Website Audit

City/County: \_\_\_\_\_\_\_\_\_\_Santa Fe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\*No budget presented on their sunshine portal for the past years budgets.

* + - * 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]
    - 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]

\*No financial audits were found in the finance portion of the website or in the Internal Audit section. Additionally, no financial audits were found when utilizing the search feature.

* + - 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) [0]
      * For last 3 years. (1) [0]

\*No vender list was found in the bidding section, the list of contracts, or in using the search bar.

* + - 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 contracts section of the website is broken. No contracts are presented during the search, regardless of parameters.

* + - Grants
      * Grants or subsidies for economic development (1) [1]
    - Campaign Finance Info
      * Any information about the current administrations campaign finance information (2) [2]

\*Found in a section called “archive center.” It does not present itself as an area where this information will be found.

* + **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]

\*No statements of any rights is made in their transparency site or in the calendar. The sunshine portal gives tips on how to see meetings, but it does not state any helpful information on how once can be heard.

* + - 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]

\*Link is on front page but it is difficult to find.

* + - 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]

\*~~Not labeled as minutes, but rather as packets. Only kept for the current calendar year~~.

* + - 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]

\*The provided link is broken. However, the actual 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]

\*Though no recommendations are made as to how to reduce costs, they do inform the public of a no charge option in the form of electronic transmissions.

* + - * 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]
    - 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 not organized in a way a FAQ page would be, the archive web page provides access to a numerous amount of documents.

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

\*Found through a link on the municipal court’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]

\*The information is scattered throughout the website and it is not very intuitive.

* + - 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) [1]

\*Access is through the police department’s website. No link for it was present in the home page. Utilized the search function.

* + - 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: \_\_\_\_\_\_\_\_70\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:** The use of the transparency link is very helpful in finding quite a bit of information. However, there is still a lot of useful and important information that is not on that link. It requires quite a bit of searching and reading to find information that is not on the transparency website.

The troubling aspect of the link is that it does not provide any instruction on the other parts of the website where the information might be found. It can give the false impression that the available information is already presented. It can create confusion and actually be contradictory to the goals of open government.