

M E M O R A N D U M

Date: October 16, 2012

TO: Town Commission
FROM: Dave Bullock, Town Manager
SUBJECT: Approval of 2013 Town Commission Meeting Schedule

The attached proposed 2013 Town Commission meeting schedule was forwarded from the October 15, 2012 Regular Workshop Meeting for Commission consideration and adoption. The schedule includes the proposed dates for Regular Meetings, Regular Workshop Meetings, the Statutory Meeting, Goals & Objectives Workshop, and Special Meeting to adopt the FY 2013-2014 Budget.

Currently the Town's General Municipal Election is scheduled for March 19, 2013 based on Town Code provisions. In the event the Town Commission establishes an alternate date to coincide with elections being hosted by either Sarasota or Manatee County, the Statutory Meeting date would likely need to be changed.

The Town Code provides for Regular Meetings to be held on the first Monday of each month at 7:00 PM. However, when the day fixed for regular meeting 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. The Code also provides for workshop meetings on the third Thursday of each month.

This proposed schedule departs from Town Code provisions regarding the date and time for Regular Workshop Meetings. Following adoption of the 2013 Town Commission meeting schedule at the November 5, 2012 Regular Meeting, staff will prepare an Ordinance amending Chapter 30.01(D) Workshop Meetings for consideration at the November 12, 2012 Regular Workshop Meeting. First and second reading of the Ordinance can be accomplished at the December 3, 2012 and January 6, 2013 Regular Meetings thereby amending the Town Code for compliance with the adopted meeting schedule prior to the January Regular Workshop Meeting.

As you know, there will always be a need for unscheduled meetings such as Special Meetings, Budget Workshops, and Special Workshops. The attached calendar includes the Town Commission's customary meeting requirements that can be reasonably anticipated at this time.

Dates and locations for the routinely attended conferences are included on this calendar as informational only.

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

**Proposed
2013 Town Commission Meeting Dates**

Meeting Dates and Times
Regular Meeting - January 7 @ 7 PM
Regular Workshop – January 22 @ 1 PM <i>(due to Martin Luther King Day)</i>
Regular Meeting – February 4 @ 7 PM
Regular Workshop – February 19 @ 1 PM <i>(due to Presidents' Day)</i>
Regular Meeting – March 4 @ 7 PM
Regular Workshop Meeting – March 18 @ 1:00 PM
Statutory Meeting – March 26 @ 7 PM
Regular Meeting – April 1 @ 7 PM
Goals & Objectives Workshop w/Community Leaders – April 15 @ 10 AM
Regular Workshop – April 15 @ 1 PM
Regular Meeting – May 6 @ 7 PM
Regular Workshop - May 20 @ 1 PM
Regular Meeting – June 3 @ 7 PM
Regular Workshop – June 17 @ 1 PM
Regular Meeting – July 1 @ 7 PM
Regular Workshop – pending Commission direction
August Meetings – pending Commission direction
Regular Meeting – September 3 @ 7 PM <i>(due to Labor Day)</i>
Regular Workshop – September 16 @ 1 PM
Special Meeting to Adopt Budget – September 23 @ 5:01 PM
Regular Meeting – October 7 @ 7 PM
Regular Workshop – October 21 @ 1 PM
Regular Meeting – November 4 @ 7 PM
Regular Workshop – November 13 @ 1 PM
Regular Meeting – December 2 @ 7 PM
Regular Workshop – December 11 @ 1 PM

2013 Annual Conferences – Informational Only

- Florida Shore & Beach Preservation Association – February 13-15, Jacksonville, FL
- National Hurricane Conference – March 26-28, New Orleans, LA
- Governor's Hurricane Conference – May 7-10, Ft. Lauderdale, FL
- Florida League of Cities Annual Conference – August 15-17, Orlando, FL
- Florida Shore & Beach Preservation Association – September 25-27, Delray Beach, FL



End of Agenda Item