



**LOCAL BILL  
PREPARATION MANUAL  
2017  
LEGISLATIVE SESSION**

**Palm Beach County  
Legislative Delegation**

Christine Shaw, Executive Director

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# **1. INTRODUCTION**

## **A. IMPORTANT FACTS TO KNOW**

- (1) A local bill is any bill which relates to a specific geographical area as opposed to a general bill which affects the entire State of Florida.
- (2) All requests for local bills to be presented to the Florida Legislature for the current year session must be heard before the Palm Beach County Legislative Delegation at a properly advertised public hearing in Palm Beach County.
- (3) The Palm Beach County Legislative Delegation's By-Laws (Section IV) pertaining to local bills state:

### **A. LOCAL BILLS**

No local bill shall be introduced to the Legislature unless approved by a majority of the members of the House present and a majority of the members of the Senate present as indicated by roll call vote.

### **B. VOTING ON LOCAL BILLS**

1. Public agencies submitting bills to the Delegation are required to submit proposed bills in form prior to asking Delegation's approval.
2. No bill will be voted on unless in proper form.
3. Fiscal impact statements are required on all local bills.
4. Delegation hearings shall constitute the public hearings on local bills.
5. Concepts for proposed legislation may be agendaed for hearings at the request of at least one delegation member.

## 1. INTRODUCTION (continued)

- (4) All questions that arise regarding your local bill can be directed to:

**Christine Shaw, Executive Director**  
**Palm Beach County Legislative Delegation**  
**Office: 561-355-2406**  
**Cell: 561-818-8833**  
**Email: [CSHAW1@pbcgov.org](mailto:CSHAW1@pbcgov.org)**

- (5) All requests for consideration of your local bill must be prepared in bill form as described in detail in Section 2.
- (6) An Economic Impact Statement must accompany the bill. Section 3 addresses this process in detail.
- (7) Advertising the local bill is an integral part of the entire process and is explained in Section 4.
- (8) One of the most important tasks of the local bill filing process is **MEETING THE DEADLINE DATES**. Section 5 addresses all responsibilities and required **DEADLINE DATES** in detail so that you will have ample time to meet both the Palm Beach County Legislative Delegation's and the State Legislature's deadline requirements.

Again, **WE CANNOT STRESS ENOUGH THE IMPORTANCE OF MEETING ALL THE REQUIREMENTS OF SECTION 5.**

- (9) Local Bill Certification is explained in Section 6.
- (10) So that there is no misunderstanding as to who is responsible for providing the required materials described in the above sections, Section 7 clearly defines the responsibilities and obligations of the party requesting the local bill and the responsibility of the Palm Beach County Legislative Delegation. Section 9 contains a complete checklist for local bills.

## 2. PROPER BILL FORM

### A. FORMAT

- (1) Bills should be prepared on letter size paper with numbered lines in the margin on the left-hand side. (See Example 8-B on page 16.)
- (2) All bill drafts should be dated as of the date submitted on the Delegation office, (can be noted on summary). Amended or revised bill drafts should show the original bill with amendments underlined or deletions stricken.
- (3) All bills must be typed using double spacing and typed lines should correspond with the numbers in the left-hand margin.
- (4) It is very important that bills, which amend the present law, be prepared against a copy of the official current text of the law. Do not use a text or a numbering system which differs from the version found in the Laws of Florida. Much confusion can be avoided by working only with the official text found in the Special Acts Volume of the Laws of Florida.
- (5) **IMPORTANT NOTE:** It is the Delegation Office's preference that all materials simply are stapled in the upper left-hand corner and/or submitted in a binder or jacket.
- (6) All bills shall include, in layman's language, a fact sheet which summarizes the bill and a letter of intent which summarizes the reason for filing the bill and the intended purpose of the bill. Also explain why the bill cannot be accomplished without a local bill.

### B. CLAIMS BILL

A claims bill is a bill which seeks compensation for a person injured (physically or financially) by the State, its sub-divisions, or agencies, officers, or employees thereof, under circumstances where there is no other legal remedy available. Historically, the State was absolutely immune from liability, and, therefore, the objective of a claim bill was to satisfy the "moral obligation of the state..."

If the "claims bill" is a local bill, it must be advertised the same as another special law, unless it is made subject to a referendum.

Claims bills are usually filed by a member of the House and a member of the Senate with the same procedure as general bill, and are not considered by the Legislative Delegation.

**2. PROPER BILL FORM (continued)**

**C. PREPARING THE TEXT OF THE BILL**

**(1) 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.

**(2) Titles**

Section 6 of Article III of Florida Constitution provides that:

*“Every law shall embrace but one subject and matter properly connected therewith, and the subject 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.

**D. 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 bill, legislative rules require: A blank numbered line be left above and below the enacting clause. (See example on page 16.)

**E. AMENDING PRESENT LAW**

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

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

## 2. PROPER BILL FORM (Continued)

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 present text, the entire text of the portion being amended must be set forth. If the amendment is to 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 are amended. Amendment of the introductory material itself nearly always requires that the following subdivisions be set forth, even though none of them is being amended. If the amendatory enactment is not a complete, coherent and intelligible act, or if necessitates separate research and analysis of the local act which is being amended in order to be understood, it does not meet the requirements of Section 6 of Article III.

### F. 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.

### G. LOCAL BILLS SUBJECT TO REFERENDUM

When local bills are subject to a referendum, (requirements explained in Example 8-C on pages 17-18) the bill does not end with the customary effective date. Instead it has a section which specifically calls for a referendum upon the outcome of which the effectiveness of the act is conditioned. There is no specific form for a referendum section, but it should provide a statement:

- (1) That the act is to take effect only upon its approval at an election.
- (2) That those voting shall be qualified electors.
- (3) Describing when the election shall be held, either in conjunction with a special election, primary election, or the general election.

## 2. PROPER BILL FORM (Continued)

- (4) That in the case of a special election, a time is to be set by the County Commission, City Commission, or a specified and appropriate local governing body.
- (5) That the approval of a majority of those voting in the election shall be required for the adoption of the act.

Additionally, the type of ballot should be noted (i.e. an actual vote or mail ballot). Avoid using the phrase “approval by a majority of the qualified electors of the country.” Properly construed, such language would require approval by more than 50% of the total number of registered voters rather than by more than 50% of those who choose to vote. (Examples 1 & 2 on page 18 is provided to assist you.)

### H. SPECIAL DISTRICTS

- A. Dependent Special Districts - A dependent special district is a district that is generally, either through its governing body or its budget, controlled by the city or county which creates it.
- B. Independent Special Districts – An independent special district is one which has an independent governing body and control over its own budget. Generally, these districts can be structured in almost any manner provided by the local bill which created them. However, in 1989, Chapter 189, Florida Statutes was amended to provide strict criteria for the creation of most special districts.

With certain exceptions, all independent special districts must adhere to the criteria contained in Chapter 189, Florida Statutes or some other authority by general law.



### 3. ECONOMIC IMPACT STATEMENT REQUIREMENTS

Before its repeal in 1996, section 11.075, Florida Statutes, required that **the Legislature** *consider the economic impact* that any law has upon the public and agencies of government that implement or enforce the law.

Current legislative policy requires that economic impact statements for local bills are prepared **at the local level** and be submitted when the bill is filed with the Legislature.

The House Local Government Affairs Subcommittee has developed a form (see examples on pages 20-23) which must be filled out and signed.

An **original, signed copy** must be submitted to the Delegation office.

#### 4. ADVERTISING REQUIREMENTS

All Local Bills must be advertised in advance unless they are subject to a vote of the electorate in a referendum. Section 10 of Article III of the Florida Constitution provides:

*“Special Laws. – No special law shall be passed unless notice of intention to seek enactment thereof has been published in the manner provided by general law. Such notice shall not be necessary when the law, except the provision for referendum, is conditioned to become affective only upon approval by vote of the electors of the area affected.”*

The law which relates to the manner in which such notice is to be published is found in ss.11.02, 11.03 and 11.04, Florida Statutes, (see pages 14-15.)

In a notice of legislation, it is common practice to use the title of the proposed legislation to “state the substance of the contemplated law.” (Example on page 19 illustrates a “Notice of Legislation.”)

**It is the responsibility of the requesting party or organization to advertise all local bills. The delegation office WILL NOT be responsible for the advertising of local bills.**

Section 11.02, Florida Statutes, requires publication one time at least 30 days before introduction of the bill into the Legislature. The publication is physically attached to the original copy of the bill when submitted to the Legislature for filing.

PLEASE NOTE: A local bill will not be accepted for filing unless it is accompanied by an affidavit which offers proof that the required publication of notice has been made. (See page 19.)

There is a common misconception that the published notice is sufficient so long as it conforms to the bill as introduced. In reality, the notice must conform to the substance of the bill as it is ultimately enacted.

## 5. DEADLINE DATES

This, perhaps, is the most important section of this manual. It cannot be stressed enough that the dates listed below must be met and there can be no exceptions. Therefore, please help us to help you by meeting the dates will in advance of their requirements.

### A. LOCAL BILL DEADLINE – MONDAY, NOVEMBER 28, 2016 AT NOON

**Fifteen (15) copies** of your local bill in final form, collated in the following order: Letter of Intention; Summary Fact Sheet; Local Bill Draft; Economic Impact Statement; Support Documentation from local governing boards and/or municipalities; and for bills related to annexation - Verification of the Legal Description and a map showing the area as it relates to the surrounding area (see Section 9 – Checklist for Local Bills.)

**\*We also require an electronic version of your draft bill, in Word format.** Please email the draft bill and any supporting documentation to Christine Shaw at [CShaw1@pbcgov.org](mailto:CShaw1@pbcgov.org)

You may either mail or hand-deliver the 15 copies, including the original, to:

Christine Shaw, Executive Director  
Palm Beach County Legislative Delegation  
301 North Olive Avenue, Suite 1101.11  
West Palm Beach, FL 33401

### B. AGENDAED BY THE CHAIR OF THE DELEGATION

You will be scheduled to present the local bill request before the Palm Beach County Legislative Delegation at their MONDAY DECEMBER 19, 2016 public hearing. Notice to you will be provided by the Delegation Office.

### C. ADVERTISED AT LEAST THIRTY (30) DAYS PRIOR TO INTRODUCTION OF BILL IN THE FLORIDA LEGISLATURE – BY WEDNESDAY FEBRUARY 1, 2017.

The agency, organization or individual requesting a local bill must advertise the Notice of Proposed Legislation in the local newspapers. (This is required at least 30 days before introduction of the bill into the legislature. See Example 8-D on page 19.)

### D. THE FLORIDA LEGISLATURE – MARCH 7, 2017 THROUGH MAY 5, 2017

The Delegation will track all local bills in the Florida Legislature from introduction to final passage.

## 6. LOCAL BILL CERTIFICATION

Legislative policy requires that before a local bill can be heard, three things must occur:

- (1) The Delegation must certify that the bill's purpose cannot be accomplished at the local level;
- (2) A public hearing must be held in the area affected; and
- (3) After the hearing, the bill must be approved by the Delegation.

The House Local Government Affairs Subcommittee has developed a local bill certification form which will be used to satisfy this requirement.

**This form will be completed by the Delegation office and signed by the Delegation Chair.**

## 7. RESPONSIBILITIES

The responsibilities listed below clearly define the requesting agency's obligations and the Palm Beach County Legislative Delegation's obligations for the smooth passage of the local bill.

### A. LOCAL BILL REQUESTING AGENCY'S RESPONSIBILITIES

- (1) Prepare a letter of intent, addressed to the Delegation Chair, in layperson's language, certifying that the bill's purpose cannot be accomplished at the local level, why it is necessary to file this bill, and what you intend the bill to accomplish.

It will be necessary for a representative of your agency to present your bill to the Palm Beach County Legislative Delegation. Please include the name and telephone number of the presenter in your letter of intent.

- (2) Prepare the summary fact sheet in layperson's language.
- (3) Prepare the bill in the form outlined in Section 2-A.
- (4) Prepare an Economic Impact Statement and place it immediately behind the local bill form.
- (5) Attach all maps and legal description with certified verifications (where applicable).
- (6) Mail (by certified mail) or hand-deliver **FIFTEEN (15) COPIES** **and** one electronic Word® version of your local bill to the Delegation office well in advance of the deadline date.
- (7) Publish Notice of Legislation in local newspapers if final vote is affirmative.

### B. LEGISLATIVE DELEGATION'S RESPONSIBILITIES

- (1) Set public hearing schedules and notice all Palm Beach County Governments, Agencies, Special Districts, and Interested Parties and notify public.
- (2) Hear local bill proposals and vote on proposals.
- (3) Track the bill to its final passage during the Legislative Session.
- (4) Notify local requesting agency when their bill has passed.

## 8. A. STATUTORY REQUIREMENTS

**11.02 Notice of special or local legislation or certain relief acts.**--The notice required to obtain special or local legislation or any relief act specified in s. 11.065 shall be by publishing the identical notice in each county involved in some newspaper as defined in chapter 50 published in or circulated throughout the county or counties where the matter or thing to be affected by such legislation shall be situated one time at least 30 days before introduction of the proposed law into the Legislature or, there being no newspaper circulated throughout or published in the county, by posting for at least 30 days at not less than three public places in the county or each of the counties, one of which places shall be at the courthouse in the county or counties where the matter or thing to be affected by such legislation shall be situated. Notice of special or local legislation shall state the substance of the contemplated law, as required by s. 10, Art. III of the State Constitution. Notice of any relief act specified in s. 11.065 shall state the name of the claimant, the nature of the injury or loss for which the claim is made, and the amount of the claim against the affected municipality's revenue-sharing trust fund.

**History.**--s. 1, ch 3708, 1887; RS 66; GS 67; RGS 78; CGL 94; s. 1, ch. 13791, 1929; s. 2, ch. 69-52; s. 5, ch. 69-216; s. 1, ch. 78-302; s. 1, ch. 78-307; s. 2, ch. 96-318.

**11.021 Evidence of publication of notice.**--The evidence that such notice has been published shall be established in the Legislature before such bill shall be passed, and such evidence shall be filed or preserved with the bill in the Department of State in such manner as the Legislature shall provide.

**History.**--Former s. 21, Art. III of the Constitution of 1885, as amended; converted to statutory law by s. 10, Art. XII of the Constitution as revised in 1968; ss. 10, 35, ch. 69-106; s. 3, ch. 96-318.

**8. A. STATUTORY REQUIREMENTS (continued)**

**11.03 Proof of publication of notice.--**

(1) Affidavit of proof of publication of such notice of intention to apply therefore may be made, in substantially the following general form, but such form shall not be exclusive:

-----  
STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Before the undersigned authority personally appeared \_\_\_\_\_, who on oath does solemnly swear (or affirm) that she or he has knowledge of the matters stated herein; that a notice stating the substance of a contemplated law or proposed bill relating to has been published at least 30 days prior to this date, by being printed in the issues of (here state day, month and year of issue or issues) of the \_\_\_\_\_, a newspaper or newspapers published in \_\_\_\_\_ County or Counties, Florida (or) there being no newspaper, by being posted for at least 30 days prior to this date at three public places in \_\_\_\_\_ County or Counties, one of which places was at the courthouse of said county or counties, where the matter or thing to be affected by the contemplated law is situated; that a copy of the notice that has been published as aforesaid and also this affidavit of proof of publication are attached to the proposed bill or contemplated law, and such copy of the notice so attached is by reference made a part of this affidavit.

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, (year), by (name of person making statement).

(Signature of Notary Public - State of Florida)  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

-----  
(2) Such affidavit of proof of publication shall be attached to the contemplated law when it is introduced into the Legislature. A true copy of the notice published or posted shall also be attached to the bill when introduced, but it shall not be necessary to enter said published or posted notice, or proof thereof, in the journals. The fact that such notice was established in the Legislature shall in every case be recited upon the journals of the Senate and of the House of Representatives, and the notice published and affidavit of publication thereof shall accompany the bill throughout the Legislature and be preserved as a part thereof in the Department of State.

**History.**--s. 2, ch. 3708, 1887; RS 67; GS 68; RGS 79; CGL 95; s. 1, ch. 13791, 1929; s. 1, ch. 21635, 1943; ss. 10, 35, ch. 69-106; s. 6, ch. 95-147; s. 11, ch. 98-246.

**8. B. BILL FORMAT EXAMPLE**

1 An act relating to the City of West Palm Beach, Palm  
2 Beach County, relating to the West Palm Beach  
3 Firefighters Pension Fund; amending section 17 of  
4 chapter 24981, Laws of Florida, 1947, as amended;  
5 amending the definition of final average salary;  
6 amending the sources of revenue; amending the  
7 service pensions; amending the normal retirement  
8 benefit; amending the share account benefit; adding a  
9 BackDROP benefit; amending the beneficiary  
10 benefits; repealing all laws in conflict herewith;  
11 providing an effective date.

12

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

14

15 Section 1. Sub-paragraph 7 of paragraph (a) of subsection (1) of  
16 section 17 of chapter 24981, as amended, is amended to read as follows:

17 (1) Creation of fund.--There is hereby created a special fund for the Fire  
18 Department of the City of West Palm Beach to be known as the West Palm  
19 Beach Firefighters Pension Fund. All assets of every description held in the  
20 name of the West Palm Beach Firemen's Relief and Pension Fund and in  
21 the name of the West Palm Beach Firefighters Pension Fund have been  
22 and shall continue to be combined.



8. C. REFERENDUM INFORMATION

EXCERPT FROM “LOCAL BILL/SPECIAL ACT PROCESS”  
by House Committee on Local Government Affairs

*Referendum in Lieu of Notice*

Under s. 10. Art.III of the State Constitution, the effectiveness of any local bill not properly advertised in advance must be conditioned upon approval of the affected voters. In such bills, the customary effective date is replaced with a section that calls for a referendum and conditions the fate of the act on the outcome of the election.

While referendum approval is not required for most local bills, in the case of politically sensitive bills (such as bills that create cities), legislators often let the affected voters decide and place a referendum requirement in a local bill as matter of policy.

*Mandatory Referendum*

This issue causes confusion to those not having a clear understanding of the difference between the requirements regarding noticing the local bill and a provision in a local bill which requires voter approval.

Some local bills include provisions that can only be implemented upon approval by the affected voters. This type of bill must include a referendum provision for that particular provision to be effective. (This type of referendum does NOT often take the place of a referendum held in lieu of advance notice). **A referendum must be held whenever a local bill:**

- C. Creates or increases certain ad valorem taking power;
- D. Provides for issuance of certain bonds;
- E. Establishes, amends, or repeals a county charter;
- F. Consolidates city and county government;
- G. Provides for the manner of choosing or transfer of duties of county offices;
- H. Combines school districts; or
- I. Provides for an appointed (rather than elected) school superintendent.

For example, a local bill amending the Hillsborough County charter was advertised 30 days prior to introduction into the 1987 Legislature. The local bill, however, contained a requirement that the voters approve this change to the County’s charter. In this case, the bill met the requirement for notice and the requirement of voter approval. (See Chapter 87-680, Laws of Florida, which failed at referendum).

**8. C. REFERENDUM EXAMPLES - continued**

**Example #1:**

Section 12. This act shall take effect only upon its approval by a majority vote of those qualified electors of Palm Beach County voting in a referendum to be held by Board of County Commissioners of Palm Beach County in conjunction with \_\_\_\_\_ election of \_\_\_\_\_, in accordance with the provisions of law relating to elections currently in force in Palm Beach County, except that this section shall take effect upon becoming law.

**Example #2:**

Section 2. This act shall take effect only upon its approval by a majority vote of those qualified electors of Palm Beach County voting in a referendum to be held by the Board of County Commissioners of Palm Beach County, in accordance with the provisions of law relating to elections currently in force in Palm Beach County, except that this section shall take effect upon becoming law.

8. D. PROOF OF PUBLICATION - example

THE PALM BEACH POST
Published Daily and Sunday
West Palm Beach, Palm Beach County, Florida

PROOF OF PUBLICATION

STATE OF FLORIDA
COUNTY OF PALM BEACH

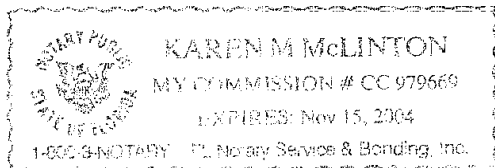
Before the undersigned authority personally appeared Tracey Diglio, who on oath says that she is Telephone Sales Supervisor of The Palm Beach Post, a daily and Sunday newspaper published at West Palm Beach in Palm Beach County, Florida; that the attached copy of advertising, being Notice in the matter Local Legislation was published in said newspaper in the issues of December 12, 2003. Affiant further says that the said The Post is a newspaper published at West Palm Beach, in said Palm Beach County, Florida, and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she/her has neither paid nor promised any person, firm or corporation any discount rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Tracey Diglio

Sworn to and subscribed before this 12th day of December, A.D. 2003

Personally known XX or Produced Identification

Type of Identification Produced



NO. 7807414
NOTICE OF LOCAL LEGISLATION TO WHOM IT MAY CONCERN: Notice is hereby given of the Loxahatchee Groves Water Control District's intent to apply to the 2004 Session of the Florida Legislature for passage of: An act relating to the Loxahatchee Groves Water Control District, Palm Beach County, amending ch. 99-425, Laws of Florida; amending the district's election procedures; clarifying that the power of the district with respect to roadways and roads it is not limited to roads shown on the replat of Loxahatchee Groves; and clarifying that the levying of assessments by the district is pursuant to Chapter 298, Florida Statutes or this act and eliminating references to other types of assessments; providing a procedure for the dedication of roads to the district; amending the permitting of culverts, other drainage systems, bridges or culvert crossings and providing procedures when such bridges or culvert crossings restrict the normal conveyance of water within the district's canals; providing that special assessments are not limited to roads and roadways but may be levied for district improvements; providing that the issuance of special assessment bonds are not limited to roads and roadways but may be used for district improvements; and providing a limitation on the district's liability for third-party use of district lands, rights of way, works and easements; providing an effective date.
Loxahatchee Groves Water Control District
P. O. Box 407
Loxahatchee, FL 33470
PUB: The Palm Beach Post
December 12, 2003

**HOUSE OF REPRESENTATIVES**  
**2017 ECONOMIC IMPACT STATEMENT FORM**

***\*Read all instructions carefully.\****

***House local bill policy requires that no local bill will be considered by a committee or a 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). Please submit this completed, original form to the Local, Federal & Veterans Affairs Subcommittee 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]

**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.

	<u>FY 17-18</u>	<u>FY 18-19</u>
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:

	<u>FY 17-18</u>	<u>FY 18-19</u>
	\$ _____	\$ _____

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.

	<u>FY 17-18</u>	<u>FY 18-19</u>
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: \_\_\_\_\_

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2. Disadvantages to Businesses: \_\_\_\_\_

3. Disadvantages to Government: \_\_\_\_\_

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

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**V. 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.

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**VI. 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: \_\_\_\_\_

## 9. CHECKLIST FOR LOCAL BILLS

*Reminder: the deadline for submitting your local bill to the Delegation Office is:*

**Monday November 28, 2016  
Noon**

Check for these documents, collated in the following order, before delivering your local bill:

- 1. **Letter of Intention, or Support Documentation from Local Governing Boards and Municipalities**
- 2. **Summary Fact Sheet**
- 3. **Local Bill in draft form**
- 4. **Economic Impact Statement**
- 5. **15 copies of the above (including ORIGINAL)**
- 6. **Local Bill in draft form, submitted in Word® electronic format by e-mail**

Please make sure that at least one set of the above documents contains **original signatures**, as required by the House Local Government Affairs Subcommittee.



# **PALM BEACH COUNTY LEGISLATIVE DELEGATION**

**SEN. BOBBY POWELL, JR.**  
**CHAIR**

**REP. BILL HAGER**  
**VICE-CHAIR**

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