Website Audit

City/County: \_\_\_\_\_\_Catron County\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **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 budget is not provided on the county manager website. Also, in using a search, the resolution to approve the budget for the 2014-2015 fiscal year was passed, but the budget is not provided.

* + - 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]

\*A resolution was passed to approve the first quarter spending report for 2015, but it was not attached to the resolution, and both the minutes and meeting agenda (November 10, 2014) have not been posted yet. The information is not provided.

* + - 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]

\*The last tax rates provided are dated 2013.

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

\*The HR information available is the email address for the HR clerk via the county manager’s webpage.

* + - 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) [0]

\*Purchasing and accounts payable information is not available, other than an email address.

* + - Grants
      * Grants or subsidies for economic development (1) [0]
  + 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]

\*A video gallery is offered on the website, but no information is found on there.

* + - 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]

\*~~The last available minutes are dated for October of 2014.~~

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

\*Earliest available date of January 2014.

* + - 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) [0]

\*The IPRA resolution for 2015 year designates the county manager as the custodian of records. However, the county manager webpage only provides her email address. No mention is made of public records.

* + - * 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) [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) [2]
    - 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) [3]
    - Jobs
      * Job vacancies with county or city are posted on website (2) [2]

\*~~No specific area exists where jobs are posted.~~ Job vacancies posted on side bar.

* + **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) [1]
  + **Frequently Sought Information (9)**
    - Building, Zoning
      * Links to building and zoning regulations and maps. (2) [0]
      * Hearing schedules and agendas. (1) [0]
    - 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) [0]
      * Information on filing for assessment exemptions. (1) [0]
      * Searchable website provided to acquire property assessment. (2) [2]

**Score Total: \_\_\_\_\_\_35\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:** The website appears to be hosted by a service that specializes in fire/ems service providers, and not really for the needs of a county. The layout is not the most user friendly.