



6601 Main Street • Miami Lakes, Florida 33014

Office: (305) 364-6100 • Fax: (305) 558-8511

Website: www.miamilakes-fl.gov

Special Taxing Districts Transfer Timeline

The estimated dates and information provided herein are for internal Miami-Dade County use and are not intended to be relied upon or to provide advice, legal or otherwise. Municipalities should consult with their attorneys.

September 5, 2017 (Town of Miami Lakes)

- Town needs to approve interlocal for legal sufficiency.

October 9-20, 2017 (COUNTY)

- October BCC committee cycle.

November 7 or 21, 2017 (COUNTY)

- BCC public hearing
- Resolution calling for special election.

December, 5 2017 (Town of Miami Lakes)

- Town to pass a joint resolution accepting and ratifying County resolution.

January 23, 2017 (COUNTY)

- Election Date on the Joint Resolution to transfer the district
- If voters approve, Town will become the new governing body of the SPTX 30 days after election.

January 31, 2018 (COUNTY)

- A preliminary financial reconciliation of all known liabilities for the SPTX to date will be provided.
- Town to begin preparing a proposed budget for the SPTX and start working on new rates.

February 5, 2018 (COUNTY)

- PROS to coordinate a meeting/training regarding rate preparation/assessment.

February 23, 2018 (Town of Miami Lakes)

- Town becomes the new governing body of the SPTX.
- PROS will coordinate with the Town for training on handling access devices, inventory, and issuance of devices.

May 1, 2018 (Town of Miami Lakes)

- Town is required to submit a list of all eligible districts to PA's Office.

July 1, 2018 (COUNTY)



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- PROS to provide a 60-day termination notice to any service provider/vendor currently in the SPTX and that Town does not wish to continue using.

July 17, 2018

- Town is required to submit final folio and rate files to PA.

August 31, 2018 (Town of Miami Lakes)

- Town to transfer Utility accounts
- This will allow for a final bill to be received and consolidated by close-out.

September 15, 2018

- Deadline for Town to adopt a non-ad valorem assessment roll
- See Fla Stat. 197.3632 for notice requirements.

October 1, 2018 (COUNTY & Town of Miami Lakes)

- Transfer date
- PROS will cease operations of the SPTX
- Town to start paying bills.

October 15, 2018 (COUNTY)

- Year-end close out of financial documents
- Reconciliation of Tax certificate sales.