Website Audit

City/County: \_\_\_\_\_\_\_\_Los Alamos\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **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) [4]
    - Spending
      * Interim financial reports by department, agency, or board through the most recent month or quarter. (3) [0]

\*There are no reports by department for spending other than the checkbook register.

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

\*The name and title of employees is provided, but not the salary.

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

\*The sunshine portal states that the information is kept by the city clerk, but no information on the city clerk website points to procurements of any kind. In utilizing the records search, no results are provided for contracts.

* + - * 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]
    - Grants
      * Grants or subsidies for economic development (1) [0]

\*Contact information for person in charge of grants are provided.

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

\*The webpage directs citizens to contact the Secretary of the State of New Mexico in order to get campaign finance information.

* + **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]

\*Mention of a citizen’s right to speak at a meeting is not mentioned.

* + - 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 appears to be a one month gap in the videos being posted.

* + - 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) [2]

\*Does mention the existence of exceptions to IPRA and that they are afforded time to complete the request, but neither one is elaborated on.

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

\*State statute is cited but no direct links are provided. In addition, they cite the county administrative policy that mimics IPRA.

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

\*The website mentions the guide provided by the Attorney General, but it does no cite to it.

* + - 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 website mentions that if one were to refrain from obtaining copies of records, and were merely “inspecting” them, no fees are charged. However, they do not provide information on the way to limit the costs of obtaining records through other means, such as email.

* + - * 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]
    - 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]

\*This information is in a separate part of the website, through a document search webpage.

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

\*Found in the records search page.

* + - 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) [0]
    - Feedback
      * Users are invited to comment on website, functions. (1) [2]
  + **Frequently Sought Information (9)**
    - Building, Zoning
      * Links to building and zoning regulations and maps. (2) [2]

\*Though, the zoning maps provided are not for the whole county, but rather specific parts.

* + - * Hearing schedules and agendas. (1) [1]
    - Public Safety
      * Easy access to police crime reports, by neighborhood. (1) [0]
    - Assessments
      * Links to property assessments. (1) [1]
      * Information on assessment appeals process. (1) [1]
      * Information on filing for assessment exemptions. (1) [1]
      * Searchable website provided to acquire property assessment. (2) [2]

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

**Comments:**

County v. City