



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: December 12, 2024

RE: City Commission Meeting Schedule 2025

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## **Introduction:**

The purpose of this item is for the City Commission to formally adopt the meeting schedule for 2025 pursuant to the City Charter and the Commission Rules of Order.

## **Background:**

The City Charter, Article III, Section 10. Paragraph (a), as amended by the 2016 charter referendum, states: "Meetings. The city commission shall meet regularly at such times as may be prescribed in its rules, but not less frequently than once each month."

Section 1(a) of the City Commission Rules of Order, adopted July 16, 2015, states: "A schedule of meetings shall be adopted annually at the organizational meeting in January."

Pursuant to the Charter and Rules of Order, staff recommends the adoption of the following regular meeting schedule with meetings to be held at 6:00 p.m. the first and third Thursdays of each month. **Please note:** The first Thursday in January 2026 is New Year's Day; therefore, staff is recommending scheduling the first January 2026 meeting for the 2<sup>nd</sup> Thursday – January 8, 2026 as an alternative date.

## **2025 Meeting Schedule:**

January 2, 2025  
January 16, 2025  
February 6, 2025  
February 20, 2025  
March 6, 2025  
March 20, 2025  
April 3, 2025  
April 17, 2025  
May 1, 2025  
May 15, 2025  
June 5, 2025  
June 19, 2025  
July 3, 2025  
July 17, 2025  
August 7, 2025  
August 21, 2025  
September 4, 2025  
September 18, 2025  
October 2, 2025

October 16, 2025  
November 6, 2025  
November 20, 2025  
December 4, 2025  
December 18, 2025  
January 8, 2026 (2<sup>nd</sup> Thursday)

**Recommended Action:**

Staff recommends the City Commission adopt the recommended meeting schedule with two regular meetings held each month at 6:00 p.m.

**Prepared By:**

Christine Halloran, City Clerk

**Reviewed By:**

Tom Carrino, City Manager