



*The League of Women Voters Of Greater Birmingham*

**WEB ASSESSMENT**

For each area, indicate if the information is present using the ranking in the box below.

Ranking for each item in an area  
3 = information fully present & current  
2 = information partially present but current, list missing information  
1 = information not current  
0 = no information

Place the rank number to the left of each item. Comments should also be made either by each individual area or in general at the end of the assessment. You may write notes to the right of the information too.

NOTE: download the form, type your responses on the form, save on your computer and then send (if you do not save on your computer all your responses will be lost).

Thanks.

Please return the form to Virginia Randolph by February 26<sup>th</sup>.

Name of Government \_\_\_\_

Web site: <http://www.>

**Contact information:** Are the following provided?

- \_\_\_\_\_ Central phone number
- \_\_\_\_\_ Location and mailing address
- \_\_\_\_\_ Address for emailing capability or capability from the web site
- \_\_\_\_\_ Department listings with contact names, phone numbers, emailing capability

Comment:

**Elected officials:** Is information about elected officials available?

- \_\_\_\_\_ Name
- \_\_\_\_\_ Phone number
- \_\_\_\_\_ email address
- \_\_\_\_\_ Term of office/next election date
- \_\_\_\_\_ Committee appointments/area of responsibility

Comment:

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**Appointments:** If the government has Committees, does it list the following?

\_\_\_\_\_ Membership of the Committees

\_\_\_\_\_ How members are chosen and the length of tenure to the committee

Comment:

**Meetings:** Are meetings available to the citizens through?

\_\_\_\_\_ Notices for meetings of Council/Commission with date, time, location and if public input allowed.

\_\_\_\_\_ Notices for meetings of other committees to include date, time, location, if open or closed session, if public input allowed

\_\_\_\_\_ Planning/Development and Zoning

\_\_\_\_\_ other boards

\_\_\_\_\_ Agenda posted at least 5 days in advance of meeting for Council/Commission meetings

\_\_\_\_\_ Agenda posted at least 5 days in advance for committee meetings.

\_\_\_\_\_ Minutes from past meetings posted within 1 month of Commission meeting

\_\_\_\_\_ Minutes from past meetings posted within 1 month of Committees meeting

Comment:

**Public Records:**

\_\_\_\_\_ Is there description of how to seek information that is part of the public records (Freedom of Information Act) and the name of a contact person?

Comment:

**Transactions on-line:**

\_\_\_\_\_ Does the government offer on-line transactions for the citizen?

\_\_\_\_\_ Does the government offer on-line transactions for business?

\_\_\_\_\_ Is there a statement regarding use of a secure server for transactions?

Comment:

**Budget Information:** Is there financial information with the following?

\_\_\_\_\_ Current fiscal year budget

\_\_\_\_\_ Previous fiscal year financial statement (audit) available?

Comment:

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**Business Licenses, Building permits and zoning:** Is this information readily available with?  
\_\_\_\_\_ Process and information required for starting a business or seeking permits for business  
\_\_\_\_\_ Information about requirements/zoning/building codes and submission process  
\_\_\_\_\_ Application to download  
\_\_\_\_\_ On-line submission and tracking  
\_\_\_\_\_ Comment:

**Web Site:** Does the site have?  
\_\_\_\_\_ Name of web site manager and contact information  
\_\_\_\_\_ Date page/site updated  
\_\_\_\_\_ Downloadable files for items such as taxes, building permits, etc.  
\_\_\_\_\_ No false or dated information detected  
\_\_\_\_\_ Comment:

**General Comments:** Are there areas that are especially well presented with full content available?