A bill to be entitled 1 2 An act relating to Pinellas County; creating the Town of 3 Palm Harbor; providing a charter; providing legislative 4 intent; providing a council-manager form of government; 5 providing boundaries; providing municipal powers; providing 6 for a town council; providing for membership, 7 qualifications, terms, powers, and duties of council 8 members, including the mayor and vice mayor; providing for 9 election and terms of office; providing circumstances 10 resulting in vacancy in office; providing grounds for forfeiture and suspension; providing for filling of 11 vacancies; providing for compensation and expenses; 12 providing for appointment of charter officers, including a 13 14 town manager and town attorney; providing for removal, 15 compensation, and filling of vacancies; providing 16 qualifications, powers, and duties; providing for appointment of a town clerk; providing for expenditures of 17 town funds and establishment of town boards and agencies; 18 19 providing for contracting for traditional municipal 20 services; providing for council meetings; providing for 21 adoption of a code of technical regulation; providing for 22 emergency ordinances and appropriations; providing for 23 recordkeeping; providing limitations on employment and 24 officeholding of council members; prohibiting certain 25 interference with town employees; establishing the fiscal 26 year; providing for adoption of annual budget and 27 appropriations; providing for supplemental appropriations; 28 providing for reduction and transfer of appropriations;

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providing limitations; providing for a reserve fund; providing for referendum requirements for revenue bonds and other multiyear contracts; providing for financial audit; providing for nonpartisan elections and matters relative thereto; providing for recall; providing for a charter review committee and future amendments of the charter; providing for standards of conduct in office; providing for severability; providing for a personnel system; providing for charitable contributions; providing for land use changes; providing a transitional schedule and procedures for a first election; providing for first-year expenses; providing for adoption of transitional ordinances, resolutions, comprehensive plans, and local development regulations; providing for continuation of the communications services tax; providing for accelerated entitlement to state-shared revenues; providing for receipt and distribution of motor fuel tax revenues; providing for transferring property, records, and equipment; providing for pending matters; providing for transitional ordinances and resolutions; providing for participation in the local government infrastructure surtax; providing a waiver of certain statutory requirements; providing for continuation of certain services; providing for law enforcement; requiring a referendum; providing effective dates.

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

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Section 1. Charter; creation; form of government;

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boundaries and powers. --

- (1) CHARTER; CREATION. --
- (a) This act may be known as the "Charter of the Town of Palm Harbor" (the "charter"), and the Town of Palm Harbor (the "town") is created.
- (b) It is in the best interests of the public health,
  safety, and welfare of the residents to form a separate
  municipality for the incorporating communities with all the
  powers and authority necessary to provide adequate and efficient
  municipal services.
- (c) It is intended that this charter and the incorporation of the Town of Palm Harbor will serve to preserve and protect the distinctive characteristics of the communities that wish to join the incorporation. The town shall practice good stewardship of the natural environment, including its trees, waters, and preserve lands.
- (d) It is the intent of this charter and the incorporation of the town to secure the benefits of self-determination and affirm the values of representative democracy, citizen participation, strong community leadership, professional management, and regional cooperation.
- (2) FORM OF GOVERNMENT.--The town shall have a council-manager form of government.
- (3) CORPORATE BOUNDARIES. -- The corporate boundaries of the Town of Palm Harbor shall be described as follows:

Begin at the intersection of the centerline of the Intracoastal Waterway and the westerly extension of

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the centerline of Klosterman Road. Thence run East by the Centerline of Klosterman Road and the westerly extension thereof to the West 1/4 corner of Section 19, Township 27 South, Range 16 east; thence S. 0°14'32" E. along the West line of said Section 19, 1333.85 feet to the Southwest corner of Lot 56, Tampa and Tarpon Springs Land Company Sub. As recorded in Plat Book H1 Page 116 of the official records of Hillsborough County, of which Pinellas County was formerly a part; thence S. 87°48'12" E. along the South Line of Lots 56 and 52 of said subdivision, 1740.84 feet; thence N. 0°33'31" W. along the Southerly extension of the East line of Lot 51 of said subdivision and the East Line of Lot 51, 1385.80 feet to the East and est. centerline of said Section 19, said centerline also being the centerline of Klosterman Road; thence run East by the centerline of Klosterman Road and the Easterly extension thereof to the center of Lake Tarpon; thence southeasterly through the waters of Lake Tarpon and the Lake Tarpon Outfall Canal to the centerline of Curlew Rd. (S.R. 586); thence West by the centerline of Curlew Rd. (S.R. 586) to a point on the North-South centerline of the Northwest 1/4 of Section 14, Township 28 South, Range 15 East; thence North by the North-South centerline of the Northwest 1/4 of said Section 14 to the North Section line of said Section 14; thence West on said section line and continuing West on the North

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113	Section line of Section 15, Township 28 South, Range
114	15 East to the centerline of the Intracoastal
115	Waterway; thence North on said centerline of the
116	Intracoastal Waterway to the Point of Beginning.
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118	(4) MUNICIPAL POWERS The town shall be a body corporate
119	and politic and shall have all available governmental,
120	corporate, and proprietary powers of a municipality under the

and politic and shall have all available governmental, corporate, and proprietary powers of a municipality under the State Constitution and general law, as fully and completely as though such powers were specifically enumerated in this charter, and may exercise them, except when prohibited by law. Through the adoption of this charter, it is the intent of the electors of the town that the municipal government established herein has the broadest exercise of home rule powers permitted under the State Constitution and general law. This charter and the powers of the town shall be construed liberally in favor of the town. It is recognized that certain services within the municipal boundaries are provided by independent special districts created by special acts of the Legislature and by Pinellas County.

Section 2. Council; mayor; vice mayor.--

- (1) TOWN COUNCIL. -- There shall be a five-member town council ("council") vested with all legislative powers of the town. Unless otherwise stated within this charter, all charter powers shall be exercised by the council.
  - (2) MAYOR; VICE MAYOR; POWERS AND DUTIES.--
- (a) The council, at its first regular meeting every year, shall elect from its members a mayor and vice mayor who shall serve for a period of 1 year each and who shall have the same

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legislative powers and duties as any other council member, except as provided in this subsection.

- (b) In addition to carrying out the regular duties of a council member, the mayor shall preside at the meetings of the council and shall be recognized as the head of town government for service of process, ceremonial matters, and the signature or execution of ordinances, contracts, deeds, bonds, and other instruments and documents and for purposes of military law. The mayor shall also serve as the ceremonial head of the town and the town official designated to represent the town when dealing with other entities. The mayor shall have no administrative duties other than those necessary to accomplish these actions or such other actions as may be authorized by the town council, consistent with general or special law.
- (c) In addition to carrying out the regular duties of a council member, the vice mayor shall, in the absence of the mayor, act as mayor, preside at the meetings of the council, and be recognized as the head of town government for service of process, ceremonial matters, and the signature or execution of ordinances, contracts, deeds, bonds, and other instruments and documents and for purposes of military law. The vice mayor shall, in the absence of the mayor, serve as the ceremonial head of the town and the town official designated to represent the town when dealing with other entities. The vice mayor shall have no administrative duties other than those necessary to accomplish these actions or such other actions as may be authorized by the town council, consistent with general or special law.

(d) In the absence of the mayor and vice mayor, the remaining council members shall select a council member to serve as acting mayor.

Section 3. Election and terms of office. --

- (1) TERM OF OFFICE. -- Each council member shall be elected for a 4-year term by the electors of the town in the manner provided in this section. Council members shall be sworn into office at the first regularly scheduled meeting after their election. Each council member shall remain in office until his or her successor is elected and assumes the duties of the position.
- (2) DESIGNATED COUNCIL SEATS.--The town council shall consist of five seats. Seats 1, 2, 3, 4, and 5 will be at-large seats and will be elected from and represent the entire town.
- (3) QUALIFICATION. -- Candidates for each council seat must qualify for council elections by seat in accordance with applicable general law, and the council members elected to those seats shall hold the seats 1 through 5, respectively. To qualify for office, each candidate for council member shall:
- (a) File a written notice of candidacy with the town clerk at such time and in such manner as may be prescribed by ordinance and shall make payment to the town of any fees required by general law as qualifying fees.
  - (b) Be a registered elector in the state.
- (c) Have maintained his or her domicile within the town for a period of 1 year prior to qualifying for election and, if elected, shall maintain such residency throughout his or her term of office. Any resident of the town who wishes to become a

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candidate for a council member seat shall qualify with the town clerk no sooner than noon on the second Tuesday in January, nor later than noon on the first Tuesday in February, of the year in which the election is to be held.

- (4) VACANCIES IN OFFICE; FORFEITURE; SUSPENSION; FILLING OF VACANCIES.--
- (a) Vacancies.--A vacancy in the office of any council member shall occur upon the death of the incumbent, removal from office as authorized by law, resignation, appointment to other public office which creates dual officeholding, judicially determined incompetence, or forfeiture of office as described in paragraph (b).
- (b) Forfeiture of office. -- Any council member shall forfeit his or her office upon determination by the council, acting as a body at a duly noticed public meeting, that he or she:
- 1. Lacks at any time, or fails to maintain during his or her term of office, any qualification for the office prescribed by this charter or otherwise required by law;
- 2. Has been convicted of a felony or entered a plea of guilty or nolo contendere to a crime punishable as a felony, even if adjudication of guilt was withheld;
- 3. Has been convicted of a first degree misdemeanor arising directly out of his or her official conduct or duties, or entered a plea of guilty or nolo contendere thereto, even if adjudication of guilt was withheld;
- 4. Has been found to have violated any standard of conduct or code of ethics established by law for public officials and

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has been suspended from office by the Governor, unless subsequently reinstated as provided by law; or

5. Has been absent from three consecutive regular council meetings without good cause or for any other reason established in this charter.

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The council shall be the sole judge of the qualifications of its members and shall hear all questions relating to forfeiture of a council member's office, including whether or not good cause for absence has been or may be established. The burden of establishing good cause shall be on the council member in question; however, any council member may at any time during any duly held meeting move to establish good cause for his or her absence or the absence of any other council member from any past, present, or future meeting or meetings, which motion, if carried, shall be conclusive. A council member whose qualifications are in question or who is otherwise subject to forfeiture of his or her office shall not vote on any such matters. The council member in question shall be entitled to a public hearing upon request regarding an alleged forfeiture of office. If a public hearing is requested, notice thereof shall be published in one or more newspapers of general circulation in the town at least 1 week in advance of the hearing. Any final determination by the council that a council member has forfeited his or her office shall be made by resolution. All votes and other acts of the council member in question prior to the effective date of such resolution shall be valid regardless of the grounds of forfeiture.

(c) Suspension from office.—Any council member shall be suspended from office upon return of an indictment or issuance of any information charging the council member with any crime that is punishable as a felony or with any crime arising out of his or her official duties that is punishable as a first degree misdemeanor.

- 1. During a period of suspension, a council member shall not perform any official act, duty, or function or receive any pay, allowance, emolument, or privilege of office.
- 2. If the council member is subsequently found not guilty of the charge or if the charge is otherwise dismissed, reduced, or altered in such a manner that suspension would no longer be required as provided in this paragraph, the suspension shall be lifted and the council member shall be entitled to receive full back pay and such other emoluments or allowances to which he or she would have been entitled had the suspension not occurred.

## (d) Filling of vacancies. --

1. If any vacancy occurs in the office of any council member, the remaining council members shall, within 30 days after the occurrence of such vacancy, by majority vote, appoint a person to fill the vacancy until the next regularly scheduled town election, at which time an election shall be held to fill the vacancy. The first choice for this replacement council member shall be the candidate from that district who received the second highest number of votes in the last election. If the council fails to appoint a replacement council member within 45 days after the occurrence of the vacancy, the council shall call for a special election to fill that vacancy, to be held no

sooner than 90 days and no later than 120 days following the occurrence of the vacancy and as otherwise governed by law.

- 2. Any person appointed to fill a vacancy on the council shall be required to meet the qualifications of the seat to which he or she is appointed.
- 3. Notwithstanding any quorum requirements established in this charter, if at any time the full membership of the council is reduced to less than a quorum, the remaining members may, by majority vote, appoint additional members to the extent otherwise permitted or required under this subsection.
- 4. In the event that all the members of the council are removed by death, disability, recall, forfeiture of office, or resignation, or any combination thereof, the Governor shall appoint interim council members who shall call a special election within not less than 30 days or more than 60 days after such appointment. Such election shall be held in the same manner as the initial elections under this charter. However, if less than 6 months remain in any unexpired term, the interim council member appointed by the Governor shall serve out that unexpired term. Appointees must meet all requirements for candidates as provided in this charter.
  - (e) Compensation and expenses. --
- 1. Town council members shall be entitled to reimbursement in accordance with general law for authorized travel and per diem expenses incurred in the performance of their official duties.
- 2. Town council members shall be compensated at the rate of \$8,000 per year, except that the council member elected by

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the council to act as mayor shall be compensated at the rate of \$10,000 per year. The town council, by not fewer than four affirmative votes, may elect to provide for any adjustment in such compensation by ordinance. However, no such ordinance increasing compensation shall take effect until the date of commencement of the terms of council members elected at the next regular election following the adoption of such ordinance.

Section 4. Administrative provisions.--

- (1) DESIGNATION OF CHARTER OFFICERS. -- The town manager and the town attorney are designated as charter officers, except that the office of town attorney may be contracted to an attorney or law firm.
- (2) APPOINTMENT; REMOVAL; COMPENSATION; FILLING OF VACANCIES.--
- (a) The charter officers shall be appointed by a majority vote of the full council and shall serve at the pleasure of the council.
- (b) The charter officers shall be removed from office only by a supermajority vote of the full council. Upon demand by a charter officer, a public hearing shall be held prior to such removal.
- (c) The compensation of the charter officers shall be fixed by the town council through the approval of an acceptable employment contract.
- (d) The town council shall begin the process to fill a vacancy in a charter office within 90 days after the vacancy occurs. An acting town manager or an acting town attorney may be appointed by the council during a vacancy in such charter

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office.

(e) A charter officer shall not be a member of the town council or a candidate for town council while holding a charter officer position.

- (3) TOWN MANAGER. -- The town manager shall be the chief administrative officer of the town.
- (a) The town council shall appoint a town manager who shall be the administrative head of the municipal government under the direction and supervision of the town council. The town manager shall hold office at the pleasure of the town council. The town manager shall be appointed by resolution approving an employment contract between the town and the town manager. The town manager shall receive such compensation as determined by the town council through the adoption of an appropriate resolution.
- (b) The town manager shall have the minimum qualifications of a combination of a bachelor's degree in public administration, business administration, or other related field from an accredited college or university and 3 years' public administration experience.
- (c) It is preferred that the town manager be credentialed by the International City/County Management Association or obtain such credential within 2 years after being appointed.
- (d) During the absence or disability of the town manager, the town council may by resolution designate a properly qualified person to temporarily execute the functions of the town manager. The person thus designated shall have the same powers and duties as the town manager and shall, while serving,

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be known as acting town manager. The town manager or acting town manager may be removed by the town council at any time.

- (e) As the chief administrative officer, the town manager shall:
- 1. Direct and supervise the administration of all departments, offices, and agencies of the town, except the office of town attorney and except as otherwise provided by this charter or by general law.
- 2. Appoint, suspend, or remove any employee of the town or appointive administrative officer provided for under this charter, except the office of town attorney and except as may otherwise be provided by law, this charter, or personnel rules adopted pursuant to the charter. The town manager may authorize any administrative officer who is subject to his or her direction and supervision to exercise these powers with respect to subordinates in that officer's department, office, or agency.
- 3. Ensure that all laws, provisions of the charter, and acts of the council are faithfully executed.
- 4. Prepare and submit the annual budget and capital program to the council in the form prescribed by ordinance.
  - 5. Attend meetings of the town council.
- 6. Draw and sign vouchers upon depositories as provided by ordinance and keep, or cause to be kept, a true and accurate account of same.
- 7. Sign all licenses issued by the town, issue receipts for all moneys paid to the town, and deposit such moneys in the proper depositories on the first banking day after receipt. The town manager may delegate the responsibilities of this

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393 subparagraph to an appropriate town employee who shall be
394 bonded.

- 8. Provide administrative services in support of the official duties of the mayor and the council.
- 9. Keep the council advised as to the financial condition and future needs of the town and make recommendations to the council concerning the affairs of the town.
- 10. Submit to the council, and make available to the public, a complete report on finances and administrative activities of the town at the end of each fiscal year.
- 11. Sign contracts on behalf of the town to the extent authorized by ordinance.
- 12. Perform such other duties as are specified in this charter or as may be required by the council.
  - (4) TOWN ATTORNEY.--

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- (a) The town attorney shall be employed under terms and conditions deemed advisable by the town council, which may include the appointment of a law firm.
- (b) The town attorney shall be a member in good standing with The Florida Bar, have been admitted to practice in the state for at least 5 years, and have not less than 2 years' experience in the practice of local government law.
- (c) The town attorney has sole discretion to appoint, promote, suspend, demote, remove, or terminate deputy and assistant town attorneys, subject to the town's annual budget.
- (d) The town attorney shall perform the following functions in addition to other functions as designated by the town council:

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1. Serve as chief legal advisor to the town council, the charter officers, and all town departments, offices, and agencies.

- 2. Attend all regular and special town council meetings, unless excused by the town council, and perform such professional duties as may be required by law or by the council in furtherance of the law.
- 3. Approve all contracts, bonds, and other instruments in which the town is concerned and shall endorse on each his or her approval of the form and correctness thereof. No contract with the town shall take effect until his or her approval is so endorsed thereon.
- 4. When requested to do so by the council, prosecute and defend on behalf of the town all complaints, suits, and controversies in which the town is a party.
- 5. Perform such other professional duties as required of him or her by resolution of the council or as prescribed for municipal attorneys in general law that are not inconsistent with this charter.
- 6. Prepare an annual budget for the operation of the office of the town attorney and submit this budget to the town manager for inclusion in the annual town budget, in accordance with uniform town procedures.
- (5) TOWN CLERK.--The town manager shall appoint a town clerk or a management firm to serve as town clerk (the "clerk").

  The clerk shall give notice of council meetings to council members and the public, keep minutes of council proceedings, and perform such other duties as the council or town manager may

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prescribe. The clerk shall report to the town manager.

- (6) EXPENDITURE OF TOWN FUNDS. -- No funds of the town shall be expended except pursuant to duly approved appropriations or for the payment of bonds, notes, or other indebtedness duly authorized by the council and only from such funds so authorized.
- (7) TOWN BOARDS AND AGENCIES. -- Except as otherwise provided by law, the council may establish or terminate such boards and agencies as it may deem advisable from time to time. The boards and agencies shall report to the council. Members of boards and agencies shall be appointed by the council by resolution.
- (8) CONTRACTING FOR TRADITIONAL MUNICIPAL SERVICES.--It is the intent of the town to provide traditional municipal services through public and private contract providers. Accordingly, traditional municipal services shall be rendered through contract providers, not town employees, unless approved by at least a four-fifths vote of the town council. If the town council determines that any traditional municipal service is to be provided through town employees, the town manager shall be responsible for the hiring, supervision, and removal of all such employees. For purposes of this section, "traditional municipal services" means public safety, public works, administrative services, community development, and community services.

Section 5. Legislative provisions.--

(1) REGULAR MEETINGS. -- The council shall conduct regular meetings at such times and places as the council shall prescribe by resolution. Such meetings shall be public meetings within the

Page 17 of 37

meaning of general law and shall be subject to notice and other requirements of law applicable to public meetings.

- (2) SPECIAL MEETINGS.--Special meetings may be held at the call of the mayor or, in his or her absence, at the call of the vice mayor. Special meetings may also be called upon the request of a majority of the council members. Unless the meeting is of an emergency nature, the person or persons calling such a meeting shall provide not less than 72 hours' prior notice of the meeting to the public.
- (3) COMMENCEMENT.--All meetings shall be scheduled to commence no earlier than 7 a.m. and no later than 10 p.m.
- (4) RULES; ORDER OF BUSINESS.—The council shall determine its own rules and order of business.
- (5) QUORUM. -- A majority of the full council shall constitute a quorum.
- (6) VALIDITY OF ACTION. -- No action of the council shall be valid unless adopted by an affirmative vote of the majority of the full council, unless otherwise provided by law.
- (7) LEGISLATIVE POWERS.--Except as otherwise prescribed herein or as provided by law, the legislative powers of the town shall be vested in the council. The council shall provide for the exercise of its powers and for the performance of all duties and obligations imposed on the town by law.
- (8) DEPARTMENTS.--The council may establish such other departments, offices, or agencies as it determines necessary for the efficient administration and operation of the town. Such departments, offices, or agencies shall be established by ordinance.

(9) CODE.--The council may adopt any standard code of technical regulations by reference thereto in an adopting ordinance and may amend the code in the adopting ordinance or later amendatory ordinance. The procedures and requirements governing such an adopting ordinance shall be as prescribed for ordinances generally, except that:

- (a) Requirements regarding distribution and filing of copies of the ordinance shall not be construed to require distribution and filing of copies of the adopted code of technical regulations.
- (b) A copy of each adopted code of technical regulations, as well as of the adopting ordinance, shall be authenticated and recorded by the town clerk.
  - (10) EMERGENCY ORDINANCES.--

(a) To meet a public emergency affecting life, health, property, or the public peace, the council may adopt, in the manner provided by general law, one or more emergency ordinances, but such ordinances may not enact or amend a land use plan or rezone private property; levy taxes; grant, renew, or extend any municipal franchise; set service or user charges for any municipal services; or authorize the borrowing of money, except as provided in subsection (11) for emergency appropriations, if applicable. An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall be plainly designated in a preamble as an emergency ordinance and shall contain, after the enacting clause, a declaration stating that an emergency exists and describing the emergency in clear and specific terms.

(b) Upon the affirmative vote of a majority of council members, an emergency ordinance may be adopted with or without amendment or rejected at the meeting at which it is introduced. After its adoption, the ordinance shall be advertised and printed as prescribed for other ordinances.

- (c) An emergency ordinance shall become effective upon adoption or at such other date as may be specified in the ordinance.
- appropriation ordinance, shall automatically be repealed as of the 61st day after its effective date, but this shall not prevent reenactment of the ordinance under regular procedures or, if the emergency still exists, in the manner specified in this section. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances.
- affecting life, health, property, or the public peace, the council, by resolution, may make emergency appropriations. To the extent that there are no unappropriated revenues to meet such appropriation, the council may by such emergency resolution authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes and renewals in any fiscal year shall be paid not later than the last day of the fiscal year succeeding that in which the emergency appropriations were made.
- (12) RECORDKEEPING. -- The council shall, in a properly indexed book kept for that purpose, provide for the

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authentication and recording in full of all minutes of meetings and all ordinances and resolutions adopted by the council, and the same shall at all times be a public record. The council shall further maintain a current codification of all ordinances. Such codification shall be printed and shall be made available for distribution to the public on a continuing basis. All ordinances and resolutions of the council shall be signed by all council members and attested to by the town clerk.

- (13) DUAL OFFICEHOLDING. -- No current elected town official shall hold any compensated appointive office or employment of the town while in office, nor shall any former council member be employed by the town until after the expiration of 1 year after leaving office.
- (14) NONINTERFERENCE BY TOWN COUNCIL. -- Except for the purposes of inquiry and information, council members are expressly prohibited from interfering with the performance of the duties of any employee of the town government who is under the direct or indirect supervision of the town manager or town attorney. Such action shall be malfeasance within the meaning of section 112.51, Florida Statutes. Recommendations for improvements in the town government operations shall come through the town manager, but each member of the council shall be free to discuss with or recommend to the town manager improvements in the town government operations, and the council is free to direct the town manager to implement specific recommendations for improvement in town government operations.

  Section 6. Budget and appropriations.--

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(1) FISCAL YEAR. -- The town shall have a fiscal year that

shall begin on the first day of October and shall end on the last day of September of the succeeding calendar year, unless otherwise defined by general law. Such fiscal year shall also constitute the annual budget and accounting year.

- (2) BUDGET ADOPTION. -- The council shall adopt a budget in accordance with applicable general law after a minimum of two public hearings on the proposed budget. A resolution adopting the annual budget shall constitute appropriation of the amounts specified therein as expenditures from funds indicated.
- (3) EXPENDITURES. -- The budget shall not provide for expenditures in an amount greater than the revenues budgeted.
  - (4) APPROPRIATIONS.--

- (a) If, during the fiscal year, revenues in excess of those estimated in the budget are available for appropriation, the council may by resolution make supplemental appropriations for the year in an amount not to exceed such excess.
- (b) If, at any time during the fiscal year, it appears probable to the town manager that the revenues available will be insufficient to meet the amount appropriated, the town manager shall report to the council without delay indicating the estimated amount of the deficit, any remedial action taken, and recommendations as to any other steps that should be taken. The council shall then take such further action as it deems necessary to prevent or minimize any deficit and, for that purpose, the council may by resolution reduce one or more appropriations accordingly.
- (c) No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any

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amount required by law to be appropriated or by more than the unencumbered balance thereof. Other provisions of law to the contrary notwithstanding, the supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this charter may be made effective immediately upon adoption.

- (d) The council shall maintain a reserve fund, provided for as a line item within its budget, to be used only to provide for the replacement or renewal of capital equipment and for facilities repair or in cases of unforeseen damage to equipment or facilities caused by an act of God and not covered by insurance. This fund shall be annually funded at a minimum of 3 percent of the annual town tax revenues used to calculate the year's budget and shall accrue to \$10,000,000, at which time the set-aside funds may be discontinued until the fund drops below the \$10,000,000 threshold. This provision may only be amended by a majority vote of the town electors.
  - (5) BONDS; INDEBTEDNESS.--

(a) Subject to the referendum requirements of the State

Constitution, if applicable, the town may from time to time

borrow money and issue bonds or other obligations or evidence of

indebtedness (collectively, "bonds") of any type or character

for any of the purposes for which the town is now or hereafter

authorized by law to borrow money, including to finance the cost

of any capital or other project and to refund any and all

previous issues of bonds at or prior to maturity. Such bonds may

be issued pursuant to one or more resolutions adopted by a

majority of the council.

(b) The town may assume all outstanding indebtedness related to facilities it acquires from other units of local government and shall be liable for payment thereon in accordance with the terms of such indebtedness.

- authorized by the electors of the town at a duly held referendum election, the council shall not authorize or allow to be authorized the issuance of revenue bonds or enter into lease-purchase contracts or any other unfunded multiyear contracts for the purchase of real property or the construction of any capital improvement the repayment of which extends in excess of 36 months unless mandated by state or federal governing agencies.
- independent annual financial audit of all town accounts and may provide for more frequent audits as it deems necessary. Such audits shall be made by a certified public accountant or a firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the town government or in any of its officers. Residency in the town shall not be construed as a prohibited interest.

Section 7. Elections. --

- (1) ELECTORS.--Any person who is a resident of the town, who has qualified as an elector of this state, and who registers in the manner prescribed by general law shall be an elector of the town.
- (2) NONPARTISAN ELECTIONS. -- All elections for town council members shall be conducted on a nonpartisan basis without any designation of political party affiliation.

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(3) ELECTION DATES.--All regularly scheduled elections shall be held on the second Tuesday after the first Monday in March of even-numbered years, as follows:

- (a) For the three candidates for at-large council member seats 1, 2, and 3 who receive the highest number of votes for their respective seats in the March 2010 election, the next election to fill these seats shall be held on the second Tuesday after the first Monday in March 2014 and every 4 years thereafter.
- (b) For the two candidates for at-large council member seats 4 and 5 who receive the highest number of votes for their respective seats in the March 2010 election, the next election to fill these seats shall be held on the second Tuesday after the first Monday in March 2012 and every 4 years thereafter.
- (4) RUNOFF ELECTIONS. -- In the event no candidate for an office receives a majority of the votes cast for such office, the person receiving the largest number of votes cast will be elected. In the event two candidates receive an equal number of votes and the vote total exceeds all other candidates, a runoff election for the two candidates with the largest vote total shall be held on the fourth Tuesday in March. In the event that the runoff election results in a tie, the outcome shall be determined by lot.
- (5) TOWN CANVASSING BOARD. -- The Pinellas County canvassing board shall serve as the Town of Palm Harbor's canvassing board and shall canvass and certify all municipal elections and referenda unless otherwise provided for by future ordinance.
  - (6) SPECIAL ELECTIONS. -- Special municipal elections, when

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required, shall be scheduled by the council at such times and in such manner as shall be consistent with this charter and general law.

(7) GENERAL ELECTION. --

- (a) The ballot for the general election shall contain the names of all qualified candidates and shall instruct electors to cast one vote for each at-large council member seat. The candidate for each council member seat receiving the most votes shall be the duly elected council member for that designated council member seat.
- (b) No election for any council member seat shall be required in any election if there is only one duly qualified candidate for the council member seat.
- (c) The term of office of any elected official shall commence immediately after the election.
- (d) All elected officers, before entering upon their duties, shall take and subscribe to the following oath of office: "I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the state and the charter of the Town of Palm Harbor; that I am duly qualified to hold office under the Constitution of the State and the charter of the Town of Palm Harbor; and that I will well and faithfully perform the duties of council member upon which I am now about to enter."
- (e) The election laws of the state shall apply to all elections.
- (f) Any member of the town council may be removed from office by the electors of the town following the procedures for

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729 <u>recall established by general law.</u>

Section 8. General provisions.--

- (1) SEVERABILITY. -- If any section or part of any section of this charter is held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this charter or the context in which such section or part of a section so held invalid may appear, except to the extent that an entire section or part of a section may be inseparably connected in meaning and effect with the section or part of a section to which such holding directly applies.
- (2) TOWN PERSONNEL SYSTEM. -- All new employments, appointments, and promotions of town officers and employees shall be made pursuant to personnel procedures to be established by the town manager from time to time.
- (3) CHARITABLE CONTRIBUTIONS. -- The town shall not make any charitable contribution to any person or entity unless authorized by the council.
- variations thereof used in this charter shall be deemed to refer to masculine, feminine, neutral, singular, or plural as the identity of the person or persons require and are not intended to describe, interpret, define, or limit the scope, extent, or intent of this charter.
- (5) CALENDAR DAY.--For the purpose of this charter, a "day" means a calendar day.
  - (6) CHARTER REVIEW COMMITTEE. --
- 755 (a) At its first regular meeting in April 2014 and every
  756 10th year thereafter, the town council shall appoint a charter

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review committee consisting of 15 individuals who are not members of the town council to serve in an advisory capacity to the town council.

- (b) Each council member shall recommend and nominate three individuals to serve on the committee as regular members, which appointments shall be approved by a majority vote of the town council. Individuals appointed to the charter review committee shall be citizens of the town.
- (c) The charter review committee shall appoint its own chair and vice chair and adopt its own rules and procedures.
- (d) The town clerk and the town attorney shall advise the town council in advance of the date when such appointments may be made.
- (e) If appointed, the charter review committee shall commence its proceedings within 30 days after the committee is appointed by the town council. The committee shall review the charter and provide input to the town council to modernize and improve the charter. The public shall be given an opportunity to speak and participate at charter review committee meetings in accordance with the rules of the charter review committee.
- (f) All recommendations by the charter review committee shall be forwarded to the town council in ordinance form for consideration no later than the 1st day of March of the year after the appointment of the charter review committee and in sufficient time for any recommendations to be considered by the town council as provided in this subsection.
- (g) The town council shall consider the recommendations of the charter review committee at the regular meeting in November

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and the regular meeting in December of the year after appointment of the charter review committee.

- (7) CHARTER AMENDMENTS.--This charter may be amended in accordance with the provisions for charter amendments as specified in general law or as may otherwise be provided by general law. The form, content, and certification of any petition to amend shall be established by ordinance.
- (8) INITIATION BY PETITION.--The electors of the town may propose amendments to this charter by petition submitted to the council to be placed before the electors, as provided by general law.
- employees of the town shall be subject to the standards of conduct for public officers and employees set by general law. In addition, the town council shall, no later than 6 months after the effective date of incorporation, establish by ordinance a code of ethics for officials and employees of the town which may be supplemental to general law, but in no case may such an ordinance diminish the provisions of general law. The intent of this subsection is to require more stringent standards than those provided under general law.
- (10) LAND USE; REZONING. -- Any change to the town's future land use map or any change to the zoning designation for any parcel within the town shall require the affirmative vote of no fewer than four members of the town council.
  - Section 9. Transition schedule. --
- (1) REFERENDUM. -- The Pinellas County Commission shall hold the referendum election called for by this act on November 3,

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813 2009, at which time the following question shall be placed upon the ballot:

"Shall the creation of the Town of Palm Harbor and its charter be approved?"

Yes

No

- In the event this question is answered affirmatively by a majority of electors voting in the referendum, the provisions of the charter shall take effect as provided for in this charter.

  The referendum election shall be conducted by the Supervisor of Elections of Pinellas County in accordance with the Florida Election Code, and the cost of such election shall be funded by Pinellas County.
  - (2) INITIAL ELECTION OF COUNCIL MEMBERS; DATES.--
- (a) Following the adoption of this charter, the Pinellas
  County Commission shall call a special election for the election
  of the five town council members to be held on March 9, 2010.
  Candidates for the election shall qualify for seat 1, seat 2,
  seat 3, seat 4, and seat 5. The candidate receiving the highest
  number of votes for that seat shall be elected. If two or more
  candidates for a designated council member seat receive an equal
  and the highest number of votes, those candidates shall run
  again in the runoff election to be held on March 23, 2010.
- (b) Any individual who wishes to run for one of the five initial seats on the council shall qualify as a candidate with the Pinellas County Supervisor of Elections in accordance with the provisions of this charter and general law.
- (c) The Pinellas County canvassing board shall canvass and certify the results of the election.

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(d) Those candidates who are elected on March 9, 2010, and March 23, 2010, shall take office at the initial town council meeting, which shall be held at 7 p.m. on March 25, 2010.

- (3) CREATION AND ESTABLISHMENT OF THE TOWN.--For the purpose of compliance with section 200.066, Florida Statutes, relating to assessment and collection of ad valorem taxes, the town is hereby created and established effective December 1, 2009; notwithstanding anything to the contrary contained in this charter, the town, although created and established as of December 1, 2009, shall not be operational until March 25, 2010.
- (4) FIRST-YEAR EXPENSES. -- The town council, in order to provide moneys for the expenses and support of the town, shall have the power to borrow money necessary for the operation of town government until such time as a budget is adopted and revenues are raised in accordance with the provisions of this charter.
- (5) TRANSITIONAL ORDINANCES AND RESOLUTIONS.--All applicable county ordinances currently in place at the time of passage of the referendum, unless specifically referenced in this charter, shall remain in place until and unless rescinded by action of the town council.
- (6) TEMPORARY EMERGENCY ORDINANCES.--The town council shall adopt ordinances and resolutions required to effect the transition. Ordinances adopted within 90 days after the first council meeting may be passed as emergency ordinances. These emergency ordinances shall be effective for no longer than 90 days after adoption and thereafter may be readopted, renewed, or otherwise continued only in the manner normally prescribed for

ordinances.

- (7) TRANSITIONAL COMPREHENSIVE PLAN AND LAND DEVELOPMENT REGULATIONS.--
- (a) Until such time as the town adopts a comprehensive plan, the Pinellas County Future Land Use Map, the Pinellas County Zoning Map, and all other provisions of the Comprehensive Plan and Land Development Regulations of Pinellas County that are applicable to the town, as the same exist on the day the town commences corporate existence, shall remain in effect as the town's transitional comprehensive plan and land development regulations. However, all planning functions, duties, and authority shall thereafter be vested in the Town Council of Palm Harbor, which shall also be deemed the local planning agency until the council establishes a separate local planning agency.
- (b) All powers and duties of the planning commission, zoning authority, any boards of adjustment, and the County Commission of Pinellas County, as set forth in these transitional zoning and land use regulations, shall be vested in the Town Council of Palm Harbor until such time as the town council delegates all or a portion thereof to another entity.
- (8) COMMUNICATIONS SERVICES TAX.--The communications services tax imposed pursuant to section 202.19, Florida
  Statutes, by Pinellas County will continue within the town boundaries during the period commencing with the date of incorporation through December 31, 2010. Revenues from the tax shall be shared by Pinellas County with the town in proportion to the projected town population estimate of the Pinellas County Planning Division compared with the unincorporated population of

Pinellas County before the incorporation of the Town of Palm Harbor.

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- STATE-SHARED REVENUES. -- The Town of Palm Harbor shall (9) be entitled to participate in all shared revenue programs of the state available to municipalities effective April 1, 2010. The provisions of section 218.23(1), Florida Statutes, shall be waived for the purpose of eligibility to receive revenue sharing funds from the date of incorporation through the state fiscal year 2011-2012. Initial population estimates for calculating eligibility for shared revenues shall be determined by the University of Florida Bureau of Economic and Business Research. Should the bureau be unable to provide an appropriate population estimate, the Pinellas County Planning Division estimate shall be used. For the purposes of qualifying for revenue sharing, the following revenue sources shall be considered: municipal service taxing units, fire municipal service taxing units, ad valorem taxes, communications services tax, and franchise fees.
- (10) MOTOR FUEL TAX REVENUES. -- Notwithstanding the requirements of section 336.025, Florida Statutes, to the contrary, the town shall be entitled to receive local option motor fuel tax revenues beginning October 1, 2010. These revenues shall be distributed in accordance with the interlocal agreements with Pinellas County.
  - (11) DEPARTMENTS, OFFICES, AND AGENCIES.--
- (a) From and after the effective date of incorporation of the Town of Palm Harbor, and during the transition period and until such time as the town council becomes operative, Pinellas County shall continue to provide the town residents with all of

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the same services it provided just prior to the approval of the referendum and adoption of the charter.

- (b) The property, records, and equipment of any department, office, or agency of Pinellas County existing when this charter is adopted may, at the discretion of the Pinellas County Commission, be transferred to the department, office, or agency of the town assuming its powers and duties.
- orders, contracts, and administrative proceedings affecting the area incorporated into the Town of Palm Harbor shall continue with the county or state agency having jurisdiction over such matters, except as modified, pursuant to the provisions of this charter.
  - (13) TRANSITIONAL ORDINANCES AND RESOLUTIONS.--
- (a) The initial town council shall have the authority and power to enter into contracts, arrange for the hiring of interim legal counsel, begin recruiting applicants for the position of town manager, provide for necessary town offices and facilities, and do such other tasks as deemed necessary and appropriate for the town to become operational on March 25, 2010.
- (b) The initial council shall adopt ordinances and resolutions required to effect the transition. Ordinances adopted within 90 days after the first council meeting may be passed as emergency ordinances as provided in this charter, except that the transitional ordinances shall be effective for no longer than 90 days after adoption and, thereafter, may be readopted, renewed, or otherwise continued only in the manner normally prescribed for ordinances.

953 (14) CONTRACTUAL SERVICES AND FACILITIES. -- Services deemed 954 necessary for the operation of the Town of Palm Harbor, 955 including, but not limited to, services for fire protection, 956 police, emergency management, public works, parks and 957 recreation, planning and zoning, building inspection, 958 development review, animal control, and solid waste collection, 959 may be supplied through a contractual agreement between the Town of Palm Harbor and Pinellas County, special districts, 960 961 municipalities, or private or public enterprises until such time 962 as the town council establishes such independent services. 963 Facilities for housing the newly formed municipal operations may 964 be rented or leased until the Town of Palm Harbor is in the 965 financial position to obtain its own facilities. 966 INDEPENDENT SPECIAL DISTRICTS .-- It is recognized that (15)967 certain services within the municipal boundaries are provided by 968 independent special districts created by special acts of the 969 Legislature. The town is empowered to merge the functions of 970 said districts with those of the town only upon majority vote of the town council and an affirmative vote of the majority of the 971 972 council or board governing the district after meeting all 973 requirements for merger or dissolution in the district's 974 enabling legislation and chapter 189, Florida Statutes. It is 975 recognized that certain planning and interlocal agreements may 976 be necessary between the Town of Palm Harbor and such districts, 977 and the town council shall endeavor to maximize the benefits of 978 the districts to the fullest extent possible. In the event the 979 town council desires to supplement or duplicate services 980 determined to be inadequate, the council is fully empowered to

981 do so.

- (16) LOCAL GOVERNMENT INFRASTRUCTURE SURTAX.--The Town of Palm Harbor shall be entitled effective April 1, 2010, to participate in the local government infrastructure surtax, a local discretionary sales surtax levied pursuant to section 212.055(2), Florida Statutes. If the Town of Palm Harbor is unable to participate in the interlocal agreement between the county's governing body and the governing bodies of the municipalities representing a majority of the county's municipal population, the default distribution method, which is to be based on the local government half-cent sales tax formulas provided in section 218.62, Florida Statutes, shall apply.
- (17) WAIVER.--The provisions of section 218.23(1), Florida Statutes, shall be waived for the purpose of conducting audits and financial reporting through fiscal year 2009-2010.
- Section 10. <u>Continuation</u>, merger, and dissolution of existing districts and service providers.--
- (1) PALM HARBOR SPECIAL FIRE CONTROL DISTRICT;
  CONTINUATION. -- Notwithstanding the incorporation of the Town of
  Palm Harbor, that portion of the Palm Harbor Special Fire
  Control District, a special taxing district created by chapter
  61-2661, Laws of Florida, that lies within the boundaries of the
  Town of Palm Harbor is authorized to continue in existence until
  the town adopts an ordinance to the contrary. However, the town
  shall not establish a town fire department without a referendum.
- (2) PALM HARBOR COMMUNITY SERVICES DISTRICT;

  CONTINUATION. -- Notwithstanding the incorporation of the Town of Palm Harbor, that portion of the Palm Harbor Community Services

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District, a municipal services taxing unit created in 1985

pursuant to Pinellas County Ordinance 85-28 to provide library

and recreation services to the residents within the boundaries

of the Town of Palm Harbor is authorized to continue in

existence until the town adopts an ordinance to the contrary.

However, the Palm Harbor Community Services Agency shall not be abolished without a referendum.

(3) LAW ENFORCEMENT.--Law enforcement services shall be provided by contract with the Pinellas County Sheriff's Office or by contract with other law enforcement agencies until the town adopts an ordinance to the contrary.

Section 11. This act shall take effect only upon approval by a majority of those qualified electors residing within the proposed corporate limits of the proposed Town of Palm Harbor as described in section 1 voting in a referendum election to be called by the Board of County Commissioners of Pinellas County and to be held on November 3, 2009, in accordance with the provisions relating to elections currently in force, except that subsection (1) of section 9 and this section shall take effect upon becoming a law.