

Les Baugh  
County Member

Irwin Fust  
Special District Member

Larry Farr  
City Member Alternate

Mary Rickert  
County Member Alternate

Stan Neutze  
City Member

Brenda Haynes  
Special District Member

Julie Winter  
City Member



Larry Russell  
Public Member

Katharine Ann Campbell  
Public Member Alternate

Joe Chimenti  
County Member

George Williamson  
Executive Officer

Patricia A. Clarke  
Special District Alternate

James M. Underwood  
General Counsel

Kathy Bull  
Manager

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## Agenda Item: 8.c.

**Meeting Date:** December 5, 2019

**From:** George Williamson, Executive Officer & Kathy Bull, Office Manager

**Subject:** Senate Bill 929 Website Requirements for Special Districts

### **Background:**

Senate Bill (SB) 929 requires special districts to create websites with specific information and continual updates beginning in 2020, unless declaring a hardship. Before SB 929 was implemented, special districts were encouraged, but not required, to maintain a website. For example, the Brown Act requires special districts to publish meeting agendas online if the district has a website. And, the Little Hoover Commission 2017 report: Special Districts: Improving Oversight and Transparency, included the recommendation to establish and maintain websites with key information.

### **Discussion:**

SB 929 information requirements include: improving transparency and public access to basic information about special districts' activities. Under SB 929, all independent special districts must create a website with their contact information. Districts must conform to any other legal requirements applicable to their districts' website. These requirements vary based on district type but broadly include:

- ✓ A catalog of enterprise systems, defined as "a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses," and the data collected;
- ✓ Financial transaction reports filed with the State Controller;
- ✓ Annual compensation of elected officials, officers and employees (or a link to the Controller's Government Compensation site);
- ✓ Meeting agendas at least 72 hours in advance of meeting, per Brown Act requirements; and
- ✓ Local Health Care Districts' websites must also include the information described in Assembly Bill 2019.

**Hardship Exemption:** Special districts may exempt themselves from website requirements if the district's board of directors adopts a resolution with detailed findings on why a hardship prevents it from establishing or maintaining a website. Valid hardship examples include: limited access to broadband or other Internet type; significantly limited financial resources; and/or insufficient staff resources. The resolution is valid for one year and must be readopted annually if a hardship still exists.

**Special District Compliance:** California Special Districts Association (CSDA) has prepared the attached Website Compliance Checklist. This can be uploaded to the LAFCo website and sent to special district as a reminder of this legislation taking effect in 2020.

### **Recommendation:**

Direct staff to upload CSDA's Website Compliance Checklist to the LAFCo website and send to special districts without websites.

Attachments: CSDA Website Compliance Checklist  
Special District List - Websites

999 Mission De Oro Drive, Suite 106, Redding, CA 96003

Phone: 530.242.1112

[exec@shasta.lafco.ca.gov](mailto:exec@shasta.lafco.ca.gov)

# California Website Compliance Checklist

**Use this checklist to keep your district's website compliant with State and Federal requirements.**

## 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

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AB 169:

**Anything posted on our website that we call "open data" meets the requirements of AB 169**

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**

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



**California Special Districts Association**  
*Districts Stronger Together*

[csda.net](http://csda.net)



**STREAMLINE**  
Website compliance made easy

[getstreamline.com](http://getstreamline.com)

**Shasta County Special Districts - website database November 2019**

<b>SERVICE</b>	<b>AGENCY</b>	<b>Website</b>	<b>Facebook</b>
Cemetery	Anderson Cemetery District	No	Yes
Cemetery	Burney Cemetery District	No	Yes
Cemetery	Cottonwood Cemetery District	Yes	
Cemetery	Fall River Mills Cemetery District	No	
Cemetery	Halcumb Cemetery District	No	Yes
Cemetery	Manton Joint Cemetery District	No	
Cemetery	Millville Masonic & Odd Fellows Cemetery District	No	
Cemetery	Pine Grove Cemetery District	No	
Fire/EMS	Anderson Fire Protection District	Yes	
Fire/EMS	Buckeye Fire Protection District	No	
Fire/EMS	Burney Fire Protection District	Yes - Redding	
Fire/EMS	Castella Fire Protection District	No	Yes
Fire/EMS	Cottonwood Fire Protection District	Yes	Yes
Fire/EMS	Fall River Mills Fire Protection District	Yes	
Fire/EMS	McArthur Fire Protection District	Yes	
Fire/EMS	Millville Fire Protection District	No	Yes
Fire/EMS	Shasta Lake Fire Protection District	Yes	Yes
Fire/EMS/Water	Centerville Community Services District	Yes	
Fire/EMS/Water	Shasta Community Services District	Yes	
Fire/water	Mountain Gate Community Service District	Yes	Yes
FireEMS	Happy Valley Fire Protection District	No	Yes
Healthcare	Mayers Memorial Hospital District	Yes	Yes
Res Conserv.	Fall River Resource Conserv. District	Yes	
Res Conserv.	Western Shasta Resource Conservation District	Yes	Yes
Vector	Burney Basin Mosquito Abatement Dist.	No	
Vector	Pine Grove Mosquito Abatement District	No	Yes
Vector	Shasta Mosquito and Vector Control District	Yes	
Water	Anderson-Cottonwood Irrigation Dist.	Yes	
Water	Bella Vista Water District	Yes	
Water	Burney Water District	Yes	
Water	Clear Creek Community Services District	Yes	
Water	Cottonwood Water District	Yes	
Water	Igo-Ono Community Services District	No	
Water	Tucker Oaks Water District	No	
Water WW Rec	Fall River Valley Community Services Dist.	Yes	