

CITY OF SAN RAFAEL POLICIES AND PROCEDURES



Policy No.	120-05
Subject:	ADA- Website Accessibility
Resolution No.	N/A
Issue Date:	February 1, 2005
Revision Date:	N/A
Prepared By	Ken Nordhoff, Assistant City Manager
Approved By:	Rod Gould, City Manager
ADA Access Advisory Committee Approval Date:	February 2, 2005
DOJ S.A.	39, 40A, 40B, 40C, 40D, 40E

PURPOSE:

The City of San Rafael is required under the Americans with Disabilities Act (ADA) to provide for and adopt policies to ensure City web pages are accessible to persons with disabilities.

RESPONSIBILITY:

All City Departments, Divisions, and City Officials

REFERENCES:

Americans with Disabilities Act of 1990

POLICY:

It is the policy of the City of San Rafael to ensure City web pages are accessible to persons with disabilities.

PROCEDURE:

1. The Information Technology Division of the City of San Rafael will make available to all City employees and contractors with direct responsibility for development and maintenance of web page content and format the following technical assistance document: **“Accessibility of State and Local Government Websites to People with Disabilities.”**
2. The Information Technology Division will also make available to all City employees and contractors with direct responsibility for development and maintenance of web page content and format the **City of San Rafael Web Content Accessibility Guidelines.**
3. The Information Technology Division will ensure all new and re-designed City web pages are developed using the provided Web Content Accessibility Guidelines.

ADA- EFFECTIVE COMMUNICATION

4. The Information Technology Division will ensure an ADA Web Accessibility page is available on the City's website with the following:
 - a) Provide a way for online visitors to request accessibility information or services by telephone or e-mail
 - b) Provide a way for visitors to access City Accessibility documents and policies
5. The Information Technology Division will bring current web pages and content into compliance with the implementation of the City's Web Development Plan in 2005. Implementation of the new website will begin in August 2005 and continue through to the end of the year.
6. The Information Technology Division will annually enlist persons with disabilities to test City web pages for accessibility and ease of use. The feedback provided will be used to correct or enhance existing and future web pages.

APPROVED BY:



02/02/05

ROD GOULD, City Manager **Date**