

Website Requirements for Special Districts (Uniform Special District Accountability Act Section 189.069, Florida Statutes)

Each independent special district must maintain a separate website. The website address must be submitted to the Department of Economic Opportunity. Below is a list of website requirements currently effective for special districts and new requirements that will be effective October 1, 2016 (indicated by bold and underlined text).

1. General Information:

- Full legal name (as cited in creation document)
- Public purpose
- Boundaries / service area (a map may be useful)
- Services provided
- Charter / creation document
- Statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established.
- Date established (effective date of creation document)
- Establishing entity (legislature, county(ies) municipality(ies), or Governor and Cabinet)

2. Meeting Information:

- **A listing of regularly scheduled public meetings**
- **At least seven days in advance of 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**

3. Contact Information

- Mailing address
- E-mail
- Telephone number
- Website address
- Registered agent / registered office
- For each governing body member:
 - Name
 - Official Address
 - Official E-mail Address
 - Term

- If applicable, the appointing authority (county, municipality, Governor, etc.)

4. Revenue Information

- Taxes, fees, assessments, or charges imposed and collected
- Rates or amounts for the current fiscal year
- Statutory authority for the levy of the tax, fee, assessment, or charge

5. General Financial Information

- Fiscal year period
- Tentative budget (post at least two days before the budget hearing, held pursuant to Section 200.065, Florida Statutes, Method of fixing millage or other law, to consider such budget), **must remain on the e website for 45 days**
- Final adopted budget (post within 30 days after adoption), **must remain on the website for at least 2 years**
- Budget amendments, if applicable, **must remain on the website for at least 2 years.**
- A link to the following page on the Department of Financial Services website so the public can view the special district's Annual Financial Report:
<https://apps.fldfs.com/LocalGov/Reports/> (per Section 218.32(1)(g), Florida Statutes – Annual financial reports; local governmental entities)
- 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
- **Public Facilities Report, if any** (Section 189.08, Florida Statutes)

6. Ethics

- Code of Ethics, if adopted
- A link to generally applicable ethics provisions (visit the Florida Commission on Ethics website and select "Ethic Laws")