Website Audit

City/County: \_\_\_\_\_Silver City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\*There are no previous year budgets except for one heading back to 2010.

* + - * 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]
		- 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]

\*There is no audit information for the current year. The only audit information that is provided is for the fiscal year of 2014

* + - Taxes
			* Property and other tax rates. (1) [1]
	+ **Accountability Data (17)**
		- Employees
			* The name, position/title, and salary of every employee/official. (5) [0]

\*Information could not be found either through the personnel area of the website nor through the payroll department.

* + - Vendors
			* A database of current vendors and their contracts, plus those for the current year (3) [0]
			* For last 3 years. (1) [0]

\*Vendor information is not found in the finance department section nor through the purchasing department. The department that appears to handle vendor information is the accounts payable department, but no information was found there either.

* + - 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]

\*There are mentions of contracts in the city council minutes, but there is no comprehensive list of the contracts entered into by the city.

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

\*There are mentions of grants being available, but no specifics are mentioned. Utilizing the search feature did not return any information.

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

\*Campaign finance information is required to be reported when running for office or seeking a bid, but there is no section with that information available. One could find it through searching the city council minutes, but that would prove difficult.

* + **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) [3]

\*State law is cited. There is also a feature in the website called “Adding an Item to Council Agenda.” However, this feature does not state that a person has a right to speak at the meeting. In addition, there is a qualifier that the request is subject to approval of the Town Manager or Mayor in the form needed to get an item on the agenda. A guide is provided by the city clerk on the rights provided by the Open Meetings Act

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

\*The calendar feature does not extend out more than a month. However, legal notices of meetings are posted by the city clerk. The calendar is available under the Open Meetings Resolution for the 2015 year. It is located in the minutes of the very first meeting of the year. In addition, it is also available in the elected officials section of the website.

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

\*The videos of past meetings are posted on the website and are also available through a YouTube channel.

* + - Agendas
			* Advance posting of agendas for upcoming meetings (3) [3]

\*A scanned version on the website and a downloadable section is also provided.

* + - 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]

\*Not in a conspicuous area of the website.

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

\*The guide for public records that was released by AG King is provided by the city clerk.

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

\*A summary of the changes to the sunshine laws is provided on the website provided by the city clerk.

* + - 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]

\*There is no mention on how one could reduce the costs of requesting records. There is an online form that one could fill out that may expedite requests.

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

\*The city clerk does not mention the transmittal of public records through electronic means. The closest thing to it is that it would provide public records through CD’s for a charge 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) [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]

\*The search feature is not reliable. In using it to find information, it would stop working intermittently.

* + - 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) [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]

\*While not by neighborhood, the police department does provide crime statistics for the entire city.

* + - 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: \_\_\_\_\_\_\_54\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:**