Texas Special District Website Compliance Checklist

Requirement		Checkpoint	Additional Information
Agendas and Minutes			
Meeting Notice / Agenda	☐	Post the notice of any meeting on the website at least 72 hours in advance.	Include schedule and location. Post meeting notices on a publicly accessible Internet website at least 72 hours before the scheduled time of the meeting (Government Code § 551.056, TX S.B. 2, TX H.B. 1154). Include the current year. It is recommended to keep two previous years.
Meeting Minutes	☐	Once approved, post your minutes. Recommended to keep the previous 1-2 years online.	If you post detailed minutes, you can remove the agenda per 1154, but not a good idea. Post the day after the meeting where it was approved, as it is invalid before unless labeled "Draft". You can choose to post an archived copy of the video/audio recording within 7 days, but you are not required to.
Board Members	☐	For each: Name, position, elected or appointed, contact, term start/end	Updated every May/November of the district's election year.
Election Information	☐ ☐ ☐ ☐ ☐	Date & Location Deadline to File for Candidacy Requirements to File for Candidacy Notices & Orders Candidate names(?)	Date and Location must be published 60 days prior to election. Deadline and Requirements for candidacy must be posted 1 year prior to election. Notices & Orders (and certain Bond election documents) must be posted (depending on type of entity/election). May be required (depending on type of entity/election)
Financial Reporting			
District Information	☐ ☐ ☐ ☐ ☐	District's Name Email Phone Number Mailing Address Business Address, if applicable	
District Key Contacts	☐ ☐ ☐	Name of General Manager Name, address, phone for district operator Name, address, phone for tax assessor-collector	
District Finances	☐ ☐	Budgets (last two years, current year) Change in budget ($ & % from prior year)	Special purpose districts must annually provide records and other information concerning district finances and tax rates…
Audit	☐	Most current financial audit (incl. bonds issues and bonds authorized)	
Tax Revenues	 ☐ ☐	Property Tax Revenue Budgeted: Current + Last Two Years' M&O Current + Last Two Years' Debt Service	

Tax Rate	☐ Current Year's Ad Valorem *(water dists.)* ☐☐ *or* Table of Ad Valorem rates *(other dists.)* ☐ Current Year's Sales tax, if appl. Each Tax Hearing Official Publication	Current year is ideally posted 7 days prior to Tax Hearing. Keep all on site for proof of posting.
Other	☐ Capital Appreciation Bonds ☐ Conflicts Disclosure Forms, if applicable ☐ Lobbying contract terms (or copy of contract) ☐ Utilities	7 items req'd per Gov't Code 1201.0245. CIS/CIQ to be posted, if any. If contracting w/ state agency and contracting w/ lobbyist. Annual metered usage and cost for electricity, water, and gas usage

Accessibility

Conduct Accessibility Scan	☐ Our site meets Texas Administrative Code §206.50 and Americans with Disabilities Act (ADA) requirements and passes a scan to check font size, color contrast ratio, navigation region labels, alt text, etc.	Required so that people with disabilities can access your website. Check at checkmydistrict.org, a popular scanner to test for compliance with TX RULE §206.50, which states that all new or changed web pages must comply with accessibility standards and specifications, including those referenced in US Section 508 Appendix C Chapter 7 §702.10 (WCAG 2.0 Level AA).
Closed captions on videos	☐ If we post videos online, we have enabled closed captioning or have an accessible transcript of the video contents for users who are blind or deaf.	Learn how to add subtitles automatically at: youtube.com/v/cltcOUjqoEs WCAG Success Criterion 1.2.2 https://www.w3.org/WAI/WCAG21/Understanding/captions-prerecorded.html
PDFs checked for accessibility	☐ The PDFs we have on our website, including agendas, and budgets, pass.	This can be checked for free using the CommonLook plugin for Adobe Acrobat and PAC 2021, a free program that can be downloaded to your computer.
No proprietary content	☐ We do not post Microsoft Word or Excel Documents without also posting an accessible format, e.g., PDF.	Because members of your community would need to pay money to use Microsoft Word, it is important to offer the document in an open format that anyone can read for free.
Accessibility Statement	☐ We have an accessibility statement posted on our website	You can download an example statement at getstreamline.com/ada
Accessibility Officer	☐ We have designed an accessibility officer to handle requests for accommodation.	You are required to designate an accessibility officer the same way you would designate a person to respond to an open records request.
Ongoing Education	☐ Our accessibility officer attends annual ADA training to understand the latest requirements.	Streamline and the National Special Districts Coalition provides free training every year. More information at nationalspecialdistricts.org

Cybersecurity

Consider a .gov (recommended, not yet required)	☐ Use a .gov domain to enhance cybersecurity and reliability. Also improves your district's official presence and rank in search engines.	Free and recommended by MS-ISAC and CISA.gov. Streamline has a step-by-step guide available for download at getstreamline.com/cybersecurity States like UT and CA are passing laws requiring districts to use .gov domains, and TX is expected to follow suit.