

Regular Workshop – June 21, 2012
Agenda Item 12

Agenda Item: Proposed Revision to 2012 Town Commission Meeting Calendar

Presenter: Town Manager

Summary: At the May 24, 2012 Regular Workshop Meeting the Town Commission requested options to amend the 2012 Town Commission meeting schedule to address conflicts with outside agencies. Staff has prepared alternatives to address the remainder of the 2012 annual Commission meeting schedule.

In the event the Commission chooses to revise Town Code Chapter 30.01, Meetings, an Ordinance can be prepared for Commission consideration at the July 2, 2012 Regular Meeting.

Attachments: 6-6-12 Memo, Assistant to Town Manager to Manager;
5-29-12 Memo, Assistant to Town Manager to Manager.

Recommended

Action: Pending discussion, provide direction to Manager.

M E M O R A N D U M

Date: June 06, 2012

TO: Dave Bullock, Town Manager
FROM: Susan Phillips, Assistant to Town Manager
SUBJECT: Alternative Proposed 2012 Town Commission Meeting Schedule

At the May 24, 2012 Regular Workshop Meeting the Commission directed staff to develop a meeting schedule to eliminate conflicts with Sarasota County Tourist Development Council Meetings as well as to provide a minimum of two weeks between Regular Meetings and Workshop Meetings.

A proposed calendar was distributed to the Commission at the June 4, 2012 Regular Meeting during Town Manager Comments.

Since that time Commissioner Duncan requested that an alternative schedule be considered that would allow for longer breaks during the November and December holiday seasons.

Attached is a schedule based on Commissioner Duncan's request.

The Commission will have an opportunity to discuss both proposals, or other alternatives, at the June 21, 2012 Regular Workshop Meeting and provide staff direction regarding any changes to the Town Code that may be required.

Please don't hesitate to contact me if you have any questions.

2012 Town Commission Meeting Dates
Proposed Revisions in BOLD (Commissioner Duncan)

Meeting Dates and Times
Regular Meeting - January 9 @ 7 PM <i>(due to New Year's holiday)</i>
Regular Workshop – January 19 @ 1 PM
Regular Meeting – February 6 @ 7 PM
Regular Workshop – February 16 @ 2 PM
Regular Meeting – March 5 @ 7 PM
Regular Workshop – March 15 @ 2:00 PM
Statutory Meeting – March 26 @ 7 PM
Regular Meeting – April 2 @ 7 PM
Goals & Objectives Workshop w/Community Leaders – April 11 @ 2 PM
Regular Workshop – April 19 @ 2 PM
Regular Meeting – May 7 @ 7 PM
Regular Workshop - May 24 @ 2 PM <i>(due to Governor's Hurricane Conference)</i>
Regular Meeting – June 4 @ 7 PM
Regular Workshop – June 21 @ 2 PM
Regular Meeting – July 2 @ 7 PM
Regular Workshop – July 19 @ 2 PM
August Meetings – pending Commission direction
Regular Meeting – September 4 @ 7 PM <i>(due to September Legal Holiday)</i>
Regular Workshop – September 24 @ 1 PM
Special Meeting to Adopt Budget – September 24 @ 5:01 PM
Regular Meeting – October 1 @ 7 PM
Regular Workshop – October 15 @ 1 PM
Regular Meeting – November 5 @ 7 PM
Regular Workshop – November 12 @ 1 PM
Regular Meeting – December 3 @ 7 PM
Regular Workshop – December 10 @ 1 PM

2012 Annual Conferences – Informational Only

- Florida Shore & Beach Preservation Association – February 8-10, Stuart, FL
- National Hurricane Conference – March 26-29, Orlando, FL
- Governor's Hurricane Conference – May 16-18, Ft. Lauderdale, FL
- Florida League of Cities Annual Conference – August 23-25, Hollywood, FL
- Florida Shore & Beach Preservation Association – September 26-28, Naples, FL

2012

<p>JANUARY</p> <p>S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>FEBRUARY</p> <p>S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29</p>	<p>MARCH</p> <p>S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>APRIL</p> <p>S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>
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MEMORANDUM

Date: May 29, 2012

TO: Dave Bullock, Town Manager
FROM: Susan Phillips, Assistant to Town Manager
SUBJECT: Recommendation Regarding Change of Commission Meeting Schedule

At the May 24, 2012 Regular Workshop Meeting the Commission directed staff to investigate changing the Commission meeting schedule to eliminate conflicts with Sarasota County Tourist Development Council Meetings. The Commission also was interested in providing a minimum of two weeks between Regular Meetings and Workshop Meetings.

A copy of the Town Charter, Article II, Section 13(a) – Meetings; and Town Code Chapter 30.01 (B) and (D) – Meetings is provided for reference.

Attached is a copy of a proposed 2012 Town Commission Meeting Schedule for consideration. The proposed schedule accomplishes the stated goals by maintaining Regular Meetings on the first Monday of each month at 7:00 PM. Regular Workshop Meetings would be scheduled for the third Monday of each month. In instances that the Regular Meeting or Regular Workshop Meeting falls on a designated holiday, that meeting would shift to Tuesday.

It is also recommended that the meeting time for Regular Workshop Meetings return to 1:00 PM as there is no longer a conflict with Commission outside meetings. This would help minimize instances where overtime expenses are incurred for employee attendance.

Also attached is a proposed meeting schedule for the remainder of the 2012 calendar year. The meetings dates that would change are denoted in **bold type**. A 2012 calendar with proposed 2012 meeting dates circled is also provided for your convenience.

In the event the Commission wishes to implement this new meeting schedule, staff can develop the required ordinance to effectuate this change.

Note that September 24, 2012 remains as second reading and public hearing for adoption of the FY 2012-13 Budget. Due to Religious Holidays during the week of September 17, the date for the Regular Workshop Meeting is proposed for September 24.

Please don't hesitate to contact me if you have any questions.

Town Charter - Article II, Section 13(a). Meetings

Sec. 13. Meetings.

(a) At 7:00 p.m. pursuant to Article II, Section 6, of this Charter following each general municipal election, the town commission shall meet at the usual place for holding the meeting of the legislative body of the town, at which time the newly elected commissioners shall assume the duties of office. Thereafter the town commission shall meet at such times as may be prescribed by ordinance or resolution, except that it shall meet regularly not less than once each month for a regular voting meeting and once each month for a regular non-voting workshop, except that the regular non-voting workshops in the months of July and August and the regular monthly voting meeting in the month of August may be cancelled by the commission if cancelled at least thirty (30) days prior to the day on which the meeting would normally be conducted.

Town Code – Chapter 30:01(B) and (D). Meetings

30.01 Meetings.

(A) *Location.* All meetings of the town commission for the purpose of transacting town business, whether action is taken or not, shall be held in the town commission chambers of the town hall, unless the commission indicates another location, and shall be open to the public.

(B) *Regular meetings.* The town commission shall hold a regular monthly meeting on the first Monday of each month in the town chambers at 7:00 p.m. or at the time of day the commission may decide; however, when the day fixed for regular meetings falls on a day designated by law as a legal holiday, the meeting shall be held on another day as designated by the town commission.

(D) *Workshop meetings.* The town commission may meet in workshop for study and discussion of the affairs of the town in the commission chambers of the town hall, but no formal or binding action may be taken at these meetings. Unless the town commission shall determine otherwise, regular workshop meetings shall be held on the third Thursday of each month at 2:00 p.m. Special workshops may be scheduled as deemed necessary by the town commission.

**2012 Town Commission Meeting Dates
Proposed Revisions in BOLD**

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Regular Workshop – December 17 @ 1 PM

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End of Agenda Item