

**CITY OF OAKWOOD
ADMINISTRATIVE POLICIES AND PROCEDURES**

POLICY NO. 13
SUBJECT: CITY WEBSITE – MAINTENANCE AND UPDATING
DATE: APRIL 22, 2008
REVISED: AUGUST 4, 2023

RECOMMENDED BY:



LORI STACEL, ADMINISTRATIVE ASSISTANT

APPROVED BY:



NORBERT S. KLOPSCH, CITY MANAGER

POLICY: This policy explains the city's program for maintaining and updating the city of Oakwood's website.

PURPOSE: The city of Oakwood maintains a website for the purpose of providing continuous public access to information about our city. The website is an important tool for disseminating information and communicating with the citizens of Oakwood and the general public. This policy establishes protocols for maintaining and updating the website.

RESPONSIBILITIES: Responsibilities for maintaining and updating the city website are assigned as follows:

- **City Manager:** Responsible for regularly monitoring website content and ensuring that the website is maintained and updated consistent with this policy.
- **Department Heads:**
 - Responsible for ensuring that all information about their department is accurate and up-to-date.
 - Responsible for submitting to the website administrator additions, deletions and edits to keep the website as useful and informative as possible and practical.
- **Clerk of Council/City Manager's Administrative Assistant:**
 - Serves as the website administrator responsible for making all additions, deletions and edits to the website.
 - Responsible for daily management of the website.
 - Responsible for receiving city council requests to include material on the website and, in consultation with the city manager, addressing those requests.
 - Serves as the city's primary contact for the website, coordinating with technical support personnel as needed.

GENERAL PROVISIONS: It is the city's intent that the website provide up-to-date information on city news, events and programs; access to key municipal services, including convenient online bill paying, a portal to report issues and concerns, emergency alerts; and general information about Oakwood including, for example:

- City Council, Staff and Citizen Committees
- Our Form of Government
- Oakwood History
- City Resources (e.g., City Vision and Comprehensive Plan, Zoning Code, Annual Reports, State of the City Addresses)
- Public Meeting Minutes and Videos