08-31-10 02:18 RCVD

Item No. 15c

TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

Town Clerk — Department Submitting Request

June White — Dept Head's Signature

	Commission Meeting Dates	Last date to turn in to Town Clerk's Office		Commission Meeting Dates	Last date to turn in to Town Clerk's Office		Commission Meeting Dates	Last date to turn in to Town Clerk's Office
☐	May 25, 2010	May 14 (5:00 p.m.)	☐	May 25, 2010	July 16 (5:00 p.m.)	☐	Oct 26, 2010	Oct 15 (5:00 p.m.)
			☐	Aug 25, 2010	Aug 13 (5:00 p.m.)			
☐	June 8, 2010	May 28 (5:00 p.m.)	☒	Sep. 14, 2010	Sept 3 (5:00 p.m.)	☐	Nov 9, 2010	Oct 29 (5:00 p.m.)
☐	June 22, 2010	June 11 (5:00 p.m.)	☐	Sep 27, 2010	Sept 17 (5:00 p.m.)	☐	Nov 23, 2010	Nov 12 (5:00 p.m.)
☐	July 13, 2010	July 4 (5:00 p.m.)	☐	Oct 12, 2010	Oct 1 (5:00 p.m.)	☐	Dec 14, 2010	Dec 3 (5:00 p.m.)
				* Subject to change				

NATURE OF AGENDA ITEM

☐ Presentation ☐ Ordinance ☐ Old Business
☐ Reports ☐ Resolution ☒ New Business
☐ Consent Agenda ☐ Quasi Judicial ☐ Other

SUBJECT TITLE: Schedule Regular Commission meetings and Roundtable meetings

EXPLANATION:

RECOMMENDATION:

EXHIBITS:

FISCAL IMPACT AND APPROPRIATION OF FUNDS:

☐ Amount $_____ ☐ Acct # _____
☐ Transfer of funds required ☐ From Acct #. _____

Town Attorney review required
☐ Yes ☐ No

Town Manager's Initials: CM

6/14/2010

Item No. _____

AGENDA ITEM REQUEST FORM

_____ Department Submitting Request

_____ Dept Head's Signature

REG COMMISSION Meeting Dates 7:00PM	DEADLINE TO Town Clerk's Office	ROUNDTABLE Meeting Dates 7:00PM	DEADLINE TO Town Clerk's Office
☐ Oct 12, 2010	Oct 1 (5:00 pm)	☐ Oct 26, 2010	Oct 15 (5:00 pm)
☐ Nov 9, 2010*	Nov 22 (5:00 pm)	☐ Nov 23, 2010*	Nov 12 (5:00 pm)
☐ Dec 14, 2010	Dec 3 (5:00 pm)	☐ Dec 28, 2010*	Dec 17 (5:00 pm)
☐ Jan 11, 2011	Dec 31 (5:00 pm)	☐ Jan 25, 2011	Jan 14 (5:00 pm)
☐ Feb 8, 2011	Jan 28 (5:00 pm)	☐ Feb 22, 2011	Feb 11 (5:00 pm)
☐ Mar 8, 2011	Feb 25 (5:00 pm)	☐ Mar 22, 2011	Mar 11 (5:00 pm)

*Subject to Change

☐ Presentation ☐ Reports ☐ Consent ☐ Ordinance

☐ Resolution ☐ Quasi Judicial ☐ Old Business ☐ New Business

SUBJECT TITLE:

EXPLANATION:

RECOMMENDATION:

EXHIBITS:

FISCAL IMPACT AND APPROPRIATION OF FUNDS:

☐ Amount $ ☐ Acct # _____

☐ Transfer of funds required ☐ From Acct #_____

Town Attorney review required

☐ Yes ☐ No

Town Manager Initials

9/01/2010

Town of Lauderdale-By-The-Sea
4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308-3610

Memorandum

To: Connie Hoffmann, Interim Town Manager

From: June White, Town Clerk

Date: 8/31/2010

Re: Creation of Commission Meetings Schedule

Ordinance 2010-13 amends Chapter 2, Article II of the Code of Ordinances regarding the scheduling of Commission meetings. The Ordinance removes the requirement for the Commission to meet twice a month on the second and fourth Tuesdays and allows more flexibility.

Resolution 2010-21 allows the Commission to choose to have 1 Regular Commission meeting and 1 Roundtable meeting on any given day at any given time although the Regular meeting traditionally occurred at 7:00 PM on Tuesdays, and the Roundtable meetings traditionally occurred at 7:00 PM on the 2nd and 4th Wednesdays.

In order to create a schedule of Commission Meetings I need consistency to calendar the meetings and set deadlines. Attached is a new Agenda Item Request Form that contains suggested dates for both the Regular Commission meeting and Roundtable meetings from October 12, 2010 through March 22, 2011. I also attached Jarvis Hall calendars from October 2010 through March 2011 (subject to change pending Commission meeting schedule).

I am requesting that the Commission schedule their Regular meetings and Roundtable meetings for the fiscal year and to consider whether they wish to have meetings during the holiday months.

Thank you

OCTOBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 10AM INTERIOR DEC. 10AM BRIDGE 1:30PM-6:00PM MARTIAL ARTS	2
3	4	5 10AM ART 1PM BRIDGE 6:30PM BOA	6 **6:00PM FISH FRY** 6:30PM BOA	7	8 10AM INTERIOR DEC. 10AM BRIDGE 1:30PM 6:00PM MARTIAL ARTS	9
10	11 **COLUMBUS DAY**	12 10AM ART 1PM BRIDGE **7PM COMMISSION MEETING**	13 **7PM Commission Roundtable**	14	15 10AM INTERIOR DEC. 10AM BRIDGE 1:30PM-6:00PM MARTIAL ARTS	16 POA OKTOBERFEST
17	18	19 10AM ART 1PM BRIDGE **7:00PM MASTER PLAN STEERING COMMITTEE**	20 ~~11AM BOA~~ 1:30PM CODE HEARING 3PM PARKING HEARING 6:30PM PLANNING AND ZONING	21	22 10AM INTERIOR DEC. 10AM BRIDGE 1;30PM 6:00PM MARTIAL ARTS	23
24	25 **Reserved**	26 ~~10AM ART~~ ~~1PM BRIDGE~~ **7PM COMMISSION MEETING**	27 **Reserved** ~~**1:30 – 4:00PM**~~ ~~**FIRE CODE VIOLATION HEARING**~~	28 **Reserved**	29 **Reserved** 1:30PM-6:00PM MARTIAL ARTS	30 **Reserved**
31 **HALLOWEEN**						

TWO OR MORE TOWN COMMISSIONERS MAY BE PRESENT AT ANY PUBLIC MEETINGS AS THIS CALENDAR CONSTITUTES LEGAL NOTICE REQUIREMENTS OF THE SUNSHINE LAWS

Notes: REVISED 7/27/10

* Two or more members of the Lauderdale-By-The-Sea Advisory Board may be in attendance at this meeting, and the public is welcome to attend.

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NOVEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 3:00PM-6:00PM ELECTIONS SET-UP	2 10AM ART 1PM BRIDGE ELECTIONS	3 6:30PM BOA	4	5 10AM INTERIOR DEC. 10AM BRIDGE	6
7	8 8AM-12PM GARDEN CLUB	9 10AM ART 1PM BRIDGE 12PM SET-UP (PERFORMING ARTS) 7PM COMMISSION MEETING	10 3PM SET-UP (PERFORMING ARTS)	11 VETERANS DAY PERFORMING ARTS SHOW "MURDER AT HOWARD JOHNSONS"	12 10AM INTERIOR DEC. 10AM BRIDGE PERFORMING ARTS "MURDER AT HOWARD JOHNSONS"	13 PERFORMING ARTS "MURDER AT HOWARD JOHNSONS"
14	15	16 10AM ART 1PM BRIDGE 7:00PM MASTER PLAN STEERING COMMITTEE	17 11AM BOA 1:30PM CODE HEARING 3PM PARKING HEARING 6:30PM P&Z	18	19 10AM INTERIOR DEC. 10AM BRIDGE	20
21	22	23 10am ART 1pm BRIDGE 7PM COMMISSION MEETING	24 Reserved for Commission Event 1:30PM - 4:00PM FIRE CODE VIOLATION HEARING	25 THANKSGIVING DAY TOWN HALL CLOSED	26 10AM INTERIOR DEC. 10AM BRIDGE TOWN HALL CLOSED	27
28	29	30 10AM ART 1PM BRIDGE				

TWO OR MORE TOWN COMMISSIONERS MAY BE PRESENT AT ANY PUBLIC MEETINGS AS THIS CALENDAR CONSTITUTES LEGAL NOTICE REQUIREMENTS OF THE SUNSHINE LAWS

Notes:

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DECEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 6:30PM BOA	2 FIRST DAY OF HANUKKAH	3 10AM INTERIOR DEC. 10AM BRIDGE	4
5	6	7 10AM ART 1PM BRIDGE	8	9 POA GENERAL MEETING 6:30PM - 8:00PM	10 10AM INTERIOR DEC. 10AM BRIDGE	11
12	13 8AM-1PM GARDEN CLUB	14 10AM ART 1PM BRIDGE 7PM COMMISSION MEETING	15 1:30PM CODE HEARING 3PM PARKING HEARING 6:30PM PLANNING AND ZONING	16	17 10AM INTERIOR DEC. 10AM BRIDGE	18
19	20	21 10AM ART 1PM BRIDGE 7:00PM MASTER PLAN STEERING COMMITTEE	22	23 Reserved for Commission Event	24 10AM INTERIOR DEC. 10AM BRIDGE CHRISTMAS EVE Reserved for Commission Event TOWN HALL CLOSED	25 CHRISTMAS DAY
26 KWANZA BEGINS	27	28 10AM ART 1PM BRIDGE 7PM COMMISSION MEETING	29 1:30PM - 4:00PM FIRE CODE VIOLATION HEARING	30	31 NEW YEAR'S EVE TOWN HALL CLOSED	

TWO OR MORE TOWN COMMISSIONERS MAY BE PRESENT AT ANY PUBLIC MEETINGS AS THIS CALENDAR CONSTITUTES LEGAL NOTICE REQUIREMENTS OF THE SUNSHINE LAWS

Notes:

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JANUARY 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 New Year's Day
2	3	4 10 AM ART 1 PM BRIDGE	5 11 AM BOA	6	7 10AM INTERIOR DEC. 10AM BRIDGE	8
9	10 8AM 12PM GARDEN CLUB	11 10 AM ART 1PM BRIDGE 7PM COMMISSION MTG	12	13	14 10AM INTERIOR DEC 10AM BRIDGE	15
16	17 ML King Day OBSERVED TOWN HALL CLOSED	18 10 AM ART 1PM BRIDGE 7PM MASTER PLAN STEERING COMMITTEE	19 1:30PM CODE HEARING 3PM PARKING HEARING 6:30PM PLANNING AND ZONING	20	21 10AM INTERIOR DEC 10AM BRIDGE	22
23	24	25 10 AM ART 1PM BRIDGE 7PM COMMISSION MTG	26	27	28 10AM INTERIOR DEC 10AM BRIDGE 1PM-4PM RUMMAGE SALE SET-UP	29 8AM-1PM RUMMAGE SALE
30	31	**TWO OR MORE TOWN COMMISSIONERS MAY BE PRESENT AT ANY PUBLIC MEETINGS AS THIS CALENDAR CONSTITUTES LEGAL NOTICE REQUIREMENTS OF THE SUNSHINE LAWS.**			**Notes:** *TWO OR MORE MEMBERS OF THE LANDFRIDAY BY-THE-SEA ADVISORY BOARD MAY BE IN ATTENDENCE AT THIS MEETING AND THE PUBLIC IS WELCOME TO ATTEND. www.vertex42.com	© 2009 Vertex42 LLC

FEBRUARY 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 10 AM ART 3PM BRIDGE	2 Groundhog Day 6:30PM BOA	3	4 10AM INTERIOR DEC. 10AM BRIDGE 12PM SILVER TEA SET-UP	5 9AM-2PM SILVER TEA LUNCHEON WOMAN'S CLUB
6	7	8 10AM ART 1PM BRIDGE 12PM SET-UP PERFORMING ARTS 7PM COMMISSION MTG	9 3PM SET-UP PERFORMING ARTS	10 PERFORMING ARTS "SAINT OR SINNER"	11 10AM INTERIOR DEC. 10AM BRIDGE PERFORMING ARTS "SAINT OR SINNER"	12 Lincoln's B-Day PERFORMING ARTS "SAINT OR SINNER"
13	14 Valentines Day 8AM-12PM GARDEN CLUB	15 10AM ART 1PM BRIDGE 7PM MASTER PLAN STEERING COMMITTEE	16 1:30PM CODE HEARING 3PM PARKING HEARING 6:30PM PLANNING AND ZONING	17	18 10AM INTERIOR DEC 10AM BRIDGE	19
20	21 President's Day TOWN HALL CLOSED	22 10AM ART 1PM BRIDGE 7PM COMMISSION MTG	23	24 12PM-4PM FLOWER SHOW SET-UP GARDEN CLUB	25 10AM INTERIOR DEC 10AM BRIDGE 12PM-4PM FLOWER SHOW SET-UP	26 1PM-4PM,4PM-8PM FLOWER SHOW OPEN TO THE PUBLIC
27	28					
		TWO OR MORE TOWN COMMISSINERS MAY BE PRESENT AT ANY PUBLIC MEETINGS AS THIS CALENDAR CONSTITUTES LEGAL NOTICE REQUIREMENTS OF THE SUNSHINE LAWS.			**Notes:** *TWO OR MORE MEMBERS OF THE LAUDERDALE-BY-THE-SEA ADVISORY BOARD MAY BE IN ATTENDENCE AT THIS MEETING AND THE PUBLIC IS WELCOME TO ATTEND. www.vertex42.com	© 2009 Vertex42 LLC

MARCH 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 10AM ART 1PM BRIDGE	2 6:30PM BOA	3	4 10AM INTERIOR DEC 10AM BRIDGE	5
6	7	8 10AM ART 1PM BRIDGE 7PM COMMISSION MTG	9	10	11 10AM INTERIOR DEC 10AM BRIDGE	12
13 Daylight Savings	14 10AM-12PM GARDEN CLUB	15 10AM ART 1PM BRIDGE 7PM MASTER PLAN STEERING COMMITTEE	16 1:30PM CODE HEARING 3PM PARKING HEARING 6:30PM PLANNING AND ZONING	17 St. Patrick's Day	18 10AM INTERIOR DEC 10AM BRIDGE	19
20 Vernal equinox	21	22 10AM ART 1PM BRIDGE 7PM COMMISSION MTG	23	24	25 10AM INTERIOR DEC 10AM BRIDGE	26
27	28	29 10AM ART 1PM BRIDGE	30	31		

TWO OR MORE TOWN COMMISSINERS MAY BE PRESENT AT ANY PUBLIC MEETINGS AS THIS CALENDAR CONSTITUTES LEGAL NOTICE REQUIREMENTS OF THE SUNSHINE LAWS.

Notes:

TWO OR MORE MEMBERS OF THE LAUDERDALE-BY-THE-SEA ADVISORY BOARD MAY BE IN ATTENDANCE AT THIS MEETING AND THE PUBLIC IS WELCOME TO ATTEND.

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APRIL 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 April Fool's Day 10AM INTERIOR DEC 10AM BRIDGE	2 10AM-12PM ANNUAL MEETING RESIDENCE CONDO ASSOC.
3	4	5 10AM ART 1PM BRIDGE 12PM SET-UP PERFORMING ARTS	6 6:30 BOA 3PM SET-UP PERFORMING ARTS	7 PERFORMING ARTS HOROWITZ & MRS. WASHINGTON	8 10AM INTERIOR DEC 10AM BRIDGE PERFORMING ARTS HOROWITZ & MRS. WASHINGTON	9 PERFORMING ARTS HOROWITZ & MRS. WASHINGTON
10	11 8AM-12PM GARDEN CLUB	12 10AM ART 1PM BRIDGE 7PM COMMISSION MTG	13	14	15 TAXES DUE 10AM INTERIOR DEC 10AM BRIDGE	16
17	18 PASSOVER BEGINS AT SUNDOWN EASTER BY THE SEA	19 PASSOVER 10AM ART 1PM BRIDGE 7PM MASTER PLAN STEERING COMMITTEE EASTER BY THE SEA	20 1:30PM CODE HEARING 3PM PARKING HEARING 6:30PM PLANNING AND ZONING EASTER BY THE SEA	21 EASTER BY THE SEA	22 EARTH DAY GOOD FRIDAY 10AM INTERIOR DEC 10AM BRIDGE EASTER BY THE SEA	23 EASTER BY THE SEA
24 EASTER SUNDAY	25	26 10AM ART 1PM BRIDGE 7PM COMMISSION MTG	27 Admin Assist Day	28	29	30
		TWO OR MORE TOWN COMMISSIONERS MAY BE PRESENT AT ANY PUBLIC MEETINGS AS THIS CALENDAR CONSTITUTES LEGAL NOTICE REQUIREMENTS OF THE SUNSHINE LAWS.			Notes: TWO OR MORE MEMBERS OF THE LAUDERDALE BY THE SEA ADVISORY BOARD MAY BE IN ATTENDANCE AT THIS MEETING AND THE PUBLIC IS WELCOME TO ATTEND. www.vertex42.com	© 2005 Vertex42 LLC