

**Resolution No. 2016-2629**

**A resolution of the City Commission of the City of Sanford providing for the scheduling of the regular meetings of the City Commission for the year 2017; providing for agenda memorandum due dates and duties relating thereto; providing for additional meetings and workshops to be scheduled, noticed and held; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.**

**Whereas**, the City Commission of the City of Sanford desires to ensure that it complies with the controlling requirements of law and its rules and procedures pertaining to the scheduling, noticing and holding of meetings and workshops in accordance with the controlling requirements of law; and

**Whereas**, the City Commission of the City of Sanford desires to encourage the citizens of the City of Sanford and persons interested in the activities of the City to attend and become involved in the public meeting and workshop processes and procedures of the City Commission; and

**Whereas**, Section 2.04 of the *City of Sanford City Charter* relates to the general powers and duties of the City Commission and provides that “[a]ll powers of the City shall be vested in the Commission, except as otherwise provided by law or this Charter, and the Commission shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the City by law”; and

**Whereas**, Rule 5 of the *Rules of the Sanford City Commission* relates to regular meeting of the City Commission and requires that “[t]he City Clerk shall prepare an annual schedule of Commission meetings and forward it to the City

Commission, to adopt by resolution, at least 30 days prior to January 1 of each year”; and

**Whereas,** a proposed 2017 Schedule of regular City Commission meetings and City Commission agenda memoranda due dates has been prepared by the City Clerk with regular City Commission meetings to be held on the second and fourth Mondays of each month, except in November and December when meetings will be held on the second Monday, in accordance with observed holidays and the traditions of the City; and

**Whereas,** the City Commission of the City of Sanford has established a tradition of open and transparent operations in the conduct of the public’s business and in the management of municipal affairs; and

**Whereas,** the City Commission of the City of Sanford desires to take specific and memorialized action in announcing a schedule of meetings as set forth herein in order to encourage public input and participation in City activities and affairs to the maximum extent possible including, by way of example and not limitation, the provision of legally reviewed City Commission agenda memoranda describing proposed actions to be taken by the City Commission in such a manner that the City Commission and the general public may derive an adequate understanding of the matter to be considered.

**Now, therefore, be it resolved by the City Commission of the City of Sanford as follows:**

**Section 1. Legislative/Administrative Intent and Findings.**

The above recitals are hereby adopted by the City Commission as the intent and findings relating to this Resolution and are also hereby adopted as

substantive provisions of this Resolution and as administrative and legislative findings.

**Section 2. 2017 City Commission Regular Meeting Schedule/Other Meetings/Workshops; Preparation of City Commission Agenda Memoranda.**

(a). The City Commission of the City of Sanford hereby establishes the following schedule of regular meetings for the Year 2017:

<b>Meeting Date</b>	<b>Agenda Cover Memo cut-off</b>
January 9	Noon, December 28
January 23	Noon, January 11
February 13	Noon, February 1
February 27	Noon, February 15
March 13	Noon, March 1
March 27	Noon, March 15
April 10	Noon, March 29
April 24	Noon, April 12
May 8	Noon, April 26
May 22	Noon, May 10
June 12	Noon, May 31
June 26	Noon, June 14
July 10	Noon, June 28
July 24	Noon, July 12
August 14	Noon, August 2
August 28	Noon, August 16
September 11	Noon, August 30
September 25	Noon, September 13
October 9	Noon, September 27
October 23	Noon, October 11
November 13	Noon, November 1
December 11	Noon, November 29

(b). Special meetings of the City Commission may be scheduled, noticed and held in accordance with the controlling requirements of law.

(c). Meetings may be preceded by workshops of the City Commission, as is the normative practice of the City Commission.

(d). Additional workshops may be scheduled, noticed and held in accordance with the controlling requirements of law.

(e). In order to encourage public input and participation in City activities and affairs to the maximum extent possible, a legally reviewed City Commission agenda memoranda describing the proposed action(s) to be taken by the City Commission shall be prepared for each City Commission action item in such a manner that the City Commission and the general public may derive an adequate understanding of the matter to be considered.

**Section 3. Implementing administrative actions.**

The City Manager is hereby authorized and directed to implement the provisions of this Resolution in conjunction with the City Clerk and the City Attorney.

**Section 4. Savings.**

The prior actions of the City of Sanford in terms of the ways and means that the City has scheduled, noticed and held past meetings of the City Commission are hereby ratified and affirmed.

**Section 5. Conflicts.**

All resolutions or part of resolutions in conflict with this Resolution are hereby repealed.

**Section 6. Severability.**

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

**Section 7. Effective Date.**

This Resolution shall take effect immediately upon passage and adoption.

**Adopted** this 14<sup>th</sup> day of November, 2016.

**City Commission of the City of  
Sanford, Florida  
Seminole County, Florida**

  
\_\_\_\_\_  
Jeff Triplett, Mayor

*Attest:*

  
\_\_\_\_\_  
Cynthia Porter, City Clerk

Approved as to form and  
legality:

  
\_\_\_\_\_  
William L. Colbert, Esquire  
City Attorney