

Regular Workshop – September 15, 2014
Agenda Item 15

Agenda Item: Proposed 2015 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 2015 Town Commission meeting dates are being forwarded for consideration.

Attachments: 9-14-14 Memo, Manager to Town Commission;
Proposed 2015 Meeting Dates;
2015 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 2015 Town Commission Meeting Schedule to the October 6, 2014 Regular Meeting Consent Agenda for formal action.

M E M O R A N D U M

Date: September 9, 2014

TO: Town Commission

FROM: Dave Bullock, Town Manager

SUBJECT: Approval of 2015 Town Commission Meeting Schedule

The attached proposed 2015 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 2015-2016 Budget. Development of this schedule includes consideration of designated holidays, religious holidays, and statutory advertising requirements.

Currently the Town's General Municipal Election is scheduled for March 17, 2015 based on Town Code provisions. Anticipating the Town Commission establishing March 10, 2015 as the General Municipal Election date (to coincide with elections being hosted by Sarasota County), the Statutory Meeting date would be held on March 16, 2015 due to the time required for the auditing requirement. In order to hold the Regular Workshop Meeting after the 2015-2016 Town Commission is seated, the meeting date is proposed for March 23.

The proposed September Meeting schedule is driven by budget adoption requirements, recognition of observed religious holidays, and observance of Labor Day. Truth in Millage (TRIM) notices require there be no more than 20 days between first reading, and second reading and adoption of the budget. 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 Wednesday, September 9. The Special Meeting (second reading and public hearing for millage rate and budget adoption) is proposed for September 28, 2015 at 5:01 PM. The Regular Workshop Meeting would be held on the traditional third Monday, September 21, 2015 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. The Commission's past practice for November and December has been to hold Workshop Meetings earlier to provide a buffer for holidays. Due to Veteran's Day holiday observance on the second Wednesday, staff has proposed November 9, 2015 as the Regular Workshop Meeting. The December Regular Workshop Meeting is proposed for December 14.

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
2015 Town Commission Meeting Dates**

Meeting Dates and Times
Regular Meeting - January 5 @ 7 PM
Regular Workshop – January 20 @ 1 PM <i>(due to Martin Luther King Day)</i>
Regular Meeting – February 2 @ 7 PM
Regular Workshop – February 17 @ 1 PM <i>(due to Presidents' Day)</i>
Regular Meeting – March 2 @ 7 PM
<i>General Municipal Election – March 10, 2015</i>
<i>Statutory Meeting – March 16 @ 7 PM</i>
Regular Workshop Meeting – March 23 @ 1:00 PM
Regular Meeting – April 6 @ 7 PM
Goals & Objectives Workshop w/Community Leaders – April 20 @ 10 AM
Regular Workshop – April 20 @ 1 PM
Regular Meeting – May 4 @ 7 PM
Regular Workshop - May 18 @ 1 PM
Regular Meeting – June 1 @ 7 PM
Regular Workshop – June 15 @ 1 PM
Regular Meeting – July 6 @ 7 PM
Regular Workshop – pending Commission direction
August Meetings – pending Commission direction
Regular Meeting – September 9 @ 7 PM <i>(due to Labor Day and budget)</i>
Regular Workshop – September 21 @ 1 PM
Special Meeting to Adopt Budget – September 28 @ 5:01 PM
Joint Meeting with Sarasota County – October 5 @ 1:30 PM
Regular Meeting – October 5 @ 7 PM
Regular Workshop – October 19 @ 1 PM
Regular Meeting – November 2 @ 7 PM
Regular Workshop – November 9 @ 1 PM
Regular Meeting – December 7 @ 7 PM
Regular Workshop – December 14 @ 1 PM

2015 Annual Conferences – Informational Only

- Florida Shore & Beach Preservation Association – February 4-6, Sand Key, FL
- National Hurricane Conference – March 30-April 2, Austin, TX
- Governor's Hurricane Conference – May 10-15, 2015, Orlando, FL
- Florida League of Cities Annual Conference – August 13-15, 2015, Orlando, FL
- Florida Shore & Beach Preservation Association – September 23-25, 2015 Hawks' Cay, FL

2015

January

S	M	T	W	T	F	S
				X	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	X	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	X	17	18	19	20	21
22	23	24	25	26	27	28

March

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				

April

S	M	T	W	T	F	S
			1	2	3	4
E	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		

May

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	X	26	27	28	29	30

June

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			

July

S	M	T	W	T	F	S
			1	2	3	X
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	

August

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

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	X	8	9	10	11
12	13	X	X	16	17	18
19	20	21	X	X	24	25
26	27	28	29	30		

October

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

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	X	12	13	14
15	16	17	18	19	20	21
22	23	24	25	X	X	28
29	30					

December

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	X	X
24	25	26	27	28	29	30
31						

X – Religious Holiday

X – Designated Holiday

O – Election and Statutory Meeting

O – Proposed Meeting Date

Observed Holidays & Religious Holidays

- New Year's Day (January 1) Thursday, January 1, 2015
- Martin Luther King, Jr. Day (third Monday in January) January 19, 2015
- Presidents' Day (third Monday in February) February 16, 2015
- Good Friday (1/2 day – p.m.) April 3, 2015
- Passover April 4, 5, 10 & 11
- Shavuot May 24-25
- Memorial Day (last Monday of May) May 25, 2015
- Independence Day (Saturday, July 4)-*Office Closed on* Friday, July 3, 2015
- Labor Day (first Monday in September) September 7, 2015
- Rosh Hashana September 14-15
- Yom Kippur Sept 22-23
- Veterans' Day (November 11) November 11, 2014
- Thanksgiving Day (November) November 26, 2015
- The day after Thanksgiving Day November 27, 2015
- Hanukah December 7-14
- Christmas Day Thursday, December 25, 2015
- One other day before or after December 25 may be designated as a holiday by
Town Manager with approval of the Town Commission December 24, 2015

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