



Item No. 17h

AGENDA ITEM MEMORADUM

Town Clerk

June White

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> June 12, 2012	June 1

*Subject to Change

- Presentation Reports Consent Ordinance
 Resolution Quasi-Judicial Old Business New Business

FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: Schedule Budget Meeting(s), Commission Meeting(s) in August and the First and Second Public Hearings in September to Adopt Fire Assessment Fee, Millage Rate and Budget for FY2012-2013.

EXPLANATION: Budget meetings are necessary to determine the Town's fire assessment fee, the millage rate and the budget for FY12-13. Public Hearings are required in order to adopt the Town's fire assessment fee, millage rate and budget for FY12-13. Please see attached FY2012-2013 Proposed Budget Timeline.

With regard to August meetings:

Jarvis Hall will not be available on August 14th (the 2nd Tuesday in August) because it is a County Wide Election date.

The second regular meeting date would be August 28th.

The first meeting in September is not until September 11th. If the Commission cancels the August meetings, 7 weeks will elapse between meetings.

EXPECTED OUTCOME: Commission to review and approve the dates and times listed on the attached 2012 Fire, Millage & Budget Timetable and determine whether to cancel the first regularly scheduled meeting in August.

EXHIBITS: 2012 Fire Assessment, Millage & Budget Timetable
Calendars for July through September 2012

Reviewed by Town Attorney
 Yes No

Town Manager Initials CS

LAUDERDALE-BY-THE-SEA

2012 FIRE ASSESSEMENT, MILLAGE & BUDGET TIMETABLE

Tuesday, July 23	5:30 PM Special Meeting (Adopt Proposed Fire & Proposed Millage Rate)
Wednesday, Sept. 12	7:00 PM – 1 st Public Hearing (Adopt Tentative Millage, & Tentative Budget – Adopt Final Fire Assessment)
Monday, Sept. 24	7:00 PM – 2 nd Public Hearing (Adopt Final Millage & Budget)

TOWN OF LAUDERDALE-BY-THE-SEA
FY 2012-2013 PROPOSED BUDGET TIMELINE

As of June 7, 2012

Date	Responsibility	Action Required	Comments / Deliverables
June 1	County Property Appraiser	Provide an estimate to the City of the total assessed value of nonexempt property for the current year for budget planning purposes.	Letter from Property Appraiser estimated assessment roll rec
June 11	Finance Director	Submit Budget Draft to Town Manager	
June 12	Commission Meeting	Update on Sewer Capital Costs; AMR Contract Extension Proposal, and Fire Assessment Fees	
June 19	Special Commission Special Meeting	Budget Issues: , Sewer Rate Study, East Commercial Project, Chamber Request	
June 26	Commission Meeting	VFD Budget, BSO Budget, and Non-profit Organizations' Requests, Discussion of Fire Assessment Fee	
June 28	Finance Director Town Manager	1 st Draft Budget Message	Organizational charts. Rev/Expense spreadsheets. Summary of Budget Changes
June 29	County Property Appraiser	Receive final Certification of Taxable Value (DR420).	
July 5	Finance Director	Calculation of ad valorem tax revenue utilizing same millage rate	
July 9	Finance Director, Dept Directors	Near final detail budget justification sheets	
July 10	Commission Meeting	Direction on Ad Valorem tax rate, Draft CIP, Other Budget Issues	
July 11	Finance Director	Changes to budget documents per Commission decisions on July 10th	
July 13 th	Town Mgr, Asst Mgr, Finance Director	Submit Mgr's recommended budget & budget message to the Commission	Mgrs Recommended Budget
Week of July 16	Individual Meetings w Commissioners	Answer Commissioners' questions about line item budget	
July 23	5:30PM Special Commission Meeting	Approve tentative millage rate and proposed fire assessment fees.	
by August 3	Town Clerk / Finance Director	Notify County Property Appraiser of proposed millage rate, roll back rate and date of First Budget Hearing.	Submit Form DR-420 Per City Attorney no commission resolution or memo is required.
by August 6	Town Clerk	Send ad to paper to publish on Aug 22 for Fire Assessment Fee	
August 22	Town Clerk	Publish ad for Fire Assessment Fee	Must be published at least 20 days before hearing to adopt fire assessment fee (Hearing on Sept 12)
August 24	County Property Appraiser	Deadline to mail Notice of Proposed Tax Bill and Public Hearing Dates (TRIM Notice)	

Date	Responsibility	Action Required	Comments / Deliverables
September 12	7:00PM Mayor and Commission	Hold First Public Hearing to Adopt Tentative Millage Rate and Tentative Budget. Adopt final fire assessment fee	Per TRIM, initial Public Hearing must be held Sept 3 – 18 and cannot conflict with similar county or school district hearings.
September 13	Town Clerk	Last day to send ad to paper to publish on Sept 22 for final budget hearing	
September 14	Town Clerk	Deadline to submit Fire & Tentative Budget resolutions to Property Appraisers Office	Must be received within 3 days of adoption
September 22 (Subject to Change; based on County and School Board hearing dates)	Town Clerk	Advertise Final Public Hearing on final millage rate and final budget.	Per TRIM, within 15 days of Tentative Budget Hearing the City must advertise its intent to adopt a final millage rate and budget (i.e. from Sept 18 – Oct 3). See specifics re: advertisements, meeting dates, etc.
September 24	7:00PM Mayor and Commission	Hold Final Public Hearing to adopt final millage rate and final budget.	A public hearing to adopt a final millage rate and budget shall be not less than 2 days or more than 5 days after the advertisement is first published.
September 26	Town Clerk	Forward adopting resolution to County.	Within 3 days of Final Public Hearing, the resolution adopting the final millage rate shall be forwarded to the County Property Appraiser.
October 22	Town Clerk	Forward Certification of Compliance to County.	Within 30 days of Final Hearing the County shall certify that they have complied with provisions of Chapter 200, State of Florida Statutes. Town submits Certificate of Compliance and DR-487 to Dept of Revenue.

2012 CERTIFICATION AND BUDGET TIMETABLE

June 1 (Fri)	Property Appraiser notifies taxing authorities of estimate of taxable value.
June 29 (Fri)	Property Appraiser submits Certification of Values to ad valorem taxing authorities, special assessment districts, and Department of Revenue.
Aug 3 (Fri)	Last day for ad valorem taxing authorities to advise the Property Appraiser of their roll-back rate, proposed millage rate, and time, date and place of the first required public hearing. Special assessment districts to advise Property Appraiser of their proposed rate(s).
Aug 13 (Monday)	Property Appraiser begins to mail Proposed Property Tax Notices (Trim Notices).
Aug 24 (Fri)	Last day for Property Appraiser to mail TRIM Notices. August 24 to September 18 review and filing period to Value Adjustment Board.
Sept 3 - 18	Ad valorem taxing authorities hold public hearings on tentative budget per Tax Notice. Within 15 days after adopting tentative budget, ad valorem taxing authorities advertise intent to adopt final millage rate and budget. Public hearing to be held 2 to 5 days after published advertisement, after 5 PM if not on Saturday, no Sunday hearings. 3 days after adoption of final millage rate, ad valorem taxing authorities deliver the Resolution or Ordinance adopting the final millage rate to Property Appraiser and Revenue Collector.
(TBA)	Majority vote of County Commission to extend Tax Roll and prepare tax bills prior to Value Adjustment Board.
Oct 22 (Mon)	Tax Roll certified to Revenue Collector except for Value Adjustment Board cases.
NOTE	For deadlines regarding notification and public hearing on adoption of a new or amended non-ad valorem assessment roll see F.S. 197.3632 (4)(a) and (b). If TRIM Notice is utilized for first-class notice, budget hearing <u>cannot be held prior to September 12th</u> in order for Property Appraiser to guarantee the 20-day notice requirement.

JULY 2012

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