Website Audit

City/County: \_\_\_\_Roosevelt County\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **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]

\*Budget information is the responsibility of the county manager, but the budget is not made available on the county manager webpage.

* + - 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]

\*Neither the finance or treasurer’s department website have procurement information. According to the website, the city manager is in charge of purchasing, but it is not on the county manager website either.

* + - 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]

\*The only audit provided is for the 2013-2014 financial year

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

\*Tax rates are not provided, but rather an interactive map of different properties tax bill.

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

\*An employee directory is found, but it does not have salary information.

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

\*Currently no bids are listed.

* + - Grants
      * Grants or subsidies for economic development (1) [1]
  + Campaign Finance Info
    - * Any information about the current administrations campaign finance information (2) [0]

\*Not provided on the county clerk’s election section of the website.

* + **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]

\*Individuals have an ability to speak only at the discretion of the board.

* + - 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]

\*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) [3]
      * Minutes reflect votes of individual board members. (1) [1]
      * Archived for the past 3 years (1) [0]
    - OMA Policy
      * Resolution of OMA policy for current year. (3) [3]
  + **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) [2]

~~\*County clerk states that all records maintained by the office are subject to inspection.~~

* + - * Links to the text of state laws and to any supplemental local regulations or policies (2) [0]

\*State statute is cited.

* + - * Links to any information resources available for persons seeking public records (1) [1]

\*The records fees are provided via a link in the clerk’s website.

* + - 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]

\*No suggestions on how to reduce the costs associated with requested records.

* + - * Information on electronic access to public records and formats in which data is available (1) [1]

\*Email and loading documents on a data CD are mentioned, but are not cost effective options.

* + - 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) [2]
    - FOI Page
      * Open Records Request page that presents all of this information in one place. (2) [2]
    - FRIs
      * Frequently requested information is indexed and posted (1) [1]

\*Via document center.

* + - Tracking
      * Website feature for tracking of records requests, whether made online or otherwise. (2) [0]
    - Ordinances
      * City code or ordinances access (3) [3]
    - 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]

\*Zoning maps are not provided.

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

\*The county commissioners are also the zoning board.

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

**Score Total: \_\_\_\_\_\_\_\_51\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:**