

Date: May 22, 2014

To: Mayor Walter B. Duke, III  
Vice Mayor Chickie Brandimarte  
Commissioner Bobbie H. Grace  
Commissioner Albert C. Jones

From: Robert Baldwin, City Manager 

Re: Commission Meetings Schedule

As you know, Dania Beach City Commission meetings begin at 7pm. The time of the meetings is City Commission policy set by resolution (attached). Additionally, the City Commission summer-break schedule is set by the City Commission.

We have prepared a survey for your information showing other cities in Broward County reflecting their Commission meeting starting times and their current summer schedules (attached).

Meeting starting times vary across the County. Some jurisdictions have day meetings only, a mixture of day and night meeting, several start in the 6pm hour and several start in the 7pm hour. From staff prospective, the meetings should accommodate the City Commissions attendance and allow for resident input. The earlier the meeting can begin to fulfill those requirements, the better the continuity with the daily work schedule.

Other cities schedule for summer break vary during the months of June, July, and August. Several cities take off two meetings while others take one. Because the cities' budgets are prepared in the summer, and Florida statutes require the proposed millage be set by the first week of August, Commissions must meet sometime before that date either in a regular or special meeting. For this reason, some cities take off two meetings in the summer, one in early July and one in August.

If the City Commission is in favor of changing the starting times of the meetings, we could bring back a resolution at your next meeting. You can change your summer work schedule at your pleasure.