PROPOSED DIGITAL ADA TRANSITION PLAN IMPLEMENTATION

Last updated January 14, 2021

MARCH 1, 2021: PRESS PAUSE

All new website and social media content must be compliant

BACKGROUND	PHASE 1: TAKE STOCK	PHASE 2: IMPLEMENTATION	PHASE 3: FINALIZATION
Sept, 2020 - Feb, 2021	By March 1, 2021	By May 1, 2021	By July 1, 2021

✓ Update image alt text	Assess Zoom closed captioning options	Bid out closed captioning solutions	Implement live closed captioning solution
✓ Add pop-up for leaving site	Meet with Valli and RecPro	Create action plans for Valli and RecPro	Select long-term solutions for bill payments
✓ Update redirects	Meet with DemandStar	Finalize basic bid solicitation template	Finalize construction bid solicitation template
✓ Close caption videos	Improve Granicus template accessibility	Begin agenda summary remediation	Receive/upload remediated large PDFs
✓ Un-publish select PDFs	- *Meet with Granicus on options*	Adjust maximum image sizes	Convert permitting forms to ViewPoint
✓ Remediate remaining PDFs	- *Train staff on summary remediation*	Remediate smaller PDFs in-house	Convert other forms to ViewPoint
Publish compliance policy	- *Inform stakeholders of changes*		
Publish transition plan	Use Monsido to review and adjust alt text		
On-board Monsido	- *Achieve 90+% compliance on web pages*		
- *Create staff groups*	- *Begin review of PDFs*		
- *Train staff*	Start including alt text on social media		
	- *Create instructional guide*		
	- *Train staff on social media compliance*		
	Send out large PDFs for remediation		