

Regular Workshop – October 21, 2013
Agenda Item 17

Agenda Item: Proposed 2014 Town Commission Meeting Schedule

Presenter: Town Manager

Summary: Each year the Town Commission considers and establishes their annual meeting schedule for the upcoming calendar year. The proposed 2014 Town Commission meeting dates are being forwarded for consideration.

Attachments: 9-26-13 Memo, Manager to Town Commission;
Proposed 2014 Meeting Dates;
2014 Calendar and List of Observed Holidays;
Town Charter, Article II, Sections 6 and 13;
Town Code, Chapter 30.01, Meetings.

Recommended

Action: Pending discussion, forward 2014 Town Commission Meeting Schedule to the November 4, 2013 Regular Meeting Consent Agenda for formal action.

M E M O R A N D U M

Date: September 26, 2013

TO: Town Commission
FROM: Dave Bullock, Town Manager
SUBJECT: Approval of 2014 Town Commission Meeting Schedule

The attached proposed 2014 Town Commission meeting schedule is being forwarded for Commission consideration. 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 2014-2015 Budget.

Currently the Town's General Municipal Election is scheduled for March 18, 2014 based on Town Code provisions. Anticipating the Town Commission establishing March 25, 2014 as the General Municipal Election date (to coincide with elections being hosted by Sarasota County School Board), the Statutory Meeting date would be held on March 31, 2014.

The proposed September Meeting schedule is driven by budget adoption requirements. Truth in Millage (TRIM) notices require there be no more than 20 days between first reading and second reading and adoption. Florida State Statutes require 10 days of published advertising for each public hearing. To comply with both, the Regular Meeting (first reading and public hearing for millage rate and budget) is proposed for Tuesday, September 2. The Special Meeting (second reading and public hearing for millage rate and budget adoption) is proposed for September 22, 2013 at 5:01 PM. The Regular Workshop Meeting would be held on the traditional third Monday which provides adequate time for advertising any items that may move forward to the October Regular Meeting.

The Town Code provides for Regular Meetings to be held on the first Monday of each month at 7:00 PM and for Regular Workshop Meetings to be held on the third Monday of each month. However, when the day fixed for Regular Meeting (or Regular Workshop 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 provides latitude for Regular Workshop Meetings to be held on days other than the third Monday if deemed appropriate by the Commission. In November and December the Commission has elected to hold Workshop Meetings on the second Wednesday.

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 as well as accommodating previously stated preference for 3 week breaks during November and December.

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
2014 Town Commission Meeting Dates**

Meeting Dates and Times
Regular Meeting - January 6 @ 7 PM
Regular Workshop – January 21 @ 1 PM <i>(due to Martin Luther King Day)</i>
Regular Meeting – February 3 @ 7 PM
Regular Workshop – February 18 @ 1 PM <i>(due to Presidents' Day)</i>
Regular Meeting – March 3 @ 7 PM
Regular Workshop Meeting – March 17 @ 1:00 PM
Statutory Meeting – March 31 @ 7 PM
Regular Meeting – April 7 @ 7 PM
Goals & Objectives Workshop w/Community Leaders – April 21 @ 10 AM
Regular Workshop – April 21 @ 1 PM
Regular Meeting – May 5 @ 7 PM
Regular Workshop - May 19 @ 1 PM
Regular Meeting – June 2 @ 7 PM
Regular Workshop – June 16 @ 1 PM
Regular Meeting – July 7 @ 7 PM
Regular Workshop – pending Commission direction
August Meetings – pending Commission direction
Regular Meeting – September 2 @ 7 PM <i>(due to Labor Day and budget)</i>
Regular Workshop – September 15 @ 1 PM
Special Meeting to Adopt Budget – September 22 @ 5:01 PM
Joint Meeting with Sarasota County – October 6 @ 1:30 PM
Regular Meeting – October 6 @ 7 PM
Regular Workshop – October 20 @ 1 PM
Regular Meeting – November 3 @ 7 PM
Regular Workshop – November 12 @ 1 PM
Regular Meeting – December 1 @ 7 PM
Regular Workshop – December 10 @ 1 PM

2014 Annual Conferences – Informational Only

- Florida Shore & Beach Preservation Association – February 12-14, Stuart, FL
- National Hurricane Conference – April 14-17, Orlando, FL
- Governor's Hurricane Conference – May 11-16, Orlando, FL
- Florida League of Cities Annual Conference – August 14-16, Hollywood, FL
- Florida Shore & Beach Preservation Association – September 24-26, Bonita Springs, FL

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Calendar for year 2014 (United States)

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Holidays and Observances:

Jan 1	New Year's Day	Jul 4	Independence Day
Jan 16	Tu B'Shevat (Arbor Day)	Aug 5	Tisha B'Av
Jan 20	Martin Luther King Day	Sep 1	Labor Day
Feb 14	Valentine's Day	Sep 25	Rosh Hashana
Feb 17	Presidents' Day	Oct 4	Yom Kippur
Mar 16	Purim	Oct 9	First day of Sukkot
Apr 13	Thomas Jefferson's Birthday	Oct 13	Columbus Day (Most regions)
Apr 15	First day of Passover	Oct 15	Last day of Sukkot
Apr 20	Easter Sunday	Oct 16	Shmini Atzeret/Simchat Torah
Apr 22	Last day of Passover	Oct 31	Halloween
Apr 28	Yom HaShoah	Nov 11	Veterans Day
May 6	Yom HaAtzmaut	Nov 27	Thanksgiving Day
May 11	Mother's Day	Dec 17	First Day of Hanukkah
May 18	Lag B'Omer	Dec 24	Christmas Eve
May 26	Memorial Day	Dec 24	Last day of Hanukkah
Jun 4	Shavuot	Dec 25	Christmas Day
Jun 15	Father's Day	Dec 31	New Year's Eve

Town Charter, Article II

Section 6. Canvas of Returns; Certification of Election

Section 13. Meetings

Sec. 6. Hours polls to be open; canvass of returns; certification of election.

The polls shall be open at the voting places from 7:00 a.m. to 7:00 p.m., or as otherwise provided by law, on the same day, and the time shall be regulated by the customary time in standard use in the Town of Longboat Key on the date of the particular election. The result of the voting, when ascertained, shall be certified by the Supervisor of Elections or his deputy and delivered to the town clerk who shall transmit the returns to the town commission at a meeting to be held at 7:00 PM within three (3) business days following certification. At such meeting, the town commission shall canvass the returns and the result as shown by such returns shall be declared by the commission to be the result of the election. The town clerk shall thereupon furnish a certificate of election to each person shown to have been elected, and each such person shall take office at that meeting.

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, Meetings

(B) Regular Meetings

(D) Workshop Meetings

(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 Monday of each month at 1:00 p.m. However, when the day fixed for a regular workshop 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. Special workshops may be scheduled as deemed necessary by the town commission.



End of Agenda Item