



# TOWN COMMISSION MEETING

November 18, 2025, at 6:30 PM

<b>AGENDA ITEM TITLE:</b>	<b>DISCUSSION &amp; ACTION, TOWN COMMISSION MEETING SCHEDULE</b>
<b>SUBJECT:</b>	To analyze the operational, financial, and administrative benefits of transitioning from two regular Town Commission meetings per month to one monthly meeting, while maintaining transparency, efficiency, and continuity of government operations.
<b>STAFF ANALYSIS:</b>	The Town Commission currently holds two regular meetings per month. Over the past year, staff workload, project requirements, and the volume of agenda items have been reviewed to determine whether the current meeting structure remains the most efficient model for the Town. Several Florida municipalities of similar size operate with one meeting per month, supplementing as needed with special meetings or workshops.
<b>STAFF CONTACT:</b>	Ken Cassel, Town Manager
<b>FISCAL IMPACT:</b>	Reducing the number of monthly meetings results in measurable savings associated with: <ul style="list-style-type: none"><li>• Legal advertisement costs (newspaper notices, ordinances, public hearings)</li><li>• Staff overtime or adjusted schedules</li><li>• Attorney fees for meeting attendance and preparation</li><li>• Operational costs (recording, setup, utilities)</li></ul>
<b>STAFF RECOMMENDATION:</b>	Staff recommends approval
<b>ATTACHMENTS:</b>	Memorandum