

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

**To:** Tom Harmer, Town Manager  
**From:** Susan Phillips, Assistant to Town Manager  
**Report date:** September 28, 2021  
**Meeting date:** October 4, 2021  
**Subject:** 2022 Town Commission Meeting Schedule

### **Recommended Action**

Adopt the 2022 Town Commission Meeting Schedule.

### **Background**

Each year the Town Commission approves a meeting schedule for the upcoming calendar year. Staff has prepared the proposed 2022 Town Commission Meeting Schedule based on direction provided by the Commission in prior years. The schedule includes proposed dates for Regular Meetings, Regular Workshop Meetings, Statutory Meeting, Goals & Objectives Workshop, Special Workshop Meetings (Commission Retreats and Budget), and Special Meetings to adopt the FY23 Budget. This year we have formalized the scheduling of two annual strategic planning retreats- one in April and one in October. The Annual Joint Meeting with Manatee County is reflected on your schedule. The Joint Meeting with Sarasota County, and the Joint Meeting with the City of Sarasota are both in the planning stage. Those dates will be provided to you when determined. Development of this schedule includes consideration of designated holidays, religious holidays observed, and Florida Statutes' advertising requirement for the adoption of the annual Budget.

The Town's General Municipal Election is scheduled for March 8, 2022, based on Town Code provisions and coordination with both Supervisor of Elections offices. Consistent with the time required for the Supervisors of Elections to conduct the election audit, the Statutory Meeting is proposed for March 21, 2021 at 9:00 AM.

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) or has not completed Budget Workshops, a Special Meeting date is routinely reserved during the last week of June. A Special Meeting is reserved for that purpose on Monday, June 27, 2022. The Special Meeting is cancelled if no development applications or remaining FY23 Budget decisions are required.

Town Code, Chapter 30.01 (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.*

Due to the Town Code requirement for a monthly Regular Meeting, and in consideration of Commissioner travel over the July 4 holiday (which falls on the first Monday), the July Regular Meeting is proposed for Friday, July 1, 2022 at 9:00 AM.

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 27, 2022 Special Meeting, and the September 12, 2021 Special Workshop Meeting (Budget) *can be cancelled at any voting meeting 30-days prior to the scheduled meeting(s)*. It is understood that from time to time Special Meetings, Workshops or Emergency Meetings that may need to be added to the schedule and likewise there may be other meetings that may not be necessary based on timing of necessary agenda items.

The September meeting schedule is driven by observance of Labor Day, the FY23 Budget adoption schedule, and advertising requirements for the two public hearings, and religious observances. 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 these requirements, a Special Meeting (first public hearing for millage rate and budget) is proposed for Monday, September 12, 2022 at 5:01 PM, following the September 12, 2022 Regular Meeting. The Special Meeting (second public hearing for millage rate and FY23 Budget adoption) would be held at 5:01 PM, following the September 28, 2022 Regular Workshop Meeting at 1:00 PM. These meetings were shifted from Monday, September 26 to Wednesday, September 28 due to religious observances.

### **Staff Recommendation**

Adopt the 2022 Town Commission Meeting Schedule.

### **Attachments**

2022 Town Commission Meeting Schedule

## **2022 Town Commission Meeting Schedule Meeting Dates & Times**

- Regular Meeting – Monday, January 10 @ 1:00 PM
- Regular Workshop Meeting – Monday, January 24 @ 1:00 PM
- Regular Meeting – Monday, February 7 @ 1:00 PM
- Regular Workshop Meeting – Tuesday, February 22 @ 1:00 PM
- Regular Meeting – Monday, March 7 @ 1:00 PM
- General Municipal Election – Tuesday, March 8 from 7:00 AM – 7:00 PM
- Statutory Meeting – Monday, March 21 @ 9:00 AM
- Regular Workshop Meeting – Monday, March 21 @ 1:00 PM
- Regular Meeting – Monday, April 4 @ 1:00 PM
- **Town Commission Strategic Planning Retreat – Monday, April 18 @ 10AM–3PM**
- Town Commission Regular Meeting – Monday, May 2 @ 1:00 PM
- Special Workshop Meeting (Budget) – Monday, May 16 @ 9:00 AM
- Regular Workshop Meeting - Monday, May 16 @ 1:00 PM
- Regular Meeting – Monday, June 6 @ 1:00 PM
- Special Workshop Meeting (Budget) – Monday, June 20 @ 9:00 AM
- Regular Workshop Meeting – Monday, June 20 @ 1:00 PM
- Special Meeting (for Zoning & FY22 Budget issues) – Monday, June 27 @ 9:00 AM
- Regular Meeting – Friday, July 1 @ 9:00 AM
- Regular Workshop Meeting – Monday, July 11 @ 1:00 (pending direction)
- August Meetings – (pending direction)
- Special Workshop Meeting (Budget) – Monday, September 12 @ 9:00 AM
- Regular Meeting – Monday, September 12 @ 1:00 PM
- Special Meeting (FY22 Millage & Budget PH) – Monday, September 12 @ 5:01 PM
- Regular Workshop Meeting – Tuesday, September 27 @ 1:00 PM
- Special Meeting (FY22 Millage & Budget PH) – Tuesday, September 27 @ 5:01 PM
- Regular Meeting – Monday, October 3 @ 1:00 PM
- **Town Commission Strategic Planning Retreat – Monday October 17 @ 10AM–3PM**
- Regular Meeting – Monday, November 7 @ 1:00 PM
- Regular Workshop Meeting – Monday, November 14 @ 1:00 PM
- Regular Meeting – Monday, December 5 @ 1:00 PM
- Regular Workshop Meeting – Monday, December 12 @ 1:00 PM
- Sarasota Co. School Bd Convocation of Governments – Friday, January 14 @ 9:00 AM
- Joint Meeting with Manatee County Commission – Thursday, May 26, 2022 @ 1:30 PM
- Joint Meeting with Sarasota County Commission (tbd)
- Joint Meeting with City of Sarasota (tbd)

### **2022 Annual Conferences – Informational Only**

- Florida Shore & Beach Preservation Assoc. Technical Conference – February 2-4
- Governor’s Hurricane Conference – May 10-13
- Florida League of Cities Annual Conference – August 11-13
- Florida Shore & Beach Assoc Annual Conference – September 2022 (tbd)
- *FCCMA Winter Institute (TM Prof Org) Feb 3-4 // Annual Conference - June 1-4*
- *ICMA Annual Conference – September 18-21*

## **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.

**2022 Town Observed Holidays  
(Town Hall Closed)**

- New Year's Day – January 3
- Martin Luther King, Jr. Day – January 17
- President's Day – February 21
- Good Friday – April 15 (1/2 day)
- Memorial Day – May 30
- Independence Day – July 4
- Labor Day – September 5
- Veterans' Day – November 11
- Thanksgiving Holiday – November 24 & 25
- Christmas Holiday – December 23 & 26

**End of Agenda Item**