

M E M O R A N D U M

TO: Town Commission
FROM: Tom Harmer, Town Manager
REPORT DATE: May 19, 2021
MEETING DATE: June 7, 2021
SUBJECT: July 2021 Regular Meeting Date Change from July 6 (1pm) to July 2 (9am); and Cancellation of June 28 Special Meeting, July Workshop and August Meetings

Recommended Action

Approve July 2021 Regular Meeting date change from July 6 (1pm) to July 2 (9am); cancel June 28, 2021 Special Meeting, July Workshop and August Meetings.

Background

The Town Commission adopted the amended 2021 Town Commission meeting schedule on February 1, 2021. The meeting schedule included monthly Workshop Meetings, Joint Meetings, and Special Meetings. Approval of the following amendments to the adopted meeting schedule is requested:

At the May 18, 2021, Regular Workshop Meeting, the Commission asked the staff to reschedule the July 6, 2021 (1pm) Regular Meeting to July 2, 2021 (9am).

Pursuant to Article II, Section 13 of the Town Charter (shown below), the Commission has the authority to cancel the July and August Regular Workshop Meetings and the August Regular Meeting.

Article II. Town Commission, Sec 13, Meetings.

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 non-voting workshops in the months of July and August and the regular monthly voting meeting in the month of August may be cancelled by the Commission if cancelled at least thirty (30) days prior to the day on which the meeting would normally be conducted.**

Traditionally, the Town Commission has canceled the July Workshop and August Meetings. The June 28, 2021 Special Meeting for outstanding Budget issues is not necessary, and cancellation of that meeting is also recommended.

Staff Recommendation

Approve July 2021 Regular Meeting date change from July 6 (1pm) to July 2 (9am); cancel June 28, 2021 Special Meeting, July Workshop and August Meetings.

End of Agenda Item