Website Audit

City/County: \_\_\_\_\_\_\_\_\_\_Roswell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **Financial (18)**
    - Budget
      * Overall and by department, agency, or board budgets. (3) for current year (2) for previous years [5]
      * Budget analysis report. (1) [1]
    - 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]

\*Evidence of such report or similarly gathered information is evident by the agenda and minutes of the meeting of the Finance Committee.

* + - 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]

\*Contact information for the accounting department is provided, and they are in charge of audits.

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

\*No tax information is present on the website. The only tax information found was on another website, and that was only for property taxes.

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

\*Pay grade information is provided, but nothing specific in relation to any actual person. Lack of information could be due to vacancy in the human resources position.

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

\*Vendors are invited to use the New Mexico Public Purchasing portal, which keeps track of vendors. However, the information is not present.

* + - 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]

\*Contact information is provided for the department that would have the information.

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

\*Information is provided about different grants and their purposes, but no specific information is provided.

* + - Campaign Finance Info
      * Any information about the current administrations campaign finance information (2) [2]
  + **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]

\*The website mentions streamed video, but no information is presented in regards to a video archive.

* + - 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]

\*Aside from motioning and absent members, no individual names are provided.

* + - * 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]
    - 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]

\*The statute for IPRA is not mentioned either.

* + - * Links to any information resources available for persons seeking public records (1) [0]

\*No other information is given other than the one the city clerk provides.

* + - 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 minimize the fees charged are provided, but all of the other pertinent information is provided.

* + - * Information on electronic access to public records and formats in which data is available (1) [0]

\*Electronic records are not mentioned.

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

\*Not found in the court’s website, the city clerk’s, the city attorney’s or in the police department’s website.

* + - 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]

\*Most information can be most readily found through the search option.

* + - 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) [1]
    - Public Safety
      * Easy access to police crime reports, by neighborhood. (1) [0]

\*Information to crime stopper and the neighborhood watch is provided.

* + - 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:**