Les Baugh
County Member

Larry Farr
City Member Alternate

Stan Neutze
City Member

Julie Winter
City Member

Irwin Fust
Special District Member

Mary Rickert
County Member Alternate

Brenda Haynes
Special District Member

Larry Russell
Public Member

Joe Chimenti
County Member

Patricia A. Clarke
Special District Alternate

Katharine Ann Campbell
Public Member Alternate

George Williamson
Executive Officer

James M. Underwood
General Counsel

Kathy Bull
Manager

Date: December 17, 2019

To: Cemetery Districts; Anderson, Burney, Fall River Mills, Halcumb, Manton Joint, Millville Masonic & Odd Fellows
Fire Valley Districts; Buckeye, Castella, Millville, Happy Valley
Vector Districts; Burney Basin, Pine Grove
Water Districts; Igo-Ono, Tucker Oaks

From: Kathy Bull, Office Manager

Subject: Senate Bill 929 – Website Requirements for Special Districts

As you may be aware, Senate Bill (SB) 929 requiring Special Districts to create websites with specific information and continual updates goes into effect on January 1, 2020. The Special Districts website 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.
-

Shasta LAFCO is providing a resolution template if your Special District needs 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.

Information regarding Senate Bill 929 is available on our website at shasta.lafco.ca.gov. Please feel free to contact staff if you have any questions.

Attachments: CSDA Website Compliance Checklist
Sample Resolution – Hardship Exemption

999 Mission De Oro Drive, Suite 106, Redding, CA 96003
Phone: 530.242.1112
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

☐ 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

☐ 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

☐ 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

☐ 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

☐ AB 2019:

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

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

Open Data

☐ AB 169:

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

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

Section 508 ADA Compliance

☐ 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

California Special Districts Association
CSDA
Districts Stronger Together

csda.net

STREAMLINE
Website compliance made easy

getstreamline.com

RESOLUTION NO. XX-XX

DECLARING HARDSHIP PREVENTING [INSERT NAME OF DISTRICT] FROM PROVIDING A WEBSITE WITH INFORMATION AS REQUIRED BY SB929 (MCGUIRE)

WHEREAS, on September 14, 2018, the California State Governor did approve and sign SB 929 (McGuire) regarding Special District internet websites; and

WHEREAS, SB 929 requires special districts to maintain a website that clearly lists contact information for the district and complies with provisions set forth in Government Code Sections 6270.5, 53893, 53908, and 54954.2, and Health and Safety Code Section 32139; and

WHEREAS, [INSERT NAME OF DISTRICT] has presented information at the [DISTRICT BOARD] regular meeting held [Date] displaying a hardship based on the following:

[District] does not have or has limited access to a suitable internet service allowing for regular maintenance of and posting to a district website;

[District] has significantly limited financial resources and is unable to support the cost of maintaining a website;

[District] does not have the staff capacity to maintain and regularly update a district website; and

WHEREAS, SB 929 (McGuire) does become effective on January 1, 2020.

NOW, THEREFORE, BE IT RESOLVED by the [Governing Body]as follows:

1. The [District] has provided adequate information displaying a hardship preventing compliance with SB 929.
2. All provisions, terms and conditions of [District] Resolution No. XX-XX, shall be effective January 1, 2020 and remain in effect until January 1, 2021.

PASSED AND ADOPTED at a meeting of the [District] on the __th day of _____, 2020, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
[Name and Title]

Attest:

_____
[Name and Title]