Website Audit

City/County: \_\_\_\_\_\_\_\_\_\_Gallup\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **Financial (18)**
    - Budget
      * Overall and by department, agency, or board budgets. (3) for current year (2) for previous years [5]
      * 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]
    - Spending
      * Interim financial reports by department, agency, or board through the most recent month or quarter. (3) [0]

\*The last financial report posted is dated 2013.

* + - Audits
      * Copies of or links to financial and operational audits, both internal and external, performed for the current year. (3) [0]

\*The last one is dated June 30, 2014

* + - * For the past 3 years. (1) [1]
    - Taxes
      * Property and other tax rates. (1) [1]
  + **Accountability Data (17)**
    - Employees
      * The name, position/title, and salary of every employee/official. (5) [5]
    - Vendors
      * A database of current vendors and their contracts, plus those for the current year (3) [3]
      * For last 3 years. (1) [0]
    - Contracts
      * Copies of current contracts. (2) [2]
      * Copies of contracts or the last 3 years (1) [0]
      * Open contracts available for bid, plus bidding rules and requirements (2) [2]
    - Grants
      * Grants or subsidies for economic development (1) [1]
  + 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]

\*While the Open Meetings Act is cited, it only mentions the need to post the agenda in advance. There is also mention that if one wants to be on the agenda, to contact the clerk.

* + - Notice
      * Annual schedule of all regular meetings, with time and place, for all boards, commissions, and committees. (3) [0]

\*Only specifies that they will be held at certain intervals of the month. No location as to where the meetings are taking place are provided.

* + - Videos
      * Videotapes of past meetings posted to an accessible area. (2) [0]

\*No mention of video tapes are found and there is no indication that meetings are 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)
      * 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) [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) [2]
      * 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) [3]
      * Information on electronic access to public records and formats in which data is available (1) [1]

\*In utilizing the electronic access to public records via CD or DVD, a citizen can circumvent what would be a high cost of a large amount of documents by paying a flat fee.

* + - 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 contact person is the city clerk.

* + - 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]

\*There is an archive area on the website.

* + - 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]
    - 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) [2]
      * Hearing schedules and agendas. (1) [1]
    - 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: \_\_\_\_\_\_\_\_\_\_64\_\_\_\_\_\_\_\_\_\_\_**

**Comments:**