

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 2, 2019
MEETING DATE: November 4, 2019
SUBJECT: 2020 Town Commission Meeting Schedule

Recommended Action

Adopt the 2020 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 2020 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 FY21 Budget, and annual Joint Meetings with Manatee County, Sarasota County, and the City of Sarasota. Development of this schedule includes consideration of designated holidays, religious holidays, and Florida Statutes' advertising requirements for the adoption of the annual Budget.

The Town's General Municipal Election is scheduled for March 17, 2020, based on Town Code provisions. Due to the time required for the Supervisors of Elections to conduct the election audit, the Statutory Meeting is proposed for March 23, 2020, at 9:00 AM. In order to hold the Regular Workshop Meeting *after* the 2020-2021 Town Commission is seated, that meeting date is proposed for March 23, 2020, at 1:00 PM.

Pursuant to Town Code, Section 158.144, Definitions

"Annual Site Development Plan Season." The months during which the Planning and 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 Monday, June 29, 2020. The meeting is cancelled if no development applications or remaining 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 29, 2020, Special Meeting, and the September 14, 2020, Special Workshop Meeting can be cancelled at any voting meeting prior to the scheduled meeting(s).

The September meeting schedule is driven by observance of Labor Day, FY21 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 reading, second reading, and 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 14, 2020, at 5:01 PM, following the September 14, 2020, Regular Meeting. The Regular Workshop Meeting would be held on Tuesday, September 29, 2020, at 1:00 PM (for observance of Yom Kippur on September 28), with the Special Meeting (second public hearing for millage rate and budget adoption) following the Workshop at 5:01 PM.

The 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 Town Commission. The Code provides latitude for the Regular Workshop Meetings to be held on days other than the third Monday if deemed appropriate 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 holidays. In keeping with established practice, the Regular Workshop Meetings are proposed for November 9, 2020, and for December 14, 2020.

As you know there will always be a need to schedule unanticipated meeting such as Special Meetings, Special Workshops, and Executive Sessions. 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 2020 Town Commission Meeting Schedule.

2020 Town Commission Meeting Schedule

MEETING DATES AND TIMES
Regular Meeting – Monday, January 6 @ 1 PM
Sarasota County School Board Convocation – Friday, January 17, 2020 @ 9 AM
Regular Workshop – Tuesday, January 21 @ 1 PM
Regular Meeting – Monday, February 3 @ 1 PM
Regular Workshop – Tuesday, February 18 @ 1 PM <i>(due to Presidents' Day)</i>
Joint Meeting with Sarasota County – Wednesday, February 26 @ 1:30 PM
Regular Meeting – Monday, March 2 @ 1 PM
<i>Statutory Meeting – Monday, March 23 @ 9 AM</i>
Regular Workshop – Monday, March 23 @ 1 PM
Joint Meeting with Manatee County – Thursday, March 26 @ 1:30 PM
Regular Meeting – Monday, April 6 @ 1 PM
Goals & Objectives w/Community Leaders – Monday, April 20 @ 10 AM
Regular Workshop – Monday, April 20 @ 1 PM
Special Workshop (Retreat) - Friday, April 24 @ 10 AM
Special Workshop (Meet & Greet) – Monday, May 4 @ 12 PM
Regular Meeting – Monday, May 4 @ 1 PM
Special Workshop (Budget) – Monday, May 18 @ 9 AM
Regular Workshop – Monday, May 18 @ 1 PM
Regular Meeting – Monday, June 1 @ 1 PM
Joint Meeting with City of Sarasota – Thursday, June 11 @ 3:00 PM (tentative)
Special Workshop (Budget) – Monday, June 15 @ 9 AM
Regular Workshop – Monday, June 15 @ 1 PM
Special Meeting (Zoning &/or Budget Issues) – Monday, June 29 @ 9 AM
Regular Meeting – Wednesday, July 1 @ 1 PM
Regular Workshop – Monday, July 13 @ 1 PM (pending direction)
August Meetings – (pending direction)
Special Workshop (Budget) – Monday, September 14 @ 9 AM
Regular Meeting – Monday, September 14 @ 1 PM <i>(due to Labor Day)</i>
Special Meeting – Monday, September 14 @ 5:01 PM (Millage/Budget PH)
Regular Workshop – Tuesday, September 29 @ 1 PM
Special Meeting to Adopt Millage/Budget – Tuesday, September 29 @ 5:01 PM
Special Workshop (Meet & Greet) – Tuesday, October 5 @ 12 PM
Regular Meeting – Tuesday, October 5 @ 1 PM
Regular Workshop – Tuesday, October 19 @ 1:00 PM
Regular Meeting – Monday, November 2 @ 1 PM
Regular Workshop – Monday, November 9 @ 1 PM
Regular Meeting – Monday, December 7 @ 1 PM
Regular Workshop – Monday, December 14 @ 1 PM

2020 Annual Conferences – Informational Only

Florida Shore & Beach Technical Conf.– February 5-7, Hyatt Regency, Sarasota
 National Hurricane Conference – April 6-9, Orlando
 Governor's Hurricane Conference – May 20-22, Palm Beach Co.
 Florida League of Cities Annual Conference – August, Orlando
 Florida Shore & Beach Annual Conference – September 16-18, Bonita Springs
FCCMA Winter Institute (Town Manager Professional Org) Feb 6-7
Center for Public Safety Excellence Board Meetings – March 3-6 and August 19-22
FCCMA Annual Conf (Town Manager Professional Org) – May 29-June 1
ICMA Annual Conf (Town Manager Professional Org) – October 20-23

End of Agenda Item