



# Website Tips Checklist

Requirement	Checkpoint	Additional Information
Open Data	<ul style="list-style-type: none"> <li>Anything we post online and call “open data” meets the requirements for open data (per AB 169)</li> </ul>	California law defines what the term “open data” means, for content posted to an agency website
Section 508	<ul style="list-style-type: none"> <li>Our site meets ADA (Americans with Disabilities Act) requirements and passes a scan from a Section 508 scanner</li> </ul>	Required so that people with disabilities can access your website. Check at <a href="http://Achecker.com">Achecker.com</a> , a popular scanner to test for compliance
Public Records Act	<ul style="list-style-type: none"> <li>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</li> </ul>	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 <a href="http://getstreamline.com/sb272">getstreamline.com/sb272</a>
Brown Act	<ul style="list-style-type: none"> <li>We post all agendas 72 hours in advance for general meetings—including on our website, if we have one</li> </ul>	Original Brown Act requirement
	<ul style="list-style-type: none"> <li>Our most recent agenda is posted directly to the home page of our website, if we have one</li> </ul>	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"> <li>Last year’s financial transaction report is submitted, and posted to our website (if we have one) “within seven months after the close of each fiscal year”</li> </ul>	You can find more at: <a href="http://tinyurl.com/special-district">tinyurl.com/special-district</a>
Compensation Report	<ul style="list-style-type: none"> <li>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</li> </ul>	Instructions and more information can be found on the Controller’s site at <a href="http://tinyurl.com/district-compensation">tinyurl.com/district-compensation</a>
Mobile Friendly	<ul style="list-style-type: none"> <li>Our website passes Google’s Mobile-friendliness scanner so that we appear in search results on mobile devices</li> </ul>	To prevent ranking penalties, check out the free scanner at <a href="http://google.com/webmasters/tools/mobile-friendly/">google.com/webmasters/tools/mobile-friendly/</a>
Content best practices	<ul style="list-style-type: none"> <li>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</li> </ul>	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"> <li>We keep in touch with our constituents regularly by utilizing email lists and sending targeted updates to our subscribers</li> </ul>	Proactive communication can make communicating about things like rate increases or infrastructure notifications more welcome when the time comes