



TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

[Handwritten Signature]

Town Clerk/Director of Finance & Budget

June White / Kaola King

Department Submitting Request

Dept Head's Signature

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input type="checkbox"/> Nov 10, 2009	Oct. 30 (5:00 p.m.)	<input type="checkbox"/> Jan 26, 2010	Jan 15 (5:00 p.m.)	<input type="checkbox"/> March 23, 2010	Mar 12 (5:00 p.m.)
<input type="checkbox"/> Dec 1, 2009	Nov 20 (5:00 p.m.)	<input type="checkbox"/> Feb 9, 2010	Jan 29 (5:00 p.m.)	<input type="checkbox"/> April 13, 2010	April 2 (5:00p.m.)
<input type="checkbox"/> Dec 8, 2009	Nov 25 (5:00 p.m.)	<input type="checkbox"/> Feb 23, 2010	Feb 12 (5:00 p.m.)	<input type="checkbox"/> April 27, 2010	April 16 (5:00p.m.)
<input type="checkbox"/> Jan 12, 2010	Dec 31 (5:00 p.m.)	<input type="checkbox"/> Mar 4, 2010	Feb 19 (5:00p.m.)	<input checked="" type="checkbox"/> May 11, 2010	April 30 (5:00p.m.)

NATURE OF AGENDA ITEM

- | | | |
|-----------------------------------------|-----------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution | <input checked="" type="checkbox"/> New Business |
| <input type="checkbox"/> Report | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Manager's Report |
| <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Attorney's Report |
| <input type="checkbox"/> Bids | <input type="checkbox"/> Old Business | <input type="checkbox"/> Other |

EXPLANATION: Commission approval to set Calendar from May through September 2010

- 1) Schedule dates for Fire Assessment, Budget and Trim workshops and public hearings.
- 2) Reschedule the September 28, 2010 Commission meeting due to the Jewish Holiday of Sukkot. Recommend September 27, 2010 at 7:00 p.m. or immediately following the 2nd Public Hearing to adopt the budget.
- 3) Commission recess during the month of August.

STAFF RECOMMENDATION:

BOARD/COMMITTEE RECOMMENDATION:

FISCAL IMPACT AND APPROPRIATION OF FUNDS:

- | | |
|-----------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Amount \$ _____ | <input type="checkbox"/> Acct # _____ |
| <input type="checkbox"/> Transfer of funds required | <input type="checkbox"/> From Acct # _____ |
| <input type="checkbox"/> Bid | <input type="checkbox"/> Grant <input type="checkbox"/> Amount represents matching funds |

Town Attorney review required

- Yes No

Town Manager's Initials: CJA

**Town of Lauderdale-By-The-Sea
Fiscal Year 2010/2011
Proposed Budget Timetable**

<u>Date:</u>	<u>FY 2010/2011 Budget Preparation Activity</u>
April 22	Budget Request Sent To Department Heads
May 11	Set budget calendar
May 25	Department Head's Budget Proposals Due to Finance Director
June 8	Budget Workshop with Commission - 5 pm workshop >Projected Millage >Project Fire Assessment Fee >Projected Capital Improvement Projects
June 23	Budget Workshop at Commission Roundtable—7:00pm
July 13	>BSO Budget Proposal >Other Major Budget Issues >Budget Presentation of Town Manager's Recommended Budget— 5 pm workshop
July 27	Special Hearing - 5:01 pm >Adopt Proposed Millage >Adopt Proposed Fire Assessment Fee
September 13	Special Public Hearing – 5:01pm >Adopt Tentative - Trim >Adopt Final Fire Assessment Fee
September 27	Special Public Hearing – 5:01pm >Adopt Final Millage - Trim >Adopt Final Budget

MAY 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2	3	4	5	6	7	8	
9 MOTHER'S DAY	10	11 7PM COMMISSION MEETING	12	13	14	15	
16	17	18 ****SHAVOUT - Sundown****	19 ****SHAVOUT****	20 ****SHAVOUT****	21	22	
23	24	25 5PM Fire Assessment & Captial Assets Workshop 7PM COMMISSION MEETING	26 7PM Commission Roundtable	27	28	29	
30	31 MEMORIAL DAY					Notes: * Twc or more members of the Lauderdale-By The-Sea Advisory Board may be in attendance at this meeting, and the public is welcome to attend.	
TWO OR MORE TOWN COMMISSIONERS MAY BE PRESENT AT ANY PUBLIC MEETINGS AS THIS CALENDAR CONSTITUTES LEGAL NOTICE REQUIREMENTS OF THE SUNSHINE LAWS						© 2007 Vertex42 LLC http://www.vertex42.com	

JUNE 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 5M Budget Wksp 1. Projected Fire Assessment 2. Projected Millage 3. Projected Capital Improvement Projects 7PM COMMISSION MTG	9 7PM Commission Roundtable	10	11	12
13	14	15	16	17	18	19
20 FATHER'S DAY	21	22 7:00PM COMMISSION MTG	23 7PM Commission Roundtable - Budget	24	25	26
27	28	29	30			
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JULY 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Certification of Proposed Operating Values Rec'd from PAO	2	3
4 INDEPENDENCE DAY	5	6 	7	8	9	10
11	12	13 5PM Budget Wkshp BSO Budget Proposal Other Major Budget Issues Town Budget Presentation 7PM COMMISSION MTG		15	16	17
18	19	20	21	22	23	24
25	26	27 5:01PM SpecialHearing Adopt Proposed Fire Asses Adopt Proposed Millage 7PM COMMISSION MEETING	28	29 School Board 1st Public Hearing	30	31
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AUGUST 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Roll Back Rate, Proposed Millage, Time & Date of 1st Public Hearing to POA	5	6	7
8	9	10 7:00PM COMMISSION MTG Pending Recess	11	12	13	14
15	16	17	18	19	20	21
22	23	24 7PM COMMISSION MTG Pending Recess	25	26	27	28
29	30	31				
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SEPTEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 LABOR DAY **** TOWNHALL CLOSED ***	7	8 ROSH HASHANA Begins at Sundown	9 ROSH HASHANAH	10 ROSH HASHANAH	11
12	13 Public Hearings cannot be held prior to this day 5:01PM 1st Public Hearing Adopt Final Fire Assess Adopt Tentative Millage Adopt Tentative Budget	14 Broward County 1st Public Hearing 7PM COMMISSION MEETING	15	16 School Board 2nd Public Hearing	17 YOM KIPPER begins at Sundown	18 YOM KIPPUR
19	20	21	22 *** SUKKOT begins at Sundown *** 1st 2 & last 2 days	23 ** SUKKOT **	24 ** SUKKOT **	25
26	27 5:01PM 2nd Public Hearing Adopt Final Millage Adopt Budget	28 Broward County 2nd Public Hearing ** SUKKOT ** 7PM COMMISSION MTG Band	29 ** SUKKOT ** **Shemini Atzeret**	30 Final Millage to PAO & DOR within 3 days of adoption **Shemini Atzeret**		
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