

Everything Florida Special Districts need to know about online compliance

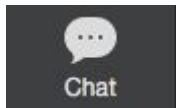


STREAMLINE

SLOANE DELL'ORTO / MAC CLEMMENS

Welcome!

Use the **Control Panel** on the bottom of your screen for controls



Ask questions using the **chat pane** - just type and click Send. We'll do our best to get to all of them; if we miss any we'll address them in our follow up email. (We'll also send a link to these slides and the handouts..)

We are recording!

Don't worry about notes!

We'll email you:

- ✓ The slides
- ✓ A recording
- ✓ All the materials we cover

Why we're here



Our partnership with FASD

Bring a solution based on members' needs to Florida to help.

Serving the Special Needs of Your Community



FLORIDA ASSOCIATION of SPECIAL DISTRICTS, INC.



We have your back!

Streamline:
4 years, 300+
special districts,
dedicated to
helping with
transparency

Our parent:
Digital
Deployment
14 years, 500+
websites

Partners:
FASD,
SDAO, CSDA,
UASD



STREAMLINE

It's not easy being special

You have more requirements
than any other state!





STREAMLINE

Having a compliant website just got easy.

*Website compliance in Florida may seem complicated,
but don't worry, we've got your back.*



Get compliant at getastreamline.com



What we'll cover

What we'll cover

1. **How to be compliant in Florida**
 - a. **Add** required content
 - b. **Maintain** on regular intervals
 - c. **Comply** with needs of disabled users
(Section 508)
2. **Demonstrate tools that can help**



Adding Required Content



General Requirements

☐ **Independent Districts Maintain a Separate Website**

Independent districts must maintain a separate website. Dependent districts may instead maintain district information on the general-purpose government website the district is a part of.

☐ **Official Website on File**

Official website is on file with the Special District Accountability Program and published at specialdistrictreports.floridajobs.org

☐ **Site is Section 508 & WCAG 2.0 AA Compliant**

Website must be Section 508 compliant for visitors with disabilities to level WCAG 2.0 AA.



General Website Posting Requirements

☐ **Legal Name Cited**

Full legal name of the district (as cited in creation document) is published.

☐ **Contact Information on File**

General contact information for the district: mailing address, website address, email address, telephone number, and registered agent or office is on file with the Special District Accountability Program.

☐ **Public Purpose Statement Available on Website**

Your public purpose statement must be published on your website and easily accessible.

☐ **District Map**

Your district boundaries or service area(s)—a description, or map—is available on your website.

☐ **Services Description**

A statement describing the services the district provides is available on your website.

☐ **Special District Charter**

The full text of the special district's charter, or creation document, as amended—including date established and establishing entity—is available on your website.

☐ **District Statutes**

The statute(s) under which the special district operates (if different from the statute(s) under which the special district was established) are available on your website.

☐ **Regulatory Plan**

Your Annual Regulatory Plan (if applicable—applies to certain special districts with adopted rules) is available on your site.

☐ **Board Member Contact Information**

Contact information for each governing board member (name, official address, official email address, term and appointing authority, if applicable) is available on yoursite.



General Website Posting Requirements, Continued...

☐ **Code of Ethics**

Code of Ethics, if adopted, are available on your site with a link to generally applicable ethics provisions (one option is to link to the Florida Commission on Ethics—Ethics Laws webpage).

☐ **Facilities Report**

Public Facilities Reports, if applicable (to include Public Facilities Initial Report, Public Facilities Annual Notice of Any Changes, Public Facilities Update Report) are available on your website.



Financial Website Posting Requirements

☐ **Taxes, Fees, Charges & Rates**

Listing of all taxes, fees, assessments or charges imposed and collected, including rates or amounts for the current year, and the statutory authority for the levy of the tax, fee, assessment and/or charge(s) are available on your website.

☐ **Fiscal Year Description**

Fiscal year period (most special districts are required to use October 1 through September 30) is available on your website.

☐ **Financial Reporting Page**

A link to the Florida Department of Financial Services—Local Government Financial Reporting webpage—is available.

☐ **Fiscal Year Audit Report**

Final, complete audit report for the most recent completed fiscal year, and audit reports required by law or authorized by the governing body of the special district are available on your website.

☐ **Tentative Budget**

Tentative budget, if applicable is available on your website. Post at least two days prior to budget hearing and keep posted for at least 45 days.

☐ **Final Adopted Budget**

Final adopted budget is available on your website. Post within 30 days after adoption and keep posted for at least two years.

☐ **Budget Amendment(s)**

Budget amendment(s) in which a resolution is required to adopt such an amendment is available on your website. Post within five days after adoption and keep on the website for at least two years.



Meeting Posting Requirements

☐ **Regular Meeting Schedule**

The regular public meeting schedule is available on your site.

☐ **Agendas**

Agendas for all meetings/workshops are available on your site. Post at least seven days before the event and maintain on the website for at least one year.

☐ **Meeting Materials**

Meeting materials, when available in an electronic format, excluding confidential and exempt information, are available on your website. Post at least seven days before the event and maintain on the website for at least one year.

(and more for pension systems...)



Compliance for users with disabilities

Section 508
WCAG 2.0 AA



Section 508

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 / FL)

- 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)

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

Most Common Pitfalls

- ✓ PDFs improperly tagged
- ✓ Insufficient Color contrast
- ✓ Not having ALT tags for images
- ✓ Labels on forms
- ✓ Not using closed captions on video/audio files
- ✓ Not having a mobile-responsive site
- ✓ Non-semantic HTML (common with homegrown systems)

Examples of compliance

The Lady of Shalott

A poem by Alfred Lord Tennyson.



[About this painting.](#)

Full recitation of Alfred, Lord Tennyson's poem.

The Lady of Shalott

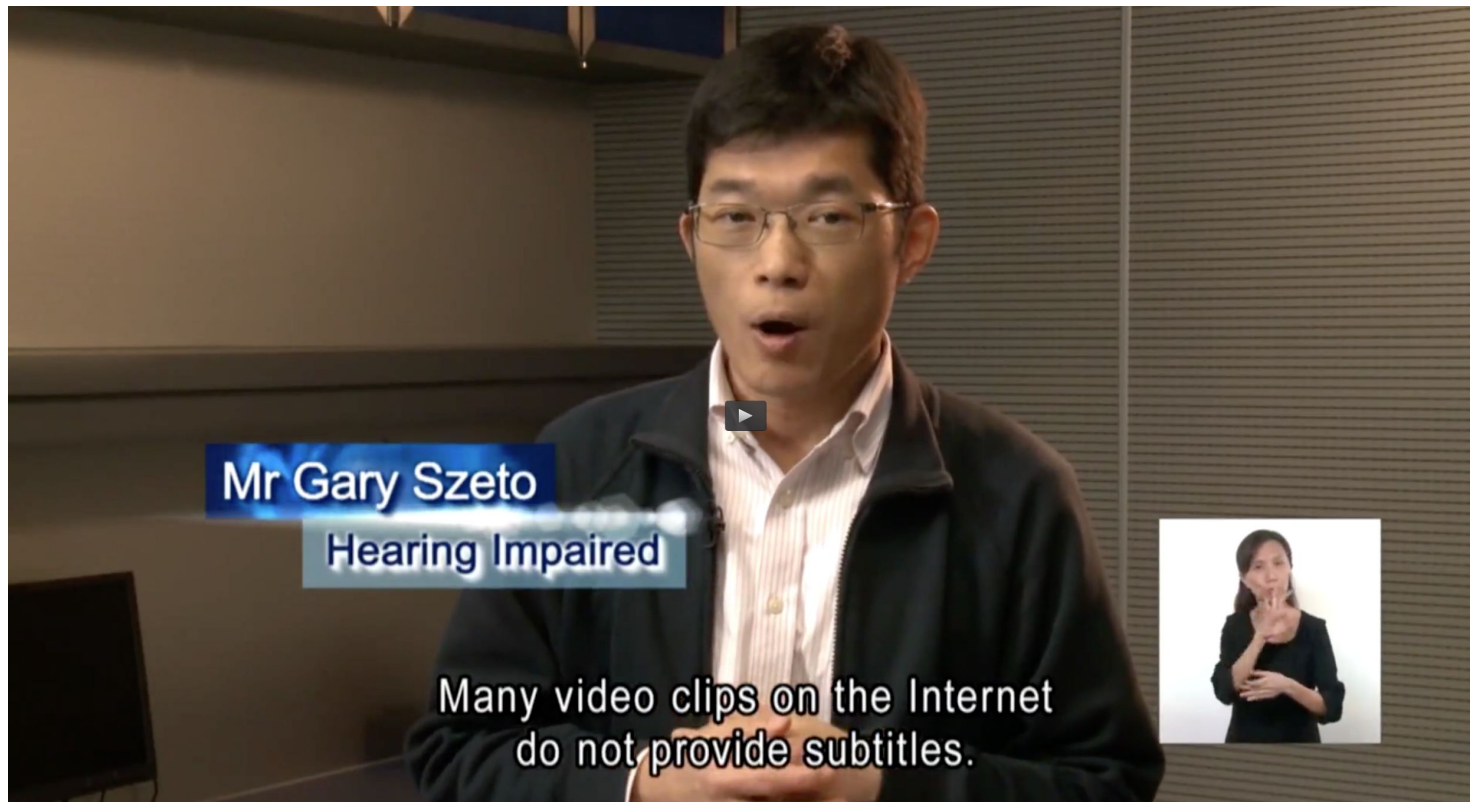
A poem by Alfred Lord Tennyson.

Painting of a woman in a white flowing dress, sitting in a small boat.

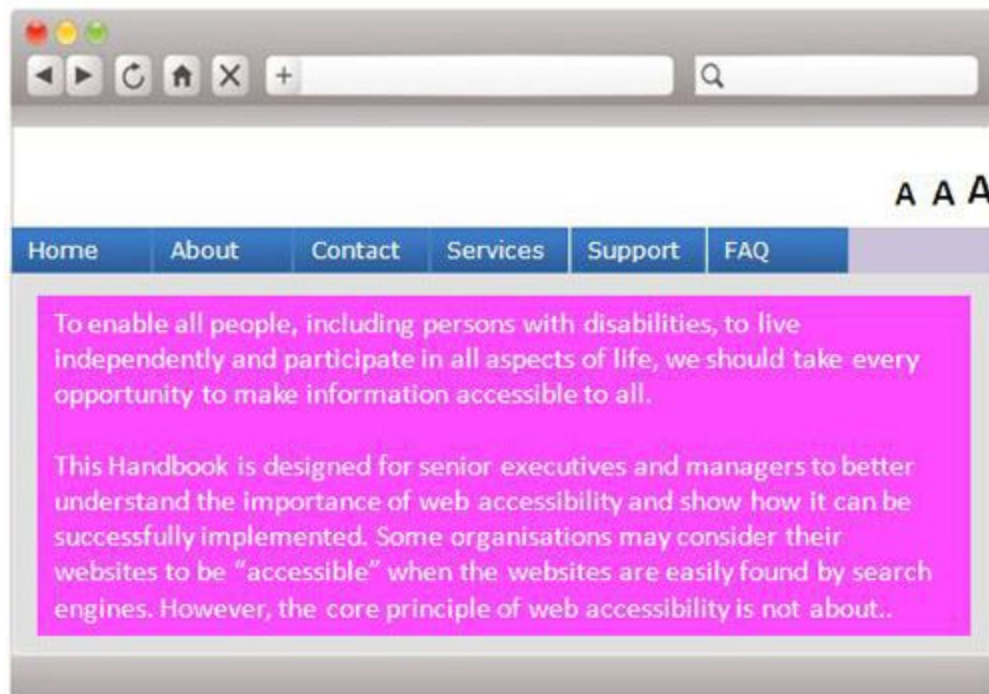
[About this painting.](#)

Full recitation of Alfred, Lord Tennyson's poem.

Examples of compliance

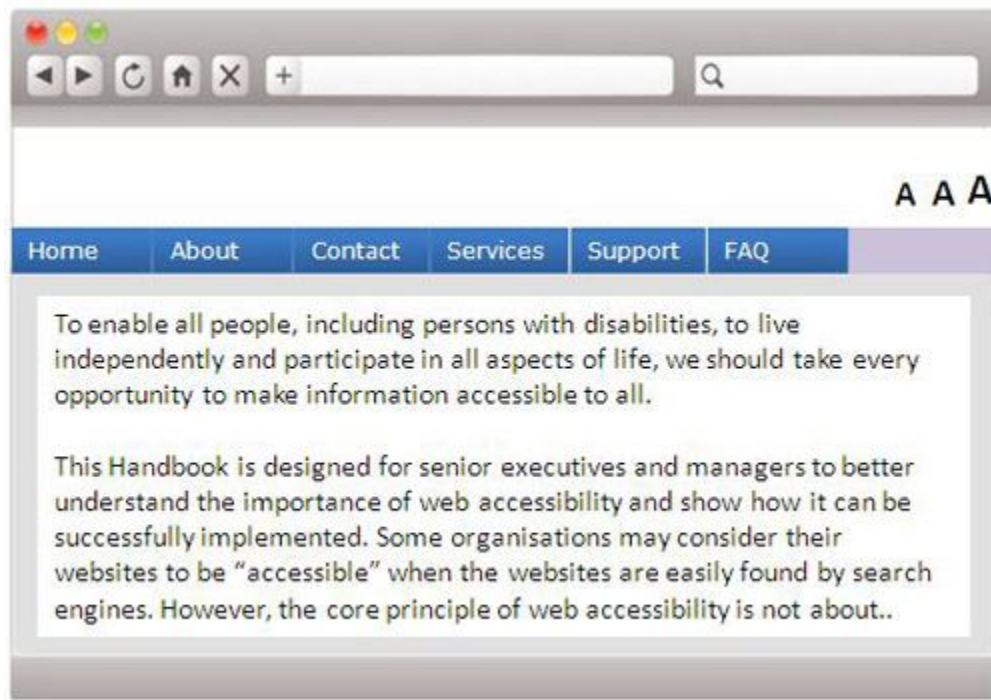


Examples of compliance




Fail

Examples of compliance




Pass

Examples of compliance



SERVICES




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

[READ MORE »](#)




MEETINGS




Prop 218 Notice of Rate Increase

Per Proposition 218 requirements, the Acme Municipal Utility District hereby offers notice of an upcoming hearing to consider a possible rate increase for the 2018-2019 fiscal year. The public is..


[READ MORE »](#)



STAFF



FOLLOW US



Upcoming Events


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

- [Oct 20](#) Fundraiser
- [Jul 5](#) Sloane's Birthday


[READ MORE »](#)

Fail

Examples of compliance



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Upcoming Events

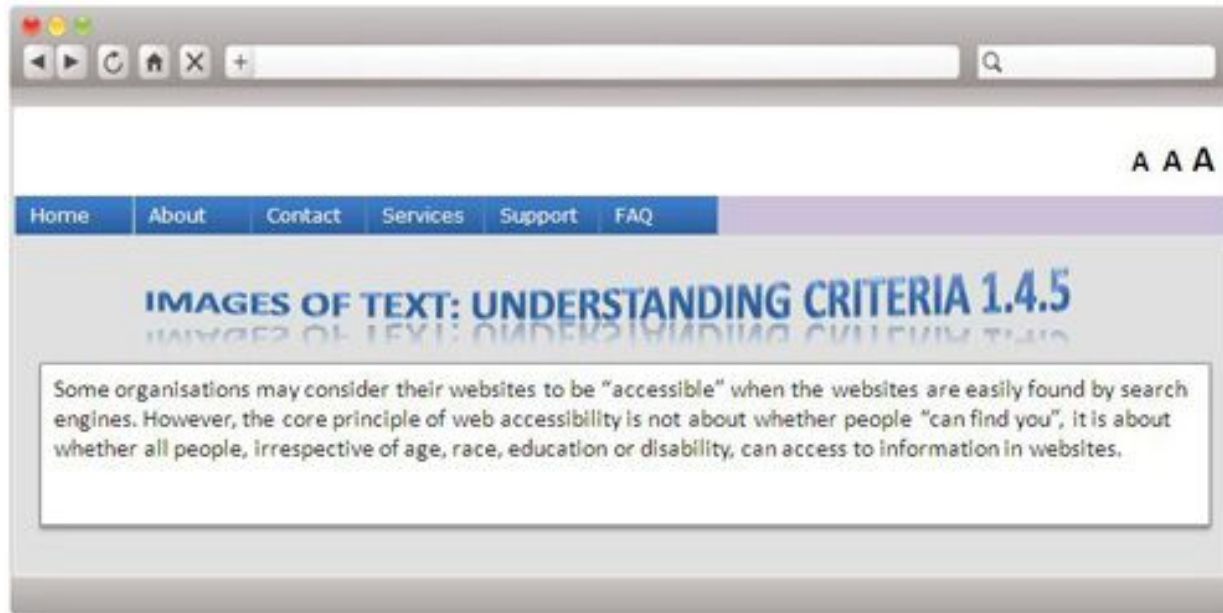
When we do things, we post about them on our website so that you can decide to come do things too.

- [Oct 20 Fundraiser](#)
- [Jul 5 Sloane's Birthday](#)

[READ MORE »](#)

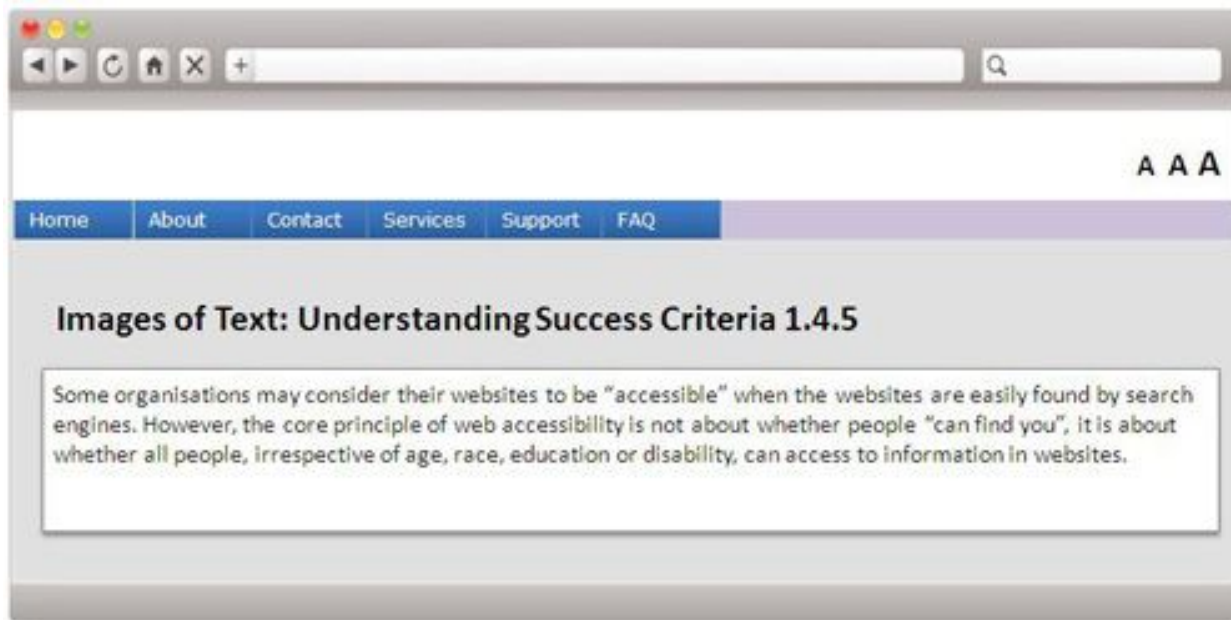
← Pass

Examples of compliance



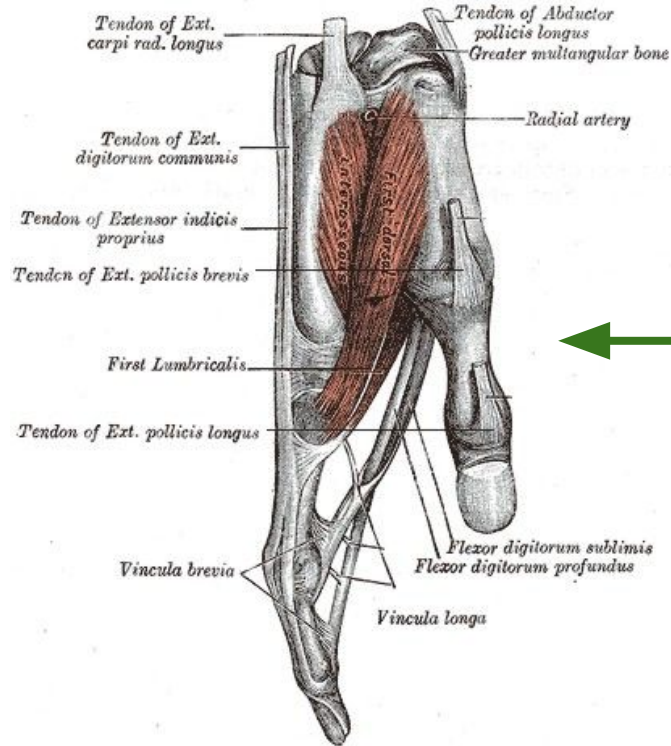
Fail

Examples of compliance



Pass

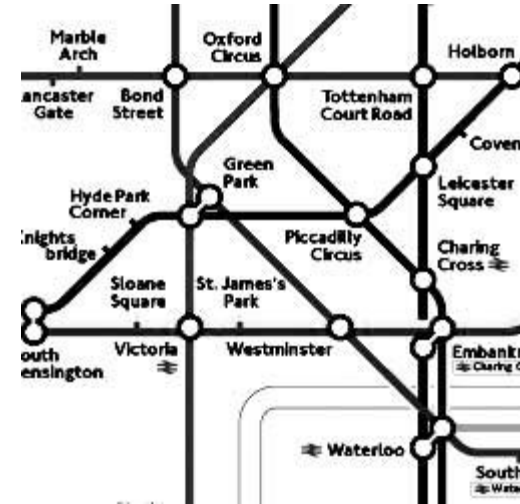
Examples of compliance



← OK

Sometimes
images with
text are
necessary.

Examples of compliance



Be careful when relying on color. Never rely only on color to convey meaning.

Examples of compliance

The meetings in red
have been canceled:

Jan 3, 2018

Feb 7, 2018

Mar 10, 2018

Apr 2, 2018



Don't do
this

Never rely solely on color to convey meaning.

Examples of compliance

The meetings in red
have been canceled:

Jan 3, 2018

Feb 7, 2018 (cancelled)

Mar 10, 2018

Apr 2, 2018



Do this
instead.

Never rely solely on color to convey meaning.

Very, very expensive

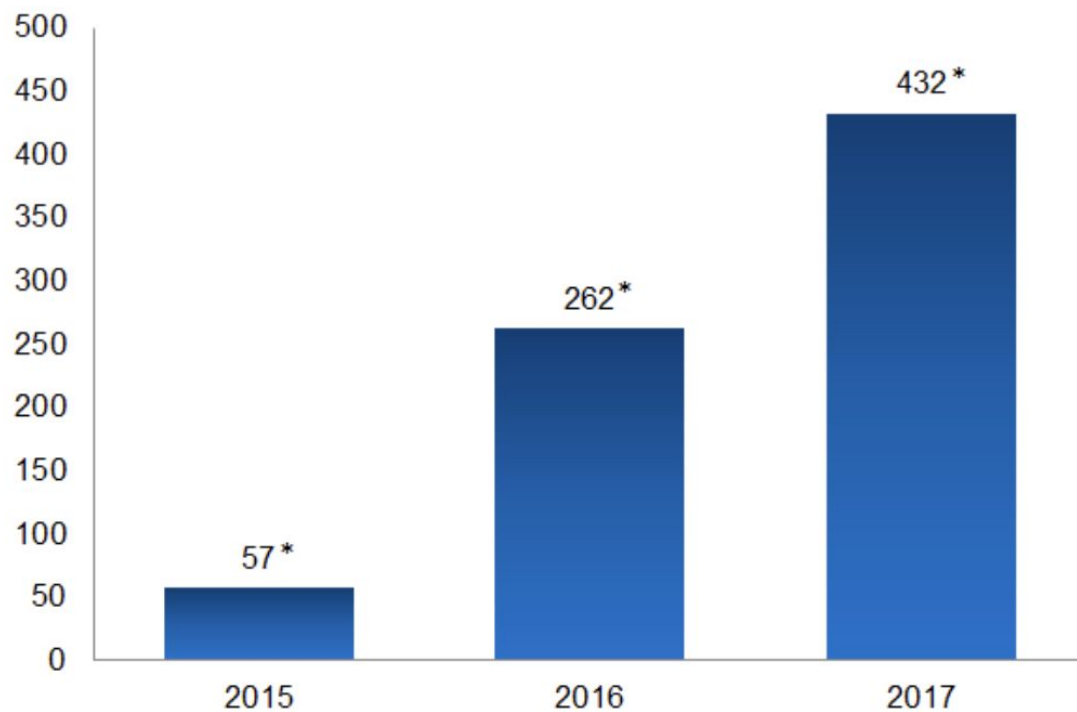
Within forty-five (45) days after the effective date of this Agreement... any agent acting on behalf of either the University or the Board shall pay the Complainant a total sum of \$23,543.00. Such payment(s) shall be made by check(s) payable to the order of the Complainant and delivered to the Complainant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

Step 1: Visit achecker.ca

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

Web Accessibility Checker

Web Accessibility Checker

Check Accessibility By:

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

Address:

Check It

Options

SHLOMO'S
car rental israel
Travel in
ISRAEL
Car rental from
20\$ per day
No Hidden Charges
Book Now

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 \(Level AA\)](#))

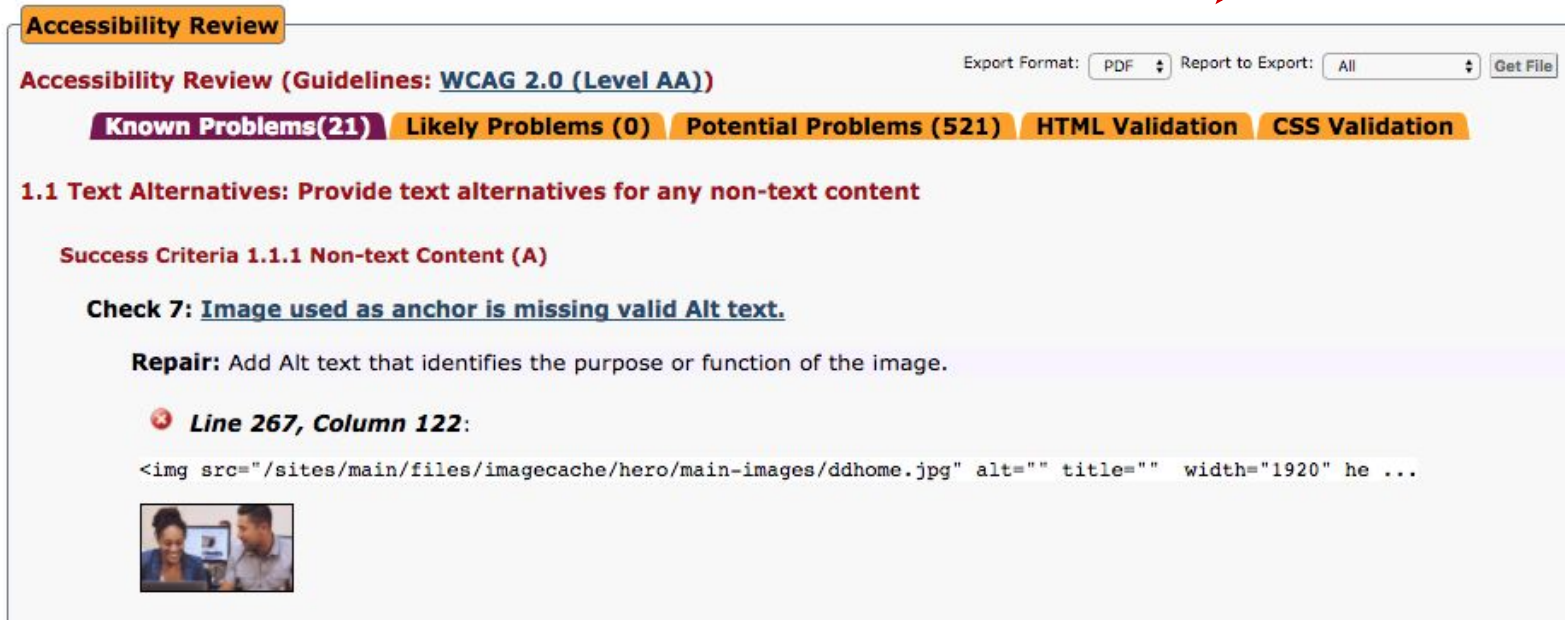
Export Format: PDF Report to Export: All [Get File](#)

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

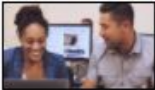
Success Criteria 1.1.1 Non-text Content (A)

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.

Testing resources

- **achecker.ca** - free – good for single page tests for 508 or WCAG 2.0 AA standards
- **nibbler.silktide.com** - free – good for testing accessibility and overall site effectiveness
- **SiteImprove.com** - paid service (pricey!) – watches for accessibility issues, broken links, content guidelines, and more

Note: automated testing tools only go so far, but showing intention and effort to comply goes a long way

Final accessibility thoughts

- ✓ Remember, accessibility goes beyond your website.
- ✓ Accessibility applies to PDFs, videos, and other content, too.
- ✓ Reasonable effort counts.
- ✓ Take quick action if you receive an accessibility complaint. Most issues are politely resolved.
- ✓ Consider adding a page about your accessibility policies and contact information on your site.

Don't worry!

We'll email you a link to an in-depth accessibility presentation and a list of free online checkers.

We're even happy to do an accessibility audit of your site.
Just let us know!

What we'll cover

1. How to be compliant in Florida

- a. **Add** required content
- b. **Maintain** on regular intervals
- c. **Comply** with needs of disabled users
(Section 508)

→ 2. Demonstrate tools that can help



Florida-specific tools that can help you stay compliant

LIVE DEMO

Features	For Members	For Non-Members
Streamline™ Web	Included	Included
State Transparency Dashboard	Included	Included
Technical Support and Hosting	Unlimited, tickets and phone	Unlimited, tickets only
Annual Operating Revenue	Monthly Member Pricing	Monthly Nonmember Pricing
0 - \$15K	\$10	\$20
\$15K - \$50K	\$25	\$50
\$50K - \$250K	\$50	\$75
\$250K - \$500K	\$75	\$100
\$500K - \$1M	\$100	\$150
\$1M - \$5M	\$200	\$300
\$5M - \$10M	\$300	\$450
\$10M - \$20M	\$400	\$600
\$20M +	\$550	\$825

See you in Sarasota!

We'll be at the
member meet up
next week in
Sarasota.

Meet and greet:
Thursday 10/25
6pm - 7pm
Rooftop

Giving a talk on
Friday at 11:30am



FASD has your back.

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

- Join grassroots efforts
- Sign up for the FASD mailing list
- Attend membership meetups and annual conferences

For more info:

Fred Crawford - fcrawford@fasd.com

Tanya Quickel - tquickel@wellingtonfl.gov



Streamline has your back!

Streamline has your back.



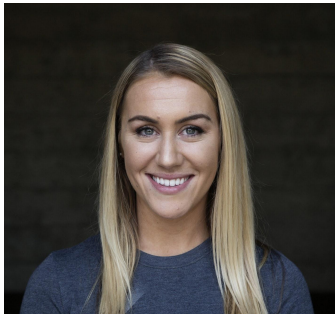
STREAMLINE

Whatever crazy laws come next, Streamline will be here to help with compliance!

For more info: (916) 900-6619

sloane@getstreamline.com mac@getstreamline.com

maria@getstreamline.com



Maria will get
you set up!