

TOWN OF MIAMI LAKES, FLORIDA
Quarterly Committee Chair Meeting
November 4, 2025 | 6:00 PM
AGENDA

1. CALL TO ORDER

2. ROLL CALL

	BAB
	CAC
	EAB
	EAC
	EDC
	MHTF

	NIC
	PSC
	SHOF
	SNAB
	VC
	YATF

3. ORDER OF BUSINESS (DEFERRALS, ADDITIONS/DELETIONS)

4. PUBLIC COMMENTS

5. CONSOLIDATION OF TOWN EVENTS (COUNCILMEMBER SANCHEZ)

6. NEW COMMITTEE REPORT FORM/TEMPLATE (COUNCILMEMBER HERZBERG)

7. 2026-2027 BUDGET SPECIAL CALL MEETING JUNE 4, 2026

8. COMMITTEE REPORTS/OPEN FORUM

a. BAB

b. CAC

c. EAB

d. EAC

e. EDC

f. MHTF

g. NIC

h. PSC

i. SHOF

j. SNAB

k. VC

l. YATF

9. ADJOURNMENT



Town of Miami Lakes Memorandum

To: Honorable Mayor and Councilmembers
From: Honorable Councilmember Alex Sanchez
Subject: Consolidation of Town Events
Date: February 17, 2026

Background:

In a fiscal year, the Town of Miami Lakes produces 40+ events that include the Mental Health Fair, Nightmare on Montrose, Veterans Day Parade, Main Street Concerts, Spring Fling, Fourth of July as its main events with smaller events sprinkled in between such as Skate, Book talk, Small Business Bootcamp, Puptober, etc.

Recommendation:

It is recommended that staff return with a new schedule where events with low attendance be merged with larger events such as Skate be a part of the Spring Fling, and the Fall Mental Health Fair with the Halloween event with a renaming to the Miami Lakes Fall Festival as this will draw a larger crowd due to the attractiveness of a family event without the stigma associated with mental health. I believe this will lead to higher attendance to our events along with having a cost savings due to vendors covering 1 event instead of 2.

Fiscal Impact: TBD
Funding Source for Implementation: GF
Timeline for Implementation: ASAP

Guiding Principles: 2, 3, 4, 5, 6, 11, 14
Objectives:

Signature Events

These events have become longstanding traditions that help define the character and identity of the Town of Miami Lakes.

1. Mayor's Gala
2. Independence Day Celebration (CAC)
3. Veterans Day Parade (VC)
4. Reindeer Run 5K (VC)
5. Culinary Bike Tour
6. Halloween: Nightmare on Montrose (YATF)
7. Spring Fling: Easter Egg Hunt (YATF)

The events listed below are hosted by the Town's committees.

Public Safety

8. Cars for Heroes
9. September 11 Remembrance Ceremony
10. Fire Station Open House

Neighborhood Improvement

Economic Development

11. Business Networking Socials (x6)
12. Business Expo

Cultural Affairs Committee

13. Concerts
 - a. Main Street Live! Concert Series (x4)
 - b. Concert in the Park/Fairway
 - c. Classical Concert
14. Paint-a-Picture for Mom
15. Father's Day Fishing Tournament
16. Art Exhibits (+/-3)
17. Book Reading
18. Cultural Heritage Celebrations
 - d. Black History
 - e. Hispanic Heritage
 - f. Women of Distinction

Education Advisory Board

19. Awards of Excellence
20. Spelling Bee

Elderly Affairs Committee

- 21. Community Forums (x12)
- 22. Health Fair (1)
- 23. Bingo Luncheons (x12)
- 24. Field Trips (x6)
- 25. Senior Socials (x4)

Youth Activities Task Force

- 26. Bike Rodeo
- 27. Just Run
- 28. Movies at the Park

Veterans Committee

- 29. Memorial Day Event
- 30. Tree Dedication

Mental Health Task Force

- 31. Mental Health Fall Fair

Community Engagement Events

- 36. Coffee with a Cop (Sheriff's Office)

Community Events (not town sponsored)

- 37. Miami Lakes Food & Wine Festival (Lynn Matos)
- 38. Festival of Lights (The Graham Companies)
- 39. Spring Festival (Our Lady of the Lakes)
- 40. Business Expo (Miami Lakes Chamber of Commerce)
- 41. Cars for a Cure (The Alonso Family)

<Enter Committee Name>, Town of Miami Lakes

Report to Council | <Enter Month & Year>

Mission Statement: *The committee's mission statement is established in the resolution that created the committee.*

Membership Roster:

Name	Position	Appointed by:

2025-2026 Approved Budget:

Activity	Amount

Current Initiatives & Events:

Future Projects/ Considerations:

Request for Council Approval

This page must be completed for any new initiative or event requiring Council approval or the creation of a new budget line item. Activities within existing approved committee budget line items do not require Council approval.

New Initiative or Event Requiring Council Approval

Name of Initiative/Event Description:

Estimated Cost:

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Is this within an existing committee budget line item? Yes No

If not, explain the requested new budget line or where funds will come from:

Council Action Requested:

New Budget Line-Item Request

Description of Proposed Line Item:

Estimated Amount:

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Reason Existing Budget Lines Cannot Be Used:

Other Direction/Approvals Requested from Council

Description of Request:

Council Action Requested:



FY2026–2027 Detailed Budget Preparation Timeline

MARCH

March 17 – Regular Council Meeting

- Mid-Year Budget Amendment (1st Reading).
- Present Proposed Budget Calendar & Budget Hearing Dates

March 23–27 – Miami-Dade County Public Schools Spring Break.

APRIL

April 7 - Workshop: Council Strategic Planning Budget Workshop to kick off the FY2026-27 budget process (NBI 02/17/26 Item 16 I).

- Council provides policy guidance and articulates Town priorities.

April 8 – Budget Officer distributes FY2026-27 budget request forms to Department Directors.

April 21 – Regular Council Meeting: Mid-Year Budget Amendment (2nd Reading).

April 22 – Department Directors submit budget requests to the Budget Officer.

April 23 –Deadline to publish agenda for the Special Taxing District (STD) Quarterly Meeting.

April 30 – **STD Quarterly Meeting:** Preliminary budget presentation and proposed Non-Ad Valorem assessment rates for FY2026-27.

- Proposed assessment rates will be presented and adopted at the Regular Council Meeting in May (1st Reading) and June (Second Reading).
- Final STD budgets are adopted at the Budget hearings in September.

MAY

May 1 – **STD** eligible districts submitted to the Property Appraiser’s Office.

May 19 – **Regular Council Meeting:** Ordinance (1st Reading) for Non-Ad Valorem Assessment Rates (**STD**).

May 24 – Notice mailed to property owners subject to **STD** assessments (per Florida Statutes).

May 25 – **Memorial Day** – Town Hall Closed.

May 28 – Deadline to publish Committee Budget Presentation materials for June 4 Special Call Meeting.

JUNE

June 1 – Property Appraiser releases Preliminary Property Valuation and STD files.

June 4 – Special Call Meeting: Committee Budget Presentations (NBI 2/17/26 Item 16 L).

- Committees Present Events & Budget Proposals with the following information:
 - Proposal dates for each event.
 - Estimated attendance at each event from the prior years.
 - Cost of each event to the residents/public.
 - Number of sponsorship dollars collected for each event from prior years.
- Council approval of committee budgets and events.

June 11 – STD Test Folio & Rate Files due to Property Appraiser’s Office.

June 16 – **Regular Council Meeting:** Ordinance (2nd Reading) for Non-Ad Valorem Assessment Rates (STD).

June 19 – Juneteenth – Town Hall Closed.

JULY

July 1 – **Truth in Millage (TRIM)** begins, Property Appraiser releases Certification of Taxable Value.

July 3 – **Independence Day Observed** – Town Hall Closed.

July 9 – STD Final Folio & Rate Files due to Property Appraiser.

July 21 – **Regular Council Meeting.**

July 22 – Deadline to publish Agenda for the Special Call meeting on July 28th

July 22 – **Budget Workshop:** Review of Preliminary General Fund Budget.

- Preparation for the proposed millage rate meeting on the 28th of July (Review of the General Fund only).

July 28 – **Special Call Meeting:** Establish Proposed Millage Rate and Set Budget Hearing Dates.

- This meeting does not approve the general fund budget.
- The Preliminary General Fund Budget is presented to provide an overview of the total fiscal impact and the funding required to adequately support all proposed items, as the proposed millage rate establishes the primary revenue framework necessary to sustain the Towns’ operating and capital obligations.
- At this meeting, the Council will:
 - Establish the proposed millage rate for TRIM purposes; and
 - Set the public Budget Hearing dates only.
- Once the proposed millage rate is set and submitted to the Property Appraiser, it becomes the maximum rate that may be adopted or reduced during the final budget hearings.

July 29 Miami Dade County **School Board First Budget Hearing.**

AUGUST

August 4 – **TRIM** deadline to certify DR-420 with proposed millage rate and budget hearing date information.

August 18 – **Regular Council Meeting.**

August 24 – Property Appraiser mails **TRIM** Notices to residents.

August 26 – **Budget Workshop:** Review of All Funds.

SEPTEMBER

September 3 - Miami Dade **County First Budget Hearing.**

September 4 – Deadline to publish Proposed Budget for September 10 First Budget Hearing.

September 7 – **Labor Day** – Town Hall Closed.

September 9 - Miami Dade County **School Board Second Budget Hearing.**

September 10 – **Town of Miami Lakes First Proposed Budget Hearing.**

September 15 – **STD** Final Roll Submitted to the Property Appraiser. The information submitted at this time is the data that will appear on the Property Tax Bill for Non-Ad Valorem assessments, in accordance with Florida Statutes.

September 15 – **Regular Council Meeting.**

September 16 – Submit advertisement to newspaper for Notice of Proposed Tax Increase or Budget Hearing.

September 17 – Miami Dade **County Second Budget Hearing.**

September 18 – Deadline to publish Proposed Budget for the September 24 Final Budget Hearing.

September 20 – **TRIM** Advertisement published in newspaper.

September 24 – **Town of Miami Lakes Final Budget Hearing.**

September 25 – Submit final millage ordinance to Department of Revenue, Property Appraiser, and Tax Collector.

September 30 – Enter Adopted Budget into MUNIS.

********* **TRIM**-Certify DR-422 (Adopted Millage) within 3 days of receipt from the Property Appraiser).

OCTOBER

October 1 – FY2026-27 Adopted Budget goes into effect.

October 23 – Submit **TRIM** Compliance Package (DR-487) to Property Tax Oversight Program.

NOVEMBER

November 17 – **Regular Council Meeting:** FY2025-26 Year-End Budget Revision (per Florida Statutes).