Website Audit

City/County: \_\_\_\_\_\_\_Lovington\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\*The only budget provided is for the current year.

* + - * 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]

\*There is a ledger list of vendors and the payments made to them found on the website through the search feature, but it is dated for January 31, 2013.

* + - 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]

\*Much of the financial information, including audits, are not dated past 2013.

* + - Taxes
      * Property and other tax rates. (1) [0]
  + **Accountability Data (17)**
    - Employees
      * The name, position/title, and salary of every employee/official. (5)
    - Vendors
      * A database of current vendors and their contracts, plus those for the current year (3) [0]
      * For last 3 years. (1) [0]

\*There are no current lists for contracts or vendors used.

* + - Contracts
      * Copies of current contracts. (2) [0]

\*They do list the contracts for Sole Source Purchases

* + - * 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]
  + 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]
    - 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) [0]

\*No mention of meetings being video recorded.

* + - 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

\*~~There is a 3 meeting delay on the posting of minutes, dating back to November 10, 2014.~~

* + - * 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) [0]

\*OMA Resolution not found in the meetings portion of the website nor through the search tool.

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

\*Only a map of the districts and the name of the person elected is provided.

* + - Appointed
      * All senior administrators and department heads (1) [1]

\*Contact information is available, but it not all in one place. One needs to visit the particular department’s website in order to find the information.

* + **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]
      * 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’s webpage was found through utilizing the search tool. The description of the duties of the city clerk include being the “document custodian for the city.” Information outside of the contact info for the city clerk is not provided.

* + - FOI Page
      * Open Records Request page that presents all of this information in one place. (2) [0]

\*There is no Open Records information to be found.

* + - FRIs
      * Frequently requested information is indexed and posted (1) [0]

\*While there is an area for forms to be filed out, there is a lack of information posted that is outside of that.

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

\*It is clear and concise.

* + - 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]

\*This feature is more of a lack of depth rather than one of design.

* + - Site Index
      * A readily accessible site index of all pages, features. (2) [0]
    - 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_39\_\_\_\_\_\_\_**

**Comments:**