

M E M O R A N D U M

To: Howard Tipton, Town Manager
From: Susan Phillips, Assistant to Town Manager / PIO
Report date: August 12, 2024
Meeting date: September 9, 2024
Subject: 2025 Town Commission Meeting Schedule

Recommended Action

Adopt the 2025 Town Commission Meeting Schedule.

Background

Each year the Town Commission approves a meeting schedule for the upcoming calendar year. Staff has prepared the proposed 2025 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 Retreat and Budget), and Special Meetings to adopt the FY26 Budget. The Joint Meeting with Manatee County is included here. Sarasota County and the City of Sarasota are both waiting until after our scheduled Joint Meetings in October 2024 to schedule for 2025. 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 18, 2025, based on Town Code provisions and will be coordinated 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 24, 2025, at 11:30 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 9, 2024, Special Workshop Meeting (Budget), *can be canceled 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 the timing of required agenda items.

The September meeting schedule is driven by the observance of Labor Day, the FY26 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 FY26 Budget) is proposed for Monday, September 8, 2025, at 5:01 PM, following the September 8, 2025, Regular Meeting. The Special Meeting (second public hearing for millage rate and FY26 Budget adoption) would be held at 5:01 PM, following the September 22, 2025, Regular Workshop Meeting at 1:00 PM.

Staff Recommendation

Adopt the 2025 Town Commission Meeting Schedule.

Attachments

2025 Town Commission Meeting Schedule

2025 Town Commission Meeting Schedule Meeting Dates & Times

- Regular Meeting – Monday, January 6 @ 1:00 PM
- Regular Workshop Meeting – Monday, January 21 @ 1:00 PM
- Regular Meeting – Monday, February 3 @ 1:00 PM
- Regular Workshop Meeting – Tuesday, February 18 @ 1:00 PM
- Regular Meeting – Monday, March 3 @ 1:00 PM
- General Municipal Election – Tuesday, March 18 from 7:00 AM – 7:00 PM
- Statutory Meeting – Monday, March 24 @ 11:30 AM
- Regular Workshop Meeting – Monday, March 24 @ 1:00 PM
- Special Workshop Meeting (Goals & Objectives) - Monday, April 7 @ 10:00 AM
- Regular Meeting – Monday, April 7 @ 1:00 PM
- **Town Commission Strategic Planning Retreat – Monday, April 21 @ 10AM–3PM**
- Town Commission Regular Meeting – Monday, May 5 @ 1:00 PM
- Special Workshop Meeting (Budget) – Monday, May 19 @ 10:00 AM
- Regular Workshop Meeting - Monday, May 19 @ 1:00 PM
- Regular Meeting – Monday, June 9 @ 1:00 PM
- Special Workshop Meeting (Budget) – Monday, June 23 @ 10:00 AM
- Regular Workshop Meeting – Monday, June 23 @ 1:00 PM
- Special Meeting – Friday, June 27 @ 1:00 PM
- Regular Meeting – Monday, July 7 @ 10:00 AM
- Regular Workshop Meeting – Monday, July 21 @ 1:00 (pending direction)
- August Meetings – (pending direction)
- Special Workshop Meeting (Budget) – Monday, September 8 @ 10:00 AM
- Regular Meeting – Monday, September 8 @ 1:00 PM
- Special Meeting (FY26 Millage & Budget PH) – Monday, September 8 @ 5:01 PM
- Regular Workshop Meeting – Tuesday, September 22 @ 1:00 PM
- Special Meeting (FY26 Millage & Budget PH) – Tuesday, September 22 @ 5:01 PM
- Regular Meeting – Monday, October 6 @ 1:00 PM
- Regular Workshop Meeting – Monday October 20 @ 1:00 PM
- Regular Meeting – Monday, November 3 @ 1:00 PM
- Regular Workshop Meeting – Tuesday, November 10 @ 1:00 PM
- Regular Meeting – Monday, December 1 @ 1:00 PM
- Regular Workshop Meeting – Monday, December 8 @ 1:00 PM
- Sarasota Co. School Bd. Convocation of Governments – Friday, January 17 @ 9:00 AM
- Joint Meeting with Manatee County Commission – April 29 @ 1:30 PM
- Joint Meeting with Sarasota County Commission tbd (typically October)
- Joint Meeting with City of Sarasota tbd (typically October)

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.

2025 Town Observed Holidays

(Town Hall Closed)

The following are designated as official holidays for the Town employees for calendar year 2024:

- 1-1-2025 (Wednesday): New Year's Day Observed
- 1-20-2025 (Monday): Martin Luther King, Jr. Day
- 2-17-2025 (Monday): Presidents' Day
- 4-18-2025 (Friday): Good Friday (½ day {4 hours} - afternoon)
- 5-26-2025 (Monday): Memorial Day
- 7-4-2025 (Friday): Independence Day
- 9-1-2025 (Monday): Labor Day
- 11-11-2025 (Tuesday): Veterans' Day Observed
- 11-27-2025 (Thursday): Thanksgiving Day
- 11-28-2025 (Friday): Day after Thanksgiving
- 12-24-2025 (Wednesday): Day before Christmas (One other day before or after December 25)
- 12-25-2025 (Thursday): Christmas Day

*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.

Longboat Key Town Commission 2025 Meeting Calendar

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY (SUBJECT TO CANCELLATION)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST (SUBJECT TO CANCELLATION)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Legend: Commission Meeting Date Town Observed Holiday
 Counties, School Board, City of Sarasota Joint Meetings

 Elections & Statutory Meeting Religious Observances
 Summer Meetings Subject to Cancellation

Notes on Multiple Meeting Dates: March 24 - 11:30 am (Statutory) & 1:00 pm (Regular Workshop); April 7 - 10 am (G&O) & 1:00 pm (Regular Meeting); May 5 - 11 am (Meet and Greet) & May 5 - 1 pm (Regular Meeting); May 19 - 10:00 am (Budget Workshop) & 1:00 pm (Regular Workshop); June 16 - 10:00 am (Budget Workshop) & 1:00 pm (Regular Workshop); June 27 - 10 am - (Special Meeting if needed); September 8 - 10:00 am (Budget Workshop); 1:00 pm (Regular Meeting); & 5:01 pm (Budget Public Hearing); September 22 - 1:00 pm (Regular Workshop) & 5:01 pm (Budget Adoption).

End of Agenda Item