



## MEMORANDUM TO VENICE CITY COUNCIL

**THROUGH CHARTER OFFICER:** Kelly Michaels, City Clerk      **E-SIGN:**

**FROM:** Kelly Michaels, City Clerk

**DEPARTMENT:** City Clerk's Office

**DATE:** November 8, 2022

**MEETING DATE:** November 29, 2022

**SUBJECT / TOPIC:** 2023 Meeting Schedule

### **BACKGROUND INFORMATION:**

In preparation for the upcoming year, attached is the "save the date" meeting calendar for 2023. The items listed are combined for both proposed City meetings and those entities you may liaison or have an interest in. Please note it is always best to check official agendas in advance of these meeting dates as they may have changed.

Please be aware that according to Amy Lynn at the Sarasota Supervisor of Elections Office, the election in 2023 is a municipal only election scheduled for November 7<sup>th</sup>, 2023. If all goes well, certification could occur as early as the 9<sup>th</sup> or 10<sup>th</sup> of November. The 10<sup>th</sup> of November is a City schedule holiday for Veteran's Day.

Section 2-73 of the Venice Code indicates there will be one meeting held in November which occurs after certification of election results. In even years the meeting is usually scheduled for the fourth Thursday following Thanksgiving week due to the number of days the certification process takes. However, during odd years when there is only a municipal election, the certification process can be accomplished a little quicker barring any unforeseen circumstances.

Since council is considering their 2023 meeting calendar, it would be an opportunity to revise the November meeting schedule if the council chooses. Revision of the schedule would involve directing staff to amend the language in Section 2-73 to schedule two meetings in November during odd numbered years should the Supervisor of Elections certification process not interfere. In 2023, the schedule would work with Election Day on November 7<sup>th</sup>, certification on November 9<sup>th</sup> and Council meetings on November 14<sup>th</sup> and November 28<sup>th</sup> respectively.

November 2023						
SU	MO	TU	WE	TH	FR	SA
29	30	31	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		

**SUPPORTS STRATEGIC PLAN:** Goal Two: Provide Efficient, Responsive Government with High Quality Services

**COUNCIL ACTION REQUESTED:** For Discussion and then Place on Next/Future Agenda for Formal Action if code changes are required; or discussion and changes to the calendar as council sees fit; or consensus approval of the calendar as presented.

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Yes    N/A

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Document(s) Reviewed for ADA compliance (required if for agenda posting) |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | City Attorney Reviewed/Approval  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Risk Management Review   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Finance Department Review/Approval                                       |
|                                     |                                     | Funds Availability (account number):                                     |



# January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b> City Hall Closed	<b>3</b> 1:30 p.m. Planning Commission	<b>4</b> 10 a.m. Special Magistrate for Code Enforcement	<b>5</b> 10 a.m. Code Enforcement	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b> 9 a.m. City Council	<b>11</b>	<b>12</b> 11:30 a.m. Council of Govt 9 am Historic and Architectural Preservation Board 9 a.m. Manasota League Of Cities 4 p.m. Tourist Development	<b>13</b> Deadline to Submit Items for the 1/24 Council Mtg Agenda	<b>14</b>
<b>15</b>	<b>16</b> City Hall Closed Martin Luther King Jr. Day	<b>17</b> 8:00 a.m. Venice Main Street 1:30 p.m. Planning Commission	<b>18</b>	<b>19</b> 9 a.m. SW FL Regional Planning Council 8 a.m. Economic Development Council	<b>20</b> 9:00 a.m. Sarasota County Convocation of Governments	<b>21</b>
<b>22</b>	<b>23</b> 3 p.m. Parks and Recreation Advisory 4 p.m. Chamber of Commerce Board of Directors 9:30 a.m. MPO	<b>24</b> 9 a.m. City Council	<b>25</b> 1 p.m. Environmental Advisory Board	<b>26</b> 9 am Historic and Architectural Preservation Board CHNEP 9 am	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b> 12 p.m. Criminal Justice Commission	<b>31</b> 8:30 a.m. Strategic Planning Session – Village on the Isles				



# February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> 10 a.m. Special Magistrate for Code Enforcement	<b>2</b> 10 a.m. Code Enforcement	<b>3</b> Deadline to Submit Items for the 2/14 Council Mtg Agenda	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> 1:30 p.m. Planning Commission	<b>8</b>	<b>9</b> 11:30 a.m. Council of Govt 9 am Historic and Architectural Preservation Board 4 p.m. Community Action Agency 4 p.m. Tourist Development Council	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> 9 a.m. City Council *Transportation	<b>15</b> 3 p.m. Coastal Advisory Committee	<b>16</b> 9 a.m. SW FL Regional Planning Council 8 a.m. Economic Development Council	<b>17</b> Deadline to Submit Items for the 2/28 Council Mtg Agenda	<b>18</b>
<b>19</b>	<b>20</b> City Hall Closed Presidents Day	<b>21</b> 8:00 a.m. Venice Main Street  1:30 p.m. Planning Commission	<b>22</b>	<b>23</b> 9 a.m. Historic and Architectural Preservation Board	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> 4 p.m. Chamber of Commerce Board of Directors	<b>28</b> 9 a.m. City Council				



# March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> 10 a.m. Special Magistrate for Code Enforcement	<b>2</b> 10 a.m. Code Enforcement	<b>3</b> Deadline to Submit Items for the 3/14 Council Mtg Agenda	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> 1:30 p.m. Planning Commission	<b>8</b> 3:30 p.m. Public Art Advisory Board	<b>9</b> 11:30 a.m. Council of Govt 9 a.m. Historic and Architectural Preservation Board 9 a.m. Manasota League Of Cities 4 p.m. Tourist Development Council	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> 9 a.m. City Council	<b>15</b>	<b>16</b> 9 a.m. SW FL Regional Planning Council 8 a.m. Economic Development Council	<b>17</b> Deadline to Submit Items for the 3/28 Council Mtg Agenda	<b>18</b>
<b>19</b>	<b>20</b> 3 p.m. Parks and Recreation Advisory Board	<b>21</b> 8:00 a.m. Venice Main Street 1:30 p.m. Planning Commission	<b>22</b> 1 p.m. Environmental Advisory Board 5:30 p.m. Venice Housing Authority	<b>23</b> 9 a.m. Historic and Architectural Preservation Board	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> 4 p.m. Chamber of Commerce Board of Directors 9:30 a.m. MPO	<b>28</b> 9 a.m. City Council	<b>29</b>	<b>30</b> 9:00 a.m. CIP Workshop	<b>31</b> Deadline to Submit Items for the 4/4 Council Mtg Agenda	



# April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		TBD- Student in Gov't Day				1
2	3	4 1:30 p.m. Planning Commission	5 10 a.m. Special Magistrate for Code Enforcement	6 10 a.m. Code Enforcement	7	8
9	10	11 9 a.m. City Council	12	13 11:30 a.m. Council of Govt 9 a.m. Historic and Architectural Preservation Board 4 p.m. Tourist Development Council	14 Deadline to Submit Items for the 4/25 Council Mtg Agenda	15
16	17	18 8:00 a.m. Venice Main Street  1:30 p.m. Planning Commission	19 3 p.m. Coastal Advisory Committee	20 9 a.m. SW FL Regional Planning Council 8 a.m. Economic Development Council	21	22 Venice Public Safety Day – Community Center
23	24 4 p.m. Chamber of Commerce Board of Directors 12 p.m. Criminal Justice Commission	25 9 a.m. City Council	26	27 9 a.m. Historic and Architectural Preservation Board	28 Deadline to Submit Items for the 5/9 Council Mtg Agenda	29
30						



# May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b> 1:30 p.m. Planning Commission	<b>3</b> 10 a.m. Special Magistrate for Code Enforcement	<b>4</b> 10 a.m. Code Enforcement	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> 9 a.m. City Council	<b>10</b>	<b>11</b> 11:30 a.m. Council of Govt 9 a.m. Historic and Architectural Preservation Board 4 p.m. Community Action Agency 9 a.m. Manasota League Of Cities 4 p.m. Tourist Development Council	<b>12</b> Deadline to Submit Items for the 5/23 Council Mtg Agenda	<b>13</b>
<b>14</b>	<b>15</b> 3 p.m. Parks and Recreation Advisory Board	<b>16</b> 8:00 a.m. Venice Main Street 1:30 p.m. Planning Commission	<b>17</b>	<b>18</b> 9 a.m. SW FL Regional Planning Council 8 a.m. Economic Development Council	<b>19</b> Venice Hurricane Expo	<b>20</b>
<b>21</b>	<b>22</b> 4 p.m. Chamber of Commerce Board of Directors 9:30 a.m. MPO	<b>23</b> 9 a.m. City Council	<b>24</b> 1 p.m. Environmental Advisory Board	<b>25</b> 9 a.m. Historic and Architectural Preservation Board CHNEP 9 am	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b> City Hall Closed Memorial Day	<b>30</b>	<b>31</b>			




# June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> 10 a.m. Code Enforcement	<b>2</b> Deadline to Submit Items for the 6/13 Council Mtg Agenda	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b> 1:30 p.m. Planning Commission	<b>7</b> 10 a.m. Special Magistrate for Code Enforcement	<b>8</b> 11:30 a.m. Council of Govt 9 a.m. Historic and Architectural Preservation Board 4 p.m. Tourist Development Council	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b> 9 a.m. City Council	<b>14</b> 3:30 p.m. Public Art Advisory Board	<b>15</b> 9 a.m. SW FL Regional Planning Council 8 a.m. Economic Development Council	<b>16</b> Deadline to Submit Items for the 6/27 Council Mtg Agenda	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b> 8:00 a.m. Venice Main Street  1:30 p.m. Planning Commission	<b>21</b> 3 p.m. Coastal Advisory Committee	<b>22</b> Budget Workshop #1 @ 8:30 a.m.  9 a.m. Historic and Architectural Preservation Board	<b>23</b> Budget Workshop #2 @ 8:30 a.m.	<b>24</b>
<b>25</b>	<b>26</b> 4 p.m. Chamber of Commerce Board of Directors	<b>27</b> 9 a.m. City Council	<b>28</b>	<b>29</b> Deadline to Submit Items for the 7/11 Council Mtg Agenda	<b>30</b>	





# July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Council on Summer Break 7/12 – 8/21						<b>1</b> Venice is 97 YO Chartered 7/1/1926 
<b>2</b>	<b>3</b>	<b>4</b> City Hall Closed Independence Day	<b>5</b> 10 a.m. Special Magistrate for Code Enforcement	<b>6</b> 10 a.m. Code Enforcement	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> 9 a.m. City Council *Millage Rate and Budget PH Dates Set	<b>12</b> Summer Break BEGINS 1 p.m. Environmental Advisory Board	<b>13</b> 11:30 a.m. Council of Govt 9 a.m. Manasota League Of Cities 4 p.m. Tourist Development	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b> 8:00 a.m. Venice Main Street	<b>19</b>	<b>20</b> 9 a.m. SW FL Regional Planning Council 8 a.m. Economic	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b> 4 p.m. Chamber of Commerce Board of Directors	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b> 12 p.m. Criminal Justice Commission					



# August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Council on Summer Break 7/12 – 8/21		<b>1</b>	<b>2</b> 10 a.m. Special Magistrate for Code Enforcement (only if needed)	<b>3</b> 10 a.m. Code Enforcement (only if needed)	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> 4 p.m. Tourist Development Council	<b>11</b> Deadline to Submit Items for the 8/22 Council Mtg Agenda	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> 8:00 a.m. Venice Main Street  1:30 p.m. Planning Commission	<b>16</b> 3 p.m. Coastal Advisory Committee	<b>17</b> 9 a.m. SW FL Regional Planning Council 8 a.m. Economic Development Council	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> Summer Break ENDS Noon: Candidate Qualifying Week Begins	<b>22</b> 9 a.m. City Council	<b>23</b>	<b>24</b> 9 a.m. Historic and Architectural Preservation Board	<b>25</b> Noon: Candidate Qualifying Week Ends	<b>26</b>
<b>27</b>	<b>28</b> 4 p.m. Chamber of Commerce Board of Directors	<b>29</b>	<b>30</b>	<b>31</b> Deadline to Submit Items for the 9/12 Council Mtg Agenda		



# September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b> City Hall Closed Labor Day	<b>5</b> 1:30 p.m. Planning Commission	<b>6</b> 10 a.m. Special Magistrate for Code Enforcement	<b>7</b> 10 a.m. Code Enforcement	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> Tentative Date for 1 <sup>st</sup> Budget Public Hearing 5:01pm	<b>12</b> 9 a.m. City Council	<b>13</b> 3:30 p.m. Public Art Advisory Board	<b>14</b> 11:30 a.m. Council of Govt 9.a.m. Historic and Architectural Preservation Board 4 p.m. Community Action Agency 9 a.m. Manasota League Of Cities 4 p.m. Tourist Development	<b>15</b> Deadline to Submit Items for the 9/26 Council Mtg Agenda	<b>16</b>
<b>17</b>	<b>18</b> 3 p.m. Parks and Recreation Advisory Board	<b>19</b> 8:00 a.m. Venice Main Street 1:30 p.m. Planning Commission	<b>20</b>	<b>21</b> 9 a.m. SW FL Regional Planning Council 8 a.m. Economic Development Council	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b> Tentative 2nd Budget Public Hearing 5:01pm 4 p.m. Chamber of Commerce Board of Directors	<b>26</b> 9 a.m. City Council	<b>27</b> 5:30 p.m. Venice Housing Authority	<b>28</b> 9 a.m. Historic and Architectural Preservation Board CHNEP 9 am	<b>29</b> Deadline to Submit Items for the 10/10 Council Mtg Agenda	<b>30</b>



# October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b> 9:30 a.m. MPO	<b>3</b> 1:30 p.m. Planning Commission	<b>4</b> 10 a.m. Special Magistrate for Code Enforcement	<b>5</b> 10 a.m. Code Enforcement	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b> 9 a.m. City Council	<b>11</b>	<b>12</b> 11:30 a.m. Council of Govt 9 a.m. Historic and Architectural Preservation Board 4 p.m. Tourist Development Council	<b>13</b> Deadline to Submit Items for the 10/24 Council Mtg Agenda	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b> 8:00 a.m. Venice Main Street 1:30 p.m. Planning Commission	<b>18</b> 3 p.m. Coastal Advisory Committee	<b>19</b> 9 a.m. SW FL Regional Planning Council 8 a.m. Economic Development Council	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> 4 p.m. Chamber of Commerce Board of Directors	<b>24</b> 9 a.m. City Council CIS	<b>25</b> 1 p.m. Environmental Advisory Board	<b>26</b> 9 a.m. Historic and Architectural Preservation Board	<b>27</b>	<b>28</b> Make a Difference Day
<b>29</b>	<b>30</b> 12 p.m. Criminal Justice Commission	<b>31</b> Halloween				



# November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> 10 a.m. Special Magistrate for Code Enforcement	<b>2</b> 10 a.m. Code Enforcement	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> 1:30 p.m. Planning Commission <b>Election Day</b> 	<b>8</b> 11/9 - Deadline to Submit Items for the 9/28 Council Mtg Agenda →	<b>9</b> 11:30 a.m. Council of Govt 9 a.m. Historic and Architectural Preservation Board 4 p.m. Community Action Agency 9 a.m. Manasota League Of Cities 4 p.m. Tourist Development Council	<b>10</b> City Hall Closed	<b>11</b> Veterans Day
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> 9 a.m. SW FL Regional Planning Council 8 a.m. Economic Development Council	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> 3 p.m. Parks and Recreation Advisory Board	<b>21</b> 8:00 a.m. Venice Main Street 1:30 p.m. Planning Commission	<b>22</b>	<b>23</b> City Hall Closed <b>Thanksgiving</b> 	<b>24</b> City Hall Closed	<b>25</b>
<b>26</b>	<b>27</b> 4 p.m. Chamber of Commerce Board of Directors 9:30 a.m. MPO	<b>28</b> 8:30 a.m. Certification of Elections 9 a.m. City Council	<b>29</b>	<b>30</b>		



# December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> Deadline to Submit Items for the 12/12 Council Mtg Agenda	<b>2</b> 6 p.m. Christmas Boat Parade
<b>3</b>	<b>4</b> 3:00 p.m. Annual Sunshine Training	<b>5</b> 1:30 p.m. Planning Commission	<b>6</b> 10 a.m. Special Magistrate for Code Enforcement	<b>7</b> 10 a.m. Code Enforcement	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> 9 a.m. City Council	<b>13</b> 3:30 p.m. Public Art Advisory Board	<b>14</b> 11:30 a.m. Council of Govt 9 a.m. Historic and Architectural Preservation Board 4 p.m. Tourist Development Council	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b> 8:00 a.m. Venice Main Street 1:30 p.m. Planning Commission	<b>20</b>	<b>21</b> 9 a.m. SW FL Regional Planning Council 8 a.m. Economic Development Council	<b>22</b>	<b>23</b>
<b>24</b> Christmas Eve	<b>25</b> City Hall Closed Christmas 	<b>26</b> City Hall Closed	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b> New Year's Eve						