



Date: 6/5/2025

To: Mayor and Town Council

From: John Brock, Town Clerk/Deputy Town Manager

Re: Consideration and Approval: **Rescheduling the July 14, 2025 Town Council Meeting**

Objective:

To reschedule the July 14, 2025, Town Council Meeting due to the physical absence of both Sean O’Keefe and John Brock.

Summary:

Due to the confirmed travel and professional development commitments of key staff members, the July 14, 2025, Regular Town Council Meeting must be rescheduled. Town Clerk/Deputy Town Manager John Brock will be attending the Florida Association of City Clerks summer conference and will be out of town from Sunday, July 13, through Wednesday, July 16, 2025. Concurrently, Town Manager Sean O’Keefe will also be unavailable during this period.

Given the essential roles these staff members play in the proper execution and documentation of Council proceedings (as well as the technical setup), it is recommended to reschedule the July 14, 2025, Regular Town Council Meeting to an alternative date. Staff recommends either Thursday, July 10, 2025, or Thursday, July 17, 2025, for consideration. These dates would maintain the regularity of monthly Council sessions while accommodating staff availability and ensuring compliance with public notice requirements.

Recommended Motions:

1. Motion to reschedule the July 14, 2025 Town Council meeting to (insert date).

Fiscal Impact:

None

Staff Recommendation:

Staff recommends either Thursday, July 10, 2025, or Thursday, July 17, 2025, for consideration. These dates would maintain the regularity of the twice a month Council sessions while accommodating staff availability and ensuring compliance with public notice requirements.