Website Audit

City/County: \_\_\_\_\_\_\_\_\_Hobbs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **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]

\*There is no link to an approved budget on the website. The information for the finance department is provided. In addition, through an outside website, one can utilize a “document search” which would provide copies of the minutes where the document is approved. The documents provided by the search are not labeled appropriately and make them extremely difficult to find.

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

\*Lodgers tax information is provided, but not any others that I can find.

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

\*A directory is provided, but names and salaries are not provided.

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

\*Provided by the document search option of the website. The results are not provided in a chronological order.

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

\*There is no information that is directly linked to, but there is information on how to contact the business information people on line.

* + 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) [0]

\*There is no annual schedule where a citizen can look at a calendar to see if there is a meeting. However, there is a description of when a board meets (1st Tuesday of each quarter, etc.) in the document search website.

* + - 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) [0]

\*There is no area where a citizen can know when a meeting will occur, nor an area where they can be posted.

* + - 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]

\*There is no mention as to when the last meeting took place, but no minutes or agendas exist past August 13, 2014

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

\*Only the year of election is provided.

* + - Appointed
			* All senior administrators and department heads (1) [1]

\*The names of the individuals are found in the city organizational chart.

* + **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]

\*Local ordinance is cited.

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

\*While no suggestion on minimizing costs are explicitly stated, the price sheet provided for the fees for public records includes information in regards to free

* + - * 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]

\*In addition to the city clerk, information for other departments and the contact person is provided.

* + - 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]

\*While there is no mention that the information is actually frequently requested, the city clerk provides links to marriage certificates and also birth certificates. The document search function also provides information about many documents.

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

\*The information is not made available in a way that is easy to find.

* + - 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]
			* Hearing schedules and agendas. (1) [1]
		- Public Safety
			* Easy access to police crime reports, by neighborhood. (1) [1]
		- 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: \_\_\_\_44\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:**