

# MEMORANDUM

**To:** Howard Tipton, Town Manager  
**From:** Susan Phillips, Assistant to Town Manager  
**Report date:** August 28, 2023  
**Meeting date:** September 11, 2023  
**Subject:** 2024 Town Commission Meeting Schedule

## Recommended Action

Adopt the 2024 Town Commission Meeting Schedule.

## Background

Each year the Town Commission approves a meeting schedule for the upcoming calendar year. Staff has prepared the proposed 2024 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 FY25 Budget. This year we have formalized the scheduling of two annual strategic planning retreats- one in April and another in October. The Joint Meetings with Manatee County, Sarasota County, and with the City of Sarasota are all in the planning stage. Those dates will be provided to you when determined. Development of this schedule includes consideration of designated Federal holidays, observed religious holidays, and compliance with Florida Statutes' advertising requirement for adoption of the annual Budget.

The Town's General Municipal Election is scheduled for March 19, 2024, 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 25, 2024, at 9:00 AM.

Pursuant to Town Code, Section 158.144, Definitions

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 (except in August), and in consideration of Commissioner travel over the July 4 holiday the July Regular Meeting is proposed for Monday, July 1, 2024, 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 September 12, 2023 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 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 FY25 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 FY25 Budget) is proposed for Monday, September 9, 2024, at 5:01 PM, following the September 9, 2024, Regular Meeting. The Special Meeting (second public hearing for millage rate and FY25 Budget adoption) would be held at 5:01 PM, following the September 23, 2024, Regular Workshop Meeting at 1:00 PM.

### **Staff Recommendation**

Adopt the 2024 Town Commission Meeting Schedule.

### **Attachments**

2024 Town Commission Meeting Schedule (Available in the Town Clerk's Office)

**End of Agenda Item**