Website Audit

City/County: \_\_\_\_\_\_\_Bernalillo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **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]

\*A lot of the information that refers to the budget analysis, check register, or spending in general is not provided. The information that falls under the categories above was provided, but was not updated since October 2012

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

\*No information of this kind is provided by the human resource section of the website.

* + - 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) [0]

\*This information is not present in the finance administration portion of the website, where these items are listed under their duties.

* + - Grants
			* Grants or subsidies for economic development (1) [0]
	+ Campaign Finance Info
		- * Any information about the current administrations campaign finance information (2) [0]

\*No campaign finance information was found in the elected officials, city clerk, public notices or legal notices portion of the website.

* + **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 public notices of meetings do specify that anyone who is wanting to speak at a meeting may do so if they are present. However, there is no mention of it being a right through the OMA. There is a public meetings portion of the website, but it states that it is still under construction.

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

\*The calendar section of the website is under construction, and no information of the meeting times of all boards is provided.

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

\*No mention of video tapes are found.

* + - 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) [0]

\*The last posted minutes are from October 27, 2014 in spite of minutes being approved beyond that date.

* + - * 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]

\* ~~There is no mention of a resolution of OMA policy in the section where the minutes and agendas are provided. It may be part of the content of the other sections that are still under construction, the “town code & ordinance” or “public meetings.” However, currently they are not provided currently.~~ OMA resolution for the 2015 year is not shown in the agenda or minutes.

* + **Contact Information (3)**
		- Elected
			* Contact info (1) [0]
			* Term of office and next election date (1) [0]

\*Currently, only the name and district of the elected official is provided.

* + - 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]

\*Found on the actual public records request form.

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

\*State statute is cited, but no links are provided.

* + - * 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 guidance is provided through the actual application for public records. The fee proscribed for by the application does not provide any information as to how to minimize those costs.

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

\*The only mention of records being available in a different format is through the description of “other records” being provided for a fee of $5.

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

\*The link provided to obtain the city code and ordinances does not work.

* + - 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) [0]
		- 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) [0]
	+ **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:** A mistake was made in the “trackable request” field, but points were not deducted.