



Rizzetta & Company

Westridge Community Development District

**Board of Supervisors
Meeting
January 25, 2024**

**District Office:
8529 South Park Circle, Suite 330
Orlando, Florida 32819
407.472.2471**

www.westridgecdd.org

**WESTRIDGE
COMMUNITY DEVELOPMENT DISTRICT**

www.westridgecdd.org

Board of Supervisors

Nora Schuster	Chairperson
James Jones	Vice Chairman
Susan Kane	Assistant Secretary
Janice Stradley	Assistant Secretary
Chris Brown	Assistant Secretary

District Manager

Brian Mendes	Rizzetta & Company, Inc.
--------------	--------------------------

District Counsel

Scott Clark	Clark & Albaugh
-------------	-----------------

District Engineer

Mark E. Wilson	Kimley-Horn
----------------	-------------

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 472-2471. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, Florida · (904) 436-6270
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.westridgecdd.org

Board of Supervisors
Westridge Community
Development District

January 18, 2024

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Westridge Community Development District will be held on **January 25, 2024, at 2:00 p.m.** at **Polk County Sheriff's Office Northeast District at 1100 Dunson Road, Davenport, FL 33896.**

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **COMMUNITY UPDATES**
 - A. Floralawn Landscape Quality Inspection Report
(Under Separate Cover)
4. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors'
Meeting held on November 30, 2023.....Tab 1
 - B. Ratification of Operation and Maintenance Expenditures for
October & November 2023.....Tab 2
5. **BUSINESS ITEMS**
 - A. Discussion of Parking Rules and Procedures
6. **STAFF REPORTS**
 - A. District Counsel
 1. Ethics Training MemoTab 3
 2. Consideration of Resolution 2024-01, Providing for
Ethics TrainingTab 4
 3. 2023 Electronic Form 1 Filing
 - B. District Engineer
 1. Update on Irrigation
 - C. District Manager
 1. Website Audit.....Tab 5
 2. Update on 4-Way Stop Sign Project
7. **SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
8. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (407) 472-2471.

Yours kindly,

Brian Mendes

District Manager

TAB 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the **Westridge Community Development District** was held on **November 30, 2023, at 2:00 p.m.** at **Polk County Sheriff's Office Northeast District at 1100 Dunson Road, Davenport, FL 33896.**

Present and constituting a quorum:

Nora Schuster	Board Supervisor, Chairperson
James Jones	Board Supervisor, Vice Chairman
Chris Brown	Board Supervisor, Assistant Secretary
Susan Kane	Board Supervisor, Assistant Secretary

Also present were:

Brian Mendes	District Manager, Rizzetta & Company
Scott Clark	District Counsel, Clark & Albaugh, LLC
Richard Mills	District Engineer, Kimley-Horn

Audience members present.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Mendes called the meeting to order and read the roll at 2:02 p.m.

SECOND ORDER OF BUSINESS

Audience Comments on the Agenda Items

Resident inquired on parking.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Meeting held on October 26, 2023

On a motion by Ms. Kane, seconded by Ms. Schuster, with all in favor, the Board of Supervisors approved the minutes of meeting held on October 26, 2023, for Westridge Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of Operation & Maintenance
Expenditures for August & September 2023**

Mr. Brown inquired about an extra check.

On a motion by Ms. Schuster, seconded by Ms. Kane, with all in favor, the Board of Supervisors ratified the operation and maintenance expenditures for August 2023, in the amount of \$33,907.72, and September 2023, in the amount of \$65,105.87, for Westridge Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports (Part 1 of 2)

A. Landscape Manager

1.) Floralawn Landscape Quality Inspection Report, dated November 20, 2023

Trimming and detail work for the winter, Plan site inspection with DM and Account Manager

Stakes holding up palm tree to be removed.

Brian (landscape) proposes on testing palm trees for infection. Follow up with District Manager.

Mr. Mills from Kimley-Horn provided an update on irrigation with PCU. They are getting a final contract in place.

On a motion by Ms. Schuster, seconded by Ms. Kane, with all in favor, the Board of Supervisors approved for District Manager to work with Chair, not to exceed \$3,500.00, to include painting and work with HOA and counsel on permitted parking, for Westridge Community Development District.

SIXTH ORDER OF BUSINESS

Discussion of Parking Rules & Procedures

Mr. Mendes updated the Board and discussed permitted parking project with HOA. HOA representatives in audience present plan to the Board.

Property in the right of way is being parked on. Need to discuss with Bolton to tow in these areas.

Counsel request list of full processes on allotted parking so they can amend the rule.

On a motion by Ms. Kane, seconded by Ms. Schuster, with all in favor, the Board of Supervisors approved to keep towing from hours 10:00 p.m. to 6:00 a.m. until next week and no towing December 17th through January 2nd, for Westridge Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals for Painting No Parking Areas

EIGHTH ORDER OF BUSINESS

Staff Reports (Part 2 of 2)

A. District Counsel

No questions.

B. District Engineer

1.) Update on Irrigation

No questions.

Working on 4-way stop project with District Manager.

Paused meeting at 2:59 p.m. – 3:01 p.m.

2.) Consideration of Proposal for Redevelopment of Irrigation Area into Parking Facility

Ongoing.

C. District Manager

1.) Update on Radar Signs

Complete.

2.) 4-Way Stop Sign Project

Ongoing.

3.) Update on School Sign

District Manager will continue this communication.

4.) Duke Light Pole Installation

Follow up with Duke on this project.

Work with District Engineer on this. (Sides, as well as middle island.)

NINTH ORDER OF BUSINESS

**Audience Comments & Supervisor
Requests**

AUDIENCE COMMENTS

Liz inquires on speeding sign inside communities.

Resident inquires on additional overflow parking.

SUPERVISOR REQUESTS

TENTH ORDER OF BUSINESS

Adjournment

On a motion by Ms. Schuster, seconded by Mr. Brown, with all in favor, the Board of Supervisors adjourned the meeting at 3:11 p.m., for Westridge Community Development District.

157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200

Assistant Secretary

Chairman/Vice Chairman

201
202
203
204
205

DRAFT

TAB 2

WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO, FL 32819

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.WESTRIDGECDD.ORG

Operation and Maintenance Expenditures October 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2023 through October 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$24,768.29**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Westridge Community Development District

Paid Operation & Maintenance Expenses

October 1, 2023 Through October 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Christopher Brown	100118	CB092823	Board of Supervisors Meeting 09/28/23	\$ 200.00
City of Davenport Community Center	100112	100323 Westridge CDD	Westridge CDD Meeting 10/23	\$ 150.00
Clark, Albaugh & Rentz, LLP	100113	18520	Legal Services 09/23	\$ 2,275.00
Duke Energy	20231004-1	9100 8743 4190 08/23 Autopay	Electric Services 08/23	\$ 2,617.42
Duke Energy	20231010-1	9101 4198 6868 09/23 Autopay	Electric Services 09/23	\$ 2,919.71
Floralawn, Inc.	100114	21152	Landscape Maintenance 10/23	\$ 5,895.00
Innersync Studio, Ltd	100115	21703	Website & Compliance Services 10/23	\$ 384.38
James R Jones	100116	JJ092823	Board of Supervisors Meeting 09/28/23	\$ 200.00
Janice A Stradley	100119	JS092823	Board of Supervisors Meeting 09/28/23	\$ 200.00
Joe G. Tedder, Tax Collector	100117	262525-998491- 001336	2019 Real Estate Tax Correction 10/23	\$ 124.11
Rizzetta & Company, Inc.	100110	INV0000084184	District Management Fees 10/23	\$ 3,954.67

Westridge Community Development District

Paid Operation & Maintenance Expenses

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100111	INV0000084082	Assessment Roll 10/23	\$ <u>5,848.00</u>
<u>Report Total</u>				\$ <u>24,768.29</u>

WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO, FL 32819

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.WESTRIDGECDD.ORG

Operation and Maintenance Expenditures November 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2023 through November 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$23,080.59**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Westridge Community Development District

Paid Operation & Maintenance Expenses

November 1, 2023 Through November 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Christopher Brown	100121	CB102623	Board of Supervisors Meeting 10/26/23	\$ 200.00
Clark, Albaugh & Rentz, LLP	100122	18558	Legal Services 10/23	\$ 3,640.00
Digital Assurance Certification LLC	100123	65785	Professional Services Rendered 11/23	\$ 1,500.00
Duke Energy	ACH	9100 8743 4190 09/23 Autopay	Electric Services 09/23	\$ 2,617.42
Duke Energy	ACH	9101 4198 6868 09/23 Autopay-650	Electric Services 09/23	\$ 2,919.71
Floralawn, Inc.	100124	21575	Landscape Maintenance 11/23	\$ 5,895.00
Florida Department of Commerce	100129	88672	Special District Fee FY23-24	\$ 175.00
James R Jones	100125	JJ102623	Board of Supervisors Meeting 10/26/23	\$ 200.00
Janice A Stradley	100126	JS102623	Board of Supervisors Meeting 10/26/23	\$ 200.00
Kimley-Horn and Associates, Inc.	100127	049875001-0923	Engineering Services 09/23	\$ 1,476.60
Rizzetta & Company, Inc.	100120	INV0000084977	District Management Fees 11/23	\$ 3,964.67

Westridge Community Development District

Paid Operation & Maintenance Expenses

November 1, 2023 Through November 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
The Ledger / News Chief/ CA Florida Holdings, LLC	100128	0005909339	Account #536776 Legal Advertising 09/23	\$ <u>292.19</u>
<u>Report Total</u>				\$ <u>23,080.59</u>

TAB 3



CLARK & ALBAUGH

PROFESSIONAL LIMITED LIABILITY COMPANY

M E M O R A N D U M

From: Clark & Albaugh
To: Board of Supervisors
Westridge Community Development District
Date: December 19, 2023
Subject: Ethics Training / Financial Disclosure

Ethics Training Requirement

Effective July 1, 2023, the Florida Legislature enacted a requirement that, beginning January 1, 2024, each Special District elected local officer and each person who is appointed to fill a vacancy for an unexpired term of such elective office must complete 4 hours of ethics training each calendar year. The training shall address, at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and Florida's public records and public meetings laws.

This requirement may be satisfied by completion of a continuing legal education class or other continuing professional education class, seminar, or presentation, covering the required subject matter.

The required training should be completed as close as possible to the date that the office was assumed. A new officer assuming office or new term of office on or before March 31 must complete the annual training on or before December 31 of the year in which the term of office began. An officer assuming a new office or new term of office after March 31 is not required to complete ethics training for the calendar year in which the term of office began.



The legislation as drafted does not have a specific due date for the training other than during the calendar year. Notwithstanding that, the reporting requirements that govern financial disclosure will be amended to include a certification as to the ethics training on or before July 1 of the prior year, so the ethics training should be completed during the calendar year and be reported during the reporting cycle for the following year in time to fulfill the disclosure requirement. The Form 1 for 2024 and subsequent years will contain a “check the box” question regarding the requirement.

Following are links to some training opportunities:

<https://floridaethics.org/courses/florida-ethics-law-4-hour-course/>

<https://iog.fsu.edu/online-ethics>

<https://www.myfloridalegal.com/open-government/training> (Sunshine Law and Public Records only – 2 hours)

The Florida Bar City, County and Local Government Law Section will sponsor a course, details to be announced. [Sunshine Law, Public Records and Ethics for the Public Officers and Public Employees - City, County & Local Government Law Section \(cclgl.org\)](#)

Financial Disclosure Updates

The legislature also adopted significant changes to the mandatory financial disclosure requirements that affect public officials and candidates for public office. The most sweeping and controversial change involves a requirement that certain elected officials file a much more detailed financial disclosure referred to as a “full and public disclosure.” This type of disclosure is made on Form 6, which is promulgated by the Florida Commission on Ethics. It contains much more specific disclosure of finances than that required on Form 1. The requirement has been met with much objection from the local government officials involved, and some smaller local governments report that public officials are considering resignation as a result. Many district supervisors have heard about this change and have asked me whether they are subject to the new requirements. The short answer is “no.” The new requirements have been extended to certain constitutional officers and to mayors and members of a city commission or city council. Officers of independent special districts, which include community development districts, will still file Form 1. However, the filing is transitioning to an electronic filing through the Commission on Ethics effective with 2024 filings. Filing information may be found at <https://www.ethics.state.fl.us>.

TAB 4

RESOLUTION 2024-01

A RESOLUTION OF THE WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT (THE "DISTRICT") AUTHORIZING PAYMENT OF REQUIRED ETHICS TRAINING FOR BOARD SUPERVISORS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024 AND SUBSEQUENT FISCAL YEARS.

WHEREAS, the District is an Independent Special District subject to the requirements of Chapters 189 and 190 of the Florida Statutes. The District is governed, pursuant to Florida Statutes §190.006, by a Board of Supervisors (the "Board" and collectively, "Supervisors" and, individually, each a "Supervisor"); and

WHEREAS, Supervisors of the District are "Public Officers," as that term is defined in Chapter 112, Florida Statutes, and are subject to the provisions of Chapter 112 creating ethics requirements for Public Officers; and

WHEREAS, pursuant to Section 112.3142(2)(d), Florida Statutes, Supervisors are required, commencing January 1, 2024, to complete ethics training ("Ethics Training") during each calendar year which addresses, at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of Florida; and

WHEREAS, the Ethics Training will require each Supervisor to enroll in and complete a course of instruction complying with the statutory requirements, which likely will involve a cost to the Supervisor; and

WHEREAS, the District desires to comply with the requirements of Section 112.3142(2)(d) and to provide for the payment or reimbursement of the costs of Ethic Training expended by the Supervisors;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WESTRIDGE COMMUNITY DEVELOPMENT DISTRICT;

Section 1. Ethics Training

Each Supervisor of the District shall comply annually with the requirements of Section 112.3142(2)(d), commencing with the calendar year 2024.

Section 2. Cost of Training

The District is authorized to provide for the cost of the Ethics Training by advancing enrollment costs thereof or by reimbursing Supervisors for the cost of such enrollment.

Alternatively, the District may implement a system of internal Ethics Training at Board meetings or Workshops, provided that such training is compliant with Section 112.3142(2)(d).

Section 3. Effective Date

This Resolution shall become effective as of the date of its adoption by the Board of Supervisors.

Introduced, considered favorably, and adopted this 25th day of January 2024

ATTEST:

**BOARD OF SUPERVISORS OF THE
WESTRIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____

Its: _____

TAB 5



Quarterly Compliance Audit Report

Westridge

Date: December 2023 - 4th Quarter

Prepared for: Scott Brizendine

Developer: Rizzetta

Insurance agency:



Preparer:

Jason Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

Table of Contents

Compliance Audit

Overview	2
<i>Compliance Criteria</i>	2
<i>ADA Accessibility</i>	2
Florida Statute Compliance	3
Audit Process	3

Audit results

ADA Website Accessibility Requirements	4
Florida F.S. 189.069 Requirements	5

Helpful information:

Accessibility overview	6
ADA Compliance Categories	7
Web Accessibility Glossary	11

Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	Website errors* 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	Keyboard navigation The ability to navigate website without using a mouse
Passed	Website accessibility policy A published policy and a vehicle to submit issues and resolve issues
Passed	Color contrast Colors provide enough contrast between elements
Passed	Video captioning Closed-captioning and detailed descriptions
Passed	PDF accessibility Formatting PDFs including embedded images and non-text elements
Passed	Site map Alternate methods of navigating the website

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

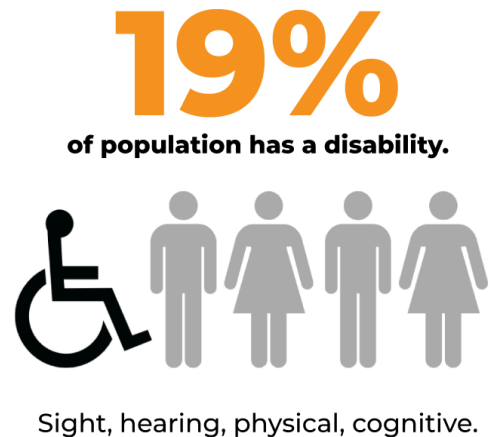
Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
N/A	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitetools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web