

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: Adopt Revised 2021 Commission Meeting Schedule to Add April 19, 2021 10:00 AM Special Workshop Meeting (Goals & Objectives with Community Leaders)

Recommended Action

Adopt the revised 2021 Town Commission Meeting Schedule.

Background

Each year the Town Commission approves a meeting schedule for the following calendar year. 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. Annual Joint Meetings with Manatee County, Sarasota County, and the City of Sarasota are included as dates/times are identified. Development of this schedule includes consideration of designated holidays, religious holidays, and Florida Statutes' advertising requirement for the adoption of the annual Budget.

Although the Goals & Objectives Workshop was listed in the background information provided in the staff report, it was inadvertently left off of the attached 2021 Town Commission Meeting Schedule. The meeting has been added and denoted in bold for your reference.

Staff Recommendation

Adopt the revised 2021 Town Commission Meeting Schedule.

Attachments

2021 Town Commission Meeting Schedule

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 @ 10:00 AM**
- 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 15 @ 1:00 PM
- Regular Meeting – Monday, December 6 @ 1:00 PM
- Regular Workshop Meeting – Monday, December 13 @ 1:00 PM

End of Agenda Item