Website Audit

City/County: \_\_\_\_\_\_\_\_\_Grants\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **Financial (18)**
		- Budget
			* Overall and by department, agency, or board budgets. (3) for current year (2) for previous years. [0]
			* Budget analysis report. (1) [0]

\*The website does not provide information about the budget. Some information about the budget is provided through the minutes of the city council, but they only mention revisions and considerations.

* + - Register
			* Check register, for both written and electronic checks, by department, agency, or board, showing payments to individual vendors. (4) [0]
		- Spending
			* Interim financial reports by department, agency, or board through the most recent month or quarter. (3) [0]
		- Audits
			* Copies of or links to financial and operational audits, both internal and external, performed for the current year. (3) [0]
			* For the past 3 years. (1) [0]

\*Audits are required based on the City Charter, but no audits are provided.

* + - Taxes
			* Property and other tax rates. (1) [0]

\*No information about gross receipt taxes or property taxes is provided, but there is information about lodger’s tax.

* + **Accountability Data (17)**
		- Employees
			* The name, position/title, and salary of every employee/official. (5) [0]

\*There is no comprehensive list of employees or their salaries.

* + - Vendors
			* A database of current vendors and their contracts, plus those for the current year (3) [0]
			* For last 3 years. (1) [0]

\*No list of vendors provided.

* + - Contracts
			* Copies of current contracts. (2) [0]
			* Copies of contracts or the last 3 years (1) [0]
			* Open contracts available for bid, plus bidding rules and requirements (2) [2]
		- Grants
			* Grants or subsidies for economic development (1) [0]

\*Information regarding economic development is handled by the economic develop office, which has its information provided.

* + Campaign Finance Info
		- * Any information about the current administrations campaign finance information (2) [0]
	+ **Public Meetings (23)**
		- Rights
			* A clear statement of individual rights of access and to speak at public meetings, with links to state law and to any supplemental local provisions. (3) [0]

\*However, in the agenda, it states that citizens are allowed to speak for 3 minutes at the end of the meeting.

* + - Notice
			* Annual schedule of all regular meetings, with time and place, for all boards, commissions, and committees. (3) [0]

\*A designated area exists on the website for meeting information and schedules, but it contains no information that are current.

* + - Videos
			* Videotapes of past meetings posted to an accessible area. (2) [0]

\*No mention of video tapes are found.

* + - Agendas
			* Advance posting of agendas for upcoming meetings (3) [3]
		- Packet
			* Citizen's copy of agenda materials given boards members. Would include texts of bills/resolutions/ordinances, and of supporting reports and memoranda. (4) [4]
		- Minutes
			* Posted within 10 days of approval at meeting. (3) [0]

\*Minutes have not been posted since December 18, 2013.

* + - * Minutes reflect votes of individual board members. (1) [1]
			* Archived for the past 3 years (1) [0]

\*While minutes provided go back as far as 2011, the entire year of 2014 is missing.

* + - OMA Policy
			* Resolution of OMA policy for current year. (3) [0]
	+ **Contact Information (3)**
		- Elected
			* Contact info (1) [1]
			* Term of office and next election date (1) [0]
		- Appointed
			* All senior administrators and department heads (1) [1]
	+ **Public Records (21)**
		- Rights
			* A clear statement of an individual's right of access to records (2) [0]
			* Links to the text of state laws and to any supplemental local regulations or policies (2) [0]
			* Links to any information resources available for persons seeking public records (1) [0]
		- Procedures
			* Local procedures or policies on accessing public records, including guidelines to assist citizens making records request, including fees, and suggestions on how to minimize those costs (3) [0]
			* Information on electronic access to public records and formats in which data is available (1) [0]

\***The only information available in regards to public records is an online form that asks for the requester’s basic information and a description of information being requested. There is no other information provided.**

* + - Officers
			* Contact information for all records custodians or others charged with assisting the public in providing access to public records, by department, agency, or board. (2) [0]

\*There is no description as to who is in charge of handling public records requests.

* + - FOI Page
			* Open Records Request page that presents all of this information in one place. (2) [0]
		- FRIs
			* Frequently requested information is indexed and posted (1) [0]
		- Tracking
			* Website feature for tracking of records requests, whether made online or otherwise. (2) [0]
		- Ordinances
			* City code or ordinances access (3) [0]

\*There is a part of the website labeled “ordinance” but the information provided is empty.

* + - Jobs
			* Job vacancies with county or city are posted on website (2) [2]
	+ **Website Functionality (9)**
		- Downloadable
			* Information can be downloaded in form that is easily searched and sortable. (2) [2]
		- Searchable
			* There is a homepage search box that allows search by key word, phrase, or activity, and by agency, department, or board. (2) [2]
		- One-Click
			* Most information can be found with a single click/drop-down menu from home page. (2) [2]
		- Site Index
			* A readily accessible site index of all pages, features. (2) [0]
		- Feedback
			* Users are invited to comment on website, functions. (1) [0]
	+ **Frequently Sought Information (9)**
		- Building, Zoning
			* Links to building and zoning regulations and maps. (2) [0]

\*Building code is provided but maps are not.

* + - * Hearing schedules and agendas. (1) [0]

\*A simple schedule is provided but agendas are not provided.

* + - Public Safety
			* Easy access to police crime reports, by neighborhood. (1) [0]
		- Assessments
			* Links to property assessments. (1)
			* Information on assessment appeals process. (1)
			* Information on filing for assessment exemptions. (1)
			* Searchable website provided to acquire property assessment. (2)

**Score Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments: No change in score. Appear to be in website transition**