

Government Website Posting Requirements

Developed by:

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As of May 15, 2019

State Requirements

Elections

General, primary, Special, Bond, and Referendum Elections - Election preparation report; general election ([100.032](#))

1. Supervisor of Election post report ≥ 3 months before general election

General, primary, Special, Bond, and Referendum Elections - Initiatives; procedure for placement on ballot ([100.371 \(5\) \(e\) 5](#))

1. Summary from each initiative
2. URL for the information statements on the Secretary of State and Office of Economic and Demographic Research websites as required by 101.20

Voting Methods and procedure - Polling Place ([101.5612 \(2\)](#))

1. Time and place of tabulation equipment testing

Voting Methods and procedure - Polling Place ([101.71 \(2\)](#))

1. Change in polling location ≥ 7 and ≤ 30 days prior to election

Conducting Elections and Ascertaining the Results - County Canvassing board; Duties ([102.141 \(2\)](#))

1. Time and place of County Canvassing Board meeting ≥ 48 beforehand

Defined Benefit Retirement Plans

Public officers and Employees: general Provisions - Reporting Standards for Defined benefit retirement plans or systems ([112.664 \(2\)](#))

1. Funded ratio of the plan in most recent actuarial valuation
2. Most recent financial statement and actuarial valuation (including link to Division of Retirement Actuarial Summary Fact Sheet for the plan)
3. Side-by-side comparison of the plan's assumed rate of return compared to actual rate of return, % of cash, equity, bond and alternative investments in plan portfolio for previous 5 years
4. Any charts and graphs of data above

County Government

County Government - County Economic Development Powers ([125.045 \(4\)](#))

1. Report from Contracted entity doing economic development activities on behalf of the County detailing how County funds are spent

County Government - Enforcement and amendment of the Florida Building Code and the Florida Fire Prevention Code; Inspection fees; inspectors; etc. ([125.56 \(4\)\(b\)](#))

1. Each type of building permit application
 - i. must be able to submit electronically
 1. e-mail PDF
 2. Electronic Fill-in form

County Annual Budget - Preparation and adoption of Budget ([129.03 \(3\)\(c\)](#))

1. Tentative budget posted \geq 2 days before public hearing
2. Final budget posted \leq 30 days after adoption

County Annual Budget - Execution and amendment of budget ([129.06 \(2\)\(f\)2](#))

1. Posted \leq 5 days after adoption of amendment

City Government

Formation of Local Governments - Municipal Conversion of independent special districts upon elector-initiated and approved referendum ([165.0615 \(6\)\(b\)](#))

1. Elector-initiated municipal incorporation plan
2. Descriptive summary of plan
3. Reference to public places to view the plan
4. Posted on county website if independent district does not have one

Municipalities - Powers ([166.021 \(8\)\(d\)](#))

1. Report from Contracted entity doing economic development activities on behalf of the City detailing how City funds are spent

Municipalities - Fiscal years, budgets, and budget amendments ([166.241](#))

1. Tentative budget must be posted \geq 2 days before budget hearing ([166.241 \(3\)](#))
2. Final budgeted posted \leq 30 days after adoption. ([166.241 \(3\)](#))
3. Amended budget posted \leq 5 days after adoption ([166.241 \(5\)](#))
4. If agency has no website, county must post within reasonable amount of time

Pensions

Firefighter Pensions - Board of trustees; members; term of office; meetings; legal entity; costs ([175.061 \(8\)\(a\)1](#))

1. Detailed accounting report (if the board has a website)

Municipal Police Pensions - Board of trustees; members; term of office; meetings; legal entity; costs ([185.05 \(8\)\(a\)1](#))

1. Detailed accounting report (if the board has a website)

Special Districts

Uniform Special District Accountability Act - Reports; Budgets; Audits ([189.016](#))

1. Tentative budget posted \geq 2 days before hearing and remain for \geq 45 days (except WMDs) ([189.016 \(4\)](#))
2. Final adopted budget must be posted \leq 30 days after adoption and remain for \geq 2 years (except WMDs) ([189.016 \(4\)](#))
3. Amended budget must be posted \leq 5 days after adoption and remain for \geq 2 years ([189.016 \(7\)](#))

Uniform Special District Accountability Act - Special Districts; required reporting of information; web-based public access ([189.069](#))

1. After first full year of creation, must maintain an official website
 - i. Independent special districts maintain a separate website ([189.069 \(1\)\(a\)](#))

- ii. Dependent special districts shall be prominently displayed on agency home page ([189.069 \(1\)\(b\)](#))
- iii. Special district website must contain: ([189.069 \(2\)\(a\)](#))
 - 1. Full legal name of special district
 - 2. Public Purpose
 - 3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
 - 4. The fiscal year of the special district.
 - 5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.
 - 6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.
 - 7. A description of the boundaries or service area of, and the services provided by, the special district.
 - 8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.
 - 9. The primary contact information for the special district for purposes of communication from the department.
 - 10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.
 - 11. The budget of the special district and any amendments thereto in accordance with s. [189.016](#).
 - 12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district.
 - 13. A listing of its regularly scheduled public meetings as required by s. [189.015\(1\)](#).
 - 14. The public facilities report, if applicable.
 - 15. The link to the Department of Financial Services' website as set forth in s. [218.32\(1\)\(g\)](#) to view financial reports,
 - 16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

Uniform Special District Accountability Act - Voluntary merger of independent special district ([189.074](#))

- 1. Proposed joint merger plan, Descriptive summary, Reference to public places to view the plan <= 5 days after bodies approve resolution endorsing the proposed merger ([189.074 \(2\) \(a\) 13 \(c\) 2](#))
- 2. Merger plan, Descriptive summary, Reference to public places to view the plan <= 5 days after bodies approve merger ([189.074 \(4\) \(c\) 12 \(e\) 2](#))

Property Assessments

Assessments - Certificates of Value Adjustment board and property appraiser; extensions on the assessment rolls ([193.122 \(2\)](#))

1. Post <= 1 week after certifying tax rolls

Administrative and Judicial Review of property taxes - Assessment notice; objections to assessments ([194.011 \(5\)\(a\)2\(b\)](#))

1. Uniform policies and procedures manual on Clerks of Circuit Courts website

Property Assessment Administration and Finance - Property Appraiser and tax collectors to submit budgets to Department of Revenue ([195.087 \(6\)](#))

1. Property appraiser post final budget on official website <= 30 days after adoption
2. Tax collector post final budget on official website <= 30 days after adoption
3. County must have links to tax Collector and Property Appraiser websites
4. If Constitutional officer does not have a website, the County must post

Financial Reports

Financial Matters pertaining to Political Subdivisions - Annual financial reports; local government entities ([218.32 \(1\)\(g\)](#))

1. Post a link to Department of Financial Services' website to view submitted annual financial reports
2. County must post link if City does not have a website

Financial Matters pertaining to Political Subdivisions - County fee officers; financial matters ([218.35 \(4\)](#))

1. Clerk of the circuit court budget posted on county website <= 30 days after adoption

Red Light Cameras

State Uniform traffic Control - Mark Wandall Traffic Safety program; administration; report ([316.0083 \(1\)\(b\)1.c.](#))

1. Information on a person's right to request a hearing, related court costs, form to request a hearing

Building Permits

Building Construction Standards - permits; applications; issuance; inspections ([553.79 \(1\)\(b\)](#))

1. Each type of building permit application
 - i. must be able to submit electronically
 1. e-mail PDF
 2. Electronic Fill-in form

Liens, generally - Notice of Commencement and applicability of lien ([713.135 \(6\)\(c\)](#))

1. If accept building permits electronically, access to building permit applications in searchable format

Website Public Records Notice

Public Record Status of e-mail addresses; agency website notice ([668.6076](#))

1. If your agency operates a web site & uses e-mail, the agency must place conspicuously on the website:

- i. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Animal Control

Public Nuisances - Lost or Stray dogs and cats ([823.151](#))

1. Public notice of lost or stray dogs and cats <= 48 hours of admission ([823.151 \(2\)\(a\)3](#))
2. Shelter location, hours, fees, and return to owner process ([823.151 \(2\)\(a\)5](#))

Water Utility

Florida DEP Consumer Confidence Report (CCR) ([62-550.824](#))

1. Community water system serving 100,000+ must post current CCR on Internet
2. Agency may have written agreement to require posting on website in lieu of mailing CCR to all customers.

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Federal Requirements

Water Utility

EPA Consumer Confidence Report (CCR) (Annual Drinking Water Quality Report) ([40 CFR 141.155](#))

1. Community water system serving 100,000+ must post current CCR on Internet

Electronic Documents

Rehabilitation Act of 1973 Section 504 (29 USC 794)

1. Applicable to recipients of federal funds

Americans with Disabilities Act ([28 CFR 35 & 36](#))

1. Title II for State and Local Governments ([28 CFR 35](#))
2. Title III for Public accommodations ([28 CFR 36](#))