

M E M O R A N D U M

To: Tom Harmer, Town Manager
From: Susan Phillips, Assistant to Town Manager
Report date: October 21, 2020
Meeting date: November 2, 2020
Subject: 2021 Town Commission Meeting Schedule

Recommended Action

Adopt the 2021 Town Commission Meeting Schedule.

Background

Each year the Town Commission approves a meeting schedule for the following calendar year. Staff has prepared the attached proposed 2021 Town Commission Meeting Schedule based on direction provided in prior years. The schedule includes proposed dates for Regular Meetings, Regular Workshop Meetings, Statutory Meeting, Goals & Objectives Workshop, Special Workshop Meetings (Commission Retreat and Budget), Special Meetings to adopt the FY22 Budget. The Annual Joint Meeting with Manatee County has been scheduled. Joint Meetings with Sarasota County, and the City of Sarasota will be determined in December and those dates provided to you when determined. Development of this schedule includes consideration of designated holidays, religious holidays, and Florida Statutes' advertising requirement for the adoption of the annual Budget.

The Town's General Municipal Election is scheduled for March 9, 2021, based on Town Code provisions and coordination with both Supervisor of Elections offices. Due to the time required for the Supervisors of Elections to conduct the election audit, the Statutory Meeting is proposed for March 22, 2021 at 9:00 AM. In order to hold the Regular Workshop Meeting *after* the 2021-2022 Town Commission is seated, that meeting date is proposed for March 22, 2021 at 1:00 PM.

Pursuant to Town Code, Section 158.144, Definitions

“Annual Site Development Plan Season.” The months during which the Planning & Zoning Board and Town Commission receives, reviews, makes recommendations, or acts on applications for development, which include the months of January, February, March, April, May, June, September, October, November, and December.

In the event the Town Commission has pending development application(s), a Special Meeting date is routinely reserved during the last week of June. A Special Meeting is reserved for that purpose on Monday, June 28, 2021. The Special Meeting is cancelled if no development applications or remaining FY22 Budget decisions are required.

The Town Code provides for cancellation of the July and August Regular Workshop Meetings, and the August Regular Meeting if there is no pending business. Formal

action to cancel these, and other unnecessary meetings, such as the June 28, 2020, Special Meeting, and the September 13, 2021 Special Workshop Meeting can be cancelled at any voting meeting 30-days prior to the scheduled meeting(s).

The September meeting schedule is driven by observance of Labor Day, FY22 Budget adoption schedule, and advertising requirements for the two public hearings. Truth in Millage (TRIM) notices require there be no more than 20 days between first public hearing, and second public hearing/adoption of the budget. Florida Statutes require 10 days of published advertising for each public hearing. To comply with both requirements, a Special Meeting (first public hearing for millage rate and budget) is proposed for Monday, September 13, 2021 at 5:01 PM, following the September 13, 2021 Regular Meeting. The Special Meeting (second public hearing for millage rate and FY22 Budget adoption) would be held at 5:01 PM, following the September 27, 2021 Regular Workshop Meeting which is held at 1:00 PM.

Town Code provides for Regular Meetings to be held on the first Monday of each month at 1:00 PM and for Regular Workshop Meetings to be held on the third Monday of each month. However, when the day fixed for a 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 Commission.

The prior stated preference for November and December has been to hold the Regular Workshop Meetings one week earlier to provide a buffer for the holidays. In keeping with established practice, the Regular Workshop Meetings are proposed for November 8, and December 13, 2021.

As you know there will always be a need to schedule unanticipated meetings such as Special Meetings, Special Workshops, Executive Sessions, and Shade Meetings. The attached calendar includes the Town Commission's customary meeting requirements that can be reasonably anticipated at this time, as well as accommodating the previously stated preference for 3-week breaks during November and December.

Staff Recommendation

Adopt the 2021 Town Commission Meeting Schedule.

Attachments

- A. 2021 Town Commission Meeting Schedule
- B. Town Charter and Town Code: Meetings
- C. 2021 Holidays and Observances

2021 Town Commission Meeting Schedule

Meeting Dates & Times

- Regular Meeting – Tuesday, January 5 @ 1:00 PM
- Sarasota Co. School Bd Convocation of Governments – Friday, January 15 @ 9:00 AM
- Regular Workshop Meeting – Tuesday, January 19 @ 1:00 PM
- Regular Meeting – Monday, February 1 @ 1:00 PM
- Regular Workshop Meeting – Tuesday, February 16 @ 1:00 PM
- Regular Meeting – Monday, March 1 @ 1:00 PM
- General Municipal Election – Tuesday, March 9 from 7:00 AM – 7:00 PM
- Statutory Meeting – Monday, March 22 @ 9:00 AM
- Regular Workshop Meeting – Monday, March 22 @ 1:00 PM
- Regular Meeting – Monday, April 5 @ 1:00 PM
- Regular Workshop Meeting – Monday, April 19 @ 1:00 PM
- Town Commission Retreat – Friday, April 23 from 10:00 AM – 4:00 PM
- Town Commission Regular Meeting – Monday, May 3 @ 1:00 PM
- Special Workshop Meeting (Budget) – Tuesday, May 18 @ 9:00 AM
- Regular Workshop Meeting - Tuesday, May 18 @ 1:00 PM
- Joint Meeting with Manatee County Commission – Wednesday, May 26 @ 1:30 PM
- Regular Meeting – Monday, June 7 @ 1:00 PM
- Special Workshop Meeting (Budget) – Monday, June 21 @ 9:00 AM
- Regular Workshop Meeting – Monday, June 21 @ 1:00 PM
- Special Meeting (for Zoning & FY22 Budget issues) – Monday, June 28 @ 9:00 AM
- Regular Meeting – Tuesday, July 6 @ 1:00 PM
- Regular Workshop Meeting – Monday, July 19 @ 1:00 (pending direction)
- August Meetings – (pending direction)
- Special Workshop Meeting (Budget) – Monday, September 13 @ 9:00 AM
- Regular Meeting – Monday, September 13 @ 1:00 PM
- Special Meeting (FY22 Millage & Budget PH) – Monday, September 13 @ 5:01 PM
- Regular Workshop Meeting – Monday, September 27 @ 1:00 PM
- Special Meeting (FY22 Millage & Budget PH) – Monday, September 27 @ 5:01 PM
- Regular Meeting – Monday, October 4 @ 1:00 PM
- Regular Workshop Meeting – Monday, October 18 @ 1:00 PM
- Regular Meeting – Monday, November 1 @ 1:00 PM
- Regular Workshop Meeting – Monday, November 8 @ 1:00 PM
- Regular Meeting – Monday, December 6 @ 1:00 PM
- Regular Workshop Meeting – Monday, December 13 @ 1:00 PM

2021 Annual Conferences – Informational Only

- Florida Shore & Beach Preservation Assoc. Technical Conference – February 10-12
- Governor’s Hurricane Conference – May 17-21
- Florida League of Cities Annual Conference – August 12-14
- Florida Shore & Beach Assoc Annual Conference – September 22-24
- *FCCMA Winter Institute (TM Prof Org) Feb 4-5*
- *FCCMA Annual Conference (TM Prof Org) June 2-5*
- *ICMA Annual Conf (TM Prof Org) – October 3-6*

Town Charter

Article II. – Town Commission

Section 13 – Meetings

(a) 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 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.

(b) All meetings of the Town Commission and of the committees thereof shall be public. Any citizen shall have access to the minutes and records thereof at all reasonable times. The Commission shall determine its own rules and order of business and shall keep minutes of its proceedings.

Town Code

Chapter 30 – Town Commission

Section 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 1:00 PM 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.

(C) 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 PM. 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.

**2021 Town Observed Holidays
(Town Hall Closed)**

- New Year's Day – January 1
- Martin Luther King, Jr. Day – January 18
- President's Day – February 15
- Good Friday – April 2 (1/2 day)
- Memorial Day – May 31
- Independence Day – July 5
- Labor Day – September 6
- Veterans' Day – November 11
- Thanksgiving Holiday – November 25 & 26
- Christmas Holiday – December 24 & 27

End of Agenda Item