

# SB 929: what it means for California special districts and website compliance



## How to engage

Audio Settings: to set speaker preferences.

Use the Q&A button to ask questions at any time, or if you are having any trouble.

We'll use the Raise Hand feature for taking polls.

Don't worry about taking notes, we'll share everything later!

Audio Settings ^



Chat



Raise Hand



Q&A

Leave Meeting

# 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 [getstream-line.com/sb272](http://getstream-line.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

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☐ 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!





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**Streamline:**

4 years, 400  
special district  
websites, 500+  
local government  
agencies using our  
free compliance  
tools.

**Digital  
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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)

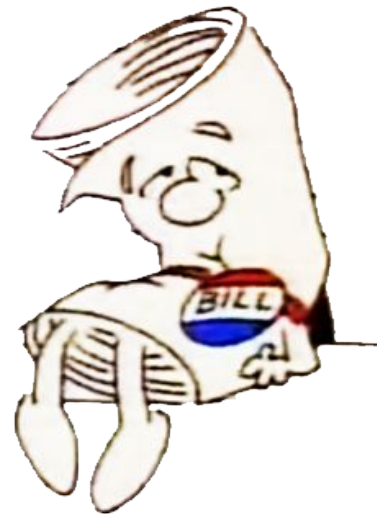




## Public Records Act: SB 929

**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

**Information****Where to find it**[Mission Statement](#)[Mission - Vision - Values](#)[Staff Members](#)[Staff](#)[Services/Functions and Service Area](#)[Structure](#)[Service Area Map](#)[Service Area Map](#)[Principle Act or Special Act](#)[Health Care/ Hospital Districts Principle  
Enabling Act](#)[SB 272 Enterprise System Catalog](#)[SB 272 Enterprise System Catalog](#)[Board Overview](#)[Our Directors](#)[Board Members](#)[Our Directors](#)[Board Member Ethics Certificates](#)[Board Member Ethics Certificates](#)[Board Meetings](#)[Board of Directors](#)[Election Procedures and Filing  
Deadlines](#)[Director Information - Powers, Meetings,  
Officers](#)[Meeting Minutes Archive](#)[Board of Directors](#)[Current Agency Budget](#)[Current District Budget](#)[Financial Audit](#)[Audits](#)[Past 3 Years of Audits](#)[Audits](#)[Board Member and Staff  
Compensation](#)[State Controller's Compensation Report](#)**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

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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 Daily	As needed 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.)







## ACME MUNICIPAL UTILITY DISTRICT

[Home](#) [Who We Are ▾](#) [What We Do ▾](#) [Updates ▾](#) [Contact Us](#)

### WHAT WE DO

[FAQS](#)

[MISSION](#)

[SERVICES](#)

[TRANSPARENCY](#)

[FINANCIAL  
REPORTS](#)

[POLICIES](#)

## 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 »](#)

## Records

## 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 »](#)

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### 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

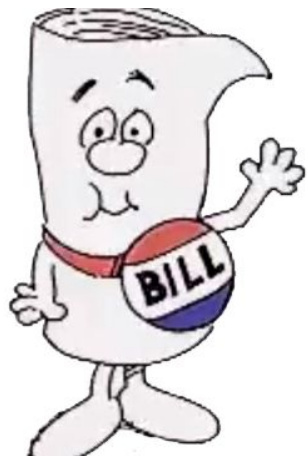
***Pro tip:*** Make it clear that most records are available on your site, and give them a way to request others electronically

# 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	<div><input checked="" type="checkbox"/> Send an email reminder ahead of the 72 hour agenda deadline </div> <div><b>When to send the reminder:</b> <div>24 hours before agenda deadline </div></div> <div><b>Where to send the reminder to: </b> <div>sloane@getstreamline.com</div><div>Send a test email</div></div> <div>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.</div>	 Not uploaded <div>+ Add File</div>	<div>+ Add File</div>
 <b>Wed Sep 21, 2016</b> Meeting		 Not uploaded <div>+ Add File</div>	<div>+ Add File</div>
 <b>Wed Oct 19, 2016</b> This meeting has been canceled		 Not uploaded <div>+ Add File</div>	<div>+ Add File</div>
 <b>Wed Nov 16, 2016</b> Meeting and Special Public Hearing		 Not uploaded <div>+ Add File</div>	<div>+ Add File</div>
 <b>Wed Dec 21, 2016</b> Meeting		 Due Sun Dec 18 <div>+ Add File</div>	<div>+ Add File</div>



### 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.

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### THIS ITEM APPEARS ON

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## Board of Directors

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

Meeting agendas are posted to this site 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](#)

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**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.



**CONTACT THE ACME  
MUNICIPAL UTILITY  
DISTRICT**

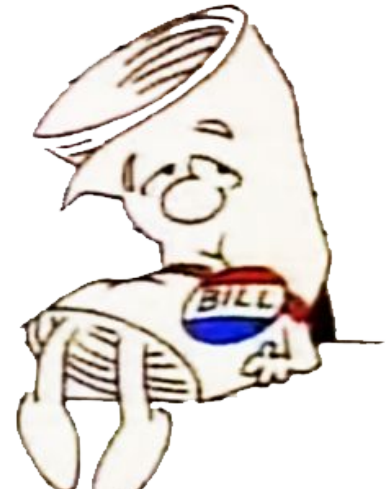
We look forward to hearing from you.

[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).





# The Brown Act: Agendas



## 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 »](#)

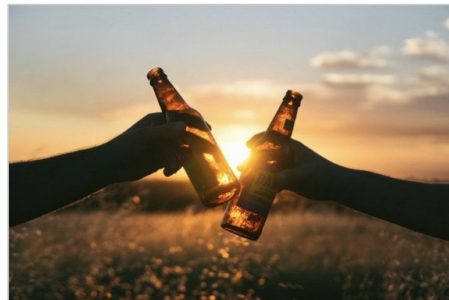


## Public Records

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!

The screenshot shows a web browser window with the URL <https://acmemud.specialdistrict.org/#/dashboards/transparency>. The browser's address bar and tabs are visible at the top. The main content area is a dashboard with various sections, including 'Disclosure of Reimbursements', 'Financial Reserves Policy', 'Financial Transaction Report', 'Other Policies', and 'Best Practices'. A 'Create Content' modal is open in the center of the screen. The modal has a title bar with the text 'Create Content' and a 'Save and close' button. Below the title bar, there are tabs for 'Content', 'Linked from 0 Menu Items', and 'Teased in 0 Locations'. The 'Content' tab is selected. The modal body contains the following information:

- This Content is a**: A dropdown menu showing 'Page' with a document icon.
- ☒ This content is accessible to the public
- Title**: A text input field containing 'District Financial Information'.
- Main Body Content**: A text area containing the text: '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)**: A dropdown menu with a gear icon.
- Teasers Displayed in the Sidebar (0)**: A dropdown menu with a gear icon.

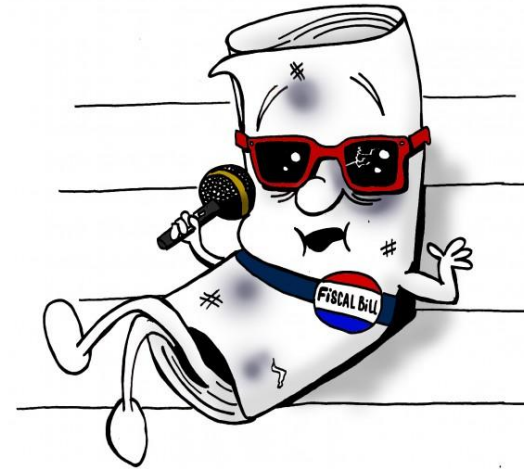
The background dashboard shows several sections with icons and text, but they are partially obscured by the modal. The 'Financial Transaction Report' section has a red star icon. The 'Best Practices' section has a green checkmark icon.



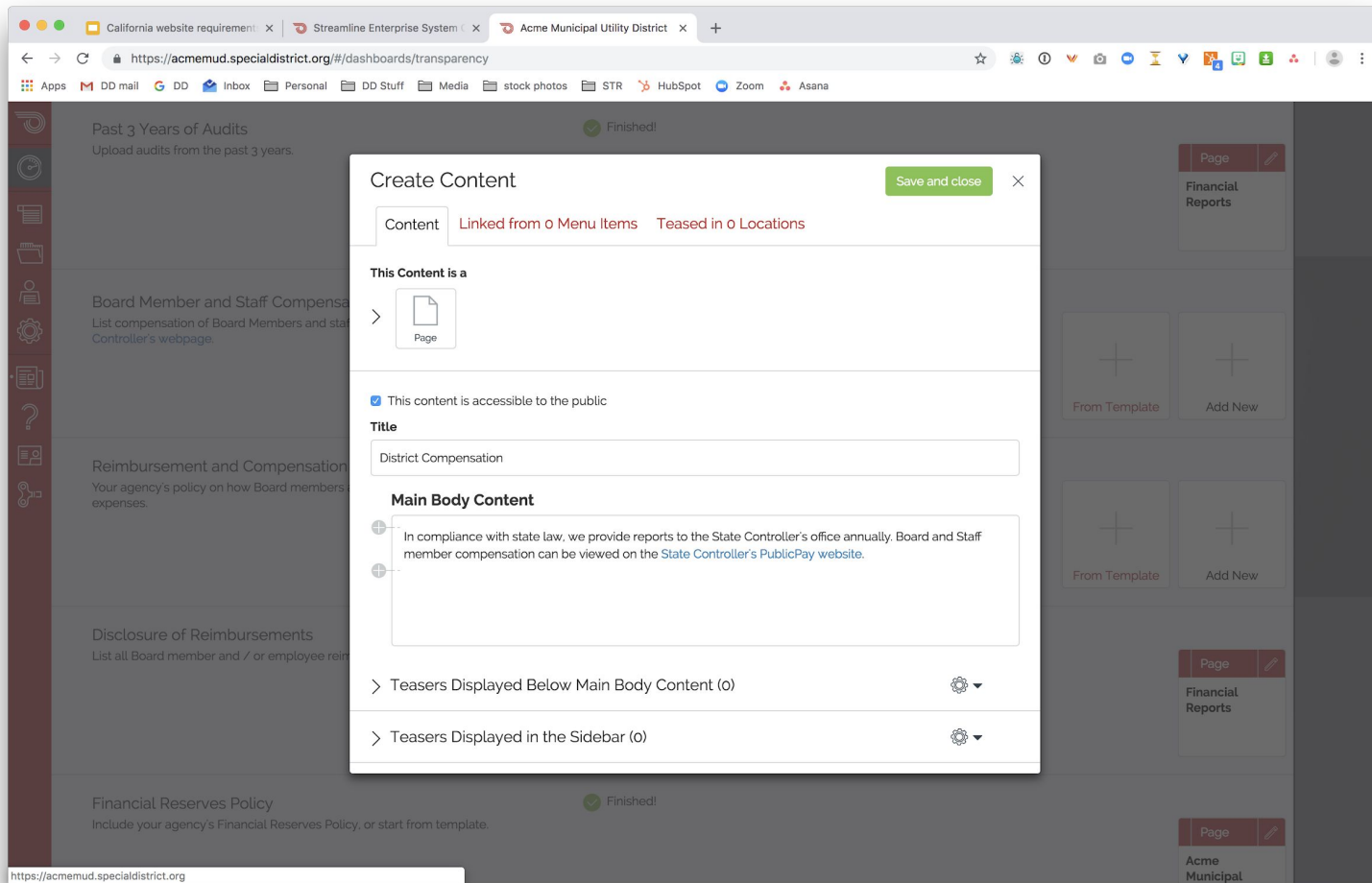
## Compensation Report

**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



# State Controller Reports

California website requirement

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

Our Mission

Staff Members

Staff

Services/Functions and Service Area

Services

SB 272 Enterprise System Catalog

Our Enterprise System Catalog

Board Overview

Board

Board Members

Board

Board Member Ethics Certificates

Board Member Ethics Certificates

Board Meetings

Board of Directors Meetings

Election Procedures and Filing Deadlines

View elections information at Sac County website

Meeting Minutes Archive

Board of Directors Meetings

Current Agency Budget

Acme Municipal Utility District 2015-2016 Budget

Financial Audit

Financial Reports

Past 3 Years of Audits

Financial Reports

Board Member and Staff Compensation

District Compensation

Disclosure of Reimbursements

Financial Reports

Financial Reserves Policy

Acme Municipal Utility District Reserve Policy

Financial Transaction Report

District Financial Information

Brown Act Compliance Policy


Brown Act Compliance Policy

Conflict of Interest Policy

Conflict of Interest Policy

Code of Ethics or Conduct Policy


Code of Ethics Policy



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..

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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

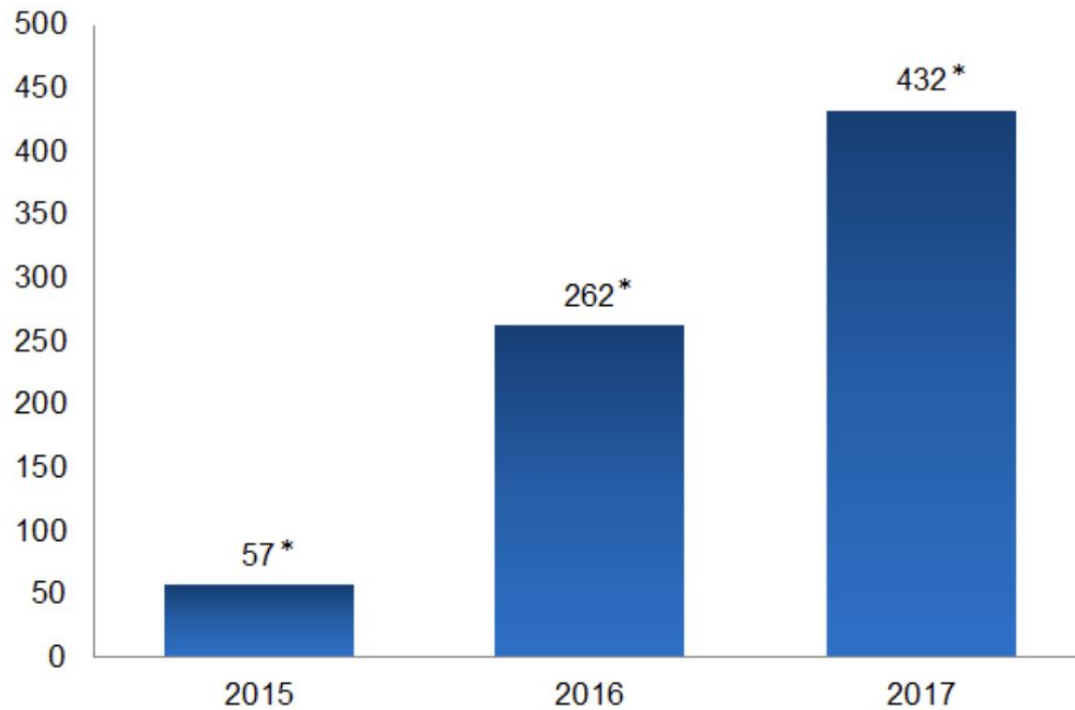
Within forty-five (45) days after the effective date of this Agreement... any agent acting on behalf of either the University or the Board shall pay the Complainant a total sum of **\$23,543.00**. Such payment(s) shall be made by check(s) payable to the order of the Complainant and delivered to the Complainant 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 web browser displaying the Acme Municipal Utility District website. The browser's address bar shows the URL `https://acmemud.specialdistrict.org`. The website has a navigation bar with links: Home, Services, District Governance, Updates, Pay Online, and Contact Us. A search bar is also present. The main content area features a large image of a lighthouse on a beach with the heading "Our mission" and a paragraph about the district's mission. Below this is a row of icons for Services, Meetings, Staff, Public Records, FAQs, and Follow Us. At the bottom, there are three columns of text answering common questions about billing, rates, and rate assistance.

Acme Municipal Utility District

Search... Go!

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.

**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

**Audits**

Identify and fix common problems that affect your site's performance, accessibility, and user experience. [Learn more](#)

**Device**

☐ Mobile  
☒ Desktop

**Audits**

☐ Performance  
☐ Progressive Web App  
☐ Best practices  
☒ Accessibility  
☐ SEO

**Throttling**

☐ Simulated Fast 3G, 4x CPU Slowdown  
☐ Applied Fast 3G, 4x CPU Slowdown  
☒ No throttling

☒ Clear storage

[Run audits](#)



# Using Chrome Lighthouse

The screenshot shows a web browser window with the URL `https://acmemud.specialdistrict.org`. The website is for the Acme Municipal Utility District, featuring a logo, a search bar, and a navigation menu with links: Home, Services, District Governance, Updates, Pay Online, and Contact Us. The main content area has a large image of a sunset over a body of water with the heading "Our mission" and a paragraph about the district's mission. Below this is a row of icons for Services, Meetings, Staff, Public Records, FAQs, and Follow Us. At the bottom, there are three columns of text answering common questions about billing, rates, and rate assistance.

On the right side of the browser window, the Chrome Lighthouse accessibility audit results are displayed. The overall score is 100, indicated by a green circle with the number 100. The audit is categorized under "Accessibility" and includes a brief explanation: "These checks highlight opportunities to [improve the accessibility of your web app](#). Only a subset of accessibility issues can be automatically detected so manual testing is also encouraged."

The audit results are summarized as follows:

- Additional items to manually check: 11 audits
- Passed audits: 21 audits
- Not applicable: 14 audits

Below the summary, the "Runtime settings" are listed:

- URL: `https://acmemud.specialdistrict.org/`
- Fetch time: Jul 16, 2019, 9:34 AM PDT
- Device: No emulation
- Network throttling: Provided by environment
- CPU throttling: Provided by environment
- User agent (host): Mozilla/5.0 (Macintosh; Intel Mac OS X 10\_14\_2) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/75.0.3770.142 Safari/537.36
- User agent (network): Mozilla/5.0 (Macintosh; Intel Mac OS X 10\_14\_2) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/75.0.3770.142 Safari/537.36
- CPU/Memory Power: 1302

At the bottom of the audit panel, it states: "Generated by Lighthouse 4.3.1 | [File an issue](#)"

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

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

**Web Accessibility Checker**

ACHHECKER®

Web Accessibility Checker


**Check Accessibility By:**

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

Address:

Check It

**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

**Accessibility Review**

Accessibility Review (Guidelines: [WCAG 2.0 \(Level AA\)](#))

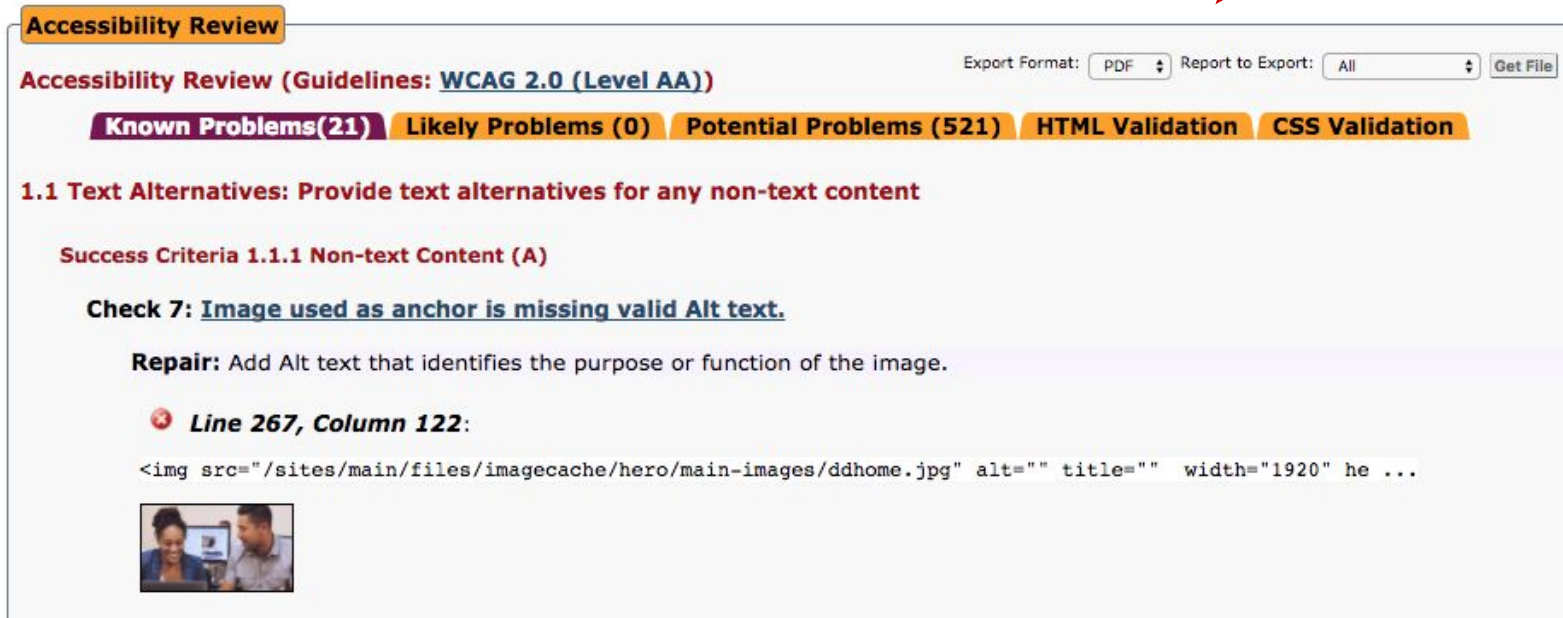
Export Format: PDF Report to Export: All [Get File](#)

**Known Problems(0)** **Likely Problems (0)** **Potential Problems (166)** **HTML Validation** **CSS Validation**

✔ **Congratulations! No known problems.**

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

# What if there are errors?



**Accessibility Review**

Export Format:  Report to Export:

**Accessibility Review (Guidelines: [WCAG 2.0 \(Level AA\)](#))**

**Known Problems(21)** Likely Problems (0) Potential Problems (521) HTML Validation CSS Validation

**1.1 Text Alternatives: Provide text alternatives for any non-text content**

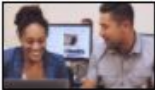
**Success Criteria 1.1.1 Non-text Content (A)**

**Check 7: Image used as anchor is missing valid Alt text.**

**Repair:** Add Alt text that identifies the purpose or function of the image.

❌ **Line 267, Column 122:**

```
<img src="/sites/main/files/imagecache/hero/main-images/ddhome.jpg" alt="" title="" width="1920" he ...
```



- 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?

## CSDA has your back.



CSDA is working hard to protect special districts – get involved!

- Become a member and support their grassroots efforts
- Join the CSDA Communities (online peer group\_
- Reply to surveys sent your way
- Attend conferences (especially Legislative Days next month!)

For more info:

Dillon: (916) 442-7887 or [dillong@csda.net](mailto:dillong@csda.net)



## Streamline has your back.



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- Product demo webinar this Thursday! [getstreamline.com/webinars](https://getstreamline.com/webinars)

Whatever crazy laws come next, we'll be here to help.

# We can help.

[engage.getstreamline.com/929-webinar](https://engage.getstreamline.com/929-webinar)

(916) 900-6619

[sloane@getstreamline.com](mailto:sloane@getstreamline.com)