

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 100-4	REVISED: 0	PAGE <u>1</u> OF _____
	SUBJECT: WEBPAGE DESIGN		

1.0 Policy

The City of Winona maintains the website www.cityofwinona-mn.com in which it will provide information to the public regarding the City’s operation. This policy is created in order for the information on the pages to be provided in a consistent, uniform, and appropriate manner.

2.0 Departments Affected

All departments and divisions providing information for the City’s website.

3.0 Procedure

3.1 Information on Pages for Website

- 3.1.1. Information on pages shall have the approval of the Department Head and/or Supervisor.
- 3.1.2 Information shall be appropriate to the operation of the City of Winona and shall contain no personal information.
- 3.1.3 Web Approval Committee, appointed by the City Manager, may reject information they may deem inappropriate or not formatted in the manner stated in this policy.
- 3.1.4 Information must be kept current on site. If you include the statement “last updated” on a page, date should be no more than 6 months old.
- 3.1.5 When creating pages, assume they will be printed by viewer and that formatting is correct to be printed.

3.2 Formatting of Information

- 3.2.1 Theme
 - All pages shall be created with Front Page software using the “cityofwinona” theme.

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3.2.2 Font

- Arial
- Text body 10 pitch
- Headings shall be created using pre-formatted headings within cityofwinona theme
- Use of all capital letters is not recommended
- Bold, italicize, and underline – incidental usage only
- No highlighting of text
- Primary color of font is black
- Any colored text shall be a theme color

3.2.3 Linking

- Linking to pages within the City’s site is both necessary and encouraged
- While it is understood that linking to sites in the Worldwide Web is at times necessary and beneficial to provide information not available on the City’s site, it is the goal of the City to keep viewers on the City’s site and not to direct them away from our information. Therefore, creating links to other sites should be done in a limited manner.
- Whenever practical, links to sites other than the City of Winona’s should be created as to open the site in a “new window”.
- Links shall not be made to any sites containing commercial, inappropriate, or personal information.

3.2.4 Graphics

- Graphics used on a page shall be appropriate to the information provided.
- Limited use of graphics on a page is necessary in order to provide a professional look and to reduce page loading time.
- Changing the background color of any clipart to the gray theme color is encouraged.
- Animation shall be used on a limited basis with no more than one per page.
- Limited use of the City of Winona logo is encouraged as site pages already include logo.

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3.2.5 Pictures

- Picture usage is encouraged
- Release forms must be signed by individuals in pictures used on the site.
- Pictures shall be formatted before inserting into the page. Size of the picture shall be 4" x 6" whenever practical. This is to ensure that the picture will fit in the viewing area of the monitor.
- Thumbnails shall be created of pictures to decrease page loading time.
- If a border is used for a picture, it shall be black or "theme color" burgundy.

3.2.6 Tables

- The use of tables is a useful tool in formatting information and inserting pictures.
- Whenever practical, table lines should not be shown. If table lines are necessary in order to make information more presentable, lines shall be black or "theme color" burgundy.

3.3 Disclaimer

At a minimum, all main pages shall include a link to a disclaimer page. Following is the text of the disclaimer. Phone number shall be changed appropriate to the department providing the information.

Disclaimer

The City of Winona has made every effort to insure the accuracy of the information provided on its website. However, due to the possibility of unauthorized modification of the data, transmission errors, HTML browser incompatibilities, changes made since the last update to the website, or other aspects of electronic communication that are beyond the City's control, the City does not guarantee the accuracy of the information provided on its website and is not liable for reliance on this information. Please contact the City of Winona at 507/457-8234 to verify the accuracy of the data.

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Notice of City of Winona Policy

The City of Winona does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Winona services, programs and activities.

Links Disclaimer

The City of Winona does not sponsor or endorse or have a relationship with the organizations which are linked to this web site, unless specifically stated otherwise.

3.4 Publishing Information

- Following creation of information, information shall be published to <http://www.cityofwinona-mn.com/staging/>
- A password is necessary in order to publish and individuals are aware of such.
- Following the publishing of information, please notify City Manager’s Office, Kathy Pomeroy, Nancy Nelson, or Chad Ubl for information to be published to the website.
- City Manager, his/her designated representative, and/or Web Approval Committee have final approval of information published.

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