



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission

**MEETING DATE** *12/03/2024*

**SUBMITTED BY:** Lanelda Gaskins, Town Clerk's Office

**SUBJECT:** Consideration of the Commission Proposed Meeting Schedule for the 2025 Calendar Year

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**SUMMARY:**

Consideration and approval of the proposed 2025 meeting schedule for the Town Commission in accordance with the Town's Code of Ordinances, Sec. 2-28 – Rules of Procedures, Rule No. 1.

As outlined in the Town's Code of Ordinances, Sec. 2-28 – Rules of Procedures, Rule No. 1, the Town Commission is required to hold monthly meetings on the first Tuesday of each month at 1:30 P.M. In the event the first Tuesday coincides with a legal or Town-observed holiday, the meeting is to be rescheduled to the next secular day.

Additionally, the third Tuesday of each month is reserved for Town Commission meetings starting at 1:30 P.M. These meetings are contingent upon the availability of agenda items and may be canceled if there is insufficient business to address.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

Proposed 2025 Meeting Schedule

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**RECOMMENDATION:**

Town Commission discretion.

**PROPOSED TOWN COMMISSION MEETING SCHEDULE  
FOR 2025 CALENDAR YEAR**

|                                                                                                                                    | <b>Dates</b>                  | <b>Meeting Type</b>                                            |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------------------------|
| Tuesday,                                                                                                                           | January 7, 2025               | Commission Meeting                                             |
| Tuesday                                                                                                                            | January 21, 2025              | Commission Meeting                                             |
| Tuesday                                                                                                                            | February 4, 2025              | Commission Meeting                                             |
| Tuesday                                                                                                                            | February 18, 2025             | Commission Meeting                                             |
| Tuesday                                                                                                                            | March 4, 2025                 | Commission Meeting                                             |
| Tuesday                                                                                                                            | March 11, 2025                | <b>Municipal General Election Day</b>                          |
| Tuesday                                                                                                                            | March 25, 2025<br>(Tentative) | <b><i>Special Meeting/Swearing-in<br/>Ceremony</i></b>         |
| Tuesday                                                                                                                            | April 1, 2025                 | Commission Meeting                                             |
| Tuesday                                                                                                                            | April 15, 2025                | Commission Meeting                                             |
| Tuesday                                                                                                                            | May 6, 2025                   | Commission Meeting                                             |
| Tuesday                                                                                                                            | May 20, 2025                  | Commission Meeting                                             |
| Tuesday                                                                                                                            | June 3, 2025                  | Commission Meeting                                             |
| Tuesday                                                                                                                            | June 17, 2025                 | Commission Meeting                                             |
| Tuesday                                                                                                                            | July 15, 2025                 | Commission Meeting                                             |
| Tuesday                                                                                                                            | August 5, 2025                | Commission Meeting                                             |
| <b>Florida League of Cities Annual Conference – August 14-16, 2025<br/>Signia by Hilton Orlando Bonnet Creek, Orlando, Florida</b> |                               |                                                                |
| Tuesday                                                                                                                            | August 19, 2025               | Commission Meeting                                             |
| Thursday                                                                                                                           | August 21, 2025               | Commission Budget Meeting                                      |
| Tuesday                                                                                                                            | September 2, 2025             | Commission Meeting                                             |
|                                                                                                                                    | <b><i>TBD</i></b>             | <b><i>Special First Public Hearing<br/>Budget Meeting</i></b>  |
| Tuesday                                                                                                                            | September 16, 2025            | Commission Meeting                                             |
|                                                                                                                                    | <b><i>TBD</i></b>             | <b><i>Special Second Public Hearing<br/>Budget Meeting</i></b> |

**PROPOSED TOWN COMMISSION MEETING SCHEDULE  
FOR 2025 CALENDAR YEAR**

|         | <i><b>Dates</b></i> | <i><b>Meeting Type</b></i> |
|---------|---------------------|----------------------------|
| Tuesday | October 7, 2025     | Commission Meeting         |
| Tuesday | October 21, 2025    | Commission Meeting         |
| Tuesday | November 4, 2025    | Commission Meeting         |
| Tuesday | November 18, 2025   | Commission Meeting         |
| Tuesday | December 2, 2025    | Commission Meeting         |
| Tuesday | December 16, 2025   | Commission Meeting         |

Please be advised of the following:

- The Town Manager may schedule additional Town Commission meetings to discuss and present fiscal year 2025-2026 budget items.
- The dates for the two Special Public Hearing Budget meetings in September will be finalized once Palm Beach County and the School Board set their budget hearing schedules. These meetings will begin at 5:01 P.M.
- Town Commission meetings scheduled for the first Tuesday of each month are subject to change and require Town Commission approval.
- Town Commission meetings held on the third Tuesday of each month may be canceled as needed due to a lack of agenda items.