LOCAL BILL PREPARATION MANUAL

2027 Legislative Year



Prepared By

BROWARD LEGISLATIVE DELEGATION

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GENERAL STEPS REQUIRED FOR LOCAL BILLS

-Overview of the Process-

1. A representative from your organization should attend the local bill workshop held by the Broward Legislative Delegation staff.

2. File proposed local bill with the Delegation office (checklist is included with this manual) by **noon on Friday, December, 4, 2026.**

3. The proposed local bill will be reviewed by the executive director and delegation counsel for proper form and constitutionality.

4. The Delegation office will schedule the first reading and public hearing for all proposed local bills. The first reading is a formality, and no testimony will be taken at that time.

5. All proposed local bills are required to be sponsored by a delegation member who shall be required to present the proposed legislation at a public hearing before the Delegation.

6. All proposed local bills will be formally read at a public hearing and passed on to a second public hearing. Public testimony will be taken at the second public hearing. The Local Bill Public Hearing will be scheduled, and all proposed local bills will be voted on by the Delegation members. Your organization should plan to attend this hearing and be prepared to answer any questions the members may have regarding your proposed local bill.

7. All local bills approved by the Delegation will be advertised in a local paper (usually the Sun Sentinel) as required by the rules of the Legislature at the expense of the requesting organization.

8. All local bills will be submitted to House bill drafting. Local bills cannot be filed with the House unless they have been advertised 30 days or more prior to filing. The deadline for filing local bills is noon the first day of Session (Tuesday, March 2, 2027). Local bills are sponsored by a House Member of the Delegation once filed in the Legislature. Other members of the Delegation may sign on as co-sponsors.

9. Once the bills are filed, the Delegation office will request the Speaker of the House to assign the local bills to committees and then will request the committees to place the bills on their agendas for consideration.

* All local bills will be referred to Local Administration, Federal Affairs & Special Districts Subcommittee and may be referred to other committees. The staff for this committee may ask for more details on your bill. Our office will relay that to you.

10. The local bill will proceed through the committee process in the House of Representatives and will be filed in the Senate at the appropriate time.

11. Once Session is over, the Delegation office will inform you of the status of your local bill. If your bill passed the Legislature, the Delegation office will inform you of the Governor's action.

SECTION 1

LOCAL BILLS NOT RELATED TO ANNEXATION

LOCAL BILLS NOT RELATED TO ANNEXATION

A local bill is any bill which relates to a specific geographical area (Broward County) as opposed to a general bill which affects the entire State of Florida. The deadline for submitting local bills to the Broward Legislative Delegation will be **noon on Friday, December, 4, 2026**

Below are detailed instructions for filing a local bill with the Broward Legislative Delegation. ***This section only pertains to local bills not related to annexation***; i.e., special districts, revisions to current law affecting Broward County, etc.

When submitting your proposed local bill to the Broward Legislative Delegation Office for consideration, the following documentation must be included in this order:

1. Cover letter explaining: (see pg.1-5)

   - Why this cannot be accomplished at the local level.
     (If the substance of your bill may be enacted into law by ordinance of a local government without the legal need for a referendum, the bill does not meet the standard for a local bill)
   - A brief explanation of your local bill.
   - Provide background information has legislation been previously filed regarding this subject; if so, when and what was the bill number.
   - The name of the contact person from your organization with their address, telephone number, fax number and an e-mail address. (***All correspondence from the Delegation Office regarding your local bill will be forwarded to the contact person you designate.***)
   - Indicate the name of the member that will sponsor your request before the local delegation.

2. The draft of your proposed local bill in proper bill form. (This will be explained below.) (see pg. 1-7)

3. An Economic Impact Statement signed by a representative of your organization or agency. It is required that at least one Economic Impact Statement has an **original signature**. (see pg. 1-9)

You will need to provide one original and an electronic version of the above information. If any of this information is missing, your local bill will not be considered timely filed. A sample of this complete package is included in this manual on page beginning on 1-5 for your reference.

In addition, we will require that you e-mail your bill draft and supporting documents to the Delegation Office. Please e-mail the information to rmayersohn@broward.org.

PROPER BILL FORM

All proposed local bills filed with the Delegation Office need to be in proper bill form (see sample, page 1-7). All bill drafts should be dated as of the date submitted to the Delegation Office in the upper right corner of the bill. Amended bill drafts should contain the full section, subsection, or paragraph to be amended with amendments underlined or deletions stricken. All requested amendments should be e-mailed to rmayersohn@broward.org.

ONE SUBJECT

Section 6 of Article III of the Florida Constitution provides that:

"Every law shall embrace but ONE subject and matter properly connected therewith…"

The subject to be considered is the one expressed in the title of the Act, and the "ONE subject" may be quite broad. So long as the bill embraces a simple subject, it may amend any number of sections or even different chapters.

TITLES

Section 6 of Article III of the Florida Constitution provides that:

"Every law shall embrace but one subject and matter properly connected therewith, and the subject shall be briefly expressed in the title."

The title is the portion of the bill which serves the purpose of expressing the subject of the bill and is essential to the validity of the law to be enacted.

It should briefly express the subject of the proposed legislation so that the mere reading of it will indicate the nature of the details which are embodied in the act. A general title is preferable, but the title must give notice sufficient to reasonably explain the contents of the bill.

ENACTING CLAUSE

Section 6 of Article III of the Florida Constitution provides in part:

"The enacting clause of every law shall read: 'Be it enacted by the Legislature of the State of Florida:'."

The prescribed enacting clause is a prime essential to the validity of the law. In typing a bill, legislative rules require: A blank line be left above and below the enacting clause.

AMENDING PRESENT LAW

Section 6 of Article III of the Florida Constitution provides in part:

"Laws to revise or amend shall set out in full the revised or amended act, section, subsection, or paragraph of a subsection."

This requirement applies only to amendatory acts, not to bills which seek to establish new programs or additional provisions without reference to the present law. When an amendment is made to existing text, the entire text of the portion being amended must be set forth. If the amendment is to a paragraph or subsection that does not make sense standing alone, the remainder of the subsection or section should be set forth in the bill. In addition, introductory language which preceded a group of subsections or paragraphs should be shown whenever any of the subsections or paragraphs which follow is amended. Amendment of the introductory material itself nearly always requires that the following subsections be set forth, even though none of them are being amended. If the amendatory enactment is not a complete, coherent and intelligible act, or if it necessitates separate research and analysis of the local act which is being amended in order to be understood, it does not meet the requirement of Section 6 of Article III.

EFFECTIVE DATE

Section 9 of Article III of the Florida Constitution provides that:

"Each law shall take effect on the sixtieth day after adjournment sine die of the session of the legislature in which enacted or as otherwise provided therein. If the law is passed over the veto of the governor it shall take effect on the sixtieth day after adjournment sine die of the session in which the veto is overridden, on a later date fixed in the law, or on a date fixed by a resolution passed by both houses of the legislature."

Although an effective date section is not necessary to a properly prepared bill, it has become customary over the years to include an effective date in almost every bill. (see pg. 1-9)

ECONOMIC IMPACT STATEMENT

The Economic Impact Statement form will be provided by the Delegation. A sample is provided in this manual on page 1-9.

This form states the financial impact resulting from the legislation. It is required that one form with an original signature be included with your local bill request along with an electronic version to rmayersohn@broward.org.

CHECKLIST
LOCAL BILLS
NOT RELATED TO ANNEXATION

__ COVER LETTER TO DELEGATION OFFICE

Make sure the letter includes:

- Brief description of the bill
- Statement why legislation cannot be accomplished at the local level
- Name of Delegation member sponsoring the bill
- Name, address and telephone number of contact person

NOTE: If this local bill was previously filed with the legislature, please include the year the bill was filed and the bill number in your cover letter.

__ BILL DRAFT (Word version should be emailed.)

Make sure that the date is in the upper right-hand corner.

__ ECONOMIC IMPACT STATEMENT

Make sure that there is one form with an original signature. The form can be found on the Florida House site.

__ 1 ORIGINAL OF THE ABOVE INFORMATION.

__ CONFIRMATION LETTER FROM SPONSOR

Email packet and copies of supporting documents to rmayersohn@broward.org

SAMPLE
LOCAL BILL

701 Southwest 71st Avenue, North Lauderdale, Florida 33068-2395
954-722-0900 • Fax 954-720-2151 • www.nlauderdale.org

MAYOR Jack Brady
VICE MAYOR David G. Hilton
COMMISSIONER Gary Frankel
COMMISSIONER Rich Moyle
COMMISSIONER Jerry Graziose
CITY MANAGER Ambreen Bhatty
CITY ATTORNEY Samuel S. Goren
CITY CLERK Patricia Vancheri

Sandy Harris
Executive Director
Broward County Legislative Delegation
115 South Andrews Avenue, Room 429
Fort Lauderdale, FL 33301

October 31, 2012

RE: Local Bill to authorize special assessments to fund municipal law enforcement services.

Dear Ms. Harris:

The City of North Lauderdale is requesting a special act that would legislatively authorize alternative funding for the significant and growing expense of law enforcement services. The City of North Lauderdale is concerned that without the ability to fund law enforcement services through an alternative funding source, the growing cost of this service will result in an inability to provide other critical municipal services in the near future. The City's operating millage for the 2012-2013 Fiscal Year is 7.6078 mills. Currently, the City's law enforcement services costs are roughly equivalent to 121% of the ad valorem tax revenues received by the City, and approximately 37 % of the total general fund revenues received by the City. Every other municipal function must be funded through other sources in the general fund. Unless action is taken to provide for alternative funding, the City may reach the 10 mill statutory cap within a few years and may not be able to continue providing other basic municipal services. Implementation of this bill will allow for the reduction of ad valorem millage to property owners, thus providing for greater balance in the way municipal services are financed.

The City of North Lauderdale is proposing a local bill that would authorize a special assessment to be levied by municipalities in Broward County, separate from the annual millage levy, which would provide a consistent and distinct funding mechanism for law enforcement services. Florida's Constitution, specifically Article VII, Section 9(a), does not authorize local governments to levy taxes or fees without legislative authority. General law, Chapter 170, Florida Statutes, does not specifically provide that law enforcement services may be funded through a special assessment; therefore, a special act

of the legislature is necessary to provide that law enforcement services may be the subject of a special assessment.

The City's proposed local bill is being sponsored by State Senator Chris Smith. Should you have any questions or require additional information, please contact City Manager Ambreen Bhatty, by mail at 701 SW 71st Avenue, North Lauderdale, Florida, 33068; by telephone at 954-724-7037; by facsimile at 954-720-2151; and, by email at abhatty@nlauderdale.org. You may also contact David Ericks by mail at 1815 Cordova Rd. Ste. 203, Fort Lauderdale, FL 33316; by telephone at 954-765-1207; and email by candice@ericksconsultants.com.

Legislative History of Proposed Bill

2012 Legislative Session HB 1159 died in Community & Military Affairs Subcommittee on Friday, March 09, 2012 11:59 PM

2011 Legislative Session HB 859 died in the Community & Military Affairs Subcommittee on Saturday, May 07, 2011 2:07 AM

2010 Legislative Session HB 1123 died in the Military & Local Affairs Policy Committee on Friday, April 30, 2010 6:59 PM

Enclosed please find the initial draft local bill and economic impact statement. Thank you for your assistance in this matter.

Sincerely,

Jack Brady

JACK BRADY
Mayor

CC: Members of the City Commission
City Manager Ambreen Bhatty
Finance Director Steven Chapman
City Attorney Samuel S. Goren

A bill to be entitled

An act relating to Broward County; authorizing municipalities in Broward County to levy special assessments to fund law enforcement services; providing legislative findings of special benefit to real property justifying the special assessment for law enforcement services; providing for a reduction in ad valorem taxes when a law enforcement special assessment is levied pursuant to this act; providing an effective date.

Be It Enacted by the Legislature of the State of Florida.

Section 1. Legislative Findings. Broward County is the second most populous county in the state with 31 municipalities within the county and little unincorporated area within the developed portion of the county. Law enforcement is a vital municipal service as it protects both persons and property from crime. In urban areas such as Broward County, property crimes, including burglary, vandalism, trespassing, arson, and others have a dramatic impact on property owners and the value of real property. Law enforcement services work to prevent these significant property crimes, and thus prevent the loss of property values and use. Moreover, after a property crime occurs, law enforcement efforts to solve such crimes prevents additional property crimes from occurring in the community. Finally, law enforcement provides protection for unoccupied properties and prevents additional losses to property owners, especially in times of economic distress. As a result, the legislature finds that there is a logical relationship between law enforcement services attributable to the protection of real property and the prevention of real property crimes and the benefit to real property.

Section 2. A municipality in Broward County may fund the costs of law enforcement services , in whole or in part, through the levy of a law enforcement services special assessment provided that the governing body of the municipality:

(a) Adopts a law enforcement services assessment ordinance that authorizes the special assessment, and requires that it be levied by resolution each year, and which apportions such assessable costs

among the property based on a methodology that charges a parcel in reasonable proportion to its benefits; and

(b) In the initial year of implementation, reduces its total ad valorem tax revenue, as projected for the upcoming fiscal year and calculated as if there were no law enforcement services assessment, by an amount equal to the amount of the law enforcement services assessment, except that no municipality shall be required to reduce its millage rate, excluding millage approved by a vote of the electors and millage pledged to repay bonds, by more than 75% (seventy-five percent), thereafter said assessment shall be increased only in the same manner as ad valorem revenue is permitted to be increased pursuant to s. 200.065(5), F.S. The initial reduction in millage rate, excluding millage approved by a vote of the electors and millage pledged to repay bonds, shall be limited to no more than 50% if the implementing resolution is adopted by a extraordinary majority vote of the governing body.

(c) The Department of Revenue is hereby authorized to promulgate any rules or forms necessary to implement this section.

Section 3. This act shall take effect upon becoming a law.

HOUSE OF REPRESENTATIVES

LOCAL BILL ECONOMIC IMPACT STATEMENT FORM

Read all instructions carefully.
House local bill policy prohibits a local bill from being considered by a committee or subcommittee without an Economic Impact Statement. This form must be prepared by an individual who is qualified to establish fiscal data and impacts and has personal knowledge of the information given (for example, a chief financial officer of a particular local government) and include information for the first two full fiscal years after the effective date of the local bill. Please file this completed form with the Clerk of the House as soon as possible after a bill is filed. Additional pages may be attached as necessary.

BILL #: _____

SPONSOR(S): _____

RELATING TO: _____
[Indicate Area Affected (City, County or Special District) and Subject]

☐ **Check if this is a revised Economic Impact Statement**

I. REVENUES:

These figures are new revenues that would not exist but for the passage of the bill. The term "revenue" contemplates, but is not limited to, taxes, fees, and special assessments. For example, license plate fees may be a revenue source. If the bill will add or remove property or individuals from the tax base, include this information as well.

	First FY	Second FY
Revenue decrease due to bill:	$ _____	$ _____
Revenue increase due to bill:	$ _____	$ _____

II. COST:

Include all costs, both direct and indirect, including start-up costs. If the bill repeals the existence of a certain entity, state the related costs, such as satisfying liabilities and distributing assets.

Expenditures for Implementation, Administration, and Enforcement:

First FY	Second FY
$_____	$_____

Please include explanations and calculations regarding how each dollar figure was determined in reaching total cost.

_____

_____

_____

_____

III. FUNDING SOURCE(S):

State the specific sources from which funding will be received, for example, license plate fees, state funds, borrowed funds, or special assessments.

If certain funding changes are anticipated to occur beyond the following two fiscal years, explain the change and at what rate taxes, fees, or assessments will be collected in those years.

	First FY	Second FY
Local:	$_____	$_____
State:	$_____	$_____
Federal:	$_____	$_____

IV. ECONOMIC IMPACT:

Potential Advantages:

Include all possible outcomes linked to the bill, such as increased efficiencies, and positive or negative changes to tax revenue. If an act is being repealed or an entity dissolved, include the increased or decreased efficiencies caused thereby. Include specific figures for anticipated job growth.

1. Advantages to Individuals: _____
   _____
   _____
2. Advantages to Businesses: _____
   _____
   _____
3. Advantages to Government: _____
   _____
   _____

Potential Disadvantages:

Include all possible outcomes linked to the bill, such as inefficiencies, shortages, or market changes anticipated. Include reduced business opportunities, such as reduced access to capital or training. State any decreases in tax revenue as a result of the bill.

1. Disadvantages to Individuals: _____
   _____
   _____
2. Disadvantages to Businesses: _____

3. Disadvantages to Government: _____

V. DESCRIBE THE POTENTIAL IMPACT OF THE BILL ON PRESENT GOVERNMENTAL SERVICES:

VI. SPECIFIC DATA USED IN REACHING ESTIMATES:

Include the type(s) and source(s) of data used, percentages, dollar figures, all assumptions made, history of the industry/issue affected by the bill, and any audits.

VII. CERTIFICATION BY PREPARER

I hereby certify I am qualified to establish fiscal data and impacts and have personal knowledge of the information given. I have reviewed all available financial information applicable to the substance of the above-stated local bill and confirm the foregoing

Economic Impact Statement is a true and accurate estimate of the economic impact of the bill.

PREPARED BY: _____
[Must be signed by Preparer]

Print preparer's name: _____

_____
Date

TITLE (such as Executive Director, Actuary, Chief Accountant, or Budget Director):

_____

REPRESENTING: _____

PHONE: _____

E-MAIL ADDRESS: _____

SECTION 2

LOCAL BILLS RELATED TO ANNEXATION

LOCAL BILLS RELATED TO ANNEXATION

A local bill is any bill which relates to a specific geographical area (Broward County) as opposed to a general bill which affects the entire State of Florida. The deadline for submitting local bills to the Broward Legislative Delegation will be **noon on Friday, December, 4, 2026.**

Below are detailed instructions for filing a local bill with the Broward Legislative Delegation. ***This section only pertains to local bills related to annexation***.

When submitting your proposed local bill to the Broward Legislative Delegation Office for consideration, the following documentation must be included in this order:

1. Cover letter explaining: (see pg. 2-8)
   - Why this cannot be accomplished at the local level.
   (if the substance of your bill may be enacted into law by ordinance of local government without the need for a referendum, the bill does not meet the standard for a local bill)
   - A brief explanation of your local bill.
   - Provide background information; has legislation been previously filed regarding this area; when and what was the bill number; what is the total acreage of the area, the population, households, describe the commercial areas and any other meaningful characteristics.
   - Will services change for the parties being annexed?
   - The name of the contact person from your organization with their address, telephone number, fax number and an email address. (All correspondence from the Delegation Office regarding your local bill will be forwarded to the contact person you designate.)
   - Indicate the name of the member that will sponsor your request before the local delegation.

2. The draft of your proposed local bill in proper bill format. (This will be explained below) (see pg. 2-9)

3. A certified map drawn by a Florida certified land surveyor or engineer with raised seal. Said person shall be responsible for ensuring that the full legal description and the certified map are the same. (Please see more information regarding the legal description below.) (see pg. 2-13)

4. Map showing the area being considered for annexation or incorporation including the surrounding area. (sample on page 2-14) This map should clearly delineate municipal boundaries and major roadways.

5. An Economic Impact Statement signed by a representative of your organization or agency. It is required that at least one Economic Impact Statement has an original signature. (sample on page 2-15)

You will need to provide one original and an electronic version of the above information. If any of this information is missing, your local bill will not be considered timely filed. A sample of this complete package has been included for your review on pages 2-8 to 2-16.

In addition, we will require that you to e-mail your bill draft and the supporting documents to the Delegation Office. Please e-mail the information to rmayersohn@broward.org.

PROPER BILL FORM

All proposed local bills filed with the Delegation Office need to be in proper bill form (see sample, page 2-8). All bill drafts should be dated as of the date submitted to the Delegation Office in the upper right corner of the bill. Amended bill drafts should contain the full section, subsection, or paragraph to be amended with amendments underlined or deletions stricken. All requested amendments should be e-mailed to rmayersohn@broward.org.

ONE SUBJECT

Section 6 of Article III of the Florida Constitution provides that:

"Every law shall embrace but ONE subject and matter properly connected therewith…"

The subject to be considered is the one expressed in the title of the Act. It is recommended that the "ONE subject" be quite broad. So long as the bill embraces a simple subject, it may amend any number of sections or even different chapters.

TITLES

Section 6 of Article III of the Florida Constitution provides that:

"Every law shall embrace but one subject and matter properly connected therewith, and the subject shall be briefly expressed in the title."

The title is the portion of the bill which serves the purpose of expressing the subject of the bill and is essential to the validity of the law to be enacted.

It should briefly express the subject of the proposed legislation so that the mere reading of it will indicate the nature of the details which are embodied in the act. A general title is preferable, but the title must give notice sufficient to reasonably explain the contents of the bill.

ENACTING CLAUSE

Section 6 of Article III of the Florida Constitution provides in part:

"The enacting clause of every law shall read: "Be it enacted by the Legislature of the State of Florida:"."

The prescribed enacting clause is a prime essential to the validity of the law. In typing a bill, legislative rules require: A blank line be left above and below the enacting clause.

EFFECTIVE DATE

Section 9 of Article III of the Florida Constitution provides that:

> *"Each law shall take effect on the sixtieth day after adjournment sine die of the session of the legislature in which enacted or as otherwise provided therein. If the law is passed over the veto of the governor it shall take effect on the sixtieth day after adjournment sine die of the session in which the veto is overridden, on a later date fixed in the law, or on a date fixed by a resolution passed by both houses of the legislature."*

Although an effective date section is not necessary to a properly prepared bill, it has become customary over the years to include an effective date in almost every bill. THIS IS THE EFFECTIVE DATE OF THE LEGISLATION – NOT THE EFFECTIVE DATE OF THE ANNEXATION. (see pg. 2-11)

PLEASE NOTE: There should be a provision within each local bill that the annexation shall become effective on September 15, of a year certain and no referendum on annexation may be held within 180 days of the September 15 effective date.

ROAD TRANSFER LANGUAGE

The following section is required in every bill concerning annexation:

"Section ___. All public roads and the public rights of way associated therewith, on the Broward County road system, lying within the limits of the lands subject to annexation herein, as described in section __, are transferred from Broward County jurisdiction to the jurisdiction of the annexing municipality, (if applicable) except for those portions of ___ (insert the road name/number of any County road(s) and/or bridge name/number of any County bridge), lying within the annexation area. All rights, title, interests and responsibilities for any transferred roads, including but not limited to, the ownership, operation, maintenance, planning, design and construction of said roads and to the right of way associated therewith shall transfer from Broward County jurisdiction and ownership to the jurisdiction and ownership of the annexing municipality upon the effective date of the annexation."

NOTE: Please check with the Broward County Engineering Division regarding any and all possible road, bridge or right-of-way transfers prior to submitting your annexation local bill to the Delegation Office.

CANDIDACY LANGUAGE

The following section is required in every bill concerning annexation where residents of the newly annexed area may be otherwise precluded from running for elected office for the next immediate election:

"Section __. Subsequent to the effective date of this annexation, any resident in the area to be annexed by this act into the City of _____, shall be deemed to have met any residency requirements for candidacy for municipal office."

CONTRACT LANGUAGE

The following section is required in every bill concerning annexation:

"Section __. Nothing in this chapter shall be construed to affect or abrogate the rights of parties to any contract, whether the same be between Broward County and a third party or between nongovernmental entities, which contracts are in effect prior to the effective date of the annexation."

LEGAL DESCRIPTION AND CERTIFIED MAP

A full legal description of the properties being annexed or deannexed. (Please forward this by e-mail to Bob Mayersohn at rmayersohn@broward.org in a Microsoft Word format.)

IMPORTANT NOTE: Annexing municipalities should contact the following department with regard to legal descriptions and road transfer language to be used in any request for annexation:

Broward County Engineering Division
Brad Terrier at 954-577-4557 or
BTerrier@broward.org
One North University Drive
Plantation, Florida 33324-2038

A certified map drawn by a Florida land surveyor or engineer with raised seal is required. Said surveyor or engineer shall be responsible for ensuring that the full legal description and the certified map are the same.

AREA MAP

A map showing the location of the property as it relates to the surrounding area. Please include municipal boundaries and major roads so that it is obvious where the property is located, the adjacent municipal boundaries and major roadways. (see pg 2-13 for example)

ECONOMIC IMPACT STATEMENT

The Economic Impact Statement form will be provided by the Delegation upon request. A sample is provided in this manual on pg. 2-15. This form states the financial impact resulting from the legislation. It is required that one form with an original signature be included with your local bill request along with an electronic version.

ADDITIONAL INFORMATION AND REQUIREMENTS

No local bill for annexation/deannexation shall be approved without two readings by the Legislative Delegation. The first reading is traditionally a formal reading, and no testimony will be required. The second reading will involve the presentation by the bill sponsor, questions from the Delegation and a vote by the Delegation. Representatives of your organization are required to attend these meetings.

EMPLOYEE TRANSITION PLAN

The Legislative Delegation Annexation Policy requires that an employee transition plan accompany each annexation/deannexation request. Subsequent to the filing of a proposed local annexation bill, the Delegation staff will request and distribute the following information:

1) A report from Broward County on employee displacement three weeks following the filing of a local bill concerning annexation, which report shall be forwarded to the annexing city(ies).

2) A report from the Sheriff's Office on public safety employee displacement three weeks following the filing of a local bill concerning annexation, which report shall be forwarded to the annexing city(ies).

3) Plans from the annexing city(ies) concerning employee displacement and plans for law enforcement and fire rescue services filed with the Delegation within three weeks following receipt of reports on employee displacement from the county and the sheriff, with consideration for contractual services with Broward County and the sheriff, respectively.

Information on employee displacement will be requested by the Delegation Staff from the following:

Broward County Government
Office of Management and Budget
Assistant Director, Jennifer Steelman
115 South Andrews Avenue
Fort Lauderdale, Florida 33301
954-357-6226
jsteelman@broward.org

Broward Sheriff's Office
Colonel Oscar Llerena
2601 West Broward Boulevard
Fort Lauderdale, Florida 33312
954-321-4647
Oscar_llerena@sheriff.org

PLEASE NOTE: Chapter 96-542 and Chapter 99-447, Laws of Florida, control annexations in Broward County. Copies are provided in this Manual on pages 4-4 and 4-5.

Notification to Property Owners:

The entity requesting the local bill is required to notify property owners by first class mailing of any Annexation Committee meeting and of the Delegation Final Hearing on Local Bills Related to Annexation. (See Pg. 2-17 & 2-18)

The notifications must be mailed no more than 14 days and no less than 7 days prior to the initial meeting/hearing. The following information must be contained in your letter of notification to property owner:

a. Your intentions with regard to the owner's property;
b. Notice of date, time and place of the annexation committee meeting or public hearing where your annexation request will be voted on;
c. Contact person at your agency who can respond to any questions the property owner may have;
d. Instructions to call the Delegation office (telephone 954-357-6555) if the property owner wishes to speak before the Delegation at the public hearing or advise the property owner to sign up on the internet www.broward.org/legislative.

CHECKLIST
LOCAL BILLS
RELATED TO ANNEXATION

__ COVER LETTER TO DELEGATION OFFICE

Make sure the letter includes:

- Brief description of the bill
- Statement why Legislation cannot be accomplished at the local level
- Description of how services will change for annexed area
- Background information as suggested in instructions
- Name of Delegation member sponsoring the bill
- Name, address and telephone number of contact person

NOTE: If this local bill was previously filed with the legislature, please include the year the bill was filed and the bill number in your cover letter.

__ BILL DRAFT

Make sure that the date is in the upper right-hand corner.

__ CERTIFIED MAP AND LEGAL DESCRIPTION

__ MAP SHOWING SURROUNDING AREA

Make sure that this map includes any contiguous municipalities and major cross roads.

__ ECONOMIC IMPACT STATEMENT

Make sure that one of the forms is an original with an original signature. The form can be found on the Florida House site.

__ 1 ORIGINAL OF THE ABOVE INFORMATION

__ CONFIRMATION LETTER FROM SPONSOR

Email packet and copies of supporting documents to
rmayersohn@broward.org

SAMPLE
ANNEXATION
LOCAL
BILL

City of Dania Beach
FLORIDA

November 29, 2011

The Honorable Representative Evan Jenne, Chair
Broward County Legislative Delegation
3107 Stirling Road, Suite 207
Fort Lauderdale, Fl 33312-8502

Subject: City of Dania Beach Expansion of Boundaries

Dear Representative Jenne

At the November 10, 2011 meeting of the Broward County Legislative Delegation the local bill extending the corporate limits of the City of Dania Beach to the jurisdictional boundaries of the State of Florida, a line in the Atlantic Ocean known as the three mile limit was tabled to allow time for the City to coordinate with the City of Hollywood. At issue are two parcels of land that are owned by the City of Hollywood and which lie in the immediate area of the proposed expansion.

The City of Dania Beach has coordinated with the City of Hollywood and instructed Dania Beach's consulting surveyor to work with Hollywood's surveyor to clarify the location of the parcels. Both firms have agreed that the parcels in question are owned by the City of Hollywood but are located within the jurisdictional boundaries of Dania Beach pursuant to the laws of Florida. The proposed boundary expansion would not include any lands owned by the City of Hollywood.

The contact person from the City of Dania Beach is Robert Daniels, Community Development Director. He can be reached at 954 924 6800 Extension 3640, or via e-mail at bdaniels@ci.dania-beach.fl.us .

Thank you for your assistance.

Sincerely,

Robert Baldwin
City Manager

cc: The Honorable Senator Eleanor Sobel
The Honorable Representative Elaine Schwartz
Sandy Harris
Cathy Swanson-Rivenbark

A bill to be entitled

An act relating to City of Dania Beach, Broward County; extending the corporate limits of the City of Dania Beach to include the area that extends 3 miles into the Atlantic Ocean from the city's existing shoreline; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. The present corporate limits of the City of Dania Beach, Broward County, Florida, are extended and enlarged effective September 15, 2012, so as to include, in addition to the territory presently within its corporate limits, the area that extends 3 miles into the Atlantic Ocean from the city's existing shoreline, particularly described as follows:

A portion of the Atlantic Ocean lying between the mean (ordinary) low water mark and the three mile limit and adjoining that portion of the Corporate Limits of the City of Dania Beach lying in Section 36, Township 50 South, Range 42 East, Broward County, Florida and being more particularly described as follows:

BEGINNING at the intersection of the Easterly projection of the common boundary of Lots 71 and 72 of Block 172, HOLLYWOOD CENTRAL BEACH, according to the plat thereof as recorded in Plat Book 4, page 20, of the Public Records of Broward County and the mean

Formatted: Left: 1", Right: 1", Endnotes, Header distance from (Footer distance from edge: 0.75 Continuous, Left: (Single solid lin Line width, Margin: 15 pt Border Right: (Single solid line, Auto, 0. Margin: 15 pt Border spacing:)

billdraft39526w correction.docx~~billdraft39526w correctionbilldraft39526.docxbilldraft39526~~

CODING: Words ~~stricken~~ are deletions; words underlined are additions.

V

(ordinary) low water mark of the Atlantic Ocean, said point being on Northerly line of the Corporate Limits of the City of Dania Beach as established by Chapter 30689, Acts 1955 of the Laws of Florida the same being the Corporate Limits of the City of Hollywood as established by Chapter 30836 of the Laws of Florida;

Thence Easterly on said Easterly projection of the common boundary of Lots 71 and 72 of Block 172, HOLLYWOOD CENTRAL BEACH to the intersection with the East boundary line of the State of Florida, also known as the three mile limit;

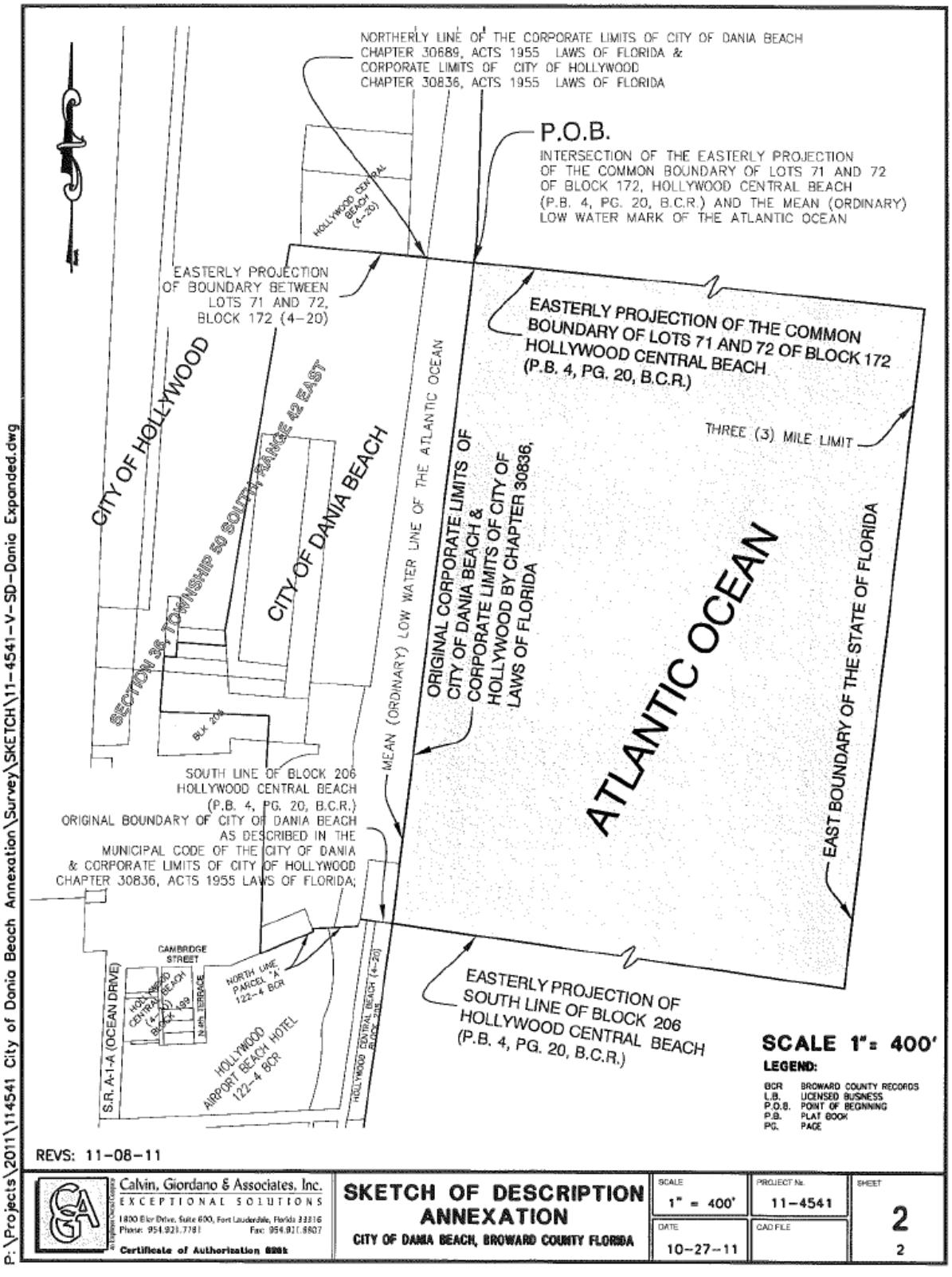
Thence Southerly on said East boundary line of the State of Florida, also known as the three mile limit, to the intersection with the Easterly projection of the South line of Block 206 of said HOLLYWOOD CENTRAL BEACH, said South line being the original Corporate Limits as described in the Municipal Code of the City of Dania Beach and the Corporate Limits of the City of Hollywood as established by Chapter 30836 of the Laws of Florida;

Thence Westerly on said Easterly projection of the South line of Block 206 to the intersection with the mean (ordinary) low water mark of the Atlantic Ocean;

Thence Northerly on said mean (ordinary) low water

mark of the Atlantic Ocean and on said Original Corporate Limits of the City of Dania Beach ~~and on the Corporate Limits of the City of Dania Beach~~ as established by said Chapter 30689, Acts 1955 of the Laws of Florida, to the POINT OF BEGINNING.

Section 2. This act shall take effect upon becoming a law.



REVS: 11-08-11

P:\Projects\2011\114541 City of Dania Beach Annexation\Survey\SKETCH\11-4541-V-SD-Dania Expanded.dwg

Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS
1800 Eller Drive, Suite 600, Fort Lauderdale, Florida 33316
Phone: 954.921.7781 Fax: 954.921.8807
Certificate of Authorization 6986

SKETCH OF DESCRIPTION ANNEXATION

CITY OF DANIA BEACH, BROWARD COUNTY FLORIDA

SCALE	PROJECT No.	SHEET
1" = 400'	11-4541	2
DATE	CAD FILE	2
10-27-11		

CITY OF DANIA BEACH
AREA MAP



HOUSE OF REPRESENTATIVES

LOCAL BILL ECONOMIC IMPACT STATEMENT FORM

Read all instructions carefully.
House local bill policy prohibits a local bill from being considered by a committee or subcommittee without an Economic Impact Statement. This form must be prepared by an individual who is qualified to establish fiscal data and impacts and has personal knowledge of the information given (for example, a chief financial officer of a particular local government) and include information for the first two full fiscal years after the effective date of the local bill. Please file this completed form with the Clerk of the House as soon as possible after a bill is filed. Additional pages may be attached as necessary.

BILL #: _____

SPONSOR(S): _____

RELATING TO: _____
[Indicate Area Affected (City, County or Special District) and Subject]

☐ **Check if this is a revised Economic Impact Statement**

I. REVENUES:

These figures are new revenues that would not exist but for the passage of the bill. The term "revenue" contemplates, but is not limited to, taxes, fees, and special assessments. For example, license plate fees may be a revenue source. If the bill will add or remove property or individuals from the tax base, include this information as well.

	First FY	Second FY
Revenue decrease due to bill:	$ _____	$ _____
Revenue increase due to bill:	$ _____	$ _____

II. COST:

Include all costs, both direct and indirect, including start-up costs. If the bill repeals the existence of a certain entity, state the related costs, such as satisfying liabilities and distributing assets.

Expenditures for Implementation, Administration, and Enforcement:

First FY	Second FY
$_____	$_____

Please include explanations and calculations regarding how each dollar figure was determined in reaching total cost.

_____

_____

_____

_____

III. FUNDING SOURCE(S):

State the specific sources from which funding will be received, for example, license plate fees, state funds, borrowed funds, or special assessments.

If certain funding changes are anticipated to occur beyond the following two fiscal years, explain the change and at what rate taxes, fees, or assessments will be collected in those years.

	First FY	Second FY
Local:	$ _____	$ _____
State:	$ _____	$ _____
Federal:	$ _____	$ _____

IV. ECONOMIC IMPACT:

Potential Advantages:

Include all possible outcomes linked to the bill, such as increased efficiencies, and positive or negative changes to tax revenue. If an act is being repealed or an entity dissolved, include the increased or decreased efficiencies caused thereby. Include specific figures for anticipated job growth.

1. Advantages to Individuals: _____
2. Advantages to Businesses: _____
3. Advantages to Government: _____

Potential Disadvantages:

Include all possible outcomes linked to the bill, such as inefficiencies, shortages, or market changes anticipated. Include reduced business opportunities, such as reduced access to capital or training. State any decreases in tax revenue as a result of the bill.

1. Disadvantages to Individuals: _____
2. Disadvantages to Businesses: _____

3. Disadvantages to Government: _____

V. DESCRIBE THE POTENTIAL IMPACT OF THE BILL ON PRESENT GOVERNMENTAL SERVICES:

VI. SPECIFIC DATA USED IN REACHING ESTIMATES:

Include the type(s) and source(s) of data used, percentages, dollar figures, all assumptions made, history of the industry/issue affected by the bill, and any audits.

VII. CERTIFICATION BY PREPARER

I hereby certify I am qualified to establish fiscal data and impacts and have personal knowledge of the information given. I have reviewed all available financial information applicable to the substance of the above-stated local bill and confirm the foregoing

Economic Impact Statement is a true and accurate estimate of the economic impact of the bill.

PREPARED BY: _____
[Must be signed by Preparer]

Print preparer's name: _____

_____
Date

TITLE (such as Executive Director, Actuary, Chief Accountant, or Budget Director):

_____

REPRESENTING: _____

PHONE: _____

E-MAIL ADDRESS: _____

SAMPLE NOTIFICATION TO PROPERTY OWNER

August 30, 2011

City of Cornucopia
9876 N. Pumpkin Dr.
Cornucopia, FL 54321

Dear Property Owner:

The City of Cornucopia will be filing a request with the Broward Legislative Delegation to annex the unincorporated area that includes your property. This letter is to inform you that the Broward Legislative Delegation will hold a hearing on Thursday, September 6, 2011 from 2:00 – 4:00pm at the Broward County Governmental Center, 115 S. Andrews Ave, 433, Fort Lauderdale, FL, 33301. The Delegation will be discussing this request for a local bill to provide for the annexation of your property into the City of Cornucopia. Public Testimony will be taken at this meeting. If you wish to speak at this meeting, please call the Delegation (954 357-6555). You may sign up to speak on line at http://www.broward.org/Legislative/Pages/PresentationForm.aspx.

Please execute and return the Petition to me if you are willing to voluntarily be annexed at no cost to you. If you have questions, you may call this office to discuss this matter further.

James Doe
City Manager
City of Cornucopia

SAMPLE PETITION FROM PROPERTY OWNER

James Doe
City Manager
City of Cornucopia
9876 N. Pumpkin Dr.
Cornucopia, FL 54321

Re: Petition for Voluntary Annexation into the City of Cornucopia

Dear Mr. Doe:

This petition shall serve as my expression of willingness and Petition to the City of Cornucopia to voluntarily annex the parcel of land I own into the City of Cornucopia. As a duly authorized representative of the entity and owner of the designated parcel, I hereby submit this Petition to the governing body of the City of Cornucopia for Voluntary annexation into the City of Cornucopia.

_____
Signature

_____
Print Name

_____
Date
Parcel #/ Address: _____
_____

SECTION 3

ANNEXATIONS PURSUANT TO CHAPTER 171, F.S.

Chapter 171, Florida Statutes
(Quick list of methods and definitions)*
Please refer to Florida Statutes for more detail

ANNEXATION BY F.S. 171.0413 Annexation Procedures

Any municipality may annex contiguous, compact, unincorporated territory using one of the following methods:

1. ANNEXATION BY SECTION. 171.0413, F.S. – WITH A REFERENDUM

A referendum is held in the area to be annexed.
(choice can only be "yes" or "no.")

2. ANNEXATION BY SECTION 171.0413, F.S. – WITHOUT REFERENDUM
(NO VOTERS LIVING IN AREA TO BE ANNEXED 50% OF LANDOWNERS MUST CONSENT TO ANNEXATION)

There must be consent of more than 50% of the landowners in the area to be annexed if there are no registered voters living in the area.

3. ANNEXATION BY SECTION. 171.044, F.S. - VOLUNTARY ANNEXATION (ORDINANCE)

This process is usually used when there are a limited number of property owners all of whom want to become annexed by a municipality.

4. ANNEXATION BY SECTION 171.046, F.S. - ANNEXATION OF ENCLAVES

DEFINITION OF ENCLAVES: Any unincorporated improved or developed area that is enclosed within and bounded on all sides by a single municipality (section 171.031 (5) (a), F.S.;
or;
Any unincorporated improved or developed area that is enclosed within and bounded by a single municipality and a natural or manmade obstacle that allows the passage of vehicular traffic to that unincorporated area only through the municipality. (section 171.031 (5) (b), F.S.

*****_This is an overview. There are many other specific requirements to accomplish annexation under Chapter 171, F.S._

ANNEXATION/DEANNEXATION PURSUANT TO CHAPTER 171, F.S.

The Broward Legislative Delegation requires that all requirements for annexation/deannexation under Chapter 171, F.S., be accomplished **PRIOR** to requesting a hearing before the Delegation. Although there is no deadline in law for annexations/deannexations under this process, the Delegation is requesting that your municipality submit all requests and required materials by **noon on Friday, December, 4, 2026.** Any request for a hearing on a Chapter 171, Florida Statutes, annexation/deannexation must be accompanied by the following:

Evidence that all requirements of Chapter 171, F.S. have been accomplished PRIOR to a hearing before the legislative delegation.

NOTE: The following outlines the requirements of the Broward Legislative Delegation. Chapter 171, F.S. defines statutory requirements which must also be met to achieve annexation/deannexation.

A request for hearing before the Delegation must include any or all of the following (if applicable):

1. Petition from property owner or proof of referendum.

2. Copy of **Ordinance** (NOT THE RESOLUTION) showing effective date of September 15 following adjournment sine die of the next Legislative Session.

3. A full legal description of the property being annexed.

4. A certified map drawn by a Florida certified land surveyor or engineer. Said person shall be responsible for ensuring that the full legal description and the certified map are the same.

5. Report and plan addressed to the Delegation concerning employee displacement. Annexing municipalities may obtain information regarding employee displacement from the following:

   Broward County Government
   Office of Management and Budget
   Assistant Director, Jennifer Steelman
   115 South Andrews Avenue
   Fort Lauderdale, Florida 33301
   954-357-6226
   jsteelman@broward.org

   Broward Sheriff's Office
   Colonel Oscar Llerena
   2601 West Broward Boulevard
   Fort Lauderdale, Florida 33312
   954-321-4647
   Oscar_llerena@sheriff.org

6. A map showing the area to be annexed in relation to the surrounding area.

7. **1 original and an electronic version on the packet: rmayersohn@broward.org.**

The information above is the **ONLY** information needed. Please do not include any additional information.

Below are the four different methods of annexation using Chapter 171, F.S.:

I. Annexation by Chapter 171.044, F.S. Voluntary Annexation (Ordinance) (Sample of backup is included)

(This process is usually used when there are a limited number of property owners who all want to become a part of a municipality.)

1. Agreement is reached between the property owners and the municipality regarding annexation.

2. Two advertised public hearings shall be held by the annexing municipality prior to enactment of an ordinance to annex the property.

3. A request for a hearing on a Chapter 171, F.S. annexation should be filed with the Delegation by **noon on Friday, December, 4, 2026.** The request may be heard by the Annexation Committee. However, a hearing before the committee shall NOT be considered as having met the requirements of Chapter 96-542, Laws of Florida.

4. The request may be scheduled for hearing before the Broward Legislative Delegation. If no objections are made by members of the Delegation at the hearing, the annexation shall become effective by municipal ordinance on the 15th day of September following adjournment sine die of the next regular Legislative Session following the accomplishment of all procedures necessary for annexation pursuant to Chapter 171, F.S. (Chapter 99-447, Laws of Florida)

5. If members of the Delegation object, the requesting entity may withdraw the request OR the Delegation may approve a local bill that will invalidate the ordinance.

II. Annexation by Chapter 171.046, F.S. - Annexation of Enclaves

DEFINITION OF ENCLAVES: Any unincorporated improved or developed area that is enclosed within and bounded on all sides by a single municipality (section 171.031 (5) (a),F.S.;or;

Any unincorporated improved or developed area that is enclosed within and bounded by a single municipality and a natural or manmade obstacle that allows the passage of vehicular traffic to that unincorporated area only through the municipality. (section 171.031 (5) (b), F.S.)

1. A municipality may annex an enclave by interlocal agreement with the county having jurisdiction of the enclave; or Annex an enclave with fewer than 25 registered voters by municipal ordinance when the annexation is approved in a referendum by at least 60 percent of the registered voters who reside in the enclave (providing the area is developed or improved.)

2. A request for a hearing on an annexation of an enclave should be filed with the Delegation by **noon on Friday, December, 4, 2026.** The request may be heard by the Annexation Committee. However, a hearing before the committee shall NOT be considered as having met the requirements of Chapter 96-542, Laws of Florida.

3. If no objections are made by members of the Delegation, the annexation of the enclave shall become effective by municipal ordinance on the 15th day of September following adjournment sine die of the next regular Legislative Session following the accomplishment of all procedures necessary for annexation pursuant to Chapter 171, Florida Statutes. (Chapter 99-447, Laws of Florida)

4. If members of the Delegation object, the requesting entity may withdraw the request OR the Delegation may approve a local bill that will invalidate the ordinance.

III. Annexation by Chapter 171.0413, F.S. – Referendum

1. The annexing municipality should schedule two public hearings prior to adoption of an ordinance setting out the annexation and referendum. (It is recommended that any municipality using this process, refer to section 171.0413, F.S. for more details on this process.)

2. A referendum is held in the area to be annexed (choice can only be "yes" or "no.")

3. A request for a hearing on the annexation should be filed with the Delegation by **noon on Friday, December, 4, 2026.** The request may be heard by the Annexation Committee. However, a hearing before the committee shall NOT be considered as having met the requirements of Chapter 96.542, Laws of Florida.

4. The request may be scheduled for hearing before the Broward Legislative Delegation. If no objections are made by members of the Delegation at the hearing, the annexation shall become effective by municipal ordinance on the fifteenth day of September following adjournment sine die of the next regular Legislative Session following the accomplishment of all procedures necessary for annexation pursuant to Chapter 171, Florida Statutes. (Chapter 99-447, Laws of Florida)

5. If members of the Delegation object, the requesting entity may withdraw the request OR the Delegation may approve a local bill that will invalidate the ordinance.

IV. Annexation by Chapter 171.0413(5) & (6), F.S. - Without Referendum

(No voters living in area to be annexed - 50% of landowners must consent to annexation)

1. There must be consent of more than 50% of the landowners in the area to be annexed if there are no registered voters living in the area.

2. The annexing municipality should schedule two public hearings prior to adoption of an ordinance setting out the annexation. (It is recommended that any municipality using this process, refer to section 171.0413, F.S. for more detail on this process.)

3. A request for a hearing on the annexation should be filed with the Delegation by **noon on Friday, December, 4, 2026.** The request may be heard by the Annexation Committee. However, a hearing before the committee shall not be considered as having met the requirements of Chapter 96-542, Laws of Florida.

4. The request may be scheduled for hearing before the Broward Legislative Delegation. If no objections are made by members of the Delegation at the hearing, the annexation shall become effective by municipal ordinance on the fifteen day of September following adjournment sine die of the next regular Legislative Session following the accomplishment of all procedures necessary for annexation pursuant to Chapter 171, Florida Statutes. (Chapter 99-447, Laws of Florida)

5. If members of the Delegation object, the requesting entity may withdraw the request OR the Delegation may approve a local bill that will invalidate the ordinance.

Included for your review is a sample of a voluntary annexation.

CHECKLIST
ANNEXATION PURSUANT TO
CHAPTER 171, F.S.

__ LETTER TO DELEGATION REQUESTING A HEARING

__ COPY OF ORDINANCE

__ CERTIFIED MAP AND LEGAL DESCRIPTION

__ MAP SHOWING SURROUNDING AREA

Make sure that this map includes any contiguous municipalities and major crossroads.

__ EMPLOYEE DISPLACEMENT INFORMATION

__ 1 ORIGINAL OF THE ABOVE INFORMATION.

Email packet and copies of supporting documents to rmayersohn@broward.org

SAMPLE
CHAPTER 171.044, F.S.
(Voluntary Annexation)

Office of the City Manager

CITY OF SUNRISE

Phone: (954) 746-3430
Fax: (954) 746-3439

October 27, 2011

Ms. Sandy Harris
Executive Director
Broward Legislative Delegation Office
115 South Andrews Avenue, Room 429
Fort Lauderdale, Florida 33301

RE: Request for Hearing for Annexations

Dear Ms. Harris:

On October 25, 2011, the City of Sunrise passed Ordinances 542 and 543 (attached) authorizing the voluntary annexation of two unincorporated single family parcels. Pursuant to Chapter 171, Florida Statutes, the City of Sunrise would like to request that Broward Legislative Delegation hold public hearings before the end of the this year's legislative session, in order for these annexations to become effective on September 15, 2012. It should be noted that there would be no employees displaced as a result of this these annexations.

For each annexation, I have enclosed one (1) original and 19 copies the following items:

- Petition from each property owner.
- City Ordinance showing effective date of September 15, 2012.
- A full legal description of the property being annexed.
- A certified map drawn by a Florida certified land surveyor.
- Information concerning employee displacement from Broward County and Broward Sheriff's Office.
- A map showing the area to be annexed in relation to the surrounding area.

The City Commission and I appreciate the attention of the Broward Legislative Delegation to this request. Please advise me of the hearing date(s). Should you require additional information of have any questions, please feel free to contact me at (954) 746-3430.

Sincerely,

Bruce J. Moeller, Ph.D.
City Manager

cc: Kimberly A. Kisslan, City Attorney
Josie P. Sesodia, AICP, Assistant Director, Community Development Dept.

Encl. (40)

CITY CLERK
CITY OF SUNRISE
11 OCT 26 AM 9:05

CERTIFICATION
I certify this to be a true and correct copy of the original document on file at Sunrise City Hall.
Witness my hand and official seal of the City of Sunrise, Florida this 26th day of October, 2011.
Felicia M. Bravo, Assistant City Clerk

SUNRISE, FLORIDA

ORDINANCE NO. 543

AN ORDINANCE OF THE CITY OF SUNRISE, FLORIDA, PROVIDING FOR THE ANNEXATION INTO THE CORPORATE LIMITS OF THE CITY OF SUNRISE OF APPROXIMATELY .25 ACRES OF PROPERTY LOCATED AT LOT 11, BLOCK E, NEW RIVER ESTATES SECTION ONE, AS RECORDED IN PLAT BOOK 103, PAGE 28 OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; BEARING PROPERTY ID NUMBER 504009020900; CONTAINING PROVISIONS FOR IMPLEMENTATION AND FILING WITH THE APPROPRIATE GOVERNMENTAL AGENCIES; PROVIDING FOR CONFLICT; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR INCLUSION IN THE CITY CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 171.044, Florida Statutes provides a procedure for voluntary annexation; and

WHEREAS, the Owners of a parcel of land has submitted a Petition for Voluntary Annexation ("Exhibit A") which has been presented to the City Commission to annex the parcel of land into the City of Sunrise, which parcel is described in Section 2, below and is referred to as the "Land;" and

WHEREAS, the City Commission has determined that the requirements of Section 171.044, Florida Statutes, pertaining to voluntary annexations, have been complied with in that:

A. The Land is located in an unincorporated area of Broward County, is contiguous of the City of Sunrise, is reasonably compact, is not included in the boundary

of another municipality, and its annexation will not create an enclave;

B. The Petition for Annexation (Exhibit "A") contains the signatures of all owners of the Land to be annexed into the City of Sunrise;

C. Prior to second reading of this Ordinance, the Ordinance has been advertised for two (2) consecutive weeks in a newspaper published in the City of Sunrise, County of Broward, as required by Section 171.044, Florida Statutes;

D. The City provided a copy of the notice, via certified mail, to the Board of County Commissioners of Broward County as required by Section 171.044, Florida Statutes (Exhibit "B");

WHEREAS, the City Commission finds that annexation of the Land is in the best interest of the City of Sunrise, will promote orderly planning, and the City of Sunrise is prepared to provide all necessary municipal services to the Land; and

WHEREAS, the City Commission, pursuant to the provisions of Section 171.044, Florida Statutes, desires to annex the Land and to redefine the boundary lines of the City of Sunrise to include such property;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SUNRISE, FLORIDA:

Section 1. The foregoing Whereas clauses are hereby ratified and incorporated as the legislative intent of this Ordinance.

Section 2. That subject to the conditions provided herein, the corporate boundaries of the City of Sunrise, Florida, are hereby extended, enlarged and redefined to include the following real property legally described by metes and bounds and depicted on the map marked Exhibit "C," which is attached hereto and made a part hereof.

Section 3. The current land use and zoning remain unchanged by the Ordinance and shall be as provided in Section 171.062(2), Florida Statutes, until such time as the City of Sunrise adopts a comprehensive plan that includes the annexed property.

Section 4. The City shall take all necessary actions before the Broward County Legislative Delegation ("Delegation") to request a public hearing in compliance with Chapters 96-542 and 99-447, Laws of Florida, relating to annexation, and the annexation of the Land described herein into the corporate boundaries of the City of Sunrise is conditioned upon the approval of the Delegation.

Section 5. Within seven (7) days after the adoption of this Ordinance, the City Clerk shall file a copy of it with the Clerk of the Circuit Court of Broward County, the County Administrator for Broward County, and the Department of State. Within seven (7) days after approval by the Delegation, the City Clerk shall file a Notion of Delegation Approval with a copy of the approved Ordinance in the same manner.

Section 6. It is the intention of the City Commission that appropriate City Staff make such amendments to the Official boundary map of the City in order to redefine the boundary lines of the City of Sunrise to include the Land and that such amendments become and be made a part of the Charter of the City of Sunrise in accordance with Section 8.01 of the Charter.

Section 7. This Ordinance shall be effective immediately upon adoption but the annexation provided herein shall become effective on 12:01 a.m. on September 15, 2012, following adjournment sine die of the next Legislative session; at such time the Land shall become a part of the City of Sunrise, to be governed by the City and subject to the laws and regulations of the City.

Section 8. Conflict. All ordinances or parts of ordinances, all City Code sections or parts of City Code

sections, and all resolutions or parts of resolutions in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 9. Severability. Should any provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part declared to be invalid.

Section 10. Inclusion in the City Code. It is the intention of the City Commission, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of the City of Sunrise, Florida.

Section 11. Effective Date. This Ordinance shall be effective immediately upon its passage.

PASSED AND ADOPTED upon this first reading this 11TH DAY OF OCTOBER, 2011.

PASSED AND ADOPTED upon this second reading this 25TH DAY OF OCTOBER, 2011.

Mayor Michael J. Ryan

Authentication:

Felicia M. Bravo
City Clerk

FIRST READING		SECOND READING	
MOTION:	ROSEN	MOTION:	ROSEN
SECOND:	SCUOTTO	SECOND:	SOFIELD
ALU:	YEA	ALU:	ABSENT
ROSEN:	YEA	ROSEN:	YEA
SCUOTTO:	YEA	SCUOTTO:	ABSENT
SOFIELD:	YEA	SOFIELD:	YEA
RYAN:	YEA	RYAN:	YEA

Approved by the City Attorney
As to Form and Legal Sufficiency.

Kimberly A. Kisslan

STONER & ASSOCIATES, INC.
SURVEYORS - MAPPERS
Florida Licensed Survey and Mapping Business No. 6633

4341 S.W. 62nd AVE.
Davie, Florida 33314

Tel. (954) 585-0997
Fax (954) 585-3927

RECORDING AREA

SKETCH OF DESCRIPTION OF:

LOT 11, BLOCK E
"NEW RIVER ESTATES, SECTION ONE"
P.B. 103, PG. 28, B.C.R.

LYING IN SECTION 9-T50S-R42E
CITY OF SUNRISE, BROWARD COUNTY, FLORIDA

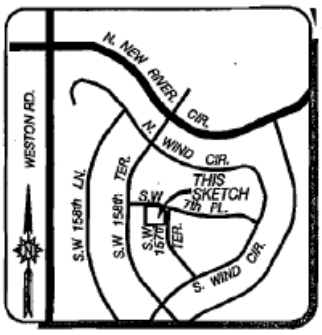
LEGEND:

P.B.	PLAT BOOK
PG.	PAGE
B.C.R.	BROWARD COUNTY RECORDS
U.E.	UTILITY EASEMENT
P.O.B.	POINT OF BEGINNING
T50S	TOWNSHIP 50 SOUTH
R42E	RANGE 42 EAST
R/W	RIGHT-OF-WAY
℄	CENTERLINE
C1	CURVE NUMBER 1 (SEE CURVE TABLE)

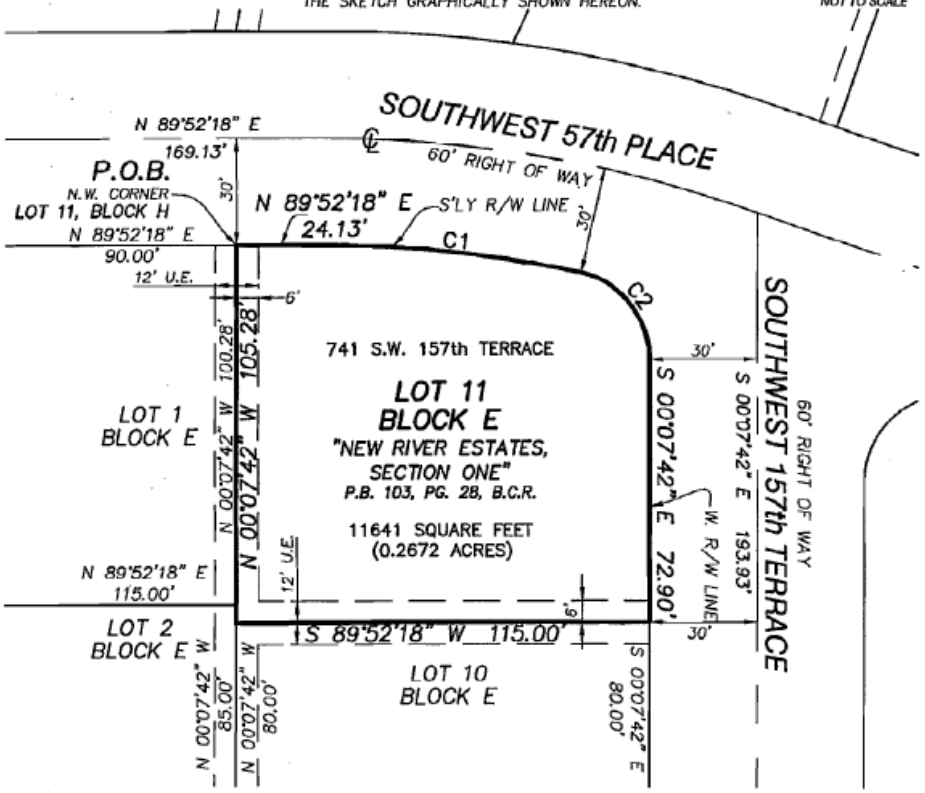
NOTE: SEE SHEET 1 FOR THE LEGAL DESCRIPTION OF THE SKETCH GRAPHICALLY SHOWN HEREON.

SCALE: 1" = 40'

0 10 20 40 80
GRAPHIC SCALE



LOCATION MAP
NOT TO SCALE



CURVE TABLE

CURVE	CHORD BEARING	CHORD LENGTH	RADIUS	CENTRAL ANGLE	ARC LENGTH	TANGENT
C1	S 83°44'23" E	71.84'	322.84'	12°46'37"	71.99'	36.15'
C2	S 38°44'23" E	31.20'	25.00'	77°13'23"	33.69'	19.97'

SHEET 2 OF 2 | SKETCH NO. 11-7706
741 S.W. 157 TER

4341 S.W. 62nd Avenue
Davie, Florida 33314

STONER & ASSOCIATES, INC.
SURVEYORS - MAPPERS
Florida Licensed Survey and Mapping Business No. 6633

Tel. (954) 585-0997
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RECORDING AREA

LEGAL DESCRIPTION OF:

LOT 11, BLOCK E
"NEW RIVER ESTATES, SECTION ONE"
P.B. 103, PG. 28, B.C.R.

LYING IN SECTION 9-T50S-R42E
CITY OF SUNRISE, BROWARD COUNTY, FLORIDA

LOT 11, BLOCK E, "NEW RIVER ESTATES, SECTION ONE", ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 103, PAGE 28, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHWEST CORNER OF SAID LOT 11;

THENCE NORTH 89°52'18" EAST, A DISTANCE OF 24.13 FEET TO A POINT OF CURVATURE OF A TANGENT CURVE CONCAVE TO THE SOUTH;

THENCE EASTERLY, ALONG THE ARC OF SAID CURVE, TO THE RIGHT, HAVING A CENTRAL ANGLE OF 12°46'37" AND A RADIUS OF 322.84 FEET FOR AN ARC DISTANCE OF 71.99 FEET TO A POINT OF COMPOUND CURVATURE OF A TANGENT CURVE CONCAVE TO THE SOUTHWEST;

THENCE EASTERLY, SOUTHEASTERLY AND SOUTHERLY, ALONG THE ARC OF SAID CURVE, TO THE RIGHT, HAVING A CENTRAL ANGLE OF 77°13'23" AND A RADIUS OF 25.00 FEET FOR AN ARC DISTANCE OF 33.69 FEET TO A POINT OF TANGENCY;

THE LAST THREE (3) COURSES BEING COINCIDENT WITH THE SOUTHERLY RIGHT OF WAY LINE OF SOUTHWEST 57th PLACE, AS SHOWN IN SAID PLAT OF "NEW RIVER ESTATES, SECTION ONE", SHEET 3 OF 4;

THENCE SOUTH 00°07'42" EAST, ALONG THE WEST RIGHT OF WAY LINE OF SOUTHWEST 157th TERRACE, AS SHOWN IN SAID PLAT OF "NEW RIVER ESTATES, SECTION ONE", SHEET 3 OF 4, A DISTANCE OF 72.90 FEET;

THENCE SOUTH 89°52'18" WEST, A DISTANCE OF 115.00 FEET;

THENCE NORTH 00°07'42" WEST, A DISTANCE OF 105.28 FEET TO THE POINT OF BEGINNING.

SAID LANDS SITUATE, LYING AND BEING IN THE CITY OF SUNRISE, BROWARD COUNTY, FLORIDA, CONTAINING 11,641 SQUARE FEET (0.2672 ACRES), MORE OR LESS.

NOTES:
1. THE PROPERTY SHOWN HEREON WAS NOT ABSTRACTED FOR OWNERSHIP, RIGHTS-OF-WAY, EASEMENTS OR OTHER MATTERS OF RECORD.
2. THIS SKETCH DOES NOT REPRESENT A FIELD SURVEY. (THIS IS NOT A SURVEY).
3. THIS SKETCH OF DESCRIPTION WAS PREPARED BY THIS FIRM WITHOUT THE BENEFIT OF A TITLE SEARCH. AND WAS BASED ON:
   A. BROWARD COUNTY PROPERTY APPRAISER'S NETWORK. PROPERTY ID# 5040-09-02-0900
   B. WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 11745, PAGE 660, BROWARD COUNTY.
   C. PLAT OF "NEW RIVER ESTATES, SECTION ONE", RECORDED IN P.B. 103, PG. 28, BROWARD COUNTY.
4. BEARINGS SHOWN HEREON ARE PER PLAT, WHICH ARE BASED ON THE TRANSVERSE MERCATOR GRID SYSTEM, FLORIDA EAST ZONE, PER MISCELLANEOUS PLAT BOOK 4, PAGE 21, BROWARD COUNTY.

CERTIFICATE:
THIS IS TO CERTIFY THAT THE SKETCH AND LEGAL DESCRIPTION SHOWN HEREON IS ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER CERTIFY THAT THIS SKETCH AND LEGAL DESCRIPTION MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.07, FLORIDA STATUTES.

REVISIONS	DATE	BY

WALTER DE LA ROCHA
PROFESSIONAL SURVEYOR AND MAPPER NO. 6081 – STATE OF FLORIDA

THE MATERIAL SHOWN HEREON IS THE PROPERTY OF STONER & ASSOCIATES, INC. AND SHALL NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT PERMISSION OF STONER & ASSOCIATES, INC.
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DATE OF SKETCH	DRAWN BY	CHECKED BY	FIELD BOOK
10/03/11	WDLR	JDS	N/A

SEAL
NOT VALID UNLESS SEALED HERE WITH AN EMBOSSED SURVEYOR'S SEAL

SHEET 1 OF 2

SKETCH NO. 11-7706
741 S.W. 157 TER

PETITION FOR VOLUNTARY ANNEXATION

The undersigned are the fee simple owners ("Owner") of real property located at 741 SW 157 Terrace, Sunrise, Florida 33326, and hereby voluntarily petition the CITY OF SUNRISE ("City") to annex Owner's real property in accordance with Section 171.044, Florida Statutes, as follows and states:

1. Owner owns real property general described as LOT 11, BLOCK E, NEW RIVER ESTATES SECTION ONE, as recorded in Plat Book 103 at Page 28 of the Public Records of Broward County, Florida, also known as 741 SW 157 Terrace, Sunrise, FL which bears Tax Folio No. 5040 09 02 0900.

2. Owner hereby petitions the City for voluntary annexation of Owner's real property which is contiguous to the CITY and asks the CITY include said real property within its corporate boundary lines.

Richard Rubio
Date: 10/24/11

Kim Rubio
Date: 10/24/11

Return to: Josie P. Sesodia, AICP
Assistant Director/City Planner
Community Development Dept.
City of Sunrise
1601 NW 136 Avenue, Building A
Sunrise, Florida 33323

SECTION 4

BACKUP MATERIAL

Broward Delegation Annexation Policy

August 2001

ANNEXATION DEADLINE The annexation of all unincorporated areas of Broward County should be encouraged to occur by October 1, 2005. Unincorporated areas remaining after October 1, 2005 will be subject to required annexation by the State Legislature. A variety of methods and inducements should be used by both the County and the cities to bring about the willing annexation of the unincorporated areas. It is recognized that misunderstandings and negative attitudes have arisen in the past between municipalities and unincorporated area residents and therefore, an intensive effort at dialogue, open communication, and understanding must take place in order to bring about this goal.

1. **COMPREHENSIVE ANNEXATION BILL** All annexation bills for Broward County shall be combined into one comprehensive annexation bill each year in order to streamline the process and to ensure that no communities are left behind as others are annexed. Government owned properties are exempted from this provision.

2. **PARTNERSHIP COMMITTEE** An official unincorporated partnership committee will be established consisting of one elected official or the city manager from each potential annexing municipality, presidents or designee of all homeowner associations in the impacted unincorporated communities and a County designee. The committee will identify community projects or issues of interest that can be collaboratively achieved, and those projects or issues of interest shall become part of any interlocal agreement entered into prior to the effective date of the annexation. The partnership committee shall be responsible for exchanging information between the unincorporated area and the annexing city in order to inform the residents of the unincorporated area and to minimize the possibility of inaccurate information. Any annexing municipalities which express interest and the County shall share in the expense of distributing information to the residents. (As amended – December 4, 2002)

3. **NEIGHBORHOOD CHARACTERISTICS** The geographic integrity, character, and unique lifestyle of various individual neighborhoods should be preserved through use of municipal charter amendments or Special Act. A comprehensive effort should be mounted to clearly identify each neighborhood and its unique characteristics within the unincorporated areas of the County, so that where possible, defined neighborhoods may be kept whole. Wherever reasonable and possible, the defined neighborhood to be annexed shall vote as one group.

5. **TAX AND FEE INFORMATION** When an annexation proposal is made, tax and fee information comparing all charges by the by the County and the city or cities involved should be provided to the residents of an area to be annexed. The residents shall also be provided with information comparing fire, rescue and police service, including staffing levels, as provided by the County and city or cities involved. The information should be produced and distributed in a clear and easy to understand format by an independent third party selected by the Legislative Delegation of Broward County.

6. **INCENTIVES AND INDUCEMENTS** Cities should be creative in providing incentives and inducements to unincorporated areas to encourage them to be annexed, for example: charter amendments to preserve lifestyle, or to guarantee city council representation (where population increase would warrant it); phased-in ad valorem tax adjustments (where significant differences exist), and; infrastructure or service improvements, (and the County should be encouraged to participate with or assist the City wherever possible).

7. **CHOICE** Unincorporated area residents should be given the right wherever possible and reasonable to choose which municipality to join and the right to vote on annexation by referendum.

8. **DUAL REFERENDA** The practice of dual referenda should be discontinued.

9. **COUNTY FACILITIES** Existing regional County facilities should remain unincorporated, unless the County and the municipality in question agree to annexation.

10. **EMPLOYEE TRANSITION PLAN** A transition plan for County employees displaced by reason of annexation should be established. Whenever possible and practicable, displaced County employees should be placed with the municipality that annexed the area where the displaced employee served, in the same or similar position, and without loss or interruption of rank, tenure, or pension benefits. If a County employee is hired by a municipality with a lower level of benefits (including pensions), the County should consider subsidizing benefits and pensions of the former County employee for a reasonable period of time.

11. **COUNTY INFRASTRUCTURE PROJECTS** Infrastructure projects should be completed by the County as scheduled in the County's Five-Year Capital Improvement Program. Appropriate financing arrangements via interlocal agreement between the County and the city that annexes an area receiving the project should recognize the tax contribution that the area to be annexed would have supplied towards completion of the project had that area not been annexed. The County and an annexing municipality must have an interlocal agreement encompassing all infrastructure improvements that are in the County's Infrastructure Improvement Plan but are incomplete at the time of the passage of the local bill. The preceding requirement may also be fulfilled by specific county resolution committing the infrastructure improvements to the area to be annexed. The resolution shall be referred to in the special act for annexation. The Legislative Delegation should utilize the infrastructure improvements that are budgeted and contained in the County's five-year Capital Improvement Plan as a standardized model.

12. **REFERENDUM CHOICE / INFRASTRUCTURE PROJECTS** In the event that an unincorporated area will be provided with a referendum choice between municipalities and Broward County's Infrastructure Improvements are not completed, the County and the prospective annexing municipalities shall execute Interlocal Agreements as to said incomplete improvements prior to final passage of the local bill. Such interlocal agreements shall be referenced in the local bill. However, such Interlocal Agreements shall not become effective until referendum approval by the electors of the area to be annexed.

13. **"CHERRY PICKING"** The practice of "Cherry Picking" by municipalities should be ended. To accomplish this, the statutory method of voluntary annexation should be modified by Special Act to require the approval of the Broward Legislative Delegation before a voluntary annexation could become effective. Although no definition of Acherry picking@ exists, it may be generally described as the annexation (usually by voluntary annexation pursuant to general law) of property by a municipality where that property will produce taxes far in excess of the estimated cost to the city of providing municipal services. Cherry picking usually involves a single very valuable commercial property or small group of properties, or other non-residential property, such as undeveloped land that is expected to ultimately produce a positive tax cash flow to the city.

14. **COMMERCIAL PROPERTIES** Accordingly, the Committee recommends to the Delegation that commercial properties should not be stripped from neighborhoods to which they would logically or geographically belong. Furthermore, whenever a voluntary annexation is proposed, notice should be given to the residents of the neighboring areas.

15. **NO PRECLUSION** Nothing contained herein should be construed to preclude the use of deannexation, consolidation, or incorporation as a means to ameliorate past actions which have had the effect of isolating neighborhoods or of rendering neighborhoods unattractive as objects for annexation by the surrounding municipalities.

16. **PHASE IN DATES** All future legislative bill(s) may include phase in dates for both the infrastructure improvements, as well as the communities to be annexed.

17. **REVENUE NEUTRALITY** Annexation, whenever reasonable or possible, should achieve "revenue neutrality" for the annexing municipality. "Revenue neutrality" should be defined as the infrastructure improvements that are required to make the infrastructure of the unincorporated neighborhood match that of the annexing cities. The improvements should include water, sewer, streetlights and, if applicable, sidewalks. (However, cities should not force on the County "Infrastructure Improvements" which they themselves do not enjoy.)

MUNICIPAL PROTOCOL With respect to municipal protocol, all correspondence regarding annexation must be directed to the mayor, elected officials and city managers or administrators of each city of interest.

CHAPTER 99-447

House Bill No. 1099

An act relating to Broward County; amending chapter 96-542, Laws of Florida, which provides for procedures for annexation of unincorporated areas into municipalities throughout Broward County, certain provisions of s. 171.0413, F.S., to the contrary notwithstanding; amending that provision of the act which controls the effective date of annexations; providing an effective date.

Be it Enacted by the Legislature of the State of Florida:

Section 1. Chapter 96-542, Laws of Florida, is amended to read:

Section 1. Provisions requiring a referendum of the electors of an annexing municipality contained in the second sentence of s. 171.0413(2), Florida Statutes, shall not be effective with respect to any proposed annexation pursuant to chapter 171, Florida Statutes, in Broward County.

Section 2. Any annexation of unincorporated property within Broward County proposed to be accomplished pursuant to chapter 171, Florida Statutes, must first be considered at a public hearing conducted by the Broward Legislative Delegation pursuant to its adopted rules; and thereafter shall not be effective until the fifteenth day of September ~~first day of October~~ following adjournment sine die of the next regular legislative session following the accomplishment of all procedures necessary for annexation pursuant to chapter 171, Florida Statutes. However, any voluntary annexation ordinance adopted by a municipality prior to January 1, 1996, the subject matter of which has had a public hearing before the Broward County Legislative Delegation, shall be given effect according to its terms.

Section 2. This act shall take effect upon becoming law.

Approved by the Governor May 11, 1999.

Filed in Office Secretary of State May 11, 1999.

CHAPTER 96-542

House Bill No. 2633

An act relating to Broward County; providing for procedures for annexation of unincorporated areas into municipalities throughout Broward County, certain provisions of s. 171.0413, F.S., to the contrary notwithstanding; providing an effective date.

WHEREAS, Broward County is an urbanized county with a population in excess of 1 million residents, with 28 municipalities, and

WHEREAS, Broward County has numerous scattered unincorporated pockets which reflect the haphazard manner in which annexation into municipalities has taken place over the years by the application of general annexation laws of the state, and

WHEREAS, the legislative delegation, representing Broward County, has created an Ad Hoc Committee on Annexation Policy composed of legislators, local officials, and residents to study the orderly annexation of the remaining unincorporated areas of Broward County, and

WHEREAS, the report of the Ad Hoc Committee on Annexation Policy has made numerous recommendations to aid in the orderly annexation of the remaining unincorporated areas of Broward County, and

WHEREAS, one of the recommendations of the Ad Hoc Committee on Annexation Policy was to discourage dual referenda in annexation within Broward County, and

WHEREAS, one of the recommendations of the Ad Hoc Committee on Annexation Policy was to require approval of the Broward Legislative Delegation before annexation pursuant to general law becomes effective in Broward County, NOW, THEREFORE,

Be it Enacted by the Legislature of the State of Florida:

Section 1. The provision requiring a referendum of the electors of an annexing municipality contained in the second sentence of s. 171.0413(2), Florida Statutes, shall not be effective with respect to any proposed annexation pursuant to chapter 171, Florida Statutes, in Broward County.

Section 2. Any annexation of unincorporated property within Broward County proposed to be accomplished pursuant to chapter 171, Florida Statutes, must first be considered at a public hearing conducted by the Broward Legislative Delegation pursuant to its adopted rules; and thereafter shall not be effective until the first day of October following adjournment sine die of the next regular legislative session following the accomplishment of all procedures necessary for annexation pursuant to chapter 171, Florida Statutes. However, any voluntary annexation ordinance adopted by a municipality prior to January 1, 1996, the subject matter of which has had a public hearing before the Broward County Legislative Delegation, shall be given effect according to its terms.

Section 3. This act shall take effect upon becoming law.

Became a law without the Governor's approval June 5, 1996

Filed in Office Secretary of State June 4, 1996