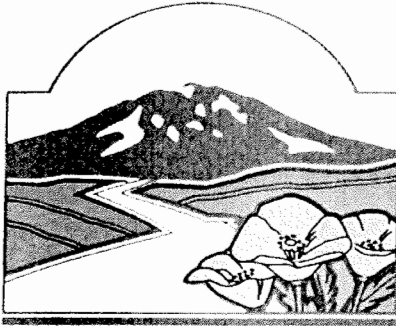


CITY OF
ANDERSON

ANDERSON CITY COUNCIL AGENDA ITEM

July 15, 2008, City Council Meeting



Approved for Submittal By:
City Manager <u>Scott Morgan</u>
To Be Presented By:
Scott Morgan <u>Scott Morgan</u>

To: Honorable Mayor and Members of the Anderson City Council

From: Scott Morgan, City Manager
Telephone 378-6646

Date: July 15, 2008

SUBJECT

City of Anderson Responses to 2007-2008 Grand Jury Final Report

RECOMMENDATION

The City Manager recommends that the City Council:

Authorize the Mayor to sign and submit the City of Anderson's response to certain recommendations within the 2007-2008 Grand Jury Report entitled "City and County Web Sites - Citizen Access".

FISCAL IMPACT

There is no fiscal impact for this grand jury response.

DISCUSSION and BACKGROUND

Within the 2007-2008 Grand Jury Final Report, there was one report, entitled CITY AND COUNTY WEB SITES – Citizen Access, where the Grand Jury made recommendations to which responses are required from the City of Anderson.

The recommendations to which the City of Anderson is required to respond read:

Recommendation 2 –

Each government entity should implement the following items:

- *Each governmental entity's portal (homepage) should have a comprehensive sitemap.*
- *Minimum Web content should include all public meeting notices, agendas, minutes, financial reports, budgets, among others.*
- *Printable material should be in PDF format so it can be printed on any platform. If PDF is not available, the user should be instructed how to print the item.*
- *Printable agendas, financial data and budget documents should be obtainable within two or three clicks of the mouse.*
- *Each item should have a print option, giving the user the ability to print one page, several pages, or all pages. Large PDF reports composed of several sections should have an option to "print all" with one click.*
- *Minimum department page content should include the name of the department head, contact information, a list of department functions and frequently requested public documents related to those functions.*
- *The Web site should include common words instead of industry buzzwords.*
- *Titles should be spelled out the first time they are used, with acronyms defined in parentheses for subsequent use. For example: Portable Document Format (PDF), Redding Electric Utility (REU).*
- *Each government entity's homepage should have a current events calendar listing meetings of the councils, boards, commissions, supervisors, trustees, or any meeting for which public notice is required by law.*

Recommendation 6 – That each county or city department review its Web pages annually. If the data is not current and accurate, an explanatory note should be included on the Web page as to why the data is not up to date.

Recommendation 7 – That each government homepage have a comprehensive sitemap to aid the user in finding information. Other cities and counties can serve as easy to modify examples. In particular, the County of Santa Clara's site www.sccgov.org/portal/site/scc can serve as a good example.

Recommendation 8 – That the designers/programmers of the Web pages conduct periodic testing for usability for any major changes or updates to their Web sites.

Recommendation 9 – That Shasta County and its cities move with all due speed to provide RSS capabilities. Make the sending of meeting notices, agendas and minutes a first priority.

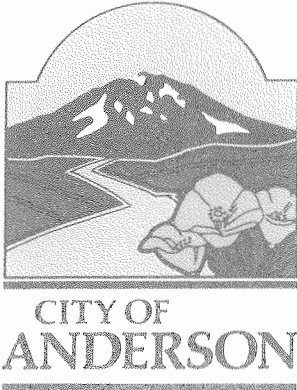
Recommendation 10 – That each department have its own sitemap. The ability to print where one has been and/or where one should go on the Internet is probably second in importance only to the availability of information.

Recommendation 11 – The Grand Jury recommends that all of the Web content described in the table be included in the county and cities Web sites.

City of Anderson responses to these recommendations are required to be submitted to the Presiding Judge of the Superior Court not later than 90 days after the issuance of the Final Grand Jury Report. The proposed attached response letter would meet that requirement.

ATTACHMENT

1. Proposed response letter.



July 16, 2008

The Honorable Stephen Baker
 Presiding Judge, Superior Court of the County of Shasta
 1500 Court Street
 Redding, CA 96001

Dear Judge Baker:

On behalf of the City of Anderson, we want to express our thanks and appreciation for the well-researched work of the 2007-2008 Shasta County Grand Jury.

In compliance with California Penal Code Section 933.5, the City of Anderson offers the following responses to the portions of the 2007-2008 Final Report to which we are required to respond. The relevant Grand Jury recommendations are shown in *italics*. The required City responses immediately follow each recommendation.

CITY AND COUNTY WEB SITES – Citizen Access

Recommendation 2 –

Each government entity should implement the following items:

- *Each governmental entity's portal (homepage) should have a comprehensive sitemap.*
- *Minimum Web content should include all public meeting notices, agendas, minutes, financial reports, budgets, among others.*
- *Printable material should be in PDF format so it can be printed on any platform. If PDF is not available, the user should be instructed how to print the item.*
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- *The Web site should include common words instead of industry buzzwords.*
- *Titles should be spelled out the first time they are used, with acronyms defined in parentheses for subsequent use. For example: Portable Document Format (PDF), Redding Electric Utility (REU).*
- *Each government entity's homepage should have a current events calendar listing meetings of the councils, boards, commissions, supervisors, trustees, or any meeting for which public notice is required by law.*

Anderson Response:

The City concurs with the recommendation, and has already begun implementing several of the items.

Recommendation 6 – That each county or city department review its Web pages annually. If the data is not current and accurate, an explanatory note should be included on the Web page as to why the data is not up to date.

Anderson Response:

The City concurs with the recommendation.

Recommendation 7 – That each government homepage have a comprehensive sitemap to aid the user in finding information. Other cities and counties can serve as easy to modify examples. In particular, the County of Santa Clara's site www.sccgov.org/portal/site/scc can serve as a good example.

Anderson Response:

The City concurs with the recommendation.

Recommendation 8 – That the designers/programmers of the Web pages conduct periodic testing for usability for any major changes or updates to their Web sites.

Anderson Response:

The City concurs with the recommendation.

Recommendation 9 – That Shasta County and its cities move with all due speed to provide RSS capabilities. Make the sending of meeting notices, agendas and minutes a first priority.

Anderson Response:

The City concurs with the recommendation and believes RSS can be a valuable tool for disseminating information. However, staffing and budget limitations may inhibit our ability to implement this recommendation immediately. We will implement this recommendation as soon as resources allow.

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Recommendation 10 – That each department have its own sitemap. The ability to print where one has been and/or where one should go on the Internet is probably second in importance only to the availability of information.

Anderson Response:

The City agrees that site maps can provide valuable tools to assist site users quickly access the information they need. However, the City provides information on its site in a very simple, uncomplicated fashion and believes that the creation of individual site maps for each department would cause more confusion than it would prevent. We believe that a comprehensive site map, implemented pursuant to Recommendation 7, will he easily guide users throughout the entire City Web site. The City agrees with the recommendation on the ability to print individual Web site pages.

Recommendation 11 – The Grand Jury recommends that all of the Web content described in the table be included in the county and cities Web sites.

Anderson Response:

The City concurs with the recommendation.

In conclusion, in accordance with Section 933.5 of the California Penal Code, the City of Anderson appreciates this opportunity to respond to portions of the 2007-2008 Shasta County Grand Jury Final Report. We think the Grand Jury system helps strengthen the provision of local government services in California, and we are pleased to provide our comments.

Sincerely,

Butch Schaefer
Mayor, City of Anderson

WS:sm