Website Audit

City/County: \_\_\_\_\_\_\_Rio Arriba County\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **Financial (18)**
		- Budget
			* Overall and by department, agency, or board budgets. (3) for current year (2) for previous years. [0]

\*Budgets are not found either through the finance department or through a term search. The budget is mentioned throughout the agendas to increase or decrease items, but it is not provided in full.

* + - * 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) [3]

\*Found as an attachment to the agenda. Most recent is for December 2014.

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

\*A link to an external audit conducted by the state is provided through the treasurer’s website, but nothing else.

* + - * For the past 3 years. (1) [0]
		- 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]
		- Contracts
			* Copies of current contracts. (2) [0]
			* Copies of contracts or the last 3 years (1) [0]

\*Information regarding contracts was not found in the “contracts and grants” section of the website nor through a search.

* + - * Open contracts available for bid, plus bidding rules and requirements (2) [2]
		- Grants
			* Grants or subsidies for economic development (1) [0]

\*The grant information is not present in the relevant section of the website.

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

\*A report is required when a person runs for an office, but it is not provided by the county clerk’s section 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)
		- 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)

\*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) [3]
			* Minutes reflect votes of individual board members. (1) [1]
			* Archived for the past 3 years (1) [0]

\*The manner in which minutes are found is through links on the agenda. In looking for approval of minutes in the agendas dating back to 2012, the link to the minutes is dead.

* + - 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) [2]

\*It has a copy of the state law .

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

\*No suggestions on how to reduce costs of requesting public records.

* + - * 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]
		- 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) [0]
	+ **Frequently Sought Information (9)**
		- Building, Zoning
			* Links to building and zoning regulations and maps. (2) [0]

\*Zoning map is not provided.

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

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

**Comments:**