

requiring all local agencies that maintain websites (except for school districts<sup>9</sup>) to make more of their information publicly available and searchable online.

Around the United States, several well-respected organizations have developed web transparency checklists for public agencies<sup>10</sup>. When the Grand Jury examined these checklists, we found items that either did not apply to California agencies or only applied to a specific type of agency. We decided to combine the best of each of these lists to create a single list of nine criteria that could apply to all Marin agencies, and added a tenth agency-specific criterion:

### Web Transparency Checklist Criteria

#### 1. Overview

- Mission Statement: *What is the agency's reason for existing?*
- Description of services/functions: *What actions does the agency undertake and what services does the agency provide?*
- Boundary of service area: *What specific area does the agency serve?*

#### 2. Budget

- Budget for current fiscal year
- Budget for the three years prior to the current year
- Financial reserves policy: *What is the agency's policy for designated reserves and reserve funds? (The policy should be in the agency policy manual but also may be restated and found in the budget or audit reports)*

#### 3. Meetings

- Board meeting schedule: *When specifically does the agency meet?*
- Archive of Board meeting agendas & minutes for at least the last 6 months: *Both approved minutes and past agendas*

#### 4. Elected & Appointed Officials

- Board members (names, contact info, terms of office, 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 – in effect since January 1, 2015)? What background about the members illustrates their expertise for serving on the Board?*
- Election procedure and deadlines: *If the public wishes to apply to be on the Board, how and when can they do so?*
- Reimbursement and compensation policy: *Which (if any) expenses incurred by the Board are reimbursed?*

<sup>9</sup> While these bills excluded school districts, the Grand Jury recognizes schools spend a large amount of tax dollars fulfilling their mission, and parents research their enrollment options using public information.

<sup>10</sup> Sunshine Review (now Ballotpedia) ([http://ballotpedia.org/Transparency\\_checklist](http://ballotpedia.org/Transparency_checklist)), Illinois Policy (<https://www.illinoispolicy.org/10-point-transparency-checklist/>), Institute for Local Government (<http://www.ca-ilg.org/post/local-agency-website-transparency-opportunities>), and the Special District Leadership Foundation (<http://www.sdlf.org/#!transparency/cl0u>)

**5. Administrative Officials**

- 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 in effect since January 1, 2015)? What specific benefits are they eligible for (healthcare, retirement plan, educational benefits, etc.)?*

**6. Audits**

- Current financial audit
- Financial audits for the three years prior to the current year

**7. Contracts**

- Current requests for proposals and bidding opportunities (over \$25,000 in value)
- Instructions on how to submit a bid or proposal
- Approved in force vendor contracts (over \$25,000 in value)

**8. Public Records**

- Online/downloadable Public Records Act (or FOIA) request form: *What is the best way for the public to request public records?*

**9. Revenue Sources**

- Summary of fees received: *fees-for-services (if any)?*
- Summary of revenue sources: *bonds, taxes, and/or grants?*

**10. Other (Agency Specific Criterion)**

- **Municipalities:** Total number of lobbyists employed and total spent on lobbying, downloadable permit applications, and zoning ordinances
- **School Districts:**
  - i. **For K-12:** School Accountability Report Card (SARC), California Assessment of Student Performance and Progress (CAASPP), and the California Healthy Kids Survey (CHKS)
  - ii. **For College:** California Community Colleges Student Success Scorecard
- **Special Districts:** Authorizing statute/enabling act (Principal Act or Special Act) and board member ethics training certificates
- **Rail Districts:** A copy of the Governing Documentation: *As enacted by Congress*
- **JPsAs:** A copy of the Joint Powers Agreement: *As filed and adopted*

**APPENDIX F: Web Transparency Checklist for Marin Special Districts**

Criteria	Features
<b>Overview</b>	<ul style="list-style-type: none"> <li>• Mission Statement (“What we do”)</li> <li>• Description of services/functions</li> <li>• Boundary of service area</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• Budget for current fiscal year,</li> <li>• Budget for the past three years</li> <li>• Financial reserves policy</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Board meeting schedule</li> <li>• Archive of Board meeting agendas &amp; minutes for at least the last 6 months</li> </ul>
<b>Elected Officials</b>	<ul style="list-style-type: none"> <li>• Board members (names, contact info, terms of office, compensation, and biography)</li> <li>• Election procedure and deadlines,</li> <li>• Reimbursement and compensation policy</li> </ul>
<b>Administrative Officials</b>	<ul style="list-style-type: none"> <li>• General manager and key staff (names, contact info, compensation, and benefits)</li> </ul>
<b>Audits</b>	<ul style="list-style-type: none"> <li>• Current financial audit</li> <li>• Financial audits for the past three years</li> </ul>
<b>Contracts</b>	<ul style="list-style-type: none"> <li>• Current requests for proposals and bidding opportunities (more than \$25,000 in value)</li> <li>• Instructions on how to submit a bid or proposal</li> <li>• Approved vendor contracts (more than \$25,000 in value)</li> </ul>
<b>Public Records</b>	<ul style="list-style-type: none"> <li>• Online/downloadable Public Records Act (or FOIA) request form</li> </ul>
<b>Revenue Sources</b>	<ul style="list-style-type: none"> <li>• Summary of fees received and summary of revenue sources</li> </ul>
<b>District Specific</b>	<ul style="list-style-type: none"> <li>• Authorizing statute/enabling act (Principal Act or Special Act)</li> <li>• Board member ethics training certificates</li> </ul>

**APPENDIX K: Marin Special District Web Transparency Scorecards**

(see Appendix F for details of the Marin Special District Web Transparency Checklist)

<b>Almonte Sanitary District</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Alto Sanitary District</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Bel Marin Keys CSD</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Bolinas Community Public Utility District</b>  <b>GRADE: A+</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Bolinas Fire Protection District</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific
<b>Bolinas Highlands Permanent Road Division</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Corte Madera Sanitary District No. 2</b>  <b>GRADE: D</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #1 (Loma Verde)</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #6 (Gallinas Creek)</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #9 (Northbridge)</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific

**APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)**

<b>CSA #13</b> <b>(Lucas Valley)</b> <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #14</b> <b>(Homestead Valley)</b> <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #16</b> <b>(Greenbrae)</b> <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #17</b> <b>(Kentfield)</b> <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #18</b> <b>(Las Gallinas)</b> <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific
<b>CSA #19</b> <b>(San Rafael)</b> <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #20</b> <b>(Indian Valley, Dominga Canyon)</b> <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #23</b> <b>(Terra Linda)</b> <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #25</b> <b>(Unincorporated Novato)</b> <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #27</b> <b>(Ross Valley Paramedic)</b> <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific

**APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)**

<b>CSA #28</b> <b>(West Marin Paramedic)</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #29</b> <b>(Paradise Cay)</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #31</b> <b>(County Fire)</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>CSA #33</b> <b>(Stinson Beach)</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Homestead Valley Sanitary District</b>  <b>GRADE: D-</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific
<b>Inverness Public Utility District</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Inverness Subdivision No. 2 Permanent Road Division</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Kentfield Fire Protection District</b>  <b>GRADE: C-</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Las Gallinas Valley Sanitary District</b>  <b>GRADE: A-</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Marin City CSD</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific

**APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)**

<b>Marin County Fire Department</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Marin County Flood Control and Water Conservation District</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Marin County Lighting District</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Marin County Open Space District</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Marin County Transit District</b>  <b>GRADE: B</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific
<b>Marin Healthcare District</b>  <b>GRADE: D-</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Marin Municipal Water District</b>  <b>GRADE: B-</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Marin Resource Conservation District</b>  <b>GRADE: A-</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Marin/Sonoma Mosquito &amp; Vector Control District</b>  <b>GRADE: A+</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Marinwood Community Service District</b>  <b>GRADE: D-</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific

**APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)**

<b>Monte Cristo Permanent Road Division</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Mt. View Ave- Lagunitas Permanent Road Division</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Muir Beach Community Service District</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Murray Park Sewer Maintenance Division</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>North Marin Water District</b>  <b>GRADE: B</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific
<b>Novato - Kendon Lane Improvement</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Novato Fire Protection District</b>  <b>GRADE: A+</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Novato Sanitary District</b>  <b>GRADE: A+</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Paradise Estate Permanent Road Division</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Richardson Bay Sanitary District</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific

**APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)**

<b>Ross Valley Sanitary District</b>  <b>GRADE: C-</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Rush Creek Lighting and Landscaping</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>San Quentin Village Sewer Maintenance Division</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>San Rafael Sanitation District</b>  <b>GRADE: D</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Sausalito - Marin City Sanitary District</b>  <b>GRADE: A-</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific
<b>Sleepy Hollow Fire Protection District</b>  <b>GRADE: D</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Southern Marin Fire Protection District</b>  <b>GRADE: B</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Stinson Beach County Water District</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Stinson Beach Fire Protection District</b>  <b>GRADE: F</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific	<b>Strawberry Recreation District</b>  <b>GRADE: D-</b> Overview Budget Meetings Elected Officials Administrative Officials Audits Contracts Public Records Revenue Sources District Specific

**APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)**

<b>Tamalpais Community Services District</b>	<b>Tiburon Fire Protection District</b>	<b>Tiburon Sanitary District #5</b>	<b>Tomaes Village Community Services District</b>
<b>GRADE: A-</b>	<b>GRADE: D-</b>	<b>GRADE: D</b>	<b>GRADE: D</b>
Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
District Specific	District Specific	District Specific	District Specific