

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 2015 Town Commission meeting schedule was forwarded from the September 15, 2014 Regular Workshop Meeting for Commission consideration. The schedule includes 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.

At the September 15, 2014 Regular Workshop Meeting there was consensus to establish March 10, 2015 as the General Municipal Election date (to coincide with elections being hosted by Sarasota County). The Statutory Meeting date is scheduled for 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 scheduled for March 23, 2015.

The 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, 2015. 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 observance of holidays. Due to Veteran's Day holiday observance on the second Wednesday, staff has scheduled November 9, 2015 as the Regular Workshop Meeting. The December Regular Workshop Meeting is scheduled for December 14, 2015.

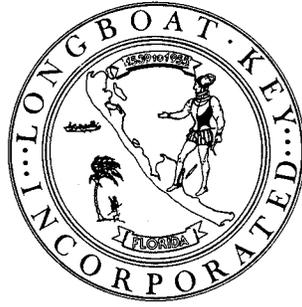
As you know, there will always be a need for unscheduled meetings such as Special Meetings, Budget Workshops, and Special Workshops. When possible, these unanticipated meetings will be coordinated and scheduled on established meeting dates. The attached calendar includes the Town Commission's customary meeting requirements that can be reasonably anticipated at this time as well as accommodating a previously stated preference for 3 week breaks during November and December.

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

Dates and locations for routinely attended Annual Conferences are presented for your convenience

- 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, Hawks' Cay, FL



End of Agenda Item



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