

City of Meridian FY2025 Budget Amendment Form

Personnel Costs

Full Time Equivalent (FTE):

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1840	41200	0	Wages	
01	1840	41206	0	PT/Seasonal Wages	
01	1840	41210	0	Overtime	
01	1840	41304	0	Uniform Allowance	
01	1840	42021	0	FICA	\$ -
01	1840	42022	0	PERSI	\$ -
01	1840	42023	0	Worker's Comp	\$ -
01	1840	42025	0	Employee Insurance	\$ -
Total Personnel Costs					\$ -



Please only complete the fields highlighted in Orange.

Amendment Details

Title: **ADA WCAG v2.1 Webpage Updates**
 Department Name: Other Government
 Presenting Department Name: Mayor's Office
 Department #: 1840
 Primary Funding Source: 1
 CIP#:
 Project #:

Is this for an Emergency? ☐ Yes ☒ No
 New Level of Service? ☐ Yes ☒ No

Clerks Office Stamp

Date of Council Approval

Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
01	1840	68000	0	ADA Compliance	\$ 80,020		\$ 80,020
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
Total Operating Expenditures					\$ 80,020	\$ -	\$ 80,020

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1840		0		
01	1840		0		
01	1840		0		
01	1840		0		
01	1840		0		
01	1840		0		
Total Capital Outlay					\$ -

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1840		0		
01	1840		0		
01	1840		0		
Total Revenue/Donations					\$ -

Acknowledgement

Date

Dave Miles via email 5.28.25

Department Director

REVIEWED

By Todd Lavoie at 1:13 pm, May 28, 2025

jfields 5.28.25

Chief Financial Officer

Approved Luke Cavener via email 5.29.25

Council Liaison

5-29-25

Mayor

Total Amendment Request \$ 80,020

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Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Department Name: <u>Other Government</u> Title: <u>ADA WCAG v2.1 Webpage Updates</u>
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	Instructions for Submitting Budget Amendments: ➤ Department will send Amendment with Directors signature to Finance (Budget Manager) for review ➤ Finance will send Amendment to Council Liaison for signature ➤ Council Liaison will send signed Amendment to Mayor ➤ Mayor will send signed Amendment to Finance (Budget Manager)
Operating		\$ 80,020	\$ -	\$ -	\$ -	\$ -	
Capital		\$ -					
Total	\$ -	\$ 80,020	\$ -	\$ -	\$ -	\$ -	
Total Estimated Project Cost: \$ 80,020							

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested?	
Budget amendment for funding of consulting services to review, evaluate web content and mobile applications, and provide solutions to ensure that the City of Meridian web content and mobile applications comply with the Department of Justice new rule regarding Accessibility issued April, 2024 that all local government web content and mobile applications shall meet updated guidelines, specifically Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA. All local governments with 50,000 or more persons have until April 24, 2026 to comply with new rule. Rule Fact Sheet: https://www.ada.gov/resources/2024-03-08-web-rule/	
2. Why was this budget request not submitted during the current fiscal year budget cycle?	
The rule applies to web content that a state or local government provides or makes available. This includes when a state or local government has an arrangement with someone else who provides or makes available web content for them per DOJ 28 CFR Part 35 [CRT Docket No. 144; AG Order No. 5919-2024]	
3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?	
Time is of the essence. Staff have been in process of performing base analysis of current systems, implementing an initial widget, reviewing needed services and approach, and developing, issuing and evaluating RFP advertisement and submissions.	
4. Describe the proposed method of funding? If funding is split between Funds (i.e. .General ,Enterprise, Grant), please include the percentage split. List the amounts and sources of anticipated additional revenue that will result from approval of this request.	
Fund Balance	
5. Does this request align with the Department/City's strategic plan? If not, please explain how this request was not included in the Department/City strategic plan?	
Yes. Government Excellence. Provide increased accessibility and transparency to government information...	
6. Does this request require resources to be provided by other departments? If yes, please describe the necessary resources to be provided by other departments.	
Yes. Staff services via Legal, IT and Communications.	
7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)	No
8. Is the amendment going to result in the disposal of an asset? (Yes or No)	No
9. Any additional comments?	
N/A	

Total Amendment Request \$ 80,020

Every effort should be made to avoid reopening the budget for an amendment. Departments will need to provide back up and appear before the City Council to justify budget amendments. Budget amendments are intended for emergency or mandatory changes to the original balanced budget. Changes to the original balanced budget may cause a funding shortfall.



MEMO TO CITY COUNCIL

Request to Include Topic on the City Council Agenda

From: Dave Miles **Meeting Date:** May 28, 2025
Presenter: Dave Miles **Estimated Time:** 5 mins
Topic: Department of Justice New Rule on Accessibility Standards of Web Content

Recommended Council Action:

Approve budget amendment for \$80,020 to fund consulting services to review and evaluate web content and mobile apps, and provide solutions to ensure that the City of Meridian web content and mobile applications meets the necessary ADA rule.

Background:

The Department of Justice (DOJ) issued a new rule regarding web content accessibility in April, 2024 that all local government web content and mobile applications **shall** meet updated ADA guidelines, specifically Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA. Per the DOJ rule, all cities with 50,000 or more persons shall comply with newly updated guidelines by April 24, 2026. Further details of the requirements are enumerated on the [DOJ Fact Sheet site](#).

Based on the issuance of the rule, over the summer and fall of 2024 staff reviewed the new rule and discussed its impact and necessary actions that are required to ensure Meridian is in compliance with updated guideline standards. A project team consisting of Communications, Legal and IT evaluated the rule standards, the staff expertise, other agency actions and available resources and tools. Staff also implemented a widget tool which runs a base level analysis and fixes errors found via AI. This is paid for out of the current FY25 operating budget with expenses of \$1,600 to date, with a predicted continued \$150 per month ongoing cost.

With results of the widget tool evaluated and the broader web content requirements identified, staff developed and issued an RFP to identify and engage experts who provide the identified services. Staff received and reviewed nine submissions with a range of scopes, qualifications and costs. Costs ranged from approximately \$24,000 to \$260,000, along with varying levels of experience, referrals and scopes of work.

Through the RFP process, staff selected a consultant to perform the scope of work to include:

- review and evaluation all publicly facing City web content, including internet browser, third-party programs and mobile device apps,
- prepare and deliver a comprehensive diagnostic evaluation report of the city web content and recommendations for solutions,
- staff training for ongoing compliance with laws and strategies to keep content compliant long-term.

Discussion:

Staff feel that consulting services are the best approach to ensure that Meridian is in compliance with the DOJ's new rule no later than April 24, 2026 to meet the rule making deadline for cities of 50,000 or more people. While some exemptions to specific technical standards exist within the rule making and may apply, there is no general, broad-based exception for Meridian to not have to meet this new rule. In addition, Meridian's goals to ensure transparency include access to transparent information and tools for everyone who utilizes Meridian services and sites. Meeting the required new standards and guidelines ensure that we are both compliant with Federal law and achieving our organization goals.

In addition, Meridian does not have any current staff that are "*the one*" resident expert in ADA standards. Rather, Meridian has multiple staff who are knowledgeable of broad requirements and needs based on their subject matter. In discussions among those staff members, the identified preferred option is that council approve this project based, one-time funding need so that Meridian can have a thorough review and report of the organization's systems; implement recommended fixes to ensure the immediate rule making needs are met with the DOJ's deadline; and also educate staff who interact with web content and tools on the guidelines and standards that will be required to be maintained over time.

<end>