Website Audit

City/County: \_\_\_\_\_\_\_Truth or Consequences\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **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]
    - 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 information available to the public in regards to finances for the city is minimal. The contact information for the finance department is provided.

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

\*This information is not provided through the human resources department nor the finance department.

* + - 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]

\*The only information in our metrics that is provided by the website are open bids and vendor registration information.

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

\*The finance department is labeled as “finance and grants” but grant information is not available. Information regarding grants can be found through the community development office in the appendix of a pdf file labeled Comprehensive plan.

* + Campaign Finance Info
    - * Any information about the current administrations campaign finance information (2) [0]

\*The city clerk does not provide information for campaign finances, despite being a part of their duties.

* + **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]

\*The commission procedures document provides information for individuals wanting to speak at a meeting. However, there is a provision that specifies that that speaking at meetings is subject to approval by the presiding officer.

* + - 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) 2

\*~~There is no mention of meetings being videotaped.~~

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

\*The only information available for public records is a single link on the city clerk’s webpage that lead to a pdf application.

* + - * 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]

\*The city clerk is designated as the custodian of records for the city. The application for public records that is provided is minimal in information and does not specify costs or procedures followed for public records requests.

* + - 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) [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]

\*A search bar is provided, but it did not work when this audit was performed. Unsure if due to slow speed of the search feature or if it is out of order.

* + - 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) [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) [0]

\*Zoning maps are not available.

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

\*Last meeting date of October 1, 2013. Not sure if outdated or if more recent meetings have occurred.

* + - Public Safety
      * Easy access to police crime reports, by neighborhood. (1) [0]
    - 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: \_\_\_\_\_\_\_\_\_51\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:**