b) The website accommodates a wide range of individual preferences and abilities
- c) The website is easy to understand and use, regardless of the user's experience, or current concentration level
- d) The website communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities

- e) The website minimizes hazards and the adverse consequences of accidental or unintended actions
- f) The website can be used efficiently and comfortably and with a minimum of fatigue

**VIII. Approval of City Website Policy**

This policy shall be formally approved and adopted by the City Council.