

## M E M O R A N D U M

Date: September 27, 2016

**TO:** Town Commission  
**FROM:** Dave Bullock, Town Manager  
**SUBJECT:** 2017 Town Commission Meeting Schedule

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The attached 2017 Town Commission meeting schedule was forwarded from the September 26, 2016 Regular Workshop Meeting for Commission consideration. The schedule includes dates for Regular Meetings, Regular Workshop Meetings, Statutory Meeting, Goals & Objectives Workshop, Special Workshop Meetings (Budget), Special Meeting to adopt the FY 2017-2018 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 14, 2017 based on Town Code provisions. The Statutory Meeting would be held on March 20, 2017 due to the time required for the election auditing requirement. In order to hold the Regular Workshop Meeting after the 2017-2018 Town Commission is seated, the meeting date is proposed for March 22.

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 11. The Regular Workshop Meeting would be held on September 25, with the Special Meeting (second reading and public hearing for millage rate and budget adoption) following the Regular Workshop on September 25, 2017 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 13 and December 11.

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 conferences are included on this calendar as informational only.

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

## **2017 Town Commission Meeting Dates**

<b>Meeting Dates and Times</b>
Regular Meeting - January 9 @ 7 PM
Regular Workshop – January 23 @ 1 PM <i>(due to Martin Luther King Day)</i>
Regular Meeting – February 6 @ 7 PM
Regular Workshop – February 21 @ 1 PM <i>(due to Presidents' Day)</i>
Regular Meeting – March 6 @ 7 PM
<b>General Municipal Election – March 14, 2016</b>
<i>Statutory Meeting – March 20 @ 7 PM</i>
Regular Workshop Meeting – March 22 @ 1:00 PM
Regular Meeting – April 3 @ 7 PM
Goals & Objectives Workshop w/Community Leaders – April 17 @ 10 AM
Regular Workshop – April 17 @ 1 PM
Special Workshop (Meet & Greet) – May 1 @ 6 PM
Regular Meeting – May 1 @ 7 PM
Special Workshop (Budget) – May 15 @ 9:00 AM
Regular Workshop - May 15 @ 1 PM
Regular Meeting – June 5 @ 7 PM
Special Workshop (Budget) – June 19 @ 9 AM
Regular Workshop – June 19 @ 1 PM
Special Meeting (Zoning &/or Budget Issues) – June 26 @ 9 AM
Regular Meeting – July 3 @ 7 PM <i>(Due to Independence Day)</i>
Regular Workshop – July 17 @ 1:00 PM (pending Commission direction)
August Meetings – pending Commission direction
Special Workshop (Budget) – September 11 @ 9 AM
Regular Meeting – September 11 @ 7 PM <i>(due to Labor Day and budget)</i>
Regular Workshop – September 25 @ 1 PM
Special Meeting to Adopt Budget – September 25 @ 5:01 PM
Special Workshop (Meet & Greet) – October 3 @ 6:00 PM
Regular Meeting – October 3 @ 7 PM <i>(Due to Rosh Hashana)</i>
Regular Workshop – October 16 @ 1 PM
Joint Meeting with Sarasota County – October 25 @ 1:30 PM
Regular Meeting – November 6 @ 7 PM
Regular Workshop – November 13 @ 1 PM
Regular Meeting – December 4 @ 7 PM
Regular Workshop – December 11 @ 1 PM

### **2017 Annual Conferences – Informational Only**

National Hurricane Conference – April 17 – 20, Hyatt Regency New Orleans, LA  
 Governor's Hurricane Conference – May 14-19, Hilton West Palm Beach, FL  
 Florida League of Cities Annual Conference – August date and location tbd  
 Florida Shore & Beach Preservation Association – September date and location tbd



## **CALENDAR YEAR 2017**

### **Holiday Schedule**

#### **15.01 DAYS OBSERVED**

The following are designated as official holidays for the Town employees for calendar year 2017:

- 01-02-2017: New Years Day Observance (01-01 on Sunday)
- 01-16-2017: Martin Luther King, Jr. Day
- 02-20-2017: Presidents' Day
- 04-14-2017: Good Friday (½ day - afternoon)
- 05-29-2017: Memorial Day
- 07-04-2017: Independence Day
- 09-04-2017: Labor Day
- 11-10-2017: Veterans' Day Observance (11-11 on Saturday)
- 11-23-2017: Thanksgiving Day
- 11-24-2017: Day after Thanksgiving
- 12-25-2017: Christmas Day
- 12-26-2017: Day after Christmas  
(One other day before or after December 25)

\*Note: When a designated holiday falls on a Saturday, the preceding Friday will be observed as a holiday. Whenever a designated holiday falls on a Sunday, the following Monday shall be considered a holiday.

**The Town Commission may determine that any department or operation will be open for business on a holiday.**

## **Town Charter provisions regarding 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 provisions regarding meetings:

### 30.01 - Meetings.

- (A) *Location.* All meetings of the town commission for the purpose of transacting town business, whether action is taken or not, shall be held in the town commission chambers of the town hall, unless the commission indicates another location, and shall be open to the public.
- (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**