

M E M O R A N D U M

Date: September 29, 2015

TO: Town Commission
FROM: Dave Bullock, Town Manager
SUBJECT: Approval of 2016 Town Commission Meeting Schedule

The attached 2016 Town Commission meeting schedule is being forwarded for Commission approval. The schedule includes the proposed dates for Regular Meetings, Regular Workshop Meetings, Statutory Meeting, Goals & Objectives Workshop, Special Workshop Meetings (Budget), Special Meeting to adopt the FY 2016-2017 Budget, and Annual Joint Meeting with Sarasota County. Development of this schedule includes consideration of designated holidays, religious holidays, and statutory advertising requirements.

The Town's General Municipal Election is scheduled for March 15, 2016 based on Town Code provisions. The Statutory Meeting would be held on March 21, 2016 due to the time required for the election auditing requirement. In order to hold the Regular Workshop Meeting after the 2016-2017 Town Commission is seated, the meeting date is proposed for March 23.

The September Meeting schedule is driven by observance of Labor Day, budget adoption schedule and advertising requirements. 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 Monday, September 12. The Regular Workshop Meeting would be held on September 26, with the Special Meeting (second reading and public hearing for millage rate and budget adoption) following the Regular Workshop on September 26, 2016 at 5:01 PM.

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. In keeping with the past practice the Regular Workshop Meetings are proposed for November 14 and December 12.

As you know, there will always be a need to schedule unanticipated meetings such as Special Meetings, Special Workshops, and Executive Sessions. 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.

This 2016 Commission Meeting Schedule was presented at the September 21, 2015 Regular Workshop Meeting and forwarded for formal action at the October 5, 2015 Regular Meeting Consent Agenda.

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

2016 Town Commission Meeting Dates

Meeting Dates and Times
Regular Meeting - January 4 @ 7 PM
Regular Workshop – January 19 @ 1 PM <i>(due to Martin Luther King Day)</i>
Regular Meeting – February 1 @ 7 PM
Regular Workshop – February 16 @ 1 PM <i>(due to Presidents' Day)</i>
Regular Meeting – March 7 @ 7 PM
General Municipal Election – March 15, 2016
Statutory Meeting – March 21 @ 7 PM
Regular Workshop Meeting – March 23 @ 1:00 PM
Regular Meeting – April 4 @ 7 PM
Goals & Objectives Workshop w/Community Leaders – April 18 @ 10 AM
Regular Workshop – April 18 @ 1 PM
Special Workshop (Meet & Greet) – May 2 @ 6 PM
Regular Meeting – May 2 @ 7 PM
Special Workshop (Budget) – May 16 @ 9:00 AM
Regular Workshop - May 16 @ 1 PM
Regular Meeting – June 6 @ 7 PM
Special Workshop (Budget) – June 20 @ 9 AM
Regular Workshop – June 20 @ 1 PM
Special Meeting (Zoning &/or Budget Issues) – June 27 @ 9 AM
Regular Meeting – July 5 @ 7 PM <i>(Due to Independence Day)</i>
Regular Workshop – July 18 @ 1:00 PM (pending Commission direction)
August Meetings – pending Commission direction
Special Workshop (Budget) – September 12 @ 9 AM
Regular Meeting – September 12 @ 7 PM <i>(due to Labor Day and budget)</i>
Regular Workshop – September 26 @ 1 PM
Special Meeting to Adopt Budget – September 26 @ 5:01 PM
Special Workshop (Meet & Greet) – October 4 @ 6:00 PM
Regular Meeting – October 4 @ 7 PM <i>(Due to Rosh Hashana)</i>
Regular Workshop – October 17 @ 1 PM
Joint Meeting with Sarasota County – October 26 @ 1:30 PM
Regular Meeting – November 7 @ 7 PM
Regular Workshop – November 14 @ 1 PM
Regular Meeting – December 5 @ 7 PM
Regular Workshop – December 12 @ 1 PM

2016 Annual Conferences – Informational Only

- Florida Shore & Beach Preservation Association – February 3-5 – Omni, Jacksonville, FL
- National Hurricane Conference – March 21-24 – Hilton, Orlando, FL
- Governor's Hurricane Conference – May 8-13 – Rosen Shingle Creek, Orlando, FL
- Florida League of Cities Annual Conference – August 18-20 – Diplomat Resort, Hollywood, FL
- Florida Shore & Beach Preservation Association – September 14-16 – Naples Grande, Naples, FL

2016

January						
Su	Mo	Tu	We	Th	Fr	Sa
					X	2
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17	X	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
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28	29					

March						
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April						
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May						
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29	X	31				

June						
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July						
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August						
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September						
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October						
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30	31					

November						
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20	21	22	23	X	25	26
27	28	29	30			

December						
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18	19	20	21	22	23	24
25	X	27	28	29	30	31

X – Observed Holiday
E – Election Date

O – Proposed Meeting Date
S – Statutory Meeting Date

Holidays and Observances:

Jan 1	New Year's Day	May 8	Mother's Day	Nov 8	Election Day
Jan 18	Martin Luther King Day	May 30	Memorial Day	Nov 11	Veterans Day
Feb 14	Valentine's Day	Jun 19	Father's Day	Nov 24	Thanksgiving Day
Feb 15	Washington's Birthday	Jul 4	Independence Day	Dec 24	Christmas Eve
Mar 25	Good Friday (Many regions)	Sep 5	Labor Day	Dec 25	Chanukah/Hanukkah (first day)
Mar 27	Easter Sunday	Oct 3	Rosh Hashana	Dec 25	Christmas Day
Mar 28	Easter Monday	Oct 10	Columbus Day (Most regions)	Dec 26	'Christmas Day' observed
Apr 13	Thomas Jefferson's Birthday	Oct 12	Yom Kippur	Dec 31	New Year's Eve
Apr 23	Passover (first day)	Oct 23	Last Day of Sukkot		
Apr 30	Last Day of Passover	Oct 31	Halloween		

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