



Transparency Guideline Checklist

REQUIRED: Do you have or do the following (1 point each)?

- Comply with the Ralph M. Brown Act, including posting current agenda on website
- Comply with the Public Records Act
- Comply with applicable conflict of interest laws
- Adopted Annual Budget
- Adopted policies and procedures and posted on web site
- Online catalog of enterprise systems pursuant to SB 272 with link on homepage
- All required notices and public hearing notices posted on web site
- Total Points (7 possible)**

Website – Do you maintain a website with the following basic items (1 point each):

- Adopted fee schedule and all forms/applications
- Information about how to serve on Commission and deadlines
- Names and contact information of executive officer and key staff
- Board/Commission meeting schedule (this is in addition to current agenda and staff reports)
- Agency mission statement and/or by-laws
- Description of LAFCo's services/functions and service area
- Authorizing statute/enabling act (CKH Act and, if applicable, others)
- Current and prior year budgets
- Maps of jurisdictional boundaries/service area and spheres
- Archive of meeting agendas, minutes, and video and/or audio recordings (if applicable) for at least the last 6 months
- Information about how to receive email notices and meeting agendas
- Information about how to ask for public records
- Total Points (12 possible)**



Website – Do you maintain a website with the following additional items (2 points each):

- ___ Most recent financial audit and prior annual audits
- ___ Municipal Service Review (MSR) and Sphere of Influence (SOI) studies along with appropriate maps
- ___ Listing of all agencies within your LAFCo's purview and links directly to their websites
- ___ Compensation information (pay schedule required to be public if in CALPERS)
- ___ Important contracts
- ___ Home page link to agendas/board packets
- ___ Other transparency measures taken by your organization
- ___ **Total Points (14 possible)**

___ **Grand Total**

27 - 33	=	Pretty darn transparent
19 - 26	=	Good – with room for improvement
10 - 18	=	OK – but let's do a few more things
0 - 9	=	Hmmm....