

AGENCY WEB TRANSPARENCY CHECKLIST¹

The scorecard will be based on the following criteria:

1. Overview
 - a. Description of services/functions: What actions does the agency undertake and what services does the agency provide?
 - b. Boundary of service area: What specific area does the agency serve? (May not be applicable to all JPAs. If not, who (generally) or what agencies does the JPA serve?)
2. Budget
 - a. Budget for current fiscal year and three years prior to the current year.
 - b. Financial reserves policy: What is the agency's policy for designated reserves and reserve funds? (The policy should be in either the agency policy manual or found in the budget or audit reports).
3. Meetings
 - a. Board meeting schedule: When and where specifically does the agency meet?
 - b. Archive of Board meeting agendas & minutes for at least the last 6 months: Both approved minutes and past agendas
4. Elected & Appointed Officials
 - a. Board members (names, contact info, terms of office (does not apply to JPAs), compensation, and biography): Who specifically represents the public on the Board? How can the public contact them? When were they elected (or appointed)? How much do they earn in this role (as required by Assembly Bill 2040 effective January 1, 2015)?
 - b. Election procedure and deadlines: If the public wishes to apply to be on the Board, how and when can they do so (does not apply to JPAs)?
 - c. Reimbursement and compensation policy: Which (if any) expenses incurred by the Board are reimbursed? Do the Board members receive compensation?
5. Administrative Officials
 - a. General manager and key staff (names, contact info, compensation, and benefits): Who specifically runs the agency on a day-to-day basis? How can the public contact them? How much do they earn in this role (as required by Assembly Bill 2040 effective January 1, 2015)? What specific benefits are they eligible for (healthcare, retirement plan, educational benefits, etc.)?
6. Audits

¹ 2015-16 Web Transparency Report Card, Marin County Civil Grand Jury, March 17, 2016
(Amended by LAFCo 03.28.19)

- a. Current financial audit
 - b. Financial audits for the three years prior to the current year
7. Contracts
- a. Current request for proposals and bidding opportunities
 - b. Instructions on how to submit a bid or proposal
8. Public Records
- a. What is the best way for the public to request public records?
9. Revenue Sources
- a. Summary of fees received: fees for services, if any?
 - b. Summary of revenue sources: bonds, taxes, loans and/or grants? **The public should be able to understand how the agency is funded, generally speaking.**
10. Agency Specific Criteria
- a. Municipalities: Downloadable permit applications, and zoning ordinances
 - b. Special Districts: Authorizing statute/enabling act (Principal Act or Special Act) and board member ethics training certificates
 - c. Joint Powers Authorities: A copy of the joint powers agreement as filed and adopted (with any updates)