Website Audit

City/County: \_\_\_\_\_\_\_\_\_\_\_Raton\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **Financial (18)**
    - Budget
      * Overall and by department, agency, or board budgets. (3) for current year (2) for previous years. [3]
      * Budget analysis report. (1) [0]
    - Register
      * Check register, for both written and electronic checks, by department, agency, or board, showing payments to individual vendors. (4) [0]

\*The accounts payable clerk is responsible for keeping track of all checks used by the city.

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

\*Only lodger’s tax information is provided.

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

\*No comprehensive information about employee contact information or salaries are provided.

* + - 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 is provided. It is a responsibility of the accounts payable department to keep records of this information.

* + - 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]

\*There is nothing that is specifically listed on the Raton website, but links are provided to other organizations that do provide items for economic development.

* + 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]
    - Notice
      * Annual schedule of all regular meetings, with time and place, for all boards, commissions, and committees. (3) [3]
    - Videos
      * Videotapes of past meetings posted to an accessible area. (2) [0]

\*There is no indication that video is taken at these meetings.

* + - 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 are not posted on the designated area of the website. Only agendas are available.

* + - * Minutes reflect votes of individual board members. (1) [0]

\*Not known at this time.

* + - * Archived for the past 3 years (1) [0]

\*Agendas are available as far back as 2009, but minutes are not provided.

* + - 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) [1]
    - 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]
    - 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]
    - 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 no public records request area of the website. The website also does not designate the person that is responsible for the public records request.**

* + - 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) [2]
    - Feedback
      * Users are invited to comment on website, functions. (1) [1]
  + **Frequently Sought Information (9)**
    - Building, Zoning
      * Links to building and zoning regulations and maps. (2) [2]
      * Hearing schedules and agendas. (1) [0]

\*The hearing schedule is provided, but agendas are not.

* + - 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:**