



Website Tips Checklist

Requirement	Checkpoint	Additional Information
Open Data	<ul style="list-style-type: none"> Anything we post online and call “open data” meets the requirements for open data (per AB 169) 	California law defines what the term “open data” means, for content posted to an agency website
Section 508	<ul style="list-style-type: none"> Our site meets ADA (Americans with Disabilities Act) requirements and passes a scan from a Section 508 scanner 	Required so that people with disabilities can access your website. Check at Achecker.com, a popular scanner to test for compliance
Public Records Act	<ul style="list-style-type: none"> We have created our Enterprise System Catalog (per SB 272), with copies available at our office, and posted it to our website if we have one 	This catalog listing your computer systems that meet certain requirements is required even if you don’t have a website. Learn more about the law or sign up for the free compliance tool at getstreamline.com/sb272
Brown Act	<ul style="list-style-type: none"> We post all agendas 72 hours in advance for general meetings—including on our website, if we have one 	Original Brown Act requirement
	<ul style="list-style-type: none"> Our most recent agenda is posted directly to the home page of our website, if we have one 	AB 2257 - new Brown Act requirement coming in 2019. Must also be Retrievable, downloadable, indexable, and electronically searchable
Financial Transactions	<ul style="list-style-type: none"> Last year’s financial transaction report is submitted, and posted to our website (if we have one) by April 30 	You can find more at: tinyurl.com/special-district
Compensation Report	<ul style="list-style-type: none"> Compensation report is submitted by April 30 each year; if we have a website, the full report or a link to the PublicPay website is posted in a conspicuous location 	Instructions and more information can be found on the Controller’s site at tinyurl.com/district-compensation
Mobile Friendly	<ul style="list-style-type: none"> Our website passes Google’s Mobile-friendliness scanner so that we appear in search results on mobile devices 	To prevent ranking penalties, check out the free scanner at google.com/webmasters/tools/mobile-friendly/
Content best practices	<ul style="list-style-type: none"> We post the content most often requested by our constituents, and most often requested via Public Records Act request, to our website in an easy to find location 	This can save the cost of making copies thanks to newly-passed AB 2853, allowing you to refer to your website when complying with PRA requests. In addition, it helps reduce phone calls!
Email best practices	<ul style="list-style-type: none"> We keep in touch with our constituents regularly by utilizing email lists and sending targeted updates to our subscribers 	Proactive communication can make communicating about things like rate increases or infrastructure notifications more welcome when the time comes