

DIGITIZING PUBLIC INFORMATION SUBMISSION CHECKLIST



Action Requirement	Completed (Y/N)	Additional Details (Please write directly in the boxes below)
<p>Step 1: Posted information of high interest on the municipal website where it is easy for the public to find, or linked to a third party site where the information could be found, including at minimum:</p>		
<p>links to appropriate municipal social media sites</p>	Y	<p><i>(Please provide the link(s) of where this can be found on the municipal website. NOTE: this should not be links to the actual social media sites themselves, such as a link to your Facebook page.)</i></p> <ul style="list-style-type: none"> • City of Summit social media channels can be found at the bottom of the city website homepage: https://www.cityofsummit.org/ • City social media channels can also be found on the Public Information page on the website: https://www.cityofsummit.org/232/Public-Information
<p>email and phone contact information for all governing body members, key municipal staff/departments, and all local emergency services</p>	Y	<p><i>(Please provide the link(s) of where this can be found on the municipal website.)</i></p> <p>https://www.cityofsummit.org/directory.aspx</p> <p>https://www.cityofsummit.org/BusinessDirectoryii.aspx</p>
<p>list of public meeting dates, times, locations</p>	Y	<p><i>(Please provide the link(s) of where this can be found on the municipal website.)</i></p> <p>https://www.cityofsummit.org/calendar.aspx?CID=22,29,24,28,23,33,36,34,37,25,27,32,30,31,26,</p>
<p>agendas and minutes of all public meetings of the governing body and appointed boards which are required</p>	Y	<p><i>(Please provide the link(s) of where this can be found on the municipal website.)</i></p> <p>https://www.cityofsummit.org/AgendaCenter</p>

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<p>to keep minutes, including relevant resolutions & ordinances for governing body meetings</p>		
<p>a list of municipal boards and commissions, their members & term expiration dates</p>	<p>Y</p>	<p><i>(Please provide the link(s) of where this can be found on the municipal website.)</i></p> <p>https://www.cityofsummit.org/301/Boards-Commissions</p>
<p>non-emergency public services to the town</p>	<p>Y</p>	<p><i>(Please provide the link(s) of where this can be found on the municipal website or links to third party sites shared on the municipal website.)</i></p> <p>https://www.cityofsummit.org/101/Services</p>
<p>recreational activities and programs</p>	<p>Y</p>	<p><i>(Please provide the link(s) of where this can be found on the municipal website.)</i></p> <p>Links to the Summit Department of Community Programs website can be found on the City of Summit website here:</p> <p>https://www.cityofsummit.org/101/Services</p> <p>https://www.cityofsummit.org/495/Find</p> <p>(bottom of homepage) https://www.cityofsummit.org/</p>
<p>local school information including addresses and contact information</p>	<p>Y</p>	<p><i>(Please provide the link(s) of where this can be found on the municipal website or links to the school district sites shared on the municipal website.)</i></p> <p>A link to the Summit Public Schools website can be found here:</p> <p>https://www.cityofsummit.org/31/Our-Community</p>
<p>Open Public Records Act request form</p>	<p>Y</p>	<p><i>(Please provide the link(s) of where this can be found on the municipal website.)</i></p> <p>https://www.cityofsummit.org/156/City-Clerk</p>
<p>RFPs, RFQs and vendor bid notifications for</p>	<p>Y</p>	<p><i>(Please provide the link(s) of where this can be found on the municipal website or links to third party sites shared on the municipal website.)</i></p>

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goods and services and construction projects over the municipal bid threshold		https://www.cityofsummit.org/bids.aspx
Step 2: Posted at least one of the following on the website in digital format:		
ordinances, resolutions, executive orders and administrative codes	Y	(Please provide the link(s) of where this can be found on the municipal website.) https://www.cityofsummit.org/156/City-Clerk
contract and shared service agreements to be listed in minutes pertaining to that public meeting (with an indication if materials are in a format unable to be digitized, such as blue prints)	Y	(Please provide the link(s) of where this can be found on the municipal website or links to third party sites shared on the municipal website.) These can be found in Common Council minutes, which are located in the Agenda Center: https://www.cityofsummit.org/AgendaCenter
tax maps searchable by block & lot	Y	(Please provide the link(s) of where this can be found on the municipal website or links to third party sites shared on the municipal website.) https://www.cityofsummit.org/233/Finance-Taxes
labor agreements and professional (or "no bid") contracts awarded by the governing body	Y	(Please provide the link(s) of where this can be found on the municipal website or links to third party sites shared on the municipal website.) https://www.cityofsummit.org/AgendaCenter
crime statistics, updated on a monthly basis	N	(Please provide the link(s) of where this can be found on the municipal website or links to third party sites shared on the municipal website.)