



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE 12/04/2025

SUBMITTED BY: Lanelda Gaskins, Town Clerk's Office

SUBJECT: Consideration of the Commission Proposed Meeting Schedule for the 2026 Calendar Year

SUMMARY:

Consideration and approval of the proposed 2026 Town Commission meeting schedule in accordance with the Town's Code of Ordinances, Section 2-28, Rules of Procedure, Rule No. 1.

As outlined in Section 2-28, *Rules of Procedure*, Rule No. 1, of the Code of Ordinances, the Town Commission is required to hold its regular meetings on the first Tuesday of each month at 1:30 P.M. If the first Tuesday falls on a legal or Town-observed holiday, the meeting shall be rescheduled to the next secular day.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Proposed 2026 Meeting Schedule

RECOMMENDATION:

The proposed 2026 meeting schedule reflects these requirements and is presented for the Commission's review and approval.

**PROPOSED TOWN COMMISSION MEETING SCHEDULE
FOR 2026 CALENDAR YEAR**

	Dates	Meeting Type
Tuesday,	January 6, 2026	Commission Meeting
Tuesday	February 3, 2026	Commission Meeting
Tuesday	March 3, 2026	Commission Meeting
Tuesday	March 10, 2026	Municipal General Election Day
Tuesday	March 24, 2026 (Tentative)	<i>Special Meeting/Swearing-in Ceremony</i>
Tuesday	April 7, 2026	Commission Meeting
Tuesday	May 5, 2026	Commission Meeting
Tuesday	June 2, 2026	Commission Meeting
Tuesday	June 16, 2026	Commission Meeting
Tuesday	July 7, 2026	Commission Meeting
Tuesday	August 4, 2026	Commission Meeting
Florida League of Cities Annual Conference – August 13-15, 2026 The Diplomat Beach Resort, Hollywood, Florida		
Thursday	August 18, 2026	Commission Budget Meeting
Tuesday	September 1, 2026	Commission Meeting
<i>To Be Determined</i>		<i>Special First Public Hearing Budget Meeting</i>
<i>To Be Determined</i>		<i>Special Second Public Hearing Budget Meeting</i>
Tuesday	October 6, 2026	Commission Meeting
Wednesday	November 4, 2026	Commission Meeting
Tuesday	December 1, 2026	Commission Meeting

**PROPOSED TOWN COMMISSION MEETING SCHEDULE
FOR 2026 CALENDAR YEAR**

Please be advised of the following:

- The Town Manager may schedule additional Town Commission meetings as needed to review and discuss Fiscal Year 2026–2027 budget matters.
- The dates for the two **Special Public Hearing Budget Meetings** in September will be determined once Palm Beach County and the School Board finalize their respective budget hearing schedules. These meetings are required to begin at **5:01 P.M.**
- Regular Town Commission meetings scheduled for the **first Tuesday of each month** are subject to change and will require **Town Commission approval** prior to any modification.