

**TOURIST DEVELOPMENT DEPARTMENT MEMORANDUM**

DATE: October 15, 2020  
TO: Tourist Development Council  
FROM: Jennifer Adams, Tourist Development Department Director  
Charlotte Dunworth, Deputy Director of Finance & Compliance  
SUBJECT: FY 2021 Meeting Dates

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**STATEMENT OF ISSUE:** Set the meeting date schedule for FY 2021.

**BACKGROUND:** The Board of County Commissioners meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. Council meetings are typically scheduled for 8:30am on the 4<sup>th</sup> Tuesday of each month to facilitate placement of Council-recommended items on the Board's first monthly agenda. The month of May also includes a budget meeting. The following schedule is proposed for FY 2021:

Oct 15, 2020	8:30am	(3 <sup>rd</sup> Thursday due to early voting)
Nov 16, 2020	8:30am	(3 <sup>rd</sup> Monday due to Thanksgiving)
Dec 14, 2020	8:30am	(3 <sup>rd</sup> Monday due to Christmas)
Jan 26, 2021	8:30am	
Feb 23, 2021	8:30am	
Mar 23, 2021	8:30am	
Apr 27, 2021	8:30am	
May 7, 2021	8:30am	(budget discussion & outside funding request presentations)
May 25, 2021	8:30am	
Jun 22, 2021	8:30am	
Jul 27, 2021	8:30am	
Aug 24, 2021	8:30am	
Sep 28, 2021	8:30am	

**OPTIONS:** Approve as presented, or set alternate schedule

**RECOMMENDATION TO BOARD:** N/A, for Council planning purposes only.