

# 12 Steps to Government Transparency

**Just kidding.**



# The Checklist



# Budgets

- Bare minimum:
- Post the current and project budgets.
- Post budgets for the last 3 to 5 years.



# Meetings

- Calendar of meetings.
- Meeting agendas.
- Meeting minutes and an archive of past meeting minutes.
- Any video footage of local meetings (at least archived a year).



# Officials

- Terms if applicable.
- Contact information: Mailing address, personal phone number and personal email address.
- Suggested: Total compensation.



# Permits & Zoning

- Post permit applications.
- Post zoning ordinances.



# Audits

- Most recent audit.
- Audits for the past 3 to 5 financial years.





# Contracts

- Bids and proposals.
- Approved contracts with vendors over \$10,000.
- For teachers: Approved contracts or pay scales.

# Lobbying



- Total amount spent lobbying by government entity and number of lobbyist employed.
- Membership to any organizations that lobby on behalf on the government, along with membership dues.



# Public Records

- Post process and ordinance regarding public records.
- Post contact information (including email) for the Public Information Officer.
- Know these response rates will reflect on the organization's transparency reputation regardless of proactive disclosure and vice versa.



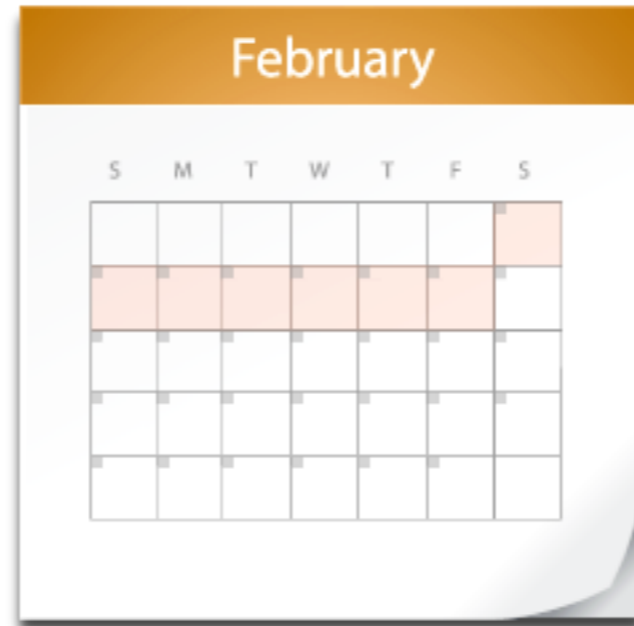
# Taxes

- Local tax rates.
- Local tax revenues.
- If not a taxing entity, then local tax rates and revenues that help support it. For example, bonds or property taxes for school districts.



# Sunny Awards

- If your website has an A or A- transparency grade according our current checklist, you'll earn a "Sunny Award."
- Submissions due by Feb. 10th
- Only accepting submissions from school districts, municipalities and state websites.



# Upcoming Gov 2.0 trends



**Balance privacy v.  
public disclosure**



# What else to consider?

- Usability - navigation, search, domains.
- Downloadable data v. analysis of data.
- Pay attention to navigation and internal search.





# Social media

- Content is king, but engagement is key.
- Have a set of guidelines for public employees. Both for FOIA and to avoid embarrassment.
- Know the time for experiments is done.
- Keep them in one medium.



# What's coming in 2014

- Total compensation transparency.
- Complete contract statements.
- Fee schedules reports for FOIA.
- Data sets be downloadable and PDF's searchable.
- Usability – 2 click guidelines

# Contact Sunshine Review



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