



Charter Review Committee
Tuesday, July 1, 2025 at 6:00 PM

City Hall Commission Chamber, 210 Sams Avenue, New Smyrna Beach, FL 32168

1. CALL TO ORDER

A. Roll Call

2. APPROVAL OF MINUTES

- 2.A [Consider the adoption of the meeting minutes from the Charter Review Committee meeting held on Tuesday, June 17, 2025.](#)

3. PUBLIC COMMENTS

4. PRELIMINARY RECOMMENDATIONS TO DATE

- 4.A [Table: Proposed Charter Revisions.](#)

5. CHARTER DISCUSSION

- 5.A [Charter: Sections for Review and Discussion](#)

6. ADJOURNMENT

Pursuant to Florida Statutes 286.0105, if an individual decides to appeal any decision made by the board, agency or

commission of the City of New Smyrna Beach with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. Such person must provide a method for recording the proceedings.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk's office in person or by mail at 210 Sams Avenue, New Smyrna Beach, Florida 32168, (386) 410-2630, prior to the meeting.

THE CITY OF NEW SMYRNA BEACH - CITY CLERK'S OFFICE

**CONSIDER THE ADOPTION OF THE MEETING MINUTES FROM THE CHARTER REVIEW
COMMITTEE MEETING HELD ON TUESDAY, JUNE 17, 2025.**

July 1, 2025

Background:

The Charter Review Committee held a meeting on Tuesday, June 17, 2025. The meeting minutes are attached for the Charter Review Committee's review and adoption consideration.

Fiscal Analysis:

N/A

Strategic Plan Item:

No

Staff Report Created By: Sharon Taylor-Harding

Attachments:

[Charter Review Committee Minutes - June 17 2025 \[final\].pdf](#)



Charter Review Committee
Tuesday, June 17, 2025, at 6:00 PM

MINUTES

1. CALL TO ORDER

Having been duly advertised as required by law, the regular meeting of the Charter Review Committee of the City of New Smyrna Beach, Florida, was held on Tuesday, June 17, 2025, at the City Commission Chambers, 214 Sams Avenue, New Smyrna Beach, Florida 32168.

Vice-Chair Ison called the meeting to order at 6:00 PM.

Present: Steve Fusilier, Judy Reiker, Michael J. Ison, Farley Palmer, Palmer Wilson, Daniel Rokjer, Diana Puhl, Spencer Hathaway, Sandra Smith and Chair Billings arriving late.

Excused Absence: Khalid Resheidat

2. APPROVAL OF MINUTES

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- 2.A Consider the adoption of the meeting minutes from the Charter Review Committee meeting held on Tuesday, June 3, 2025.

Motion:

Member Wilson moved to adopt the meeting minutes from the Charter Review Committee meeting held on Tuesday, June 3, 2025. Member Hathaway seconded the motion. The motion passed unanimously.

3. PUBLIC COMMENTS

Kathy Vaughn, 519 Faulkner Street, commented on Section 6.04 Sale and Leases of Public Lands, requiring a unanimous vote for these projects and stated the North Causeway or AOB site was saved by one no vote. She also encouraged the committee to ensure Section

6.03 Historical Preservation focused on maintaining and strengthening as it added to the historic value and was what some people came to see.

Cindy Sniezak, 512 Yupon Avenue, asked the Committee to please consider continuing to meet, this should not be the last meeting. She stated in Section 2.02 Composition and Terms of Office should be clear because developments like Deering Park would cause a substantial increase in population possibly creating 6th zone. She stated that there should be strict regulations for creating new voting zones. She remarked that Section 2.12 Voting needed to be reviewed as the Mayor was more than just one vote, he votes last and that would give him more power, she believed commission votes should be called randomly.

Deb Exum, 622 Faulkner Street, stated she lived a restored historic home, so she was speaking from the heart and experience. She thanked the Committee for their time and dedication, she explained she was deeply involved in the creation of the Riverside Garden District which was now a recognized Historic Overlay and served as a founding board member of the New Smyrna Beach Historic Preservation Awards. She stated preservation was a smart economic strategy. She went on to state she was in support of the Mayor's office to be a four year term and agreed with an increase in compensation.

Sally Gillespie, 610 North Peninsula Avenue, commented on Section 6.04 Sale or Lease of Significant Public Lands. She stated to leave as it was or strengthen.

Jesus Romero, 708 South Cooper Street, asked the Committee to address the following: creating term limits, special election the changes should not take effect until 2028, Section 4.03 City Attorney Qualifications should state 10 years' experience, an independent audit should be done any time a new City Manager or Finance Director is hired, and Section 7.03 Charter Review should state calendar year to avoid confusion.

Leslie Sachs, 816 East 8th Avenue, stated she was against increasing the Mayors' term to 4 years unless they also added term limits, also she saw no reason to raise the compensation as employees should get the raises first.

Joe Dlubac, 3587 Casalta Circle, stated he had been watching social media's opinion on increasing the Mayors term from 2 years to 4 years and his observation showed the majority impression was to keep it at 2 years.

4. PRELIMINARY RECOMMENDATIONS TO

DATE 4.A Table: Proposed Charter

Revisions.

Vice Chair Ison asked the facilitator to present any unfinished items to be addressed by the Committee and then lead them to the current topics.

Ms. Boyer directed the Committee to the Attorney's redlined copy of the Charter, she stated it reflected the changes the Committee had made. She directed the Committee to the Table she created to show the changes that were made to the charter to date. Ms. Boyer outlined the column added to include the cons of the Charter change.

Member Rokjer expressed importance of showing the pros and cons in the table and thanked the facilitator for including it. He stated that he would like to see even more information added.

5. CHARTER DISCUSSION

5.A Charter: Sections for Review and Discussion

Ms. Boyer stated next the topic for the Committee to discuss was Section 6.03 Historic Preservation. She directed the Committee to the proposed changes submitted by Member Wilson.

Member Wilson presented his proposed language.

Member Palmer stated it seemed like the proposed language was more wording and no differences and he felt it did not need updating.

Member Wilson explained the difference in how it applied to the private property owner.

Member Rokjer stated Member Wilson commented on the mandated oversight versus encouraged oversight, but he did not see the mandated oversight in the current wording.

Member Puhl stated she agreed with changes that Member Wilson suggested as she felt the current language had potential to have adverse effects on private property owners and she felt it should be a volunteered action.

Member Reiker agreed with Member Wilson's proposed language. She commented on the previous wording as a mandate. She stated the change gave more structure.

Member Fusilier stated he agreed with the edit submitted by Member Wilson. He acknowledged the historic area and encouraged citizens to participate.

Member Hathaway stated Member Wilson's wording reflected goals the Committee discussed and he appreciated the effort.

Motion:

Member Wilson moved to approve Section 6.03 Historic Preservation as submitted. Member Hathaway seconded the motion. The motion passed 8-1 with Member Rokjer voting no.

Ms. Boyer opened the discussion for Section 6.04 Sale or Lease of Significant Public Lands.

A discussion ensued regarding Section 6.04.

Ms. Boyer informed the committee that the City Attorney emailed a memo stating that Section 1.05 Annexation would be addressed directly with the Commission.

Member Palmer stated he would like to include a definition of the City's unique character to add to the City Charter. He believed inclusion of cultural growth was strategic for economic development and for the future.

Motion:

Member Wilson moved to discuss language identifying the City's Cultural Character to add to an existing section in the Charter. Member Smith seconded the motion. The motion passes unanimously.

6. ADJOURNMENT

As there was no further business to discuss, Vice-Chair Ison adjourned the meeting at 7:28 pm.

THE CITY OF NEW SMYRNA BEACH - CITY CLERK'S OFFICE

TABLE: PROPOSED CHARTER REVISIONS.

July 1, 2025

Background:

Table of 2025 Charter Review Committee Changes and Reason for Modification

Fiscal Analysis:

N/A

Strategic Plan Item:

No

Staff Report Created By: Sharon Taylor-Harding

Attachments:

[NSB Charter Proposed Revisions 6.26.25.pdf](#)

**PART I
CHARTER¹**

PREAMBLE

Under the authority conferred by the Constitution of the State of Florida, the people of the City of New Smyrna Beach enact this charter as the law of the city ("City of New Smyrna Beach") for the purpose of protecting and enhancing the health, safety, environment, and general welfare of the people; to enable municipal government to provide services and meet the needs of the people efficiently; to allow fair and equitable participation of all persons in the affairs of the city; to provide for transparency, strategic planning, accountability, and ethics in governance and civil service; to ensure our city fosters fiscal responsibility; to meet the broad needs for a healthy, forward-thinking community by creating an open, diverse, inclusive, and responsive government while preserving our natural resources, rich history, coastal lifestyle, and unique quality of life for our current residents and future generations.

ARTICLE I. ESTABLISHMENT AND POWERS

Sec. 1.01. Powers of the city.

The City of New Smyrna Beach hereby created and established shall have perpetual succession and all powers possible for a city to have under the constitution and laws of this state as fully and completely as though they were specifically enumerated in this charter.

Sec. 1.02. Construction of the Charter.

The powers of the city under this charter shall be construed liberally in favor of the city, and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general powers granted in this article.

¹Editor's note(s)—Printed herein is the Charter of the City of New Smyrna Beach, Florida, as amended by Ord. No. 77-20, adopted August 11, 2020 and certification of election results on November 3, 2020 was adopted by Res. No. BOE 02-20 on November 17, 2020. Amendments to the Charter are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from Ord. No. 77-20. See Charter Comparative Table for complete derivation.

State law reference(s)—Charter amendments, F.S. § 166.031.

Sec. 1.03. Intergovernmental relations.

The city may participate by contract or otherwise with any governmental entity of this state or any other state or states or the United States in the performance of any activity which one or more of such entities has the authority to undertake.

Sec. 1.04. Form of government.

The form of government of the City of New Smyrna Beach provided for under this charter shall be known as the commission-manager plan.

Sec. 1.05. Annexation.

- (a) The city may annex contiguous territory in accordance with state law and by the following additional methods:

Any unincorporated territory lying contiguous or adjacent to any boundary of the City of New Smyrna Beach, Volusia County, may be annexed to and become part of such City of New Smyrna Beach subject to the jurisdiction, obligation[s], benefits and privileges of the City of New Smyrna Beach, except as herein otherwise provided, under the following method, to wit:

- (1) Such territory may be integrated into and made a part of the City of New Smyrna Beach upon petition of not less than two-thirds of the qualified electors residing in the territory to be integrated into and made a part of said City of New Smyrna Beach, who are registered freeholders on the county registration records.
- (2) The petition or petitions for integration into the City of New Smyrna Beach shall be substantially in the following form:

"PETITION TO INTEGRATE TERRITORY INTO THE CITY OF NEW SMYRNA BEACH,
VOLUSIA COUNTY, FLORIDA.

This petition is filed pursuant to Laws of Fla., Ch. 57-1606, for the purpose of integrating the herein described lands into the City of New Smyrna Beach, Florida.

We, the undersigned, being qualified electors residing in the hereinafter described territory, who are duly registered as freeholders on the county registration records, hereby file this, our petition, for annexation of the following described territory into the City of New Smyrna Beach, Florida, in accordance with the above referred to laws of Florida, to wit:

(Here describe territory)

(Here place signatures of petitioners, showing in detail place of residence, with street and number where available.)"

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- (3) As many separate petitions as may be desired may be filed affecting the same area and if such petitions are insufficient for any reason, additional or supplemental petitions may be filed.
 - (4) When completed, such petitions, and additional or supplemental petitions, shall be filed with the City Clerk of the City of New Smyrna Beach, who shall, within five (5) days after the filing of such petitions with the clerk, deliver the same to the Supervisor of Elections of Volusia County, who shall thereupon check the names of petitioners and shall certify within thirty (30) days that the signatures on each petition are genuine, and that the petitioners whose names appear on said petitions are qualified in all respects under this act to sign said petitions. In the event that the number of qualified petitioners is found to be insufficient, supplemental petitions may be filed until the sufficient number is obtained, and the supervisor of elections shall have the same time, as herein provided, to check such supplemental petition as the original petition. After filing with the city clerk, no petition shall be withdrawn, nor shall any petitioner be permitted to withdraw his or her signature therefrom.
 - (5) The petition or petitions meeting the requirements of this act shall thereupon be presented to the City Commission of the City of New Smyrna Beach, at its next regular meeting, together with the aforesaid certificate of the supervisor of elections, and a certificate from the city attorney, showing a sufficient legal description of the area to be annexed.
 - (6) Within six (6) months after the presentation of such approved petitions, the city commission in its discretion may adopt a resolution or enact an ordinance setting forth the filing of said petitions, certification by the supervisor of elections as to the sufficiency of each petition and the certification of the engineer or the surveyor as to the sufficiency of the description of the land contained therein, and shall resolve or ordain that the said area is incorporated into the municipality, effective as of a particular date, determined by the city commission, which effective date shall be not more than one year from the time of the presentation of the petition for annexation as provided for under the provisions of this act; or the governing body may reject said petitions by resolution within such six (6) months' period or by nonaction on their part within said period, whereupon said petitions shall become null and void. No petitions for annexing the same territory shall be filed until after a lapse of one year from the time of such rejection by resolution or nonaction.
- (b) Upon the adoption of a resolution or enactment of an ordinance annexing any such unincorporated territory to the City of New Smyrna Beach, such territory shall become a part of said City of New Smyrna Beach on the effective date; provided, however, that such territory shall not be subject to ad valorem taxation until January first following the effective date of annexation; provided, however, that territory annexed pursuant to this act shall be subject to the prior bonded indebtedness of said city; and such territory shall be subject to the jurisdiction, obligations, benefits and privileges of the municipality,

except as herein otherwise provided, the same as the area constituting the municipality to which it was annexed.

- (c) After the effective date of such annexation all residents in the newly annexed territory shall have the same rights to vote in city elections and to hold public office in the city, as though the newly annexed territory had been a part of the said City of New Smyrna Beach for at least three months prior to the effective date of annexation. If the city should have a division into municipal districts or wards for election purposes, the newly annexed territory shall be added to such districts or wards as the governing body of the city shall in its discretion determine.
- (d) All persons, firms or corporations lawfully licensed to engage in any profession, occupation, trade or business within the annexed territory on the effective date of its annexation may upon paying the license taxes required by the City of New Smyrna Beach thereupon be entitled to carry on such profession, occupation, trade or business in the annexed area without obtaining a required permit or certificate granted by any examining board of the city; but such right may be terminated for cause after a hearing by the appropriate examining board of the city. Such licenses [licensees] must qualify with said examining boards to engage in any profession, occupation, trade or business in the existing area to which the new territory was annexed.

ARTICLE II. CITY COMMISSION

Sec. 2.01. Creation of commission.

The city commission shall consist of five (5) citizens, who shall be elected in the manner hereinafter provided. The city commission shall constitute the governing body with powers hereinafter provided to pass ordinances, adopt regulations, and appoint a chief administrative officer to be known as the "city manager" and to exercise all other powers hereinafter provided.

Sec. 2.02. Composition and terms of office.

The city commission shall consist of four (4) commissioners and a mayor. The mayor shall be a member of the city commission. The mayor shall serve a term of ~~two~~four (24) years. There shall be an election for mayor every ~~two~~four (24) years beginning with the general election to be held in November, 20~~14~~22~~6~~. There shall be one commissioner from each zone within the city. Each commissioner shall serve a term of four (4) years. Commissioners from zones 1 and 2 shall be elected every four (4) years beginning with the general election to be held in November, 20~~14~~22~~6~~. Commissioners from zones 3 and 4 shall be elected every four (4) years beginning with the general election to be held in November, 20~~14~~22~~8~~. The mayor and each commissioner shall be elected by a majority of those qualified electors voting in a citywide election. No vote shall be counted for mayor or commissioner except those cast by the duly qualified electors under the laws of the State of Florida.

Sec. 2.03. Powers and duties of commission.

All powers of the city shall be vested in the city commission, except as otherwise provided by the Constitution of the State of Florida, this charter, or the Volusia County Charter. The city commission shall comply with and provide for the exercise thereof and for the performance of all duties and obligations imposed on the city by law and by this charter. The city commission shall annually perform performance reviews on the ~~following charter officers: the city manager and the city attorney, and the city clerk~~. The city commission shall conduct an annual strategic planning process which includes implementation strategies.

Sec. 2.04. Qualifications of members.

Members of the city commission including the mayor shall have been residents of the City of New Smyrna Beach, Florida, for a period of at least one (1) year immediately prior to qualifying for office, and, in addition thereto, shall have the qualifications of electors under the laws of the State of Florida.

The four (4) Commissioners elected from zones shall have resided within the zone from which they are elected for at least one (1) year prior to the date on which they qualified to run for office. Any such commissioner who shall no longer reside in the zone from which the commissioner is elected shall thereupon become disqualified to represent said zone as commissioner and that office of commissioner shall be deemed vacant.

Sec. 2.05. Prohibitions.

- (a) *Holding other office.* Except where authorized by law, neither the mayor nor any commissioner shall hold any other elected public office, or otherwise be employed by the City of New Smyrna Beach, during the term for which the mayor or commissioner was elected to the commission. No former commission member shall hold any compensated appointive office or employment with the city until one year after the expiration of the term for which the mayor or commissioner was elected to the commission. The mayor and commissioners shall not be interested in the profits or emoluments of any contract, work, or service for the municipality, and any such contract in which any elected official is, or may become interested, shall be void. Nothing in this section shall be construed to prohibit the Commission from selecting any current or former commission member to represent the city on the governing board of any regional or other intergovernmental agency.
- (b) *Appointments and removals.* Neither the city commission nor any of its members shall in any manner control or demand the appointment or removal of any city administrative officer or employee whom the city manager or any subordinate of the manager is empowered to appoint, but the commission may express its views and fully and freely discuss with the city manager anything pertaining to appointment and removal of such officers and employees.

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- (c) *Interference with administration.* Except for the purpose of inquiries and investigations under section 2.09, or asking questions and gaining information to assist the members in the formulation of sound policies, the commission or its members shall deal with city officers and employees who are subject to the direction and supervision of the city manager ~~or; the city attorney, and the city clerk~~ solely through these charter officers, and neither the commission nor its members shall give orders to any such officer or employee, either publicly or privately.

Sec. 2.06. Forfeiture of office.

The mayor or a commissioner shall forfeit that office if the mayor or commissioner:

- (a) Fails to meet the residency requirements, or
- (b) Violates any express prohibition of this charter, or
- (c) Is convicted of a crime involving moral turpitude, or
- (d) Fails to attend three (3) consecutive regular meetings of the commission without being excused by the commission.

Sec. 2.07. Judge of qualifications, election, and forfeiture.

The city commission shall be the judge of the qualifications and election of its members and of the grounds for forfeiture of office, subject to review by the courts. In order to exercise these powers, the commission shall have power to subpoena witnesses, administer oaths, and require the production of evidence. The city commission shall use the following procedure when forfeiture of office for one of its members is considered:

- (a) Written notice, approved by the remaining four (4) members of the city commission, must be delivered to the accused commissioner who shall have an opportunity to be heard and defend against the accusation.
- (b) Subsequent to written notice being delivered to the accused, the commission by an affirmative vote of four (4), shall have the authority to suspend a Commissioner pending the disposition of charges for removal.
- (c) Where a suspension of a commissioner occurs pursuant to this section of the charter, the suspended official shall have the right to an immediate hearing upon demand to determine if there is sufficient evidence to establish the following two elements:
 - (1) That probable cause exists to believe that the charges are true; and
 - (2) That, if true, the charges would be grounds for removal.
- (d) The suspension hearing shall be held and the matter decided by the city commission. The rules of procedure shall be the same as those which apply to the hearing for removal.

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- (e) If the city commission does not find by an affirmative vote of four (4) of the existing members of the commission that are eligible to vote on the matter that the evidence produced at the hearing is sufficient to establish the aforementioned two elements, the suspension shall terminate immediately and the official shall be reinstated pending a final hearing on removal.
 - (f) A final hearing for removal must take place and a decision rendered within ninety (90) calendar days after receipt of the above-mentioned written notice unless both the city commission, by affirmative vote of four (4) commissioners, and the accused agree to extend the time.
 - (g) In order for the city commission to remove the accused official from office, the commission must find that the substantial competent evidence presented at the hearing supports the charges which are the basis for the removal proceeding.
 - (h) A mayor or commissioner may only be removed from office by an affirmative vote of four (4) members of the existing membership eligible to vote for such action.
 - (i) If, after the final hearing, the city commission is unable to support such a finding by an affirmative vote of four (4) members of the city commission, any suspension of the accused shall terminate and the accused shall be reinstated to office for any unfinished portion of the official's term.
 - (j) The accused commissioner shall have the right to defend against the charges and has the right to present evidence and testimony and to cross-examine witnesses during any hearing regarding suspension or removal.
 - (k) The accused commissioner shall not be entitled to participate in the deliberations or decision in relation to the commissioner's suspension or removal.

Sec. 2.08. Vacancies; filling vacancies on commission.

- (a) *Vacancies.* The office of mayor or commissioner shall become vacant upon the mayor or commissioner's death, resignation, or removal from office or forfeiture of office in any manner authorized by law.
- (b) *Filling of vacancies.* Should a vacancy in the office of mayor or city commissioner occur when there are one hundred twenty (120) days or less left in the unexpired term, no appointment shall be made and that vacancy will be filled at the next regular municipal election. Should a vacancy occur when there are more than one hundred twenty (120) days left in the unexpired term, that vacancy shall be filled by the city commission within thirty (30) days of the date of the vacancy with any qualified resident from the same zone so appointed to serve until a successor is elected at the next regular municipal election. If the vacancy occurs in the office of mayor, the city commission may fill the vacancy with any qualified resident from any zone. If a vacancy is not filled by the city commission within thirty (30) days after the vacancy occurs as described above, a special election shall be held within ninety (90) days after such vacancy occurs or as soon thereafter as such

election may be held; and the person so elected shall serve the remaining unexpired term of office.

Sec. 2.09. Investigations.

The city commission may request investigations into the affairs of the city and the conduct of any department, office, or agency.

Sec. 2.10. Organization of commission.

The city commission shall organize after the general election biennially, on the second Tuesday in November. On or before the first regularly scheduled meeting of the city commission in November of each year, the city commission shall choose a vice-mayor from among its membership to serve in the absence of the mayor, and who shall serve as vice-mayor for a period of one year.

Sec. 2.11. Compensation.

~~The city commission shall determine the annual salary of the mayor and commissioners by ordinance. The mayor shall receive a sum equal to 75 percent of the annual salary paid to the Volusia County council chair. City commissioners shall receive a sum equal to 75 percent of the sum paid to the mayor. Salary payments to the mayor and city commissioners shall be paid in bi-weekly installments. The compensation paid to the mayor and city commissioners in subsequent fiscal years shall be adjusted in accordance with adjustments made to the Volusia County council members' salaries. In addition, each member of the city commission, including the mayor, may receive necessary and actual expenses and benefits as established by ordinance.~~

Sec. 2.12. Voting.

The affirmative vote of three (3) members of the city commission shall be necessary to adopt any ordinance, resolution, or motion. The passage of all ordinances, resolutions, and motions shall be taken by a "yes" or "no" vote and entered upon the minutes.

Sec. 2.13. Functions and powers of mayor.

The mayor shall be considered a member of the city commission and shall have all the powers, rights, duties and obligations of a city commissioner. The mayor shall preside at all meetings of the city commission and perform such duties consistent with the office as may be imposed by it; shall have a voice and vote in the proceedings of the city commission, but no veto power; and shall present an annual state of the city address at a meeting open to the public. The mayor may use the title of mayor in any case in which legal instruments of writing or other necessity arising from the general laws of the state so require; but this shall not be construed as conferring upon the mayor the administrative or judicial functions of mayor under

the general laws of the state. The mayor shall be recognized as the official head of the city by the courts for the purpose of serving civil processes, by the government in the exercise of military law, and for all ceremonial purposes. The mayor may take command of the police in governing the city by proclamation under the direction of the city commission in times of grave public danger or emergency, and the city commission shall be the judge of what constitutes such public danger or emergency. The powers and duties of the mayor shall be such as are conferred upon that office by the city commission in pursuance of the provisions of this act and no others. In the absence of the mayor and of the vice-mayor, the other members of the city commission shall select one of their number to perform the duties of the mayor.

ARTICLE III. ELECTIONS

Sec. 3.01. Nonpartisan elections.

All qualifications and elections for the offices of city commissioner and mayor shall be conducted on a nonpartisan basis without regard for designation of political party affiliation of any candidate, nominee, or any nomination petition or ballot.

Sec. 3.02. Conduct of elections.

City elections shall be conducted in accordance with the general election laws of the State of Florida.

Sec. 3.03. Time of holding elections; primary and general.

Elections to elect the mayor and city commissioners whose terms expire in that year shall be held in each even-numbered year as follows:

The general election for mayor and city commissioners, if necessary, shall be held in each even-numbered year at the same time as and as part of the general election of the State of Florida.

The primary election for mayor and city commissioners, if necessary, shall be held in each even-numbered year at the same time as and as part of the primary election of the State of Florida.

Sec. 3.04. Canvassing board.

A city canvassing board shall be established for the purposes of canvassing ballots and election results. The canvassing board shall be composed of the city clerk and the two (2) city commissioners whose zones are not on the ballot. After any primary or general election, the Volusia County Canvassing Board may serve in lieu of the city canvassing board.

Sec. 3.05. Nomination and election; when primary or general election unnecessary; tie vote.

When there are less than three (3) qualified persons nominated for the office of mayor or commissioner, no primary election shall be held for the election of a mayor or commissioner and the city clerk shall declare the persons so qualified as nominees at the general election. However, if more than two (2) qualified persons are nominated for the office of mayor or commissioner, then the city clerk shall include the nominees in the primary election as herein provided. The names of the two (2) candidates for nomination to the office of mayor or commissioner who shall receive the greatest vote in such primary election shall be placed on the ballot at the next general municipal election. The candidate at the general election who shall receive the greatest number of votes for the office of mayor or commissioner shall be declared the mayor or commissioner. However, if and when a candidate for mayor or commissioner receives fifty percent plus one vote of the votes in the primary election, then that candidate shall be declared to be elected for the office and it shall not be necessary to place his or her name on the ballot for the general election.

A tie vote between two (2) or more candidates for the office of mayor or between two (2) or more candidates for the office of city commissioner shall be determined by the drawing of lots.

Sec. 3.06. When term of office commences.

The terms of office for mayor and city commissioners shall commence on the first Tuesday after certification of the general election in which the mayor or city commissioner was elected. The term of office for the mayor shall expire ~~two~~four (24) calendar years hence after the start of the term. The term of office for city commissioners shall expire four (4) calendar years hence after the start of the term. The term of office and assumption of the duties by the mayor-elect and city commissioners-elect shall commence on said day upon the respective mayor-elect or city commissioner-elect taking and subscribing to his or her oath of office.

In the event that the mayor or a commissioner is either appointed or elected by special election to fill a vacancy pursuant to the provisions of section 2.08 of the New Smyrna Beach City Charter, he or she shall assume the office immediately upon taking and subscribing to the oath of office. The term of office for the mayor or member of the commission appointed or elected by special election to fill a vacancy shall end on the same day that the person for whom he or she was appointed or elected to fill the term of office would have ended.

Sec. 3.07. Commission zones; adjustment of zones.

- (a) *Number of zones.* There shall be four (4) city commission zones.
- (b) *Commission to redraw zone boundaries.* Following each decennial census, or more often if deemed necessary because of population fluctuations, the city commission shall by ordinance adjust the boundaries of the four (4) city commission zones using these criteria:
 - (1) Zones shall be equal in population except where deviations from equality result from the application of the provisions hereinafter set forth, but no such deviation may exceed five percent of the average population for all city commission zones according to the figures available from the most recent census.

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- (2) Zones should be drawn in a manner that keeps neighborhoods intact to the extent possible.
 - (3) Zones shall consist of contiguous territory; but land areas separated by waterways shall not be included in the same zone unless said waterways are traversed by highway bridges, tunnels, or regularly scheduled ferry services both termini of which are within the zone, except that, population permitting, islands not connected to the mainland or to other islands by bridge, tunnel, or regular ferry services shall be included in the same zone as the nearest land area within the city.
 - (4) Consistent with the foregoing provisions, the aggregate length of all zone boundaries shall be as short as possible.
- (c) *Procedures.*
- (1) The city commission shall complete the reapportionment plan within six (6) months after the official publication of the census.
 - (2) Proposed plans must be available to the public for inspection and comment not less than one (1) month before the first public hearing on said plan. The plan shall include a map and description of the zones recommended.
 - (3) The city commission shall review and adopt the reapportionment plan as an ordinance by an affirmative vote of three (3) members of the commission.
- (d) *Failure to enact ordinance.* If the city commission fails to enact a reapportionment plan within the required time, the city attorney shall petition the circuit court having jurisdiction in the county to make such reapportionment.
- (e) The redrawing of zones, upon becoming law, shall not affect the remaining terms of those presently elected officials.

Sec. 3.08. Pernicious political activities.

- (a) It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, any person for the purpose of interfering with the right of such other person to vote or to vote as he or she may choose, or of causing such other person to vote for, or not to vote for, any candidate for the office of mayor or city commissioner at any election held solely or in part for the purpose of selecting a mayor or city commissioner in the city.
- (b) It shall be unlawful for any person employed in any administrative position by the city or by any department, independent agency or other agency of the city to use his or her official authority for the purpose of interfering with, or affecting the election or the nomination of any candidate for the office of mayor or city commissioner in the city.
- (c) It shall be unlawful for any person, directly or indirectly, to promise any employment, position, work, compensation or other benefit provided for or made possible in whole or in

part by any resolution or ordinance of the city commission, to any person as consideration, favor or reward for any political activity or for the support of or opposition to any candidate in any election.

- (d) It shall be unlawful for any person to deprive, attempt to deprive, or threaten to deprive, by any means, any person of any employment, position, work, compensation or any other benefits provided for or made possible by any resolution or ordinance of the city commission appropriating funds for work or relief on account of race, creed, color or political activity, support of, or opposition to any candidate in any election.
- (e) It shall be unlawful for any person employed in the executive branch of the city government or any agency or department thereof to use his or her official authority or influence for the purpose of interfering with an election or affecting the result thereof. All such persons shall retain the right to vote as they may choose and to express their opinions on all political subjects. For the purpose of this section the term "officer" or "employee" shall not be construed to include the mayor or any of the city commissioners.
- (f) Any person who violates any of the foregoing provisions of this section upon conviction thereof shall be fined not more than five hundred dollars (\$500.00) or imprisoned for not more than sixty (60) days, or both and may be prosecuted in any court of the State of Florida having jurisdiction.

ARTICLE IV. CHARTER OFFICERS

Sec. 4.01. Appointment and removal.

The city commission shall designate the city manager and city attorney following as charter officers and shall appoint and remove them by a majority vote of the entire city commission. ~~city manager, city attorney, city clerk~~. If any charter officer is removed at any time after having served six (6) months, the charter officer may demand written charges and a public hearing upon the same before the city commission, and final removal shall not take effect until such hearing has been had, but the city commission may suspend the charter officer from office pending such hearing.

Sec. 4.02. City manager.

Sec. 4.02(a). Appointment and qualifications of the city manager. The city commission shall appoint a city manager by a majority vote of the entire commission who shall be the administrative head of the municipal government under the direction and supervision of the city commission. The city manager shall hold office at the pleasure of the city commission. The manager shall be chosen solely on the basis of education and experience in the accepted competencies and practices of local government management. The manager need not be a resident of the city or state at the time of appointment, but within six (6) months shall reside in the city unless otherwise approved by a vote of the city commission.

Sec. 4.02(b). Compensation of the city manager. The city manager shall receive such compensation as the city commission may by resolution fix.

Sec. 4.02(c). Acting city manager. By letter filed with the city clerk, the city commission shall designate a city officer or employee to exercise the powers and perform the duties of the city manager during the manager's temporary absence or disability; the city commission may revoke such designation at any time and appoint another officer of the city to serve until the city manager returns.

Sec. 4.02(d). Powers and Duties. The city manager shall be the chief executive officer of the city, responsible to the city commission for the management of all city affairs placed in the manager's charge by and under this charter. The city manager shall:

- (1) See that the laws and ordinances are enforced;
- (2) Appoint and remove the city clerk who shall serve as the election official and the custodian of the seal of the city and of all records and papers of a general character pertaining to the affairs of the municipality. The city clerk shall perform the duties specified in this Charter as well as those required by the city manager. Additionally, the city manager shall appoint and remove all other subordinate officers and employees of the city; provided, however, that the removal of any and all employees that are covered by the merit plan (see Appendix A Personnel Policies and Procedures Sec. 1) shall be subject to appeal as provided by the merit plan of the city;
- (3) Exercise, control and direct supervision over all departments and divisions of the municipal government under this Charter, or which may hereafter be created by the city commission, except for the offices of city attorney, ~~city clerk~~, boards, commissions and authorities;
- (4) See that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise are faithfully kept and performed; and upon knowledge of any violation thereof, to call the same to the attention of the city attorney, whose duty it is hereby made to take such legal steps as may be necessary to enforce the same;
- (5) Attend all meetings of the city commission with the right to take part in discussions without having a vote;
- (6) Recommend to the city commission for adoption such measures as the manager may deem necessary or expedient in the interest of the city;
- (7) Keep the city commission fully advised as to the financial condition and future needs of the city; prepare and submit the annual budget and capital program to the city commission; and, implement the final budget approved by the commission to achieve the goals of the city;
- (8) Submit to the city commission and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year;
- (9) Make such other reports as the city commission may require concerning operations;

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- (10) Assist the city commission to develop long term goals for the city and strategies to implement these goals;
 - (11) Promote partnerships among the commission, staff, and residents in developing public policy and building a sense of community; and
 - (12) Perform such other duties as may be prescribed under this act or as may be required of the city manager by ordinance or a resolution or motion of the city commission.

Sec. 4.03. City attorney.

Sec. 4.03(a). Duties. The city attorney shall serve as chief legal adviser to the city commission, the city manager, ~~the city clerk,~~ and all city departments, offices and agencies, excluding the utilities commission who shall have independent representation; shall represent the city in all legal proceedings and shall perform any other duties prescribed by state law, by this charter, or by ordinance. The city commission may authorize the city attorney to employ assistant city attorneys or engage outside counsel whenever it is deemed necessary or expedient to employ such additional counsel, and such attorneys are to be selected by the city attorney and their compensation shall be fixed and determined by the city commission.

Sec. 4.03(b). Qualifications. The city attorney shall be a practicing attorney, a member in good standing of the Florida Bar, admitted to and have authority to practice in the courts of the State of Florida, and have experience in local government law.

~~Sec. 4.04. City clerk.~~

~~Sec. 4.04(a). Duties.~~

~~The city clerk shall be the custodian of all city records; shall give notice of commission meetings to its members and the public; shall keep minutes of its proceedings; serve as the election official; and perform such other duties as are assigned by this charter or the city commission.~~

~~Sec. 4.04(b). Qualifications.~~

~~The City Clerk shall have a minimum experience of three years in progressively responsible related governmental administrative work or a comparable amount of training, education, or experience.~~

ARTICLE V. FINANCIAL MANAGEMENT

Sec. 5.01. Fiscal year.

The fiscal year of the city shall begin on the first day October and end on the last day of September.

Sec. 5.02. Submission of budget and budget message.

On or before the first day of August of each year, the city manager shall submit to the city commission a budget for the ensuing fiscal year and an accompanying message.

Sec. 5.03. Budget message.

The city manager's message shall explain the budget both in fiscal terms and in terms of the work programs, linking those programs to organizational goals and community priorities. It shall outline the proposed financial policies of the city for the ensuing fiscal year and the impact of those policies on future years. It shall describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes; summarize the city's debt position, including factors affecting the ability to raise resources through debt issues; and include such other material as the city manager deems desirable.

Sec. 5.04. Budget.

The budget shall provide a complete financial plan of all city funds and activities for the ensuing fiscal year and, except as required by law or this charter, shall be in such form as the city manager deems desirable or the city commission may require for effective management and an understanding the relationship between the budget and the city's strategic goals. The budget shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year.

Sec. 5.05. Administration and fiduciary oversight of the budget.

The city commission shall provide by ordinance the procedures for administration and fiduciary oversight of the budget.

Sec. 5.06. Independent audit.

The city commission shall provide for an independent annual audit of all city accounts and may provide for more frequent audits as it deems necessary. An independent certified public accountant or firm of such accountants shall make such audits. Such audits should be performed in accordance with Generally Accepted Auditing Standards (GAAS) and Generally

Accepted Governmental Auditing Standards (GAGAS). The city commission shall, using competitive bidding, designate such accountant or firm annually, or for a period not to exceed five (5) years, but the designation for any particular fiscal year shall be made no later than thirty (30) days after the beginning of such fiscal year. The standard for independence is that the auditor must be capable of exercising objective and impartial judgment on all issues encompassed within the audit engagement. No accountant or firm may provide any other services to the city during the time it is retained to provide for independent audits of the city. The city commission may waive this requirement by a majority vote at a public hearing.

ARTICLE VI. SUSTAINABILITY

Sec. 6.01. Environmental stewardship.

The City of New Smyrna Beach, in order to insure the health and safety of its citizens and visitors, shall strengthen city standards with respect to air quality, water quality, sea level rise, and flooding, including:

- (a) Tree protection sufficient to maintain a substantial tree canopy for air quality and removal of pollutants.
- (b) Enhanced stormwater quality standards that sufficiently protect all receiving water bodies, including, ponds, lakes, creeks, streams, and wetland areas, whether man-made or not.
- (c) Enhanced stormwater volume and rate of discharge standards that protect surrounding properties.
- (d) Floodplain management standards that utilize the best coastal management practices to protect existing and future development from flooding impacts.
- (e) Limitations on the use of impervious materials.
- (f) Programs and policies that support the removal of existing septic tanks.

Sec. 6.02. Land development and zoning.

The City of New Smyrna Beach, in order to preserve the special character of the city's history, strengthen the city's economic base, and enhance the sense of place in the residential neighborhoods, shall strengthen city standards, including:

- (a) Preserving the scale and character of the city's neighborhoods.
- (b) Maintaining the city's tree canopy, green areas, and historic footprint.
- (c) Ensuring the sustainability of a parcel zoned for development without endangering the public health, safety, or welfare.

Sec. 6.03. Historic preservation.

The City of New Smyrna Beach, in order to preserve ~~and enhance~~ the historic quality of the city, ~~shall foster economic development, manage growth, improve property values, and add to the quality of life of its citizens and visitors, shall strengthen~~ the city's ~~commitment to~~ historic stewardship by:

- (a) ~~Updating the regulations pertaining to historic properties. Continuing to encourage and/or assist owners of contributing structures in National or Local Historic Districts to voluntarily maintain those structures as they contribute to the history of the City of New Smyrna Beach.~~
- (b) ~~Creating and expanding upon local historic districts. Assisting owners of contributing structures in National or Local Historic Districts with guidance towards grant opportunities and/or tax credits that may support maintenance of those structures.~~
- (c) ~~Developing guidelines that will assist owners in obtaining historic preservation property tax exemptions. Encouraging local groups to organize, create private foundations, and/or take a leadership role to provide private financial support for the maintenance of privately owned Local Historic Structures or Sites.~~
- (d) ~~Assist and facilitate owners of historic properties to access existing grant sources. Continuing to provide financial support for the care and maintenance of all City owned historical or locally designated structures or sites within the City of New Smyrna Beach.~~

Sec. 6.04. Sale or lease of significant public lands.

Any transfer of ownership, or lease lasting longer than ten (10) years, of lands owned by the City of New Smyrna Beach lying contiguous to a named body of water, shall only occur after a unanimous vote of approval by all five (5) members of the city commission.

ARTICLE VII. CITIZEN PARTICIPATION

Sec. 7.01. Advisory boards.

The city commission may at any time appoint an advisory board, or advisory boards, which shall be composed of citizens who are qualified to act in an advisory capacity to the city commission, the city manager or to any department of the city government, with respect to the conduct and the management of any property or institution or the exercise of any public functions of the city. The members of such board shall serve without compensation for the time fixed in their appointment, or at the pleasure of the city commission, and their duties shall be to consult and advise with such municipal officers and make written recommendations which shall become part of the records of the city.

Sec. 7.02. Charter amendments.

Amendments to this Charter may be framed and proposed pursuant to state law (F.S. § 166.031, as amended).

Sec. 7.03. Charter review.

There shall be a periodic review of this Charter by a charter review advisory committee appointed by the city commission ~~at least once in 2026 and~~ every ten (10) years ~~thereafter~~. Each zone in the city shall have representation on the committee.

Sec. 7.04. Recall.

The registered voters of the city shall have power to recall elected officials of the city pursuant to state law (F.S. § 100.361, as amended).

Sec. 7.05. General authority for initiative and citizen referendum.

- (1) *Initiative.* The registered voters of the city shall have power to propose ordinances to the commission and, if the commission fails to adopt an ordinance so proposed without any change in substance, to adopt or reject it at a city election, but such power shall not extend to any development order, local comprehensive plan amendment or map amendment, the budget or capital program or any ordinance relating to appropriation of money, levy of taxes, or salaries of city officers or employees.
- (2) *Citizen referendum.* The registered voters of the city shall have the power to require reconsideration by the commission of any adopted ordinance and, if the commission fails to repeal an ordinance so reconsidered, to approve or reject it at a city election, but such power shall not extend to any development order, local comprehensive plan amendment or map amendment, the budget or capital program or any emergency ordinance or ordinance relating to appropriation of money or levy of taxes.
 - (a) *Commencement of proceedings; petitioners' committee; affidavit.* Any five (5) qualified voters may commence initiative or referendum proceedings by filing with the city clerk an affidavit stating they will constitute the petitioners' committee and be responsible for circulating the petition and filing it in proper form, stating their names and addresses and specifying the street address to which all notices to the committee are to be sent, and setting out in full the proposed initiative ordinance or the ordinance sought to be reconsidered. Promptly after the affidavit of the petitioners' committee is filed, the Clerk shall, issue the appropriate petition blanks to the petitioners' committee at the committee's expense.
 - (b) *Petitions.*

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- (1) *Number of signatures.* Initiative and citizen referendum petitions must be signed by the registered voters of the city equal in number to at least ten (10) percent of the total number of registered voters at the last regular city election.
 - (2) *Form and content.* All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature shall be executed in ink or indelible pencil and shall be followed by the address of the person signing. Petitions shall contain or have attached thereto throughout their circulation the full text of the ordinance proposed or sought to be reconsidered.
 - (3) *Affidavit of Circulator.* Each paper of a petition shall have attached to it when filed an affidavit executed by the person circulating it stating that he or she personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in his or her presence, that he or she believes them to be the genuine signatures of the persons whose names they purport to be, and that each signer had an opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered.
 - (4) *Time for filing referendum petitions.* Referendum petitions must be filed within thirty (30) days after adoption by the commission of the ordinance sought to be reconsidered.
- (c) *Procedure after filing.*
- (1) *Certificate of clerk; amendment.* Within twenty (20) days after the petition is filed, the city clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars wherein it is defective and shall promptly send a copy of the certificate to the petitioners' committee by certified mail. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the clerk within two (2) days after receiving the copy of the certificate and files a supplementary petition upon additional papers within ten (10) days after receiving the copy of such certificate. Such supplementary petition shall comply with the requirements of subsections (2) and (3) of subsection (b), and within five (5) days after it is filed the Clerk or other official designated by the commission shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of such certificate to the petitioners' committee by certified mail as in the case of an original petition. If a petition or amended petition is certified sufficient, or if a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend or request commission review under subsection (2) of this section within the time required, the clerk shall promptly present the certificate to the commission and the certificate shall then be a final determination as to the sufficiency of the petition.

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- (2) *Commission review.* If a petition has been certified insufficient and the petitioners' committee does not file notice of intention to amend it or if an amended petition has been certified insufficient, the committee may, within two (2) days after receiving the copy of such certificate, file a request that it be reviewed by the city commission. The commission shall review the certificate at its next meeting following the filing of such request and approve or disapprove it, and the commission's determination shall then be a final determination as to the sufficiency of the petition.
- (3) *Court review; new petition.* A final determination as to the sufficiency of a petition shall be subject to court review. A final determination of insufficiency, even if sustained upon court review, shall not prejudice the filing of a new petition for the same purpose.
- (d) *Referendum petitions; suspension of effect on ordinances.* When a referendum petition is filed with the city clerk, the ordinance sought to be reconsidered shall be suspended from taking effect. Such suspension shall terminate when:
- (i) There is a final determination of insufficiency of the petition, or
 - (ii) The petitioner's committee withdraws the petition, or
 - (iii) The city commission repeals the ordinance, or
 - (iv) Thirty (30) days have elapsed after a vote of the registered voters of the City of New Smyrna Beach on the ordinance.
- (e) *Action on petitions.*
- (1) *Action by commission.* When an initiative or referendum petition has been finally determined sufficient, the commission shall promptly consider the proposed initiative ordinance in the manner provided in article II, or reconsider the referred ordinance by voting its repeal. If the commission fails to adopt a proposed initiative ordinance without any change in substance within sixty (60) days or fails to repeal the referred ordinance within thirty (30) days after the date the petition was finally determined sufficient, it shall submit the proposed or referred ordinance to the voters of the city.
 - (2) *Submission to voters.* The vote of the city on a proposed or referred ordinance shall be held not less than thirty (30) days and not later than one hundred eighty (180) days from the date of the final commission vote thereon. If no regular city election is to be held within the period prescribed in this subsection, the commission shall provide for a special election; otherwise, the vote shall be held at the same time as such regular election, except that the commission may, in its discretion, provide for a special election at an earlier date within the prescribed period. Copies of the proposed or referred ordinance shall be made available for

inspection at the office of the city clerk not less than five (5) days prior to the election and at the polls.

- (3) *Withdrawal of petitions.* An initiative or referendum petition may be withdrawn at any time prior to the fifteenth (15th) day preceding the date scheduled for a vote of the city by filing with the city clerk a request for withdrawal signed by at least two-thirds ($\frac{2}{3}$) of the petitioners' committee. Upon the filing of such request the petition shall have no further force or effect and all proceedings thereon shall be terminated.

(f) *Results of election.*

- (1) *Initiative.* If a majority of the registered voters voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon certification of the election results and shall be treated in all respects in the same manner as ordinances of the same kind adopted by the commission. If conflicting ordinances are approved at the same election, the one receiving the greatest number of affirmative votes shall prevail to the extent of such conflict.
- (2) *Referendum.* If a majority of the registered voters voting on a referred ordinance vote against it, it shall be considered repealed upon certification of the election results.

ARTICLE VIII. UTILITIES COMMISSION

Sec. 8.01. Created; definitions.

There is hereby created and made a part of the government of the City of New Smyrna Beach a utilities commission to be known and designated as "Utilities Commission, City of New Smyrna Beach, Florida," which shall consist of five (5) members. For the purposes of this act, unless otherwise designated, the word "commission" shall mean the Utilities Commission of New Smyrna Beach and the word "commissioner" shall mean a member of the said utilities commission. Except as otherwise authorized, the utilities commission shall function the same as it previously functioned under Laws of Fla., ch. 67-1754. This act shall not supersede or alter the general law in effect and agreements entered into prior to the effective date of this act [June 12, 1985].

Sec. 8.02. Members—Appointment; term; vacancy; removal.

The commission shall consist of five (5) members to be appointed by the city commission. The city commissioners shall appoint a replacement for any commissioner whose term expires and the replacement shall be appointed for a term of three (3) years. Should a vacancy occur on the utilities commission by virtue of resignation, death or removal, the unexpired term shall be filled as provided above. Any commissioner may be removed from office upon a majority vote

of the city commissioners for malfeasance, misfeasance, nonfeasance, conviction of a felony or upon recommendation of a majority of the utilities commissioners.

Sec. 8.03. Same—Qualifications.

Each commissioner shall be a qualified elector and freeholder in New Smyrna Beach, but no employee or elected or appointed officer of the city shall be a commissioner and no commissioner shall serve more than three consecutive terms.

Sec. 8.04. Meetings; rules and regulations; officers.

The commission shall meet at least once each month at the offices of the commission. All meetings of the commission shall be open to the public and minutes shall be kept of all meetings. The commission shall have authority to promulgate rules and regulations for the conduct of its meetings and the operation of its business. At the regular meeting of the commission in September of each year, the commissioners shall elect a chair, a vice-chair, a secretary and a treasurer from its membership; however, the office of secretary and treasurer may be combined.

Sec. 8.05. Authority to appoint and employ necessary personnel.

The commission shall have the power to appoint and employ engineers, auditors, attorneys and such other personnel as may be necessary for the efficient operation of the city's utilities and the management of its business and affairs.

Sec. 8.06. Authority over city's utilities.

The commission shall, pursuant to the New Smyrna Beach Charter, manage, operate and control all of the city's utilities and shall employ and discharge at their pleasure all employees whose services are performed in any manner in connection with said utilities.

Sec. 8.07. Commissioners' salary, expenses.

The commissioners shall be paid such salary as may from time to time be set by the City Commission of the City of New Smyrna Beach, but no more than one hundred dollars (\$100.00) each month, and in addition shall be paid necessary expenses incurred in carrying on and conducting the business of the commission subject to the approval of the city commission.

Sec. 8.08. Monthly statements; fiscal year; annual audit.

The commission shall submit to the city commission a monthly statement showing all sums or amounts received, operating expenses, amount charged to depreciation and extensions, reserve fund and amount appropriated to interest and sinking fund. The fiscal year of the commission shall begin October 1 and end September 30 of each year and the books and

records of the commission shall be audited by an independent certified public accountant as of the close of business of each fiscal year.

Sec. 8.09. General powers and authority.

The commission shall have full and exclusive power and authority to prescribe rules, rates and regulations governing the sale and use of electricity, water, gas and sewage collection and treatment wherever such services are furnished by said Commission and to change the same at its pleasure, after conducting a public hearing or hearings pertaining to rate changes. The commission is authorized to furnish electricity, power, water, gas and sewage collection and treatment to private individuals and corporations wherever the same may be required and feasible as determined by the commission and for said purpose the commission shall have the right to acquire, construct, maintain, extend, improve and develop electric production and distribution systems, water production and distribution facilities and systems, gas production and distribution systems and sanitary sewer facilities and systems, including the right to construct and maintain electric lines, water and gas mains and sewers in, along and under all public streets and highways and to contract with and receive grants and contributions from the United States or any of its agencies or departments, the state and any municipality, public body, corporation, partnership or individual for such purposes. The commission may extend city utilities beyond the corporate limits of the City of New Smyrna Beach in conformance with the requirements of F.S. Ch. 366, only upon approval by ordinance of the city commission and the Commission may enter into a contract for a term of more than four (4) years only after approval by ordinance of the city commission. The city commission may not withhold its approval or deny passage of an ordinance where such withholding or denial would cause the commission to violate any of the covenants or terms of its bond resolutions and related contracts, resolutions, and documents. The commission shall prepare and submit its budget for the ensuing year to the city commission on or before July 1 of each year, setting forth its estimated gross revenues and estimated requirements for operations and maintenance expenses, debt service, and depreciation. A copy of the budget shall be published once in a newspaper of general circulation in the city during the month of July. The commission shall adopt the budget for the ensuing year only upon approval by ordinance of the city commission. The city commission may not withhold its approval or deny passage of an ordinance approving the budget where such withholding or denial would cause the commission to violate any of the covenants or terms of its bond resolutions and related contracts, resolutions, and documents.

Sec. 8.10. Billing and collection of fees and charges; disposition of funds collected.

The commission shall have the exclusive power and authority to bill and collect the prescribed fees or charges for all services and utilities under its control and when collected, the flow of funds shall be: First, the payment of all operating and maintenance expenses of said utilities; second, the funding of all reserves required by revenue certificates issued by the city or said commission for projects under commission control including the debt service payments of all such revenue certificates as same become due; third, the payment to the general fund of the

city a sum equal to six (6) percent of the gross revenues from utilities under commission control; such payments shall be made monthly. The surplus shall be paid annually to the general fund of the city after reserving an adequate fund for operation and maintenance expenses, capital improvements and line extensions as determined by the commission.

Sec. 8.11. Acquisition of property by eminent domain; title.

The commission is empowered, by its duly constituted authorities, to exercise the right of eminent domain to appropriate property, except state or federal, for the purpose of obtaining, constructing and maintaining electric plants, substations and distribution lines; water or gas mains; reservoirs and pumping stations; sewer lines, pumping stations and disposal or processing plants; and to acquire all such lands, waters and lands adjacent to waters which the Commission judges may be necessary for the full and complete construction, maintenance and operation of any utility. The title to all property, real or personal, owned or acquired by the commission shall be vested in the City of New Smyrna Beach.

Sec. 8.12. Authority to shut off and discontinue water, electricity, etc.

The commission shall have the power to shut off and discontinue the supplying of water, electricity or any other utilities or services now or hereafter under the control, management or jurisdiction of the commission to any and all users for violation of any of the rules or regulations pertaining to the sale, distribution or use of such utilities and services and for nonpayment, when due, of the fees, rentals or other charges for utilities and services. Regulations governing the shutting off and discontinuance of any of such utilities and services and the terms and conditions for the restoration of such utilities and services, including interest and charges for shutting off and discontinuance or the restoration of said utilities and services may be adopted by the commission.

Sec. 8.13. Agreements with holders of revenue bonds and other obligations.

The commission shall have power and authority to make agreements and covenants with the City of New Smyrna Beach and the holders of any revenue bonds or other obligations issued to finance, in whole or in part, any repairs, extensions or improvements of any utility with respect to the filing and collecting of fees, rentals and other charges for services and utilities. All such agreements and covenants shall constitute and be deemed valid contracts between the commission and the holders of any revenue bonds or other obligations and may be enforced by any holder of such revenue bonds or any other obligations in any court of competent jurisdiction subject, however, to any provision for enforcement which may be contained in such agreements or covenants or in the resolution or resolutions of the governing body of the city or the commission pursuant to which such obligations were issued.

Sec. 8.14. Borrowing money.

The commission, upon a majority vote, is hereby authorized to borrow at any time an amount of money equal to ten (10) percent of the book value of the electric and water plants for any six-month period and to pay interest on such sum borrowed at a rate not to exceed the then prevailing interest rate and to issue its promissory note or notes as evidence of said indebtedness, which notes shall be signed by the chair of the commission and the secretary thereof, provided that at no time shall such promissory note or notes exceed ten (10) percent of the book value of such plants and provided further that money so borrowed shall be expended only for current operating expenses.

Sec. 8.15. Revenue certificates and promissory notes.

The commission shall, upon the approval by ordinance of the city commission, after conducting a public hearing or hearings, have the right, power and authority to issue revenue certificates or promissory notes for the purpose of paying all or a part of the cost of acquisition, construction, repairing, extensions, additions, equipping and the reconstruction of any of the city's utilities. The city commission shall not withhold its approval or deny passage of an ordinance where such a withholding or denial would cause the commission to violate any of the covenants or terms of its bond resolutions and related contracts, resolutions and documents. All of such revenue certificates or promissory notes while authorized and issued by the commission shall be obligations of the city of New Smyrna Beach and no referendum or freeholder election shall be required as a condition precedent to the issuance of such revenue certificates or promissory notes. All revenue certificates shall be offered for sale to not less than three (3) responsible bond brokers and the best bid excepted unless, in the discretion of the commission, a better bid can be obtained by negotiation. In such cases the commission shall have the right to reject all bids and sell said certificates upon the best terms offered therefor.

- (1) Revenue certificates issued under the provisions of this act shall be payable from the revenues derived from the operation of the city's utilities or services under the supervision, operation and control of the Commission and from any other funds legally available therefor.
- (2) The commission shall not convey or mortgage any property or facility or any part thereof as security for the payment of revenue certificates.
- (3) In the discretion of the Commission, each or any issue of such revenue certificates may be secured by a trust agreement by and between the commission and a corporate trustee which may be any trust company or bank having the powers of a trust company within or outside of the state. Such trust agreement may pledge or assign the revenues to be received by the commission. The resolution providing for the issuance of revenue certificates or such trust agreement may contain such provisions for protecting and enforcing the rights and remedies of the certificate holders as may be reasonable, proper and not in violation of law, including covenants

setting forth the duties of the commission in relation to the acquisition, construction, improvements, maintenance, operation, repair, equipping and insurance of the facilities, and the custody, safeguarding and application of all monies. It shall be lawful for any bank or trust company incorporated under the laws of this state to act as such depository and to furnish such indemnifying bonds or to pledge such securities as may be required by the commission. Such resolution or such trust agreement may restrict the individual right of action by certificate holders as is customary in trust agreements securing bonds or debentures of corporations. In addition to the foregoing, such resolution or trust agreement may contain such other provisions as the Commission may deem reasonable and proper for the security of certificate holders. Except as this chapter otherwise provides, the commission may provide, by resolution or by trust agreement, for the payment of the proceeds of the sale of the revenue certificates and the revenues of the utilities and services to such officer, board or depository as it may determine for the custody thereof and for the method of disbursement thereof with such safeguards and restrictions as it may determine. All expenses incurred in carrying out such trust agreement may be treated as a part of the cost of operation of the utilities affected by such trust agreement.

- (4) The resolution or trust agreement providing for the issuance of the revenue certificates may also contain such limitations upon the issuance of additional revenue certificates as the commission may deem proper and such additional certificates shall be issued under such restrictions or limitations as may be prescribed by the resolution or trust agreement.

Sec. 8.16. Refunding revenue certificates.

The commission, upon approval by ordinance of the city commission is authorized to provide by resolution for the issuance of refunding revenue certificates for the purpose of refunding any revenue certificates heretofore issued by the City of New Smyrna Beach then outstanding or issued under the provisions of this chapter. The commission is further authorized, upon approval by ordinance of the city commission, to provide by resolution for the issuance of revenue certificates for the combined purpose of:

- (1) Paying the cost of any acquisition, construction, extension, addition, improving, equipping or reconstruction of a facility or facilities of the commission;
- (2) Refunding revenue certificates heretofore issued by the City of New Smyrna Beach and of the Commission which shall theretofore have been issued under the provisions of this chapter and shall then be outstanding.

The issuance of such obligations, the maturities and other details thereof, the rights and remedies of the holders thereof, the rights, powers, privileges, duties and obligations of the commission with respect to the same shall be governed by the foregoing provisions of this chapter insofar as the same may be applicable. The city commission shall not withhold its approval or deny passage of an ordinance where such a withholding or denial would cause the

commission to violate any of the covenants or terms of its bond resolutions and related contracts, resolutions and documents.

Sec. 8.17. Legal status of revenue certificates or other obligations.

Any revenue certificates or other obligations issued pursuant to this chapter shall be and constitute legal investments for bonds, savings banks, trustees, executors, administrators and all other fiduciaries for all state, municipal and public funds and shall also be and constitute securities eligible for deposit as security for all state, municipal or other public funds notwithstanding the provisions of any other law or laws to the contrary.

ARTICLE IX. MISCELLANEOUS PROVISIONS

Sec. 9.01. Force majeure.

Failure to meet any deadline or satisfy any performance requirement set forth in this charter may be excused due to unforeseen events such as hurricanes, natural disasters, acts of nature, fires, acts of public enemies, pandemics, health emergencies, riots, civil disturbances, sabotage, strikes, or restraints imposed by order of a governmental agency or court, provided any such deadline or performance standard is cured or corrected as soon as reasonably practicable.

Sec. 9.02. Severability.

If any provision of this charter is held invalid, the other provisions of the charter shall not be affected. If the application of the charter or any of its provisions to any person or circumstance is held invalid, the application of the charter and its provisions to other persons or circumstances shall not be affected.

Sec. 9.03. Conflicting laws repealed.

All laws and parts of laws in conflict herewith insofar as they apply to the City of New Smyrna Beach, and the same are, hereby repealed.

THE CITY OF NEW SMYRNA BEACH - CITY CLERK'S OFFICE

CHARTER: SECTIONS FOR REVIEW AND DISCUSSION

July 1, 2025

Background:

Proposed New Section: The City's Cultural Character and the Arts

Fiscal Analysis:

N/A

Strategic Plan Item:

No

Staff Report Created By: Sharon Taylor-Harding