

Findings

The Grand Jury found that:

- F1. The websites provide a large variety of information, making many documents readily available to the public without necessitating a CPRA request or physical visit. This information includes data such as:
- locations
 - services
 - business hours
 - governance
 - fees
 - taxes
 - licenses
 - annual financial reports and
 - other governmental or special agency procedures.
- F2. Due to the lack of consistency between websites, locating similar information on different websites is time consuming and exasperating.
- F3. The inclusion of outdated information on the website, besides being of limited value, clutters the website and calls into question other postings on the website. An example is that one website includes labor force statistics and economic reports from 2006.
- F4. The lack of document information, including posting dates and sunset dates, decreases confidence in the validity of data found on the websites.
- F5. Some meeting minutes are not being posted in a timely manner.
- F6. It is generally more difficult to distinguish the minutes when they are embedded in agendas or in videos, rather than posted separately.
- F7. Posting of summarized minutes (abstracts), or a summary of actions taken, would improve the public's experience in trying to understand what governance actions were taken, or what decisions were made or deferred.
- F8. Video recordings of proceedings are beneficial to the public's understanding of their representatives actions in council and board meetings.
- F9. The ability to locate current financial results is improved when financial performance reports are directly posted on the website.

- F10. Lack of consistency in posting of bid opportunities and awards on websites makes it difficult for the public to discern available contracting opportunities and what awards have been approved.
- F11. The public's access to operating policies, applying to elected officials and employees, would be enhanced if these documents were available through the website.
- F12. A link on the website to fill out CPRA document requests improves the public's ability to submit requests.
- F13. A link to the Grand Jury website where the Grand Jury complaint form "Confidential Citizen Complaint" is available enables public access for registering a confidential complaint on line.

Recommendations

The Grand Jury recommends that:

- R1. A website best-practices guide be considered for development in the next 12 months by representatives from Placer County and the Cities of Auburn, Colfax, Lincoln, Rocklin, Roseville and the town of Loomis.
- R2. All Special Districts/Agencies should assure that their websites, at a minimum, meet the best-practices checklist from the Special District Leadership Foundation.
- R3. All website information should be subject to annual reviews to ensure information is still pertinent.
- R4. All documents have a posting and sunset (required removal) date that triggers an automatic archiving of the document.
- R5. All city and special districts webpages should include current written minutes, which include a summary of actions taken and decisions made.
- R6. Posting of complete video recordings of meetings should be investigated to determine if it is economically feasible.
- R7. All websites should include direct links to financial reports, including on-going progress and performance reports on financial results versus budgets.

- R8. Placer County, City of Auburn, City of Colfax, and all special district/agency websites should include access to the policy, process, and posting of current contracting opportunities. Results of bid awards should also be posted.
- R9. Current operating policies covering travel and use of entity owned assets, including vehicles, cell phones, computers, and credit cards should be available on websites or by online CPRA requests.
- R10. Placer County, Auburn and Colfax, along with all special districts, should incorporate into their websites a link to make CPRA Public Records Requests.
- R11. Websites should include a link to the Grand Jury website where the public can access the Grand Jury complaint form "Confidential Citizen Complaint".

Tables 3 and 4 on the following pages specify which recommendations are applicable to each surveyed entity.

Attachment A demonstrates the linkages between the multiple facts, findings and recommendations in this report.