

Website Posting Requirements

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County Supervisors Association of Arizona



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Title 11: Counties

County Websites: [11-224](#) Requires each county to maintain a link on the county's website to the Arizona criminal justice commission.

Proposed County Taxes: [11-251.13](#) Requires the BOS to post notice before levying any new taxes or fees or increasing existing taxes or fees on a business by providing written notice of the proposed charge on the home page of the county's website at least 60 days before the hearing. If approved, these same notice requirements apply.

County Seal Use Restrictions: [11-251.17](#) Requires, if a county maintains a website, that it must display the adopted seal and the text: "A person may use, display or otherwise employ any facsimile, copy, likeness, imitation or other resemblance of the county seal only after obtaining the approval of the board of supervisors of that county. The board of supervisors may grant a certificate of approval on application by any person showing good cause for the use of the county seal for a proper purpose. No person other than a county department may use the county seal for the purpose of advertising or promoting the sale of any article of merchandise within this state or for promoting any other commercial purpose. The board of supervisors may adopt rules for the use of the county seal or any facsimile, copy, likeness, imitation or other resemblance of the county seal, including rules for the use of the county seal for official county business."

County Long Term Obligations: [11-391](#) Requires, in counties with less than 500 thousand persons, if the BOS approves incurring any unsecured long term obligation, that the BOS must post notice of the hearing on the proposal in a newspaper, issue a press release to print and electronic media, and post the notice on the county's official website at least 15 days before the hearing. The notice must include the date, time and place of the hearing, the dollar amount of the proposed obligations, estimated total financing costs, the purpose of the obligations, and the projects which are proposed to be financed.

County Medical Examiner's Duty to Conduct Identification Meeting: [11-597.01](#) Requires the county ME to provide information on the county website as to the means of making a request for notification for an identification meeting.

Posting of Financial Statements: [11-661](#) Requires the posting of financial statements on the official county website after filing the statements with the auditor general for lease-purchase agreements on a prominent location on the county's official website no later than 7 business days after the date of filing with the auditor general. These statements must be retained and accessible in a prominent location on the site for at least 60 months.

Directory of Documents/ Applicable Ordinances: [11-1607](#) Requires the county to publish or place on its website an annual directory summarizing the subject matter of all currently applicable ordinances, regulations, rules, and substantive policy statements.

Rental Property Licensing: [11-1704](#) Requires notice to be mailed by first class mail at least 20 days prior to a hearing and published in a local paper and posted on the official county website no less than 2 weeks before a public hearing to adopt a countywide residential rental property inspection program.

Title 16: Elections and Electors

Designation of Election Precincts and Polling Places: [16-411](#) Requires the county recorder to post notice on its website at least 2 weeks before an election consisting of a list of polling places where emergency conditions prevent electioneering, the reason the designation was granted, and the number of attempts to find a polling place before granting the emergency designation.

Title 38: Public Officers and Employees

Public Meetings and Proceedings: [38-431.02](#) Requires notice of all meetings of public bodies to be posted conspicuously on the county website stating where all public notices are posted (electronic and physical) and additional notice as reasonable and practicable.

Title 42: Taxation

Local Government Budgeting Process: [42-17103](#) “A. The governing body of each county, city or town shall publish the estimates of revenues and expenses, or a summary of the estimates of revenues and expenses, and a notice of a public hearing of the governing body to hear taxpayers and make tax levies at designated times and places. The summary shall set forth the total estimated revenues and expenditures by fund type, truth in taxation calculations and primary and secondary property tax levies for all districts. A complete copy of the estimates of revenues and expenses shall be made available at the city, town or county libraries and city, town or county administrative offices and shall be posted in a prominent location on the official website of the city, town or county no later than seven business days after the estimates of revenues and expenses are initially presented before the governing body. A complete copy of the budget finally adopted under section 42-17105 shall be posted in a prominent location on the official websites no later than seven business days after final adoption.

B. Beginning with fiscal year 2011-2012, both the estimates of revenues and expenses initially presented before the governing body and the budget finally adopted under section 42-17105 shall be retained and accessible in a prominent location on the official website of the city, town or county for at least sixty months.

C. The summary of estimates and notice, together with the library addresses and websites where the complete copy of estimates may be found, shall be published once a week for at least two consecutive weeks after the estimates are tentatively adopted in the official newspaper of the county, city or town, if there is one, and, if not, in a newspaper of general circulation in the county, city or town.

D. If a truth in taxation notice and hearing is required under section 42-17107, the governing body may combine the notice under this section with the truth in taxation notice.”

Judicial Foreclosure of Right of Redemption: [42-18208](#) requires the county treasurer, at least 6 months before a certificate of purchase or registered certificate expires for a purchased tax lien that the treasurer

“1. Notify each purchaser by certified mail of the pending expiration.

2. Post the names of purchasers who hold liens that are subject to pending expiration:

(a) Near the outer door of the office of the county treasurer.

(b) On the county treasurer's web site.

3. Publish the names of purchasers who hold liens that are subject to pending expiration at least one time in a newspaper of general circulation in the county.”

Sale of Land Held by State Under Tax Deed: [42-18303](#) Allows the BOS to advertise for the sale of real property in the county held by the state by tax deed via posting on the treasurer’s website.

Title 48: Special Taxing Districts

Flood Control Districts: [48-3609.02](#) Requires the board of directors for a flood control district to provide at least two weeks’ notice of a meeting to adopt, amend, repeal or enforce rule procedures. Notice must include the entire text of the draft proposed rule, final version of the proposed rule (later). Allows the district to provide notices via the district website.

Flood Control Districts Regulations: [48-3645](#) Requires a flood control district to post on its website for the procedure, including the administrative review time frame and substantive review time frame, for a new ordinance or regulation requiring a license.

Flood Control Districts Regulations: [48-3647](#) Requires a flood control district to publish a directory summarizing the subject matter of all current ordinances, rules, regulations and substantive policy statements annually on the district website.