

## M E M O R A N D U M

**TO:** Town Commission  
**FROM:** Howard Tipton, Town Manager  
**REPORT DATE:** October 15, 2025  
**MEETING DATE:** November 3, 2025  
**SUBJECT:** Amendment to the 2025 Town Commission Meeting Calendar

### **Background**

On September 9, 2024, the Town Commission adopted the 2025 meeting schedule, which established monthly Regular and Workshop Meetings, as well as Joint and Special Meetings.

Subsequent amendments to the meeting calendar have been approved to address evolving scheduling requirements. Revisions adopted on February 3, May 5, and June 9, 2025, have already been incorporated into the most recent version of the calendar.

At this time, due to scheduling conflicts, Staff requests that the Town Commission consider approval of the following additional amendments to the previously adopted 2025 meeting schedule:

- Reschedule: the Sarasota County Joint Meeting of October 15<sup>th</sup> to Friday, November 7, 2025, due to Sarasota County conflicts (approved via Resolution 2025-28), to be hosted by the Town
- Ratify cancellation: the October 20, 2025, Special Meeting relating to road name change
- Reschedule: the December 1, 2025, Regular Meeting, to December 8, 2025
- Cancel: the December 8, 2025, Regular Workshop.

These updates ensure that the Town Commission can effectively manage its meeting commitments while remaining responsive to community and intergovernmental coordination needs.

### **Staff Recommendation**

Ratify and approve the amendments to the 2025 Commission Meeting Calendar.

### **Attachment (Available in the Town Clerk's Office)**

Amended 2025 Commission Meeting Calendar.

**End of Agenda Item**