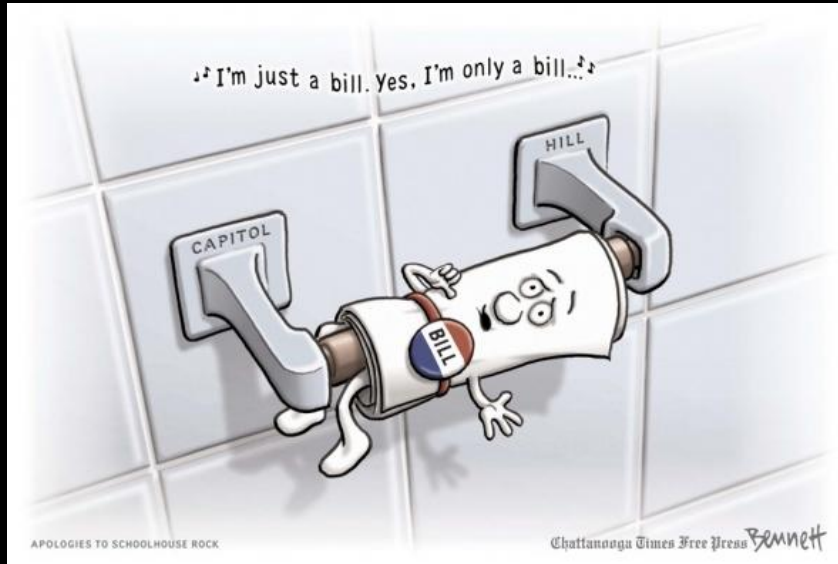


# California special district website compliance



Sloane Dell’Orto  
Streamline

# What we'll cover

1. SB 929: new additions
  2. Public Records Act
  3. The Brown Act
  - 4 - 5. State Controller Reports
- Healthcare District Websites  
“Open Data”  
Section 508 Compliance

## Public Records Act

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SB 929

### **Our district has created and maintains a website**

Passed in 2018, all independent special districts must have a website that includes contact information (and all other requirements) by Jan. 2020

SB 272

### **Our Enterprise System Catalog is posted on our website**

All local agencies must publish a catalog listing all software that meets specific requirements—free tool at [getstreamline.com/sb272](http://getstreamline.com/sb272)

AB 2853 (optional):

### **We post public records to our website**

This bill allows you to refer PRA requests to your site, if the content is displayed there, potentially saving time, money, and trees

## The Brown Act

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AB 392:

### **Agendas are posted to our website at least 72 hours in advance of regular meetings, 24 hours in advance of special meetings**

This 2011 update to the Act, originally created in 1953, added the online posting requirement

AB 2257:

### **A link to the most recent agenda is on our home page, and agendas are searchable, machine-readable and platform independent**

Required by Jan. 2019—text-based PDFs meet this requirement, Microsoft Word docs do not

## State Controller Reports

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Financial Transaction Report:

### **A link to the Controller's "By the Numbers" website is posted on our website**

Report must be submitted within seven months after the close of the fiscal year—you can add the report to your site annually, but posting a link is easier

Compensation Report:

### **A link to the Controller's PublicPay website is posted in a conspicuous location on our website**

Report must be submitted by April 30 of each year—you can also add the report to your site annually, but posting a link is easier

## Healthcare District Websites

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AB 2019:

### **If we're a healthcare district, we maintain a website that includes all items above, plus additional requirements**

Including budget, board members, Municipal Service Review, grant policy and recipients, and audits

## Open Data

---

AB 169:

### **Anything posted on our website that we call "open data" meets the requirements for open data**

Defined as "retrievable, downloadable, indexable, and electronically searchable; platform independent and machine readable" among other things

## Section 508 ADA Compliance

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CA gov code 7405:

### **State governmental entities shall comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973**

Requirements were updated in 2018—if you aren't sure, you can test your site for accessibility at [achecker.ca](http://achecker.ca)

Don't be freaked out  
right now.

Promise, we can make this easy!

**This is us.**



**Streamline:**  
5 years, 500+  
special district  
websites,  
500 local  
government  
agencies using  
our free  
compliance tools.

**Digital  
Deployment:**  
Our parent  
company. 15 years,  
300+ websites.



**STREAMLINE**

# Public Records Act

SB 929 requires websites for all districts.  
SB 272 requires Enterprise System Catalogs.  
AB 2853 allows PRA content posted to sites!

## Public Records Act

**What it is:** a law passed by the California State Legislature and signed by the governor in 1968 requiring inspection or disclosure of governmental records to the public upon request, unless exempted by law. California Government Code §§ 6250 through 6270.5.

Online requirements (so far) come through three recent additions:

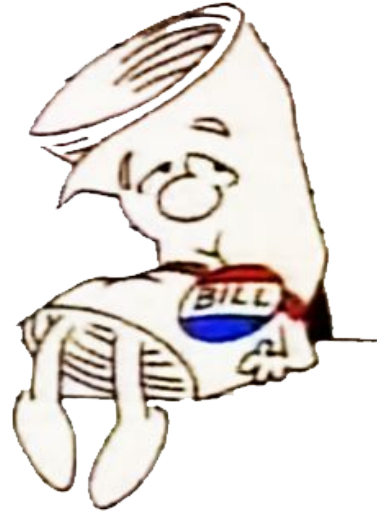
- SB 929
- SB 272
- AB 2853 (optional)



## Public Records Act: SB 929

**What it is:** A law signed by the governor in September 2018 that requires all special districts in CA to have a website by Jan. 2020, including five posting requirements (two formatting requirements are assumed).

**What to do about it:** Make sure your district has a website by Jan. 2020 and posts all required content (and is Section 508 compliant). Or, adopt a hardship resolution in a public meeting annually.





This bill would, beginning on January 1, 2020, require every independent special district to maintain an Internet Web site that clearly lists contact information for the special district, except as provided. Because this bill would require local agencies to provide a new service, the bill would impose a state-mandated local program.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

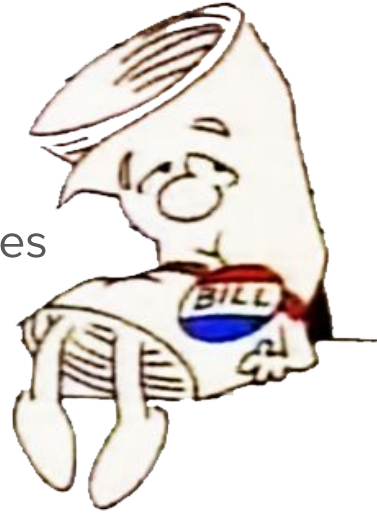
This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that with regard to certain mandates no reimbursement is required by this act for a specified reason.

## Public Records Act: SB 272

**What it is:** Enterprise System Catalog requiring local agencies to create a catalog of “enterprise systems” that fit certain criteria, make it publicly available upon request, and post it in a prominent location on the website if they have one.



**What to do about it:** review the law and create a spreadsheet of all systems your agency uses that aren't exempt, or use Streamline's free Enterprise System Catalog tool ([www.getstreamline.com/sb272](http://www.getstreamline.com/sb272)).  
*Compliance was due by July 1, 2016.*

Make sure to post a link on your website in a prominent location!

[Agencies](#) / Fallbrook Regional Health District

# Fallbrook Regional Health District

 [Edit agency profile](#)

138 S. Brandon Road, Fallbrook, CA 92028 — 760-731-9187 — [Edit](#)

## Step 1: System inventory

Create an inventory of all computer systems your agency uses, and qualify each of them for inclusion in your enterprise system catalog.

We'll walk you through each step to ensure you're including the proper systems.

[+ Add system](#)

Financial. QuickBooks

Microsoft Office Professional

Scanning software. Adobe Acrobat.

Some systems are not required to be included in your catalog, but you can still keep them here so you'll remember when you update your catalog next year. Anything exempt will appear below for your reference.

## Step 2: Catalog revisions

Your agency has a published catalog.

 [View](#)

 [Print](#)

[+ Add catalog revision](#)

Aug 28, 2017 11:44am Published

[Show 2 older revisions](#)

## About

SB 272 adds a new requirement to the California Public Records Act. It requires **every local agency**, except local educational agencies, to create a catalog of enterprise systems. Each agency must make the catalog publicly available upon request in the

THE DISTRICT

- AFFILIATIONS
OUR DIRECTORS
BOARD MEETINGS
STAFF
DISTRICT TRANSPARENCY
ANNUAL REPORTS
FINANCIAL REPORTS
POLICIES
STRUCTURE
CALENDAR

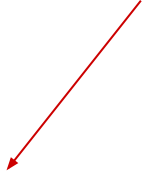
District Transparency

Table with 2 columns: Information and Where to find it. Rows include Mission Statement, Staff Members, Services/Functions and Service Area, Service Area Map, Principle Act or Special Act, SB 272 Enterprise System Catalog, Board Overview, Board Members, Board Member Ethics Certificates, Board Meetings, Election Procedures and Filing Deadlines, Meeting Minutes Archive, Current Agency Budget, Financial Audit, Past 3 Years of Audits, and Board Member and Staff Compensation.

PUBLIC RECORDS REQUEST
To review or obtain public records and documents please complete our Public Records Request Form
READ MORE >

STATE/LOCAL AGENCY REPORTING
San Diego Local Agency Formation Commission (LAFCO) report and response to report.
READ MORE >

ENTERPRISE SYSTEM CATALOG
As required by SB 272
VIEW THE CATALOG >



ADDRESS: **Fallbrook Regional Health District**

138 S. Brandon Road

Fallbrook, CA 92028

PHONE: 760-731-9187

## Enterprise System Catalog:

AUGUST 28, 2017

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VENDOR AND PRODUCT: **Microsoft, Office Professional**

SYSTEM PURPOSE: Email, Calendars & Documents

CATEGORIES/TYPES OF DATA: Communication, Scheduling, Office Data, Agendas, Minutes, Contact Data, Project Data

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

---

VENDOR AND PRODUCT: **Adobe, Acrobat**

SYSTEM PURPOSE: Create and archive documents

CATEGORIES/TYPES OF DATA: Documents, Forms, Policies & Procedures

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

## FRESNO IRRIGATION DISTRICT

## Catalog of Enterprise Systems

Pursuant to CA Government Code 6270.5

Vendor	Product	System Purpose	Description of Categories or Types of Data	Custodian	Frequency Collected	Frequency Updated
Laserfiche, Inc.	Laserfiche	Storage Of Records & Documents	Scanned documents of District records	Accounting Dept. Engineering Dept. Administration Safety Manager The Shop	Daily Daily Daily Daily Daily	As needed As needed As needed As needed As needed
Tyler Technologies, Inc.	Incode	Accounting software	Financial Accounting Data for the District Financial Accounting Data for the District	Accounting Dept. Engineering Dept. Safety Manager	Daily As needed As needed	Quarterly As needed As needed
Microsoft	Microsoft Office Suite	Office Automation	(for creating documents, data analysis, email) word processing & spreadsheets	Accounting Dept. Engineering Dept. Administration Safety Manager Water Department The Shop Maintenance & Construction	Daily Daily Daily Daily Daily Daily	As needed As needed As needed As needed As needed As needed
None	Custom Assessment	Issue and Track Assessments	Assessment charges, payments and water delivery information	Accounting Dept. Water Department	Daily Daily	As needed As needed

## Public Records Act: AB 2853

**What it is:** In addition to maintaining public records for public inspection during the office hours of the public agency, a public agency may comply with subdivision (a) by posting any public record on its Internet Web site and, in response to a request for a public record posted on the Internet Web site, directing a member of the public to the location on the Internet Web site where the public record is posted.

**What to do about it:** post often-requested public records to your site, and point PRA requestors there, potentially saving lots of money. (Note that if they cannot access the site for any reason, you still have to provide printed copies.)





WHAT WE DO

FAQS

MISSION

SERVICES

TRANSPARENCY

FINANCIAL REPORTS

POLICIES

Records

Financial Reports

Acme Municipal Utility District 2015-2016 Budget

Our budget is finalized in the first quarter of each calendar year for the upcoming fiscal year.

READ MORE »

2015 Compensation Report

The required financial information can be found on the Controller's Public Pay website at http://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistricts.aspx

READ MORE »

2015 Financial Transaction Report

READ MORE »

2014-2015 Financial Audit

Audits are performed by Acme Auditing Company and are available by September of each year for the previous fiscal year.

READ MORE »

How to make requests

HOW TO MAKE A PUBLIC RECORDS ACT REQUEST

Our most requested public financial documents are posted here on our website. If you cannot find the record you're looking for here, fill out this form to request it.

READ MORE »

PUBLIC RECORDS REQUEST POLICY OF ACME MUNICIPAL UTILITY DISTRICT

To establish District policy and guidelines concerning accessibility of District records.

READ MORE »





THIS ITEM APPEARS ON  
FINANCIAL REPORTS

## How to make a Public Records Act request

Our most requested public financial documents are posted here on our website. If you cannot find the record you're looking for here, fill out this form to request it.

Your name

Your phone number

Your email address

Record requested

Reason for request

Submit

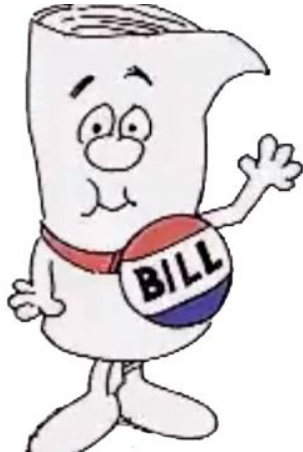
***Pro tip:** Make it clear that most records are available on your site, and give them a way to request others electronically*

# The Brown Act

AB 392: original agenda posting guidelines.  
AB 2257: new formatting and home page link requirements for agendas.

## The Brown Act: agenda posting














**What it is:** law governing meetings. At least 72 hours before a regular meeting ... post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting... in a location that is freely accessible to members of the public and on the local agency's Internet Web site, if the local agency has one.



**What to do about it:** Set a reminder to post your agendas at least 72 hours before each meeting, including on your website (or use Streamline Web's agenda posting reminder tool so you never forget!)

# The Brown Act: Agendas

## Board of Directors Meetings

Date & Description	Agenda 	Minutes	Supporting Docs
 <b>Wed Aug 17, 2016</b> Meeting	<input checked="" type="checkbox"/> Send an email reminder ahead of the 72 hour agenda deadline  <b>When to send the reminder:</b> <input type="text" value="24 hours before agenda deadline"/>  <b>Where to send the reminder to:</b>  <input type="text" value="sloane@getstreamline.com"/> <input type="button" value="Send a test email"/> <p>Note: agenda reminders will be sent for meetings added to your site only. We recommend adding meetings for the next few months ahead of time.</p>	 Not uploaded <input type="button" value="+ Add File"/>	<input type="button" value="+ Add File"/>
 <b>Wed Sep 21, 2016</b> Meeting		 Not uploaded <input type="button" value="+ Add File"/>	<input type="button" value="+ Add File"/>
 <b>Wed Oct 19, 2016</b> This meeting has been canceled		 Not uploaded <input type="button" value="+ Add File"/>	<input type="button" value="+ Add File"/>
 <b>Wed Nov 16, 2016</b> Meeting and Special Public Hearing		<input type="button" value="+ Add File"/>	<input type="button" value="+ Add File"/>
 <b>Wed Dec 21, 2016</b> Meeting		 Due Sun Dec 18 <input type="button" value="+ Add File"/>	<input type="button" value="+ Add File"/>



Search... Go!

THIS ITEM APPEARS ON

MEETINGS

DISTRICT GOVERNANCE

# Board of Directors

The Acme MUD board of directors meets on the third Thursday of each month at 7:00pm in the board room at the district office. The board may also schedule special meetings at other times when needed, and will post notice according to the Brown Act.

Meeting agendas are posted to this site at least 72 hours in advance of each meeting, and minutes are posted after approved.

- 2019
- 2018
- 2017
- 2016

JAN  
**24**  
2019

## Board of Directors Meeting

- Agenda
- Minutes

[READ MORE »](#)

FEB  
**28**  
2019

## Board of Directors Meeting

- Agenda
- Minutes

[READ MORE »](#)

## MEETING AGENDA AND MINUTES ARCHIVE

For all meetings prior to 2016.

[READ MORE »](#)



## CONTACT THE ACME MUNICIPAL UTILITY DISTRICT

We look forward to hearing from you.

[READ MORE »](#)



Search... Go!

THIS ITEM APPEARS ON

MEETINGS

DISTRICT GOVERNANCE

## Board of Directors Meeting

The Acme MUD board of directors meets at 7:00pm in the board room at the district office. Meetings are held at other times when needed.

Meeting agendas are posted to this site and minutes are posted after approved.

*Pro tip: Instead of having separate sections for meetings, agendas, and minutes, add your agendas and minutes to each meeting, so that visitors can find what they're looking for based upon the meeting date.*

2019 2018 2017 2016

JAN  
24  
2019

### Board of Directors Meeting

- Agenda
- Minutes

[READ MORE »](#)

FEB  
28  
2019

### Board of Directors Meeting

- Agenda
- Minutes

[READ MORE »](#)



**CONTACT THE ACME MUNICIPAL UTILITY DISTRICT**

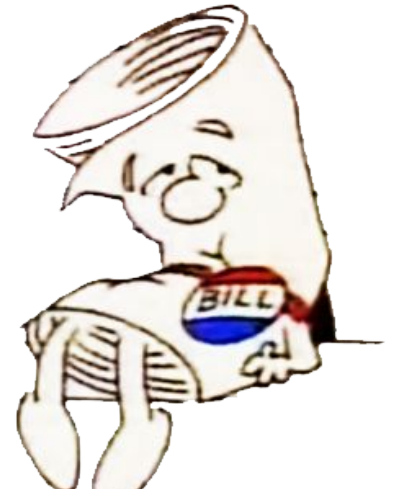
We look forward to hearing from you.

[READ MORE »](#)

## The Brown Act: AB 2257 posting requirements

**What it is:** AB 2257 - a brand new law dictating that agencies post the most recent agenda directly on the home page of their website, in an electronically searchable / retrievable platform-independent format.

**What to do about it:** Be prepared by **Jan 2019** to post the most recent agenda to the home page in the required format (or use Streamline Web's automatic home page meeting feature so you don't have to worry about it).





## Job Openings

We're hiring! All jobs are open to any candidate regardless of race, color, religion, gender, nationality, sexual orientation or sleep schedule.

- [Office Manager position](#)
- [Customer Success Manager](#)

[READ MORE »](#)

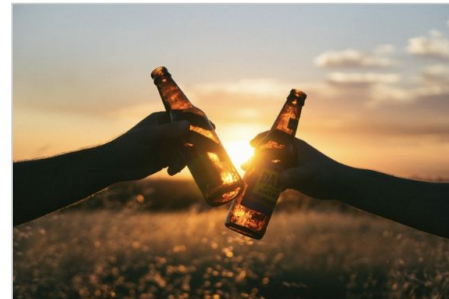


## Public Records

Our district takes the Public Records Act seriously. Making public records act requests should be as easy as possible for citizens to submit, and for our staff to comply with (ultimately saving your...

- [Make a Public Records Act request](#)

[READ MORE »](#)



## Upcoming Events

When we do things, we post about them on our website so that you can decide to come do things too.

- [Feb 15 Fundraiser](#)
- [Jul 5 Sloane's Birthday](#)

[READ MORE »](#)

## Board Meetings

[View Current Agenda](#)

**APR**  
**25**  
2019

Board of Directors Meeting

- [Agenda](#)

**MAY**  
**23**  
2019

Board of Directors Meeting

**JUN**  
**27**  
2019

Board of Directors Meeting



## The Brown Act: AB 2257 formatting tips

**Keep the agenda separate from the packet! Do this:**

- Create your agenda in Word (or Docs), export or save to PDF
- Upload that PDF file as your official agenda
- Then print and add to other docs if needed, scan to create the packet
- Upload the packet separately

*\*Only the agenda needs to meet the requirements of AB 2257*

*\*\*Any PDF you add to your site should be text based, and fully accessible*

# State Controller Reports

Financial Transactions and Compensation

## Financial Transaction Report

**What it is:** CA Govt Code Section 53891 and 53893, requiring local government agencies to submit a specific financial transaction report to the State Controller's office "within seven months after the close of each fiscal year"...shall either post it in a conspicuous location on its Internet Web site, or cause copies of the report to be prepared and the clerk of the legislative body shall furnish a copy to any person requesting it.

**What to do about it:** Visit the Controller's website for forms, and be sure that your agency is submitting the report each year. Make sure to post it on your website, if you have one...or post a link to the Controller's *ByTheNumbers* website so you don't have to update it each year!


# Financial Transaction Report

The screenshot shows a web browser window with the URL <https://acmemud.specialdistrict.org/#/dashboards/transparency>. The browser tabs include 'California website requirement', 'Streamline Enterprise System', and 'Acme Municipal Utility District'. The browser's address bar and toolbar are visible at the top. The main content area is a dashboard with a sidebar on the left and a grid of content cards on the right. A 'Create Content' modal is open in the center, with a 'Save and close' button in the top right corner.

**Create Content** Save and close ×

Content Linked from 0 Menu Items Teased in 0 Locations

**This Content is a**

>  Page

This content is accessible to the public


**Title**


District Financial Information

**Main Body Content**

+ In compliance with state law, we provide income and expense information to the State Controller's office annually. To view this data please visit the [State Controller's By The Numbers website](#).

+

> Teasers Displayed Below Main Body Content (0) 

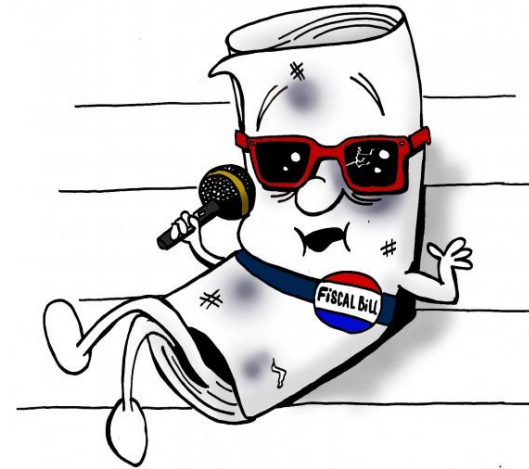
> Teasers Displayed in the Sidebar (0) 

The background dashboard shows several content cards: 'Disclosure of Reimbursements', 'Financial Reserves Policy', 'Financial Transaction Report' (highlighted with a star), and 'Other Policies'. The right sidebar contains 'From Template' and 'Add New' buttons, and a list of pages including 'Financial Reports' and 'Acme Municipal Utility District Reserve Policy'.

## Compensation Report

**What it is:** A report that must be submitted to Controller's office by April 30 each year, including information on the annual compensation of its elected officials, officers, and employees. If the agency maintains a website, the report must be posted to a conspicuous location. Alternately a link to the Controller's PublicPay website can be used instead.

**What to do about it:** Visit the Controller's website for instructions, and complete your reports annually. If you have a website, post the report on your site as well, or post a link to <http://publicpay.ca.gov/> instead.



# Compensation Report

The screenshot shows a web browser window with the URL <https://acmemud.specialdistrict.org/#/dashboards/transparency>. The browser tabs include 'California website requirement', 'Streamline Enterprise System', and 'Acme Municipal Utility District'. The browser's address bar and toolbar are visible at the top. The main content area is a dashboard with a sidebar on the left containing navigation icons. The dashboard has a dark background with several content cards. A 'Create Content' modal is open in the center, titled 'Create Content' with a 'Save and close' button and a close 'X' icon. The modal shows the content type as 'Content', with 'Linked from 0 Menu Items' and 'Teased in 0 Locations'. Under 'This Content is a', there is a 'Page' icon. A checkbox is checked for 'This content is accessible to the public'. The 'Title' field contains 'District Compensation'. The 'Main Body Content' field contains the text: 'In compliance with state law, we provide reports to the State Controller's office annually. Board and Staff member compensation can be viewed on the [State Controller's PublicPay website](#).' At the bottom of the modal, there are two expandable sections: 'Teasers Displayed Below Main Body Content (0)' and 'Teasers Displayed in the Sidebar (0)', each with a gear icon for settings. The background dashboard shows cards for 'Past 3 Years of Audits', 'Board Member and Staff Compensation', 'Reimbursement and Compensation', 'Disclosure of Reimbursements', and 'Financial Reserves Policy'. On the right side, there are 'Page' and 'Financial Reports' sections with 'From Template' and 'Add New' buttons.

# State Controller Reports

California website requirements | Streamline Enterprise System | District Transparency - Acme |

https://acmemud.specialdistrict.org/district-transparency

Apps | DD mail | DD | Inbox | Personal | DD Stuff | Media | stock photos | STR | HubSpot | Zoom | Asana

- MEETINGS
- MISSION
- PUBLIC RECORDS
- STAFF
- DISTRICT TRANSPARENCY
  - CA STATE REQUIREMENTS
  - SDLF TRANSPARENCY CERTIFICATION
- ABOUT SPECIAL DISTRICTS

Information	Where to find it
Mission Statement	<a href="#">Our Mission</a>
Staff Members	<a href="#">Staff</a>
Services/Functions and Service Area	<a href="#">Services</a>
SB 272 Enterprise System Catalog	<a href="#">Our Enterprise System Catalog</a>
Board Overview	<a href="#">Board</a>
Board Members	<a href="#">Board</a>
Board Member Ethics Certificates	<a href="#">Board Member Ethics Certificates</a>
Board Meetings	<a href="#">Board of Directors Meetings</a>
Election Procedures and Filing Deadlines	<a href="#">View elections information at Sac County website</a>
Meeting Minutes Archive	<a href="#">Board of Directors Meetings</a>
Current Agency Budget	<a href="#">Acme Municipal Utility District 2015-2016 Budget</a>
Financial Audit	<a href="#">Financial Reports</a>
Past 3 Years of Audits	<a href="#">Financial Reports</a>
Board Member and Staff Compensation	<a href="#">District Compensation</a>
Disclosure of Reimbursements	<a href="#">Financial Reports</a>
Financial Reserves Policy	<a href="#">Acme Municipal Utility District Reserve Policy</a>
Financial Transaction Report	<a href="#">District Financial Information</a>
Brown Act Compliance Policy	<a href="#">Brown Act Compliance Policy</a>
Conflict of Interest Policy	<a href="#">Conflict of Interest Policy</a>
Code of Ethics or Conduct Policy	<a href="#">Code of Ethics Policy</a>

### PUBLIC RECORDS

Our district takes the Public Records Act seriously. Making public records act requests should be as easy as possible for citizens to submit, and for our staff to comply with (ultimately saving your..)

[READ MORE >](#)

### SDLF TRANSPARENCY CERTIFICATION

Additional information about requirements for Special District Leadership Foundation transparency certification.

[READ MORE >](#)

https://acmemud.specialdistrict.org/district-transparency

# Health care districts

AB 2019 requires all health care districts to maintain a website with required information posted



## AB 2019: Health care district website posting

Establish and maintain an Internet Web site that lists **contact information for the district**. The Internet Web site shall also list all of the following:

- (1) The adopted **budget**.
- (2) A list of current **board members**.
- (3) Information regarding **public meetings** required pursuant to Section 32106 or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).
- (4) A **municipal service review** or special study conducted by a local agency formation commission pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Division 3 (commencing with Section 56000) of Title 5 of the Government Code), if any. The board may comply with this paragraph by posting a link on its Internet Web site to another government Internet Web site that contains the specified information.

...

## AB 2019: Health care district website posting

....

- (5) **Recipients of grant funding** or assistance provided by the district, if any.
- (6) **Audits of the district's accounts and records** pursuant to Section 26909 of the Government Code or Section 32133 of this code. The board may comply with this paragraph by posting a link on its Internet Web site to another government Internet Web site that contains the specified information.
- (7) **Annual financial reports to the Controller**, submitted pursuant to Section 53890 of the Government Code. The board may comply with this paragraph by posting a link on its Internet Web site to another government Internet Web site that contains the specified information.\*
- (8) The district's **policy for providing assistance or grant funding** described in subdivision (c).
- (9) Any other information the board deems relevant.

*\*Note: this is no different than the requirement of all districts*

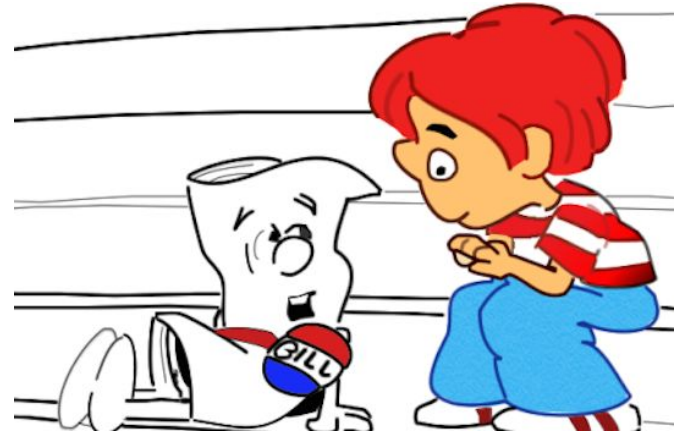
# Formatting requirements

AB 169 and Section 508

# Open Data

**What it is:** AB 169 is a California law defining what the term “open data” means, for content posted to an agency website. If you call it open data and you post it to your website, it’d better meet the guidelines, which are mostly about the searchability and structure of the data.

**What to do about it:** if your content doesn’t fit the requirements to be called open data, then just don’t call it “open data” :)



## AB 169: Open Data

“This bill, if a local agency, except a school district,\* maintains an Internet Resource, including, but not limited to an Internet Web site, Internet Web page, or Internet Web portal, which the local agency describes or titles as “open data,” and the local agency voluntarily posts a public record on that Internet Resource, **would require the local agency to post the public record in an open format that meets specified requirements, including, among others, that the format is able to be retrieved, downloaded, indexed, and searched by a commonly used Internet search application.**”

*\* School districts are almost always exempted from state mandates*

## Section 508 (ADA, WCAG 2.1 AA)

**What it is:** a Federal law requiring that various technology be accessible to people with disabilities. Web section concerns itself with making sure websites work effectively with assistive tech (screen readers, magnifiers, Braille readers, etc.)

**What to do about it:** You can use online testing software to check for Section 508 compliance. Reach out to your website vendor if your site isn't compliant - or just use Streamline Web.



## Section 508 (Federal / CA)

- Jan. 18, 2018, Section 508 officially adopted WCAG 2.0 AA guidelines, which are a bit more strict
- Only sites built after Jan. 18 2018 have to comply with the more strict guidelines (major redesigns count too) ... all other sites must comply with Section 508 only (grandfathered!)
- Use online testing tools like <https://achecker.ca/> to check for compliance - there are options to check for just Section 508 compliance (older sites) or WCAG 2.0 compliance (newer sites)

## What does “website accessibility” mean?

The major categories of disability type, in relation to website accessibility, are:

- Visual: blindness, low vision, color-blindness
- Hearing: deafness and hard-of-hearing
- Motor: Inability to use mouse, limited fine motor control
- Cognitive: learning disabilities, distractibility, inability to remember or focus on large amounts of information

People with disabilities often rely on assistive technology (AT) - screen readers, browser zoom, text to speech, etc...



## Common pitfalls

- **No closed captions on video/audio files**
- **Not having accessible PDFs / documents**
- Not having ALT tags for images
- Lack of labels on form fields
- Color contrast
- Not having a mobile-responsive site
- Non-semantic HTML

## But why?

- An estimated 15 - 20% of the population has a disability, many of which affect a person's ability to navigate the web
- Your website should be accessible by everyone if possible, and the basics aren't that difficult
- Accessible websites get better search results (bonus!) because they are typically formatted in a more clear, easy to parse way
- Getting sued is very, very expensive

## Very, very expensive

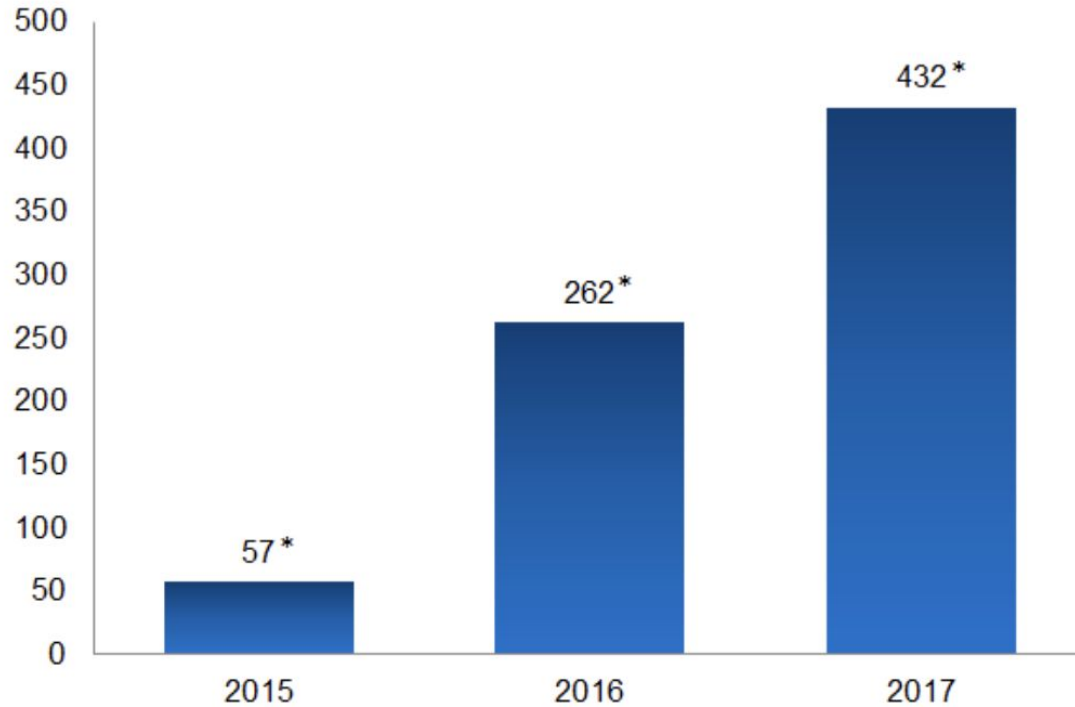
Within forty-five (45) days after the effective date of this Agreement... any agent acting on behalf of either the University or the Board shall pay the Complainant a total sum of **\$23,543.00**. Such payment(s) shall be made by check(s) payable to the order of the Complainant and delivered to the Complainant via overnight, private courier.

UNCATEGORIZED —

## Target to pay \$6 million to settle site accessibility suit

Target has settled a class-action lawsuit with the National Federation of the ...

Federal Website Accessibility Lawsuits: January 2015 to August 15, 2017



*\*There are at least this many lawsuits.*

## Testing resources

- **Chrome Lighthouse** - free, right in the browser, good for single page tests (or testing the whole site one page at a time)
- **achecker.ca** - free – good for single page tests for 508 or WCAG 2.0 AA standards
- Various paid services (Monsido, LevelAccess, ADA Site Compliance)

*Note: automated testing tools only go so far, but show intention and effort to comply*

# Using Chrome Lighthouse

The screenshot shows a Chrome browser window with the Chrome Lighthouse audit tool open. The browser's address bar shows the URL 'https://acmemud.specialdistrict.org'. The website's header includes the logo for 'ACME MUNICIPAL UTILITY DISTRICT' and a search bar. The main content area features a large image with the heading 'Our mission' and a paragraph describing the district's mission. Below this is a navigation bar with icons for 'SERVICES', 'MEETINGS', 'STAFF', 'PUBLIC RECORDS', 'FAQS', and 'FOLLOW US'. The Lighthouse panel on the right is open to the 'Audits' section, which includes options for 'Device' (Mobile/Desktop), 'Audits' (Performance, Progressive Web App, Best practices, Accessibility, SEO), and 'Throttling' (Simulated Fast 3G, Applied Fast 3G, No throttling). A 'Run audits' button is located at the bottom of the panel.

# Using Chrome Lighthouse

Acme Municipal Utility District

ACME MUNICIPAL UTILITY DISTRICT

Home Services District Governance Updates Pay Online Contact Us

## Our mission

The mission of Acme Municipal Utility District is to manage the natural resources with which the District is entrusted; to provide reliable, high quality water and wastewater services at fair and reasonable rates for the people of Acmeville; and to preserve and protect the environment for future generations.

Generated by Lighthouse 4.3.1 | [File an issue](#)



SERVICES



MEETINGS



STAFF



PUBLIC RECORDS



FAQS



FOLLOW US

### How often does Acme MUD send bills?

Acme bills every other month, for the two months prior. Bills are due upon receipt. Customers can pay

### How are my rates determined?

Rates are calculated on a base rate for a certain amount of water, then a per-gallon usage rate for

### How do I qualify for rate assistance?

Rate assistance is available to homeowners and renters who live at the address for which they're

# Using [achecker.ca](http://achecker.ca)

[Login](#) [Register](#)

**Web Accessibility Checker**


Web Accessibility Checker

**Check Accessibility By:**

**Web Page URL** **HTML File Upload** **Paste HTML Markup**

Address:

► [Options](#)



**Welcome to AChecker.** This tool checks single HTML pages for conformance with accessibility standards to ensure the content can be accessed by everyone. See the Handbook link to the upper right for more about the Web Accessibility Checker.

Translate to [English](#) | [German](#) | [Italiano](#)

Web site engine's code is copyright © 2011



Enter URL, click Options to choose test type

**Check Accessibility By:**

**Web Page URL** HTML File Upload Paste HTML Markup

Address:

**Options**

Enable HTML Validator     Enable CSS Validator     Show Source

**Guidelines to Check Against**

BITV 1.0 (Level 2)     Section 508     Stanca Act

WCAG 1.0 (Level A)     WCAG 1.0 (Level AA)     WCAG 1.0 (Level AAA)

WCAG 2.0 (Level A)     WCAG 2.0 (Level AA)     WCAG 2.0 (Level AAA)

**Report Format**

View by Guideline     View by Line Number

**WCAG 2.0 AA:**  
New/Current  
Standards

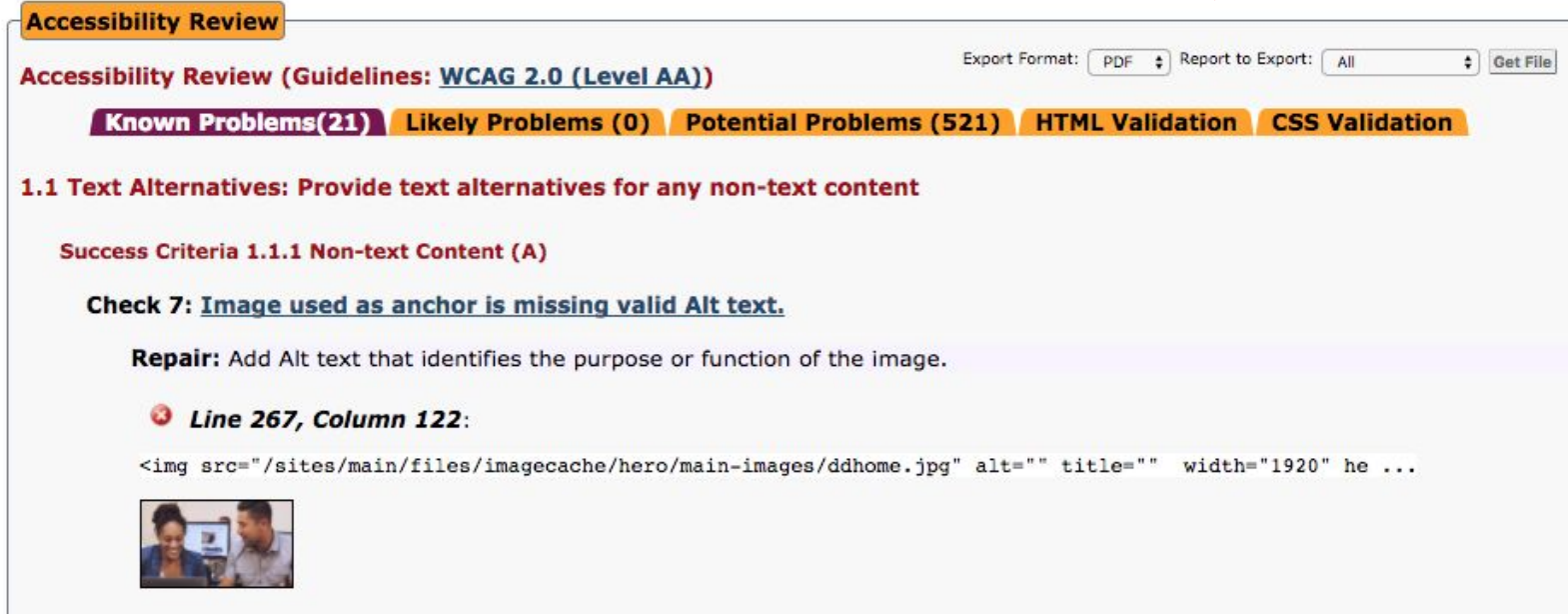
**Section 508:**  
Standards before  
Jan 18, 2018

# Evaluate results

The screenshot shows a web-based accessibility review tool interface. At the top left, there is a tab labeled "Accessibility Review". Below this, the main heading reads "Accessibility Review (Guidelines: [WCAG 2.0 \(Level AA\)](#))". To the right of the heading, there are controls for "Export Format:" set to "PDF", "Report to Export:" set to "All", and a "Get File" button. Below the heading, there is a navigation bar with five items: "Known Problems(0)", "Likely Problems (0)", "Potential Problems (166)", "HTML Validation", and "CSS Validation". The "Known Problems(0)" item is highlighted in purple. Below the navigation bar, a green checkmark icon is followed by the text "Congratulations! No known problems."

- For compliance you need to pay attention to anything that shows up under Known Problems

# What if there are errors?



The screenshot shows an "Accessibility Review" interface. At the top, there's a title "Accessibility Review" and options for "Export Format: PDF" and "Report to Export: All". Below this, it says "Accessibility Review (Guidelines: WCAG 2.0 (Level AA))". There are several tabs: "Known Problems (21)", "Likely Problems (0)", "Potential Problems (521)", "HTML Validation", and "CSS Validation". The "Known Problems" tab is active, showing a section titled "1.1 Text Alternatives: Provide text alternatives for any non-text content". Underneath, it lists "Success Criteria 1.1.1 Non-text Content (A)" and "Check 7: Image used as anchor is missing valid Alt text." The "Repair" instruction says: "Add Alt text that identifies the purpose or function of the image." Below this, a specific error is highlighted: "Line 267, Column 122:" followed by the HTML code: `<img src="/sites/main/files/imagecache/hero/main-images/ddhome.jpg" alt="" title="" width="1920" he ...`. A small thumbnail image of two people looking at a screen is shown below the code.

- If your report shows “Known problems,” export it and share with your website vendor to get a quote to have them fixed.

So how do you keep on top  
of this stuff?

Streamline has your back!

## Streamline has your back.



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