



Town of Miami Lakes Memorandum

To: Honorable Mayor & Councilmembers

From: Honorable Councilmember Jeffrey Rodriguez

Subject: Change Council's Month Off

Date: November 12, 2019

Recommendation:

I would like to have a discussion with my colleagues about setting a regular council meeting for August and taking a different month off. Given that August is the month before we set our Annual Budget and final millage rate, I think its best that we have a regular council meeting in August, and then set the Budget & final millage during our two (2) September meetings. We can still schedule workshops or Sushine meetings to discuss and review the budget.

As for what month we should have off instead of August, after consultation with the Town Manager & Staff, I recommend that we move the Council's "off" month to December of each year.

In addition, I recommend that we move three (3) Council meetings to the third (3rd) Tuesday in the months of July, November & January.

July

In July, the final valuation of the Town's property values is issued by the Property Appraiser's Office on July 1st. Having the extra week will allow Town Staff to properly prepare the necessary Resolution for the initial setting of the millage for purposes of the TRIM Notice, which is required by July 31st of each year.

November

In the month of November, Town Staff prepares the closeout of the previous FY. Having the extra week will allow them not to have to rush in this preparation.

January

The Regular Council meeting in January can be as early as the eighth (8th) of January. In order to allow Town Staff the time to finalize the January agenda and to allot time for the Manager's briefings of the Council, it would be beneficial to allow one (1) extra week for the January meeting so we don't back up to the New Year holiday.

This proposed calendar will allow for five (5) weeks to comfortably schedule summer vacations between the June & July Council meetings and will allow a string with no Council meetings through the Thanksgiving, Christmas and New Year's holidays. In addition, it will allow Town Staff and the Council to handle any and all scheduling & TRIM Notice demands in the budget compilation process.

Fiscal Impact: None

Guiding Principles: 1, 2, 3, 4, 14

Objectives: 2, 3, 4, 14