



CITY COMMISSION ORDINANCE/RESOLUTION

TITLE: Clerk's Office

DATE: September 22, 2026

DESCRIPTION: Discussion of the Fiscal Year 2026-2027 Commission Meeting Schedule

SUBMITTED BY

DocuSigned by:
Tedra Allen
6A9930738A34441...

CITY MANAGER RECOMMENDATION:

The City Manager recommends the City Commission discuss the proposed Fiscal Year 2026-2027 meeting schedule and provide direction regarding:

- Whether the November 24, 2026 (Week of Thanksgiving) meeting remains as scheduled, be canceled, or be rescheduled to November 17;
- Whether the December 22, 2026 (Week of Christmas) meeting remains as scheduled, be canceled, or be rescheduled to December 15, 2026;
- Whether the April 27, 2027, meeting should be rescheduled to April 20, 2027, due to Passover; and
- Which July 2027 meeting should be designated for discussion of the proposed Fiscal Year 2027-2028 budget.

BACKGROUND OF ITEM:

The proposed meeting schedule for Fiscal Year 2026-2027 aligns with Sec. 2-21 of the City's Code of Ordinances and Sec. 3.12 of the City Charter.

Code of Ordinances

Sec. 2-21 – Regular Meetings.

- (a) The City Commission shall hold regular meetings on the second and fourth Tuesday of every month. This provision may be amended from time to time by resolution, pursuant to the Charter.
- (c) Pursuant to Charter Section 3.12(2), the Commission may, by resolution, establish and adjust the time of day and the hours provided for the holding of its regular meetings. The resolution which provides for the regular meeting time shall also provide that the scheduled time for adjournment of a meeting may be extended by a vote of a majority of the Commission members present at the meeting.

City Charter

Sec. 3.12 – Procedure and Meetings

- 2) *Regular.* The commission shall meet regularly not less than once each month and at such times and places as shall be specified by resolution. All meetings, formal or informal, of the city commission, all committees and all boards, elective or appointive, administrative or advisory, shall be conducted in open session and the press and public shall be permitted to attend any of such meetings, except such private, executive sessions as may be permitted by law.

Resolution 24-42 - Section 1.10 Summer Schedule:

The City Commission shall hold two (2) regular meetings each month in June, July, and August. In July, one (1) of these meetings shall be dedicated to discussing the upcoming fiscal year's budget. If a conflict prevents a Commission member from attending a summer meeting, the Commission may reschedule the meeting, provided it publicly announces the new date at the immediately preceding Commission meeting. The City Commission may, at its discretion and by motion, modify the summer meeting schedule as needed, in accordance with Section 3.12 of the City Charter.

ANALYSIS:

The proposed Fiscal Year 2026–2027 meeting schedule generally follows the City Commission's established practice of holding regular meetings on the second and fourth Tuesday of each month. Staff reviewed the proposed dates for conflicts with holidays and other significant holiday periods.

- The second regular meeting in November is scheduled for November 24, 2026, two days before Thanksgiving. Potential alternative date for the Commission's consideration is Tuesday, November 17, 2026.
- The second regular meeting in December is scheduled for December 22, 2026, during the week of Christmas. Potential alternative date for the Commission's consideration is Tuesday, December 15, 2026.
- The regularly scheduled meeting of April 27, 2027, falls during Passover, which is observed from sundown on April 21 through sundown on April 29, 2027. To avoid this conflict, staff recommend rescheduling the April 27, 2027 meeting to Tuesday, April 20, 2027.
- The Commission is also requested to designate a July 2027 meeting date for the City's budget meeting. The regularly scheduled July meeting dates are July 13 and July 27, 2027. The Commission may select one of these dates.

The Commission can also propose alternate dates to those recommended by staff. Following the Commission's discussion and direction, staff will prepare and bring back a resolution for Commission to formally ratify the Fiscal Year 2026–2027 City Commission meeting schedule.

ATTACHMENTS:

1. Meeting Calendar