Website Audit

City/County: \_\_\_\_Valencia County\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

The only budget provided is for the 2014 fiscal year.

* + - * 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]

\*Information not found in the finance, budgeting, or purchasing sections of the website. In viewing the minutes for December 17, 2014, there is a check register provided for payments made on 12/12/14. However, previous minutes to provide the same information. Other than viewing the minutes and scrolling to a certain area, no mention is made that a check register is available in meeting minutes.

* + - 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]

\*Information not provided in the finance or budgeting department section of the website.

* + - Taxes
      * Property and other tax rates. (1) [1]
  + **Accountability Data (17)**
    - Employees
      * The name, position/title, and salary of every employee/official. (5) [0]

\*Comprehensive list not provided in the human resources section of the website.

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

\*The vendor information provided is not comprehensive.

* + - Contracts
      * Copies of current contracts. (2) [0]
      * Copies of contracts or the last 3 years (1) [0]

\*In viewing closed bids, some contracts are provided. However, many of the closed bids lack a final contract that is available for viewing.

* + - * Open contracts available for bid, plus bidding rules and requirements (2) [2]
    - Grants
      * Grants or subsidies for economic development (1) [0]
  + Campaign Finance Info
    - * Any information about the current administrations campaign finance information (2) [0]

\*Information for campaign finance is not provided in the 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]

\*No links to state law are made in regards to a right to speak at a meeting. However, a sign up sheet is provided to those who want to speak at a public meeting.

* + - 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, but meetings are audio recorded.

* + - 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) [0]

\*Many votes pass do not pass unanimously, but no mention is made as to whom voted in a particular way.

* + - * Archived for the past 3 years (1) [1]
    - 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) [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) [2]
      * Links to the text of state laws and to any supplemental local regulations or policies (2) [0]

\*State statute is cited, but no specific link is provided for public records.

* + - * 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) [3]

\*The suggestion that if public records are provided in a form other than documents (like a data cd) that the cost is a flat $2.00 rather than 50 cents a page.

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

\*Made available through the document search portion of the website found through the county clerk.

* + - 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]

\*Search feature is only found on the home page.

* + - 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) 2

~~\*zoning map not available~~.

* + - * Hearing schedules and agendas. (1) [1]
    - Public Safety
      * Easy access to police crime reports, by neighborhood. (1) [1]
    - Assessments
      * Links to property assessments. (1) [1]
      * Information on assessment appeals process. (1) [0]

\*Not found in the assessors documents nor in the assessors FAQ.

* + - * Information on filing for assessment exemptions. (1) [1]
      * Searchable website provided to acquire property assessment. (2) [2]

**Score Total: \_\_\_\_\_\_\_\_\_\_\_54\_\_\_\_\_\_\_\_\_\_**

**Comments:**