

M E M O R A N D U M

TO: Howard Tipton, Town Manager
FROM: Savannah Cobb, Executive Assistant
REPORT DATE: August 12, 2025
MEETING DATE: September 8, 2025
SUBJECT: 2026 Town Commission Meeting Schedule

Background

Each year, the Town Commission approves a meeting schedule for the upcoming calendar year. Staff has prepared the proposed 2026 Town Commission Meeting Schedule based on direction provided by the Commission in prior years. The schedule includes proposed dates for Regular Meetings, Regular Workshops, Statutory Meeting, Goals & Objectives Workshop, Special Workshop Meetings (Commission Retreat and Budget), and Special Meetings to adopt the Fiscal Year 2027 (FY27) Budget. The joint meeting with Manatee County will be confirmed after the County's approval in January 2026. Sarasota County is waiting until after our scheduled Joint Meeting in October 2025 to schedule for 2026. Development of this schedule includes consideration of designated Federal holidays, observed religious holidays, and compliance with Florida Statutes' advertising requirement for adoption of the annual Budget.

The Town's General Municipal Election is scheduled for March 10, 2026, based on Town Code provisions and will be coordinated with both Supervisor of Elections offices. Consistent with the time required for the Supervisors of Elections to conduct the election audit, the Statutory Meeting is proposed for March 23, 2026, at 1:00 P.M., with the Regular Workshop to immediately follow adjournment of the Statutory Meeting.

The Town Code provides for cancellation of the July and August Regular Meetings and Regular Workshops if there is no pending business. Formal action to cancel these, and other meetings, such as the September 14, 2026, Special Workshop Meeting (Budget), *can be canceled at least 30 days prior to the scheduled meeting(s)*. It is understood that from time to time, Special Meetings, Workshops, or Emergency Meetings may need to be added to the schedule, and likewise, there may be other meetings that may not be necessary based on the timing of required agenda items.

The September meeting schedule is driven by the observance of Labor Day, the FY27 Budget adoption schedule, and advertising requirements for the two public hearings. Truth in Millage (TRIM) notices require there be no more than 20 days between the first public hearing and the second public hearing/adoption of the budget. Florida Statutes require 10 days of published advertising for each public hearing. The Special Meeting (second public hearing for millage rate and FY27 Budget adoption) would be held at 5:01 PM, following the September 28, 2026, Regular Workshop Meeting at 1:00 PM.

Staff Recommendation

Adopt the 2026 Town Commission Meeting Schedule.

Attachments

- A. Draft 2026 Town Commission Meeting Schedule
- B. Town Charter and Town Code Sections
- C. Observed Holiday Schedule

2026 Town Commission Meeting Schedule Meeting Dates & Times

- Regular Meeting – Monday, January 5 @ 1:00 PM
- Sarasota Co. School Bd. Convocation of Governments – Friday, January 16 @ 9:00 AM
- Regular Workshop Meeting – Tuesday, January 20 @ 1:00 PM
- Regular Meeting – Monday, February 2 @ 1:00 PM
- Regular Workshop Meeting – Tuesday, February 17 @ 1:00 PM
- Regular Meeting – Monday, March 2 @ 1:00 PM
- General Municipal Election – Tuesday, March 10 from 7:00 AM – 7:00 PM
- Statutory Meeting – Monday, March 23 @ 1:00 PM
- Regular Workshop Meeting – Monday, March 23 @ Immediately following Statutory
- Special Workshop Meeting (Goals & Objectives) - Monday, April 6 @ 10:00 AM
- Regular Meeting – Monday, April 6 @ 1:00 PM
- Strategic Planning Retreat – Monday, April 20 @ 10:00 A.M. – 3:00 P.M.
- Regular Meeting – Monday, May 4 @ 1:00 PM
- Special Workshop Meeting (Budget) – Monday, May 18 @ 10:00 AM
- Regular Workshop Meeting - Monday, May 18 @ 1:00 PM
- Regular Meeting – Monday, June 1 @ 1:00 PM
- Special Workshop Meeting (Budget) – Monday, June 29 @ 10:00 AM
- Regular Workshop Meeting – Monday, June 29 @ 1:00 PM
- Regular Meeting – Monday, July 6 @ 1:00 PM (*Pending Direction*)
- Regular Workshop Meeting – Monday, July 20 @ 1:00 PM (*Pending Direction*)
- Regular Meeting – Monday, August 3 @ 1:00 PM (*Pending Direction*)
- Regular Workshop Meeting – Monday, August 17 @ 1:00 PM (*Pending Direction*)
- Special Workshop Meeting (Budget) – Monday, September 14 @ 10:00 AM
- Regular Meeting – Monday, September 14 @ 1:00 PM
- Special Meeting (FY26 Millage & Budget PH) – Monday, September 14 @ 5:01 PM
- Regular Workshop Meeting – Monday, September 28 @ 1:00 PM
- Special Meeting (FY26 Millage & Budget PH) – Monday, September 28 @ 5:01 PM
- Regular Meeting – Monday, October 5 @ 1:00 PM
- Regular Workshop Meeting – Monday, October 19 @ 1:00 PM
- Regular Meeting – Monday, November 2 @ 1:00 PM
- Regular Workshop Meeting – Monday, November 9 @ 1:00 PM
- Regular Meeting – Monday, December 7 @ 1:00 PM
- Regular Workshop Meeting – Monday, December 14 @ 1:00 PM
- Joint Meeting with Manatee County Commission – TBD
- Joint Meeting with Sarasota County Commission – TBD
- Joint Meeting with City of Sarasota – TBD

Town Charter

Article II. – Town Commission, Section 13 – Meetings

(a) Pursuant to Article II, Section 6, of this Charter following each general municipal election, the Town Commission shall meet at the usual place for holding the meeting of the legislative body of the Town, at which time the newly elected Commissioners shall assume the duties of office. Thereafter the Town Commission shall meet at such times as may be prescribed by ordinance or resolution, except that it shall meet regularly not less than once each month for a regular voting meeting and once each month for a regular non-voting workshop, except that the regular monthly voting meetings and non-voting workshops in the months of July and August may be canceled by the Commission if canceled at least thirty (30) days prior to the day on which the workshops and meetings would normally be conducted.

(b) All meetings of the Town Commission and of the committees thereof shall be public. Any citizen shall have access to the minutes and records thereof at all reasonable times. The Commission shall determine its own rules and order of business and shall keep minutes of its proceedings.

Town Code

Chapter 30 – Town Commission, Section 30.01 – Meetings

(A) *Location.* All meetings of the Town Commission for the purpose of transacting Town business, whether action is taken or not, shall be held in the Town Commission Chambers of the Town Hall, unless the Commission indicates another location, and shall be open to the public.

(B) *Regular Meetings.* The Town Commission shall hold a regular monthly meeting on the first Monday of each month in the Town Chambers at 1:00 PM or at the time of day the Commission may decide; however, when the day fixed for Regular Meetings falls on a day designated by law as a legal holiday, the meeting shall be held on another day as designated by the Town Commission.

(C) *Special and emergency meetings.* Special and emergency meetings shall be called and held in accordance with all requirements as set forth in the Town Charter, Article II, Section 14.

(1) The written notice of a special meeting shall be signed by the Town Manager or a Commissioner and shall state the date and hour of the meeting and the purpose for which the meeting is called. No business shall be transacted thereat except that as is stated in the notice, except with the unanimous vote of the entire Town Commission recorded in the minutes of the meeting. A copy of the notice shall be posted in the Town Hall bulletin board.

(2) If time reasonably permits, the Town Manager shall publish a notice of a special meeting in a newspaper of general circulation within the Town.

(3) In any event, there shall be no requirement of written notice of a special meeting where notice is given at a meeting or workshop immediately preceding the special

meeting, the entire Town Commission is present at the preceding meeting or workshop and the notice is recorded in the minutes of the preceding meeting or workshop.

(4) The written notice of a special meeting shall be signed by the Town Manager or a Commissioner and shall state the date and hour of the meeting, and the purpose for which the meeting is called. No business shall be transacted thereat, except that as is stated in the notice, except in accordance with subsection [30.02\(A\)\(2\)](#). A copy of the notice shall be posted in the Town Hall bulletin board.

(5) If time reasonably permits, the Town Manager shall publish a notice of a special meeting in a newspaper of general circulation within the Town.

(D) Workshop Meetings. The Town Commission may meet in Workshop for study and discussion of the affairs of the Town in the Commission Chambers of the Town Hall, but no formal or binding action may be taken at these meetings. Unless the Town Commission shall determine otherwise, Regular Workshop Meetings shall be held on the third Monday of each month at 1:00 PM. However, when the day fixed for a Regular Workshop Meeting falls on a day designated by law as a legal holiday, the meeting shall be held on another day as designated by the Town Commission. Special Workshops may be scheduled as deemed necessary by the Town Commission.

**2026 Town Observed Holidays
(Town Administrative Offices Closed)**

The following days are designated as official holidays for the Town employees for the calendar year 2026:

01-1-2026 (Thursday):	New Year's Day Observed
01-19-2026 (Monday):	Martin Luther King, Jr. Day
02-16-2026 (Monday):	Presidents' Day
04-03-2026 (Friday):	Good Friday (½ day {4 hours} - afternoon)
05-25-2026 (Monday):	Memorial Day
07-03-2026 (Friday):	Independence Day
09-07-2026 (Monday):	Labor Day
11-11-2026 (Wednesday):	Veterans' Day Observed
11-26-2026 (Thursday):	Thanksgiving Day
11-27-2026 (Friday):	Day after Thanksgiving
12-24-2025 (Thursday):	Day before Christmas (One other day before or after December 25)
12-25-2025 (Friday):	Christmas Day

*Note: When a designated holiday falls on a Saturday, the preceding Friday will be observed as a holiday. Whenever a designated holiday falls on a Sunday, the following Monday shall be considered a holiday.

The Town Commission may determine that any department or operation will be open for business on a holiday.