



Rizzetta & Company

# **Portico Community Development District**

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## **Board of Supervisors' Meeting**

### **February 15, 2024**

**District Office:  
9530 Marketplace Road, Suite 206  
Fort Myers, Florida 33912  
(239) 936-0913**

**[www.porticocdd.org](http://www.porticocdd.org)**

## **PORTICO COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912

|                             |                 |                           |
|-----------------------------|-----------------|---------------------------|
| <b>Board of Supervisors</b> | Chris Hasty     | Chairman                  |
|                             | Barry Ernst     | Vice Chairman             |
|                             | Scott Edwards   | Assistant Secretary       |
|                             | Lamar Cummings  | Assistant Secretary       |
|                             | VACANT          | Board Supervisor          |
| <b>District Manager</b>     | Belinda Blandon | Rizzetta & Company, Inc.  |
| <b>District Counsel</b>     | Tucker Mackie   | Kutak Rock, LLP           |
| <b>District Engineer</b>    | Brent Burford   | Johnson Engineering, Inc. |

**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 (239) 936-0913. 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.

# PORTICO COMMUNITY DEVELOPMENT DISTRICT

District Office · Ft. Myers, Florida · (239) 936-0913

Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

[www.porticocdd.org](http://www.porticocdd.org)

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February 8, 2024

Board of Supervisors  
**Portico Community  
Development District**

## AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Portico Community Development District will be held on **Thursday, February 15, 2024 at 10:00 a.m.**, at the office of Rizzetta & Company, Inc., located at 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors Meeting held on November 16, 2023..... Tab 1
  - B. Ratification of the Operations and Maintenance Expenditures for October, November, December 2023 and January 2024..... Tab 2
- 4. BUSINESS ITEMS**
  - A. Discussion and Consideration of Earth Tech Environmental Proposal for Quarterly Preserve Maintenance..... Tab 3
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    1. DM Report ..... Tab 4
    2. Review of Campus Suite Website Compliance Report, December 2023, 4th Quarter ..... Tab 5
- 6. SUPERVISOR REQUESTS AND COMMENTS**
- 7. 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 (239) 936-0913.

Very truly yours,  
*Belinda Blandon*  
Belinda Blandon  
District Manager

cc: Tucker Mackie, Kutak Rock, LLP

# 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.*

PORTICO COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Portico Community Development District was held on **Thursday, November 16, 2023 at 10:00 a.m.** at the office of Rizzetta & Company, Inc., located at 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912.

Present and constituting a quorum:

|                |  |
|----------------|--|
| Chris Hasty    | <b>Board Supervisor, Chairman</b>            |
| Barry Ernst    | <b>Board Supervisor, Vice Chairman</b>       |
| Scott Edwards  | <b>Board Supervisor, Assistant Secretary</b> |
| Lamar Cummings | <b>Board Supervisor, Assistant Secretary</b> |

Also present were:

|                 |   |
|-----------------|---|
| Belinda Blandon | <b>District Manager, Rizzetta &amp; Company, Inc.</b> |
| Brent Burford   | <b>District Engineer, Johnson Engineering, Inc.</b>   |
|                 | <b>(via Teams)</b>                                    |

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Blandon called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Ms. Blandon stated for the record that no members of the public were present.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Meeting held on  
August 17, 2023**

Ms. Blandon presented the Minutes of the Board of Supervisors' meeting held on August 17, 2023, and asked if there were any questions or comments related to the minutes. There were none.

|  |
|--|
| On a Motion by Mr. Ernst, seconded by Mr. Edwards, with all in favor, the Board Approved the Minutes of the Board of Supervisors' Meeting held on August 17, 2023, for the Portico Community Development District. |
|--|

**FOURTH ORDER OF BUSINESS**

**Ratification of the Operations and  
Maintenance Expenditures for the  
Months of April 2023 through June  
2023**

Ms. Blandon advised that the operations and maintenance expenditures for the period of July 1-31, 2023, totaling \$11,370.75, August 1-31, 2023, totaling \$14,800.77, and the expenditures for the period for September 1-30, 2023, totaling \$17,770.80. She responded to questions from the Board.

On a Motion by Mr. Edwards seconded by Mr. Cummings, with all in favor, the Board Ratified the Operations and Maintenance Expenditures for the Months of July 1-31, 2023, (\$11,370.75), August 1-31, 2023, (\$14,800.77), and for September 1-30, 2023, (\$17,770.80), for the Portico Community Development District.

**FIFTH ORDER OF BUSINESS**

**Acceptance of Audit for Fiscal Year  
End September 30, 2022, as Prepared  
by Grau & Associates**

Ms. Blandon provided an overview of the Audit for Fiscal Year End September 30, 2022, as Prepared by Grau & Associates and asked if there were any questions. There were none.

On a Motion by Mr. Ernst, seconded by Mr. Edwards, with all in favor, the Board Accepted the Audit for Fiscal Year End September 30, 2022, as Prepared by Grau & Associates, for the Portico Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel was not present to provide a report.

B. District Engineer did not have a report.

C. District Manager

Ms. Blandon advised that the next meeting of the Board of Supervisors is scheduled for Thursday, February 15, 2023, at 10:00 a.m.

Ms. Blandon advised the Board a copy of the October 2023 3<sup>rd</sup> Quarter website audit was in the agenda for their review. She stated that it was a clean audit.

**SIXTEENTH ORDER OF BUSINESS**

**Supervisor Requests and Comments**

Ms. Blandon opened the floor for Supervisor requests or comments. There were none.

**SEVENTEENTH ORDER OF BUSINESS**                      **Adjournment**

Ms. Blandon advised there is no further business to come before the Board and asked for a motion to adjourn.

On a Motion by Mr. Edwards, seconded by Mr. Cummings, with all in favor, the Board adjourned the meeting at 10:04 a.m. for the Portico Community Development District.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/ Vice Chairman

# Tab 2

# PORTICO COMMUNITY DEVELOPMENT DISTRICT

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District Office · Ft. Myers, Florida · (239) 936-0913  
Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614  
[www.porticocdd.org](http://www.porticocdd.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:                   **\$30,109.57**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Portico Community Development District

### Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

| Vendor Name                      | Check Number | Invoice Number                | Invoice Description                   | Invoice Amount             |
|----------------------------------|--------------|-------------------------------|---------------------------------------|----------------------------|
| Earth Tech Environmental, LLC    | 100099       | 9612                          | Preserve Maintenance 09/23            | \$ 3,750.00                |
| Florida Power & Light Company    | ACH          | FPL Monthly Summary 09/23 ACH | FPL Monthly Summary 09/23             | \$ 1,258.18                |
| Florida Power & Light Company    | ACH          | FPL Monthly Summary 10/23 ACH | FPL Monthly Summary 10/23             | \$ 1,130.87                |
| Johnson Engineering, Inc.        | 100100       | 20055880-001 160              | Engineering Services 09/23            | \$ 197.50                  |
| Kutak Rock, LLP                  | 100103       | 3283474 16523-1               | Legal Services 08/23                  | \$ 1,950.77                |
| Rizzetta & Company, Inc.         | 100097       | INV0000084050                 | Assessment Roll FY 23/24              | \$ 5,682.00                |
| Rizzetta & Company, Inc.         | 100098       | INV0000084147                 | District Management Fees 10/23        | \$ 4,603.25                |
| Solitude Lake Management, LLC    | 100101       | PSI0009962                    | Lake & Pond Management Services 09/23 | \$ 4,632.00                |
| Solitude Lake Management, LLC    | 100101       | PSI013005                     | Lake #6 MIDGE CONTROL 09/23           | \$ 1,073.00                |
| Solitude Lake Management, LLC    | 100104       | PSI019602                     | Lake & Pond Management Services 10/23 | \$ 4,632.00                |
| Superior Waterway Services, Inc. | 100102       | 89013                         | Quarterly Aeration Maintenance 09/23  | <u>\$ 1,200.00</u>         |
| <b>Total Report</b>              |              |                               |                                       | <b><u>\$ 30,109.57</u></b> |

# PORTICO COMMUNITY DEVELOPMENT DISTRICT

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[www.portiocodd.org](http://www.portiocodd.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:                   **\$7,618.38**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Portico Community Development District

### Paid Operation & Maintenance Expenditures

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>     |
|--------------------------------|---------------------|----------------------------------|---|---------------------------|
| Florida Department of Commerce | 100110              | 88870                            | Special District Fee FY 23/24                   | \$ 175.00                 |
| Florida Power & Light Company  | ACH                 | FPL Monthly Summary<br>11/23 ACH | FPL Monthly Summary 11/23                       | \$ 1,068.25               |
| Grau & Associates, P.A.        | 100106              | 101023-412                       | Audit FYE 09/30/2022                            | \$ 70.00                  |
| Innersync Studio, Ltd          | 100107              | 21774                            | Web Hosting Quarterly Service 10/23             | \$ 384.38                 |
| Johnson Engineering, Inc.      | 100108              | 20055880-001 161                 | Engineering Services 10/23                      | \$ 370.00                 |
| Johnson Engineering, Inc.      | 100108              | 20055880-001 2                   | Water Quality Monitoring and Reporting<br>10/23 | \$ 402.00                 |
| Kutak Rock, LLP                | 100109              | 3295391 16523-1                  | Legal Services 09/23                            | \$ 545.50                 |
| Rizzetta & Company, Inc.       | 100105              | INV0000084940                    | District Management Fees 11/23                  | \$ <u>4,603.25</u>        |
| <b>Total Report</b>            |                     |                                  |   | <b>\$ <u>7,618.38</u></b> |



# PORTICO COMMUNITY DEVELOPMENT DISTRICT

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## **Operation and Maintenance Expenditures December 2023 For Board Approval**

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

The total items being presented:                   **\$24,651.62**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Portico Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2023 Through December 31, 2023

| Vendor Name                      | Check Number | Invoice Number                   | Invoice Description                      | Invoice Amount             |
|----------------------------------|--------------|----------------------------------|--|----------------------------|
| Earth Tech Environmental, LLC    | 100115       | 9874                             | Preserve Maintenance 12/23               | \$ 3,750.00                |
| Florida Power & Light Company    | ACH          | FPL Monthly Summary<br>12/23 ACH | FPL Monthly Summary 12/23                | \$ 1,145.01                |
| Gannett Florida LocaliQ          | 100119       | 0006064350 110223                | Legal Advertising 11/23                  | \$ 245.36                  |
| Johnson Engineering, Inc.        | 100116       | 20055880-001 162                 | Engineering Services 11/23               | \$ 650.00                  |
| Johnson Engineering, Inc.        | 100120       | 20055880-001 163                 | Engineering Services 11/23               | \$ 80.00                   |
| Johnson Engineering, Inc.        | 100112       | 20055880-007 1                   | Engineering Services 09/23               | \$ 2,010.00                |
| Lee County Property Appraiser    | 100113       | 11530                            | 2023-24 Non Ad Valorem Roll 11/23        | \$ 1,408.00                |
| Rizzetta & Company, Inc.         | 100111       | INV0000085743                    | District Management Fees 12/23           | \$ 4,603.25                |
| Solitude Lake Management, LLC    | 100114       | PSI025443                        | Lake & Pond Management Services 11/23    | \$ 4,632.00                |
| Solitude Lake Management, LLC    | 100117       | PSI029705                        | Fountain/Aerator Service & Repairs 12/23 | \$ 296.00                  |
| Solitude Lake Management, LLC    | 100117       | PSI034463                        | Lake & Pond Management Services 12/23    | \$ 4,632.00                |
| Superior Waterway Services, Inc. | 100118       | 91229                            | Quarterly Aeration Maintenance 12/23     | <u>\$ 1,200.00</u>         |
| <b>Total Report</b>              |              |                                  |  | <u><b>\$ 24,651.62</b></u> |

# PORTICO COMMUNITY DEVELOPMENT DISTRICT

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## **Operation and Maintenance Expenditures January 2024 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2024 through January 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented:                   **\$13,958.03**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Portico Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

| <u>Vendor Name</u>            | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>                      | <u>Invoice Amount</u>      |
|-------------------------------|---------------------|-----------------------|---|----------------------------|
| Innersync Studio, Ltd         | 100125              | 21950                 | Web Hosting Quarterly Service 01/24             | \$ 384.38                  |
| Johnson Engineering, Inc.     | 100126              | 20055880-001 164      | Engineering Services 12/23                      | \$ 560.00                  |
| Johnson Engineering, Inc.     | 100123              | 20055880-007 3        | Water Quality Monitoring and Reporting<br>12/23 | \$ 80.40                   |
| Kutak Rock, LLP               | 100124              | 3327971 16523-1       | Legal Services 11/23                            | \$ 1,198.00                |
| Rizzetta & Company, Inc.      | 100122              | INV0000086378         | Annual Dissemination Services 01/24             | \$ 2,500.00                |
| Rizzetta & Company, Inc.      | 100121              | INV0000086464         | District Management Fees 01/24                  | \$ 4,603.25                |
| Solitude Lake Management, LLC | 100127              | PSI038105             | Lake & Pond Management Services 01/24           | <u>\$ 4,632.00</u>         |
| <b>Total Report</b>           |                     |                       |   | <u><b>\$ 13,958.03</b></u> |

# Tab 3

**EARTH TECH ENVIRONMENTAL**

10600 Jolea Avenue  
Bonita Springs, FL 34135 US  
239-304-0030  
www.eteflorida.com

## Proposal

**ADDRESS**

Portico CDD  
Portico CDD  
9530 Marketplace Road  
Suite 206  
Ft. Myers, FL 33912

**PROPOSAL #** 3046**DATE** 12/26/2023**EXPIRATION DATE** 01/31/2024**PROJECT NAME**

PORTICO CDD

**PROJECT MANAGER**

donnb@eteflorida.com

**PROJECT NO.**

160403.0

| DATE | ACTIVITY   | QTY | RATE     | AMOUNT    |
|------|--|-----|----------|-----------|
|      | <b>Preserve Maintenance Quarterly</b><br>Task 2.0 2024 Preserve Maintenance: Earth Tech Environmental LLC will perform three (3) preserve maintenance events within 37.31 acres of preserve areas (see attached preserve exhibit) at Portico CDD. This task will consist of herbicidal treatment on all FLEPPC category I & II exotic species and selective invasive species within the designated areas. Eradication methods will consist of (1) cutting and stump treatment of all woody exotic/nuisance species; (3) foliar treatment of all saplings and/or herbaceous exotic/nuisance species; and (4) hand pulling material. All treated material will remain within the preserve area. This task will be supervised by a qualified project manager licensed to apply herbicide in aquatic and natural areas will supervise all work. Quarterly Maintenance events will be scheduled for March, June, September and December 2024. | 4   | 4,000.00 | 16,000.00 |

Earth Tech Environmental LLC will perform the above-listed environmental services within the designated areas at Portico CDD. If you agree to these services please send a signed copy back to donnb@eteflorida.com for work to be scheduled.

**TOTAL****\$16,000.00**

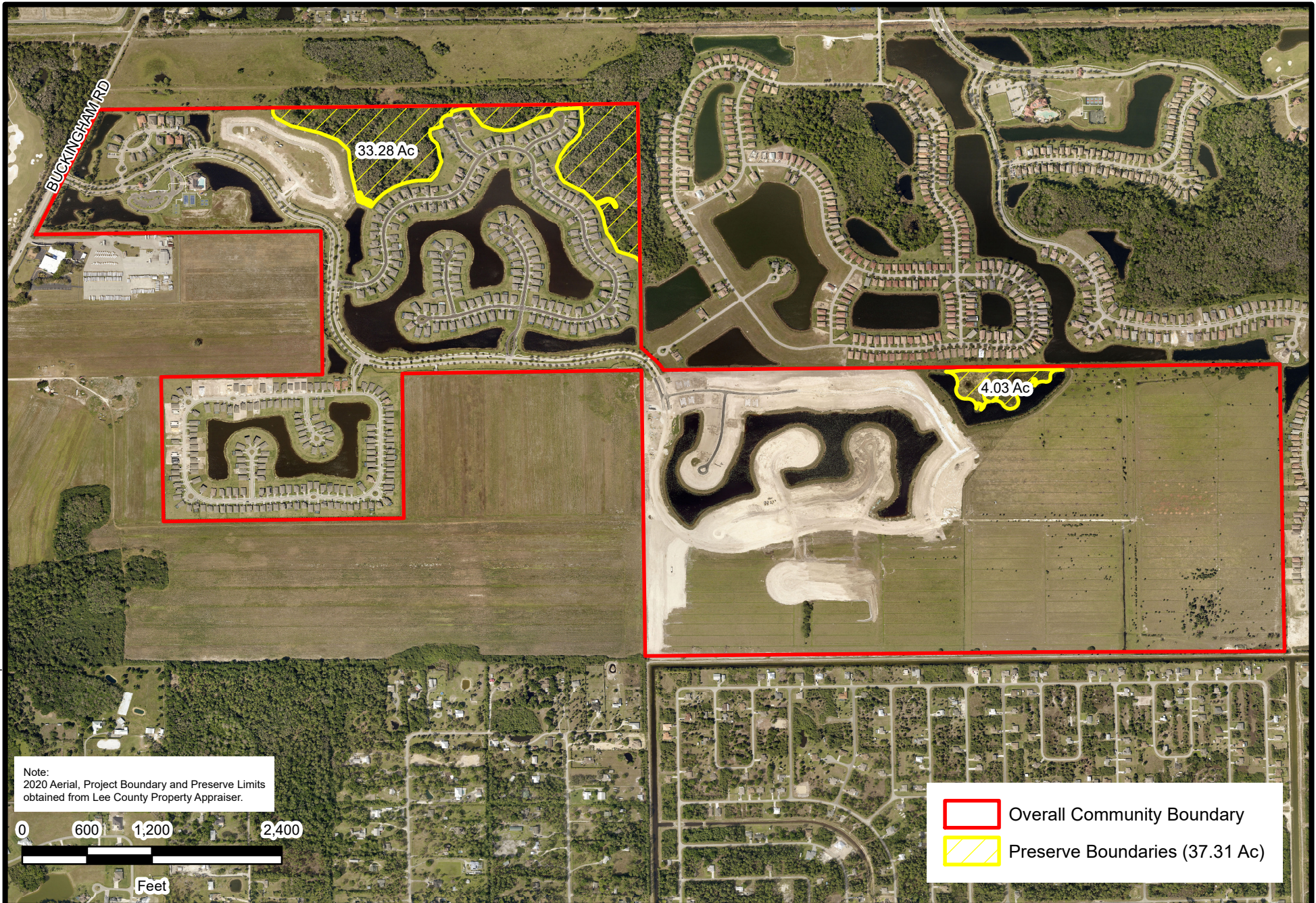
Accepted By

Accepted Date

" Land, Water and the Environment ... Protecting what's important "

Office : 239-304-0030 Fax: 239-324-0054





Note:  
2020 Aerial, Project Boundary and Preserve Limits  
obtained from Lee County Property Appraiser.

0 600 1,200 2,400  
Feet

- Overall Community Boundary
- Preserve Boundaries (37.31 Ac)

Portico CDD  
Lee County, Florida



EARTH TECH ENVIRONMENTAL, LLC  
10600 JOLEA AVENUE  
BONITA SPRINGS, FLORIDA 34135  
PHONE (239) 304-0030 FAX (239) 324-0054  
www.eteflorida.com

SHEET NO.  
X

Tracking Map

DATE  
04/03/20

PROJECT NO.  
N/A

SCALE  
AS SHOWN



# Tab 4





Rizzetta & Company

**UPCOMING DATES TO REMEMBER**

- **Next Meeting: March 16, 2024**
- **FY 2022-2023 Audit Completion Deadline: June 30, 2024**
- **Next Election (Seats 1,2 & 3): November 5, 2024**

**District  
Manager's  
Report**

February 8

**2024**

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**FINANCIAL SUMMARY**

**12/31/2023**

|   |                              |
|---|------------------------------|
| General Fund Cash & Investment Balance    | \$223,583                    |
| Debt Service Fund Investment Balance      | \$606,990                    |
| Capital Projects Fund Investment Balance  | \$31,485                     |
| <b>Total Cash and Investment Balances</b> | <b>\$862,058</b>             |
| <b>General Fund Expense Variance:</b>     | <b>\$12,084 Under Budget</b> |



Rizzetta & Company

2024-2025 Proposed Budget – We will be presenting the proposed budget for Fiscal Year 2024-2025 at the May Meeting. We will need an in-person quorum as the proposed budget has to be approved prior to June 15<sup>th</sup>.

Earth Tech Renewal – Earth Tech has provided their renewal proposal. The renewal is on the agenda for consideration by the Board of Supervisors.

# Tab 5



# Quarterly Compliance Audit Report

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## Portico

**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*

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## **Audit results**

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## **Helpful information:**

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

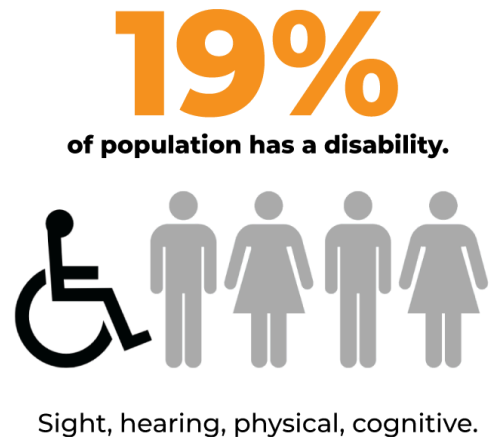
## Compliance Criteria

| 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                                   |
| Passed | 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](http://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  |