



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE 09/01/2026

SUBMITTED BY: Lanelda Gaskins, Town Clerk

SUBJECT: Request to Reschedule October 6, 2026 Town Commission Regular Meeting

SUMMARY:

The Town Commission meetings are held on the first Tuesday of the month. The October 6, 2026 meeting conflicts with the Town Clerk and Deputy Town Clerk scheduled attendance at the Florida Association of City Clerks (FACC) 2026 Annual Fall Conference.

Section 2-50, Town Clerk – Duties Generally, of the Town Code of Ordinances outlines the duties and responsibilities of the Town Clerk, including responsibilities related to Town Commission meetings and official Town business.

To avoid this scheduling conflict and ensure the Town Clerk is available to perform the duties of the office, the Town Clerk is requesting that the meeting be rescheduled to October 20, 2026, at 1:30 P.M. Please note, after reviewing several advisory board meeting schedules and speaking with Commission about availability, October 20th is the best date.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.

RECOMMENDATION:

Staff recommend that the Town Commission approve rescheduling the October 6, 2026 Town Commission Meeting to October 20, 2026 at 1:30 P.M.