Website Audit
City/County:

- **Financial (18)**
    - Budget
        - Overall and by department, agency, or board budgets. (3) for current year (2) for previous years
        - Budget analysis report. (1)
    - Register
        - Check register, for both written and electronic checks, by department, agency, or board, showing payments to individual vendors. (4)
    - Spending
        - Interim financial reports by department, agency, or board through the most recent month or quarter. (3)
        *Evidence of such report or similarly gathered information is evident by the agenda and minutes of the meeting of the Finance Committee.
    - Audits
        - Copies of or links to financial and operational audits, both internal and external, performed for the current year. (3)
        - For the past 3 years. (1)
        *Contact information for the accounting department is provided, and they are in charge of audits.
    - Taxes
        - Property and other tax rates. (1)
        *No tax information is present on the website. The only tax information found was on another website, and that was only for property taxes.
- **Accountability Data (17)**
    - Employees
        - The name, position/title, and salary of every employee/official. (5)
        *Pay grade information is provided, but nothing specific in relation to any actual person. Lack of information could be due to vacancy in the human resources position.
    - Vendors
        - A database of current vendors and their contracts, plus those for the current year (3)
        - For last 3 years. (1)
        *Vendors are invited to use the New Mexico Public Purchasing portal, which keeps track of vendors. However, the information is not present.
    - Contracts
        - Copies of current contracts. (2)
        - Copies of contracts or the last 3 years (1)
        - Open contracts available for bid, plus bidding rules and requirements (2)
        *Contact information is provided for the department that would have the information.
    - Grants
        - Grants or subsidies for economic development (1)

*Information is provided about different grants and their purposes, but no specific information is provided.
- ○ Campaign Finance Info
  - Any information about the current administrations campaign finance information (2)
- **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)
  - ○ Videos
    - Videotapes of past meetings posted to an accessible area. (2)
    *The website mentions streamed video, but no information is presented in regards to a video archive.
  - ○ Agendas
    - Advance posting of agendas for upcoming meetings (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)
  - ○ Minutes
    - Posted within 10 days of approval at meeting. (3)
    - Minutes reflect votes of individual board members. (1)
    *Aside from motioning and absent members, no individual names are provided.
    - Archived for the past 3 years (1)
  - ○ OMA Policy
    - Resolution of OMA policy for current year. (3)
- **Contact Information (3)**
  - ○ Elected
    - Contact info (1)
    - Term of office and next election date (1)
  - ○ Appointed
    - All senior administrators and department heads (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)
    *The statute for IPRA is not mentioned either.
    - Links to any information resources available for persons seeking public records (1)
    *No other information is given other than the one the city clerk provides.
  - ○ 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)

*No suggestions on how to minimize the fees charged are provided, but all of the other pertinent information is provided.

- Information on electronic access to public records and formats in which data is available (1)
*Electronic records are not mentioned.
  - 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)
  - FOI Page
    - Open Records Request page that presents all of this information in one place. (2)
  - FRIs
    - Frequently requested information is indexed and posted (1)
  - Tracking
    - Website feature for tracking of records requests, whether made online or otherwise. (2)
  - Ordinances
    - City code or ordinances access (3)
*Not found in the court's website, the city clerk's, the city attorney's or in the police department's website.
  - Jobs
    - Job vacancies with county or city are posted on website (2)
- **Website Functionality (9)**
  - Downloadable
    - Information can be downloaded in form that is easily searched and sortable. (2)
  - Searchable
    - There is a homepage search box that allows search by key word, phrase, or activity, and by agency, department, or board. (2)
  - One-Click
    - Most information can be found with a single click/drop-down menu from home page. (2)
  - Site Index
    - A readily accessible site index of all pages, features. (2)
  - Feedback
    - Users are invited to comment on website, functions. (1)
- **Frequently Sought Information (9)**
  - Building, Zoning
    - Links to building and zoning regulations and maps. (2)
    - Hearing schedules and agendas. (1)
  - Public Safety
    - Easy access to police crime reports, by neighborhood. (1)
  - 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: