



# City of Eustis

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TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: January 22, 2026

RE: Discussion on Agenda Process

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## **Introduction**

The City Commission has asked staff to review the agenda process and determine if it is possible to expedite the process.

## **Background**

Below is the current agenda process and timeline:

**Friday following a Commission meeting (10 business days and 14 calendar days prior to the next Commission meeting)** – The leadership team meets to debrief from the previous meeting and plan the agenda for upcoming meetings.

**Monday and Tuesday of the week prior to the Commission meeting (8-9 business days and 10-11 calendar days prior to the next Commission meeting)** – Staff draft and compile staff reports, attachments, and agenda items.

**Wednesday of the week prior to the Commission meeting (7 business days and 9 calendar days prior to the next Commission meeting)** – All staff reports and agenda items to be uploaded into the Municode system by close-of-business. Initial review and formatting by City Clerk.

**Thursday of the week prior to the Commission meeting (6 business days and 8 calendar days prior to the next Commission meeting)** – Some agenda items continue to be finalized and uploaded into the system. Continued review and formatting by City Clerk. City Manager review of all staff reports and agenda items.

**Friday of the week prior to the Commission meeting (5 business days and 7 calendar days prior to the next Commission meeting)** – Some agenda items continue to be finalized and uploaded into the system. Final review of all staff reports and agenda items by City Manager. Final review and formatting by the City Clerk. Agenda packets issued (usually in the afternoon) and City Clerk's Office initiates Meeting Portal to send e-notification to subscribers.

**Saturday of the week prior to the Commission meeting (4 business days and 6 calendar days prior to the next Commission meeting)** – Other than periodic agenda updates, all agenda materials are available to the Commission and the public as of Friday afternoon/Saturday morning. Meeting Portal sends an email to subscribers for “Meetings for the Upcoming Week” with links to meeting(s).

The above process and timeline do not include advertising as advertising varies based on the type of item and state statute. Also, state law recently required local governments to prepare Business Impact Estimates (BIE) to help educate the public on certain ordinances. Those BIE's are to be posted to the City's website 10 days prior to the public hearing. Additionally, it should be noted that the City Attorney is involved in this process by both reviewing items and preparing items for consideration.

Realistically, it is difficult to expedite the process more than a day without conflict with the previous Commission meeting and negatively impacting staff's ability to process agenda items from one meeting to the next.

Below is a possible alternate agenda process and timeline, and staff has already taken steps to implement the below process:

**Friday following a Commission meeting (10 business days and 14 calendar days prior to the next Commission meeting)** – The leadership team meets to debrief from the previous meeting and plan the agenda for upcoming meetings.

**Monday of the week prior to the Commission meeting (9 business days and 11 calendar days prior to the next Commission meeting)** – Staff draft and compile staff reports, attachments, and agenda items.

**Tuesday of the week prior to the Commission meeting (8 business days and 10 calendar days prior to the next Commission meeting)** – All staff reports and agenda items to be uploaded into the Municode system by close-of-business. Initial review and formatting by City Clerk.

**Wednesday of the week prior to the Commission meeting (7 business days and 9 calendar days prior to the next Commission meeting)** – Some agenda items continue to be finalized and uploaded into the system. Continued review and formatting by City Clerk. City Manager review of all staff reports and agenda items.

**Thursday of the week prior to the Commission meeting (6 business days and 8 calendar days prior to the next Commission meeting)** – Some agenda items continue to be finalized and uploaded into the system. Final review of all staff reports and agenda items by City Manager. Final review and formatting by the City Clerk. Agenda packets issued (usually in the afternoon) and City Clerk's Office initiates Meeting Portal to send e-notification to subscribers.

**Friday of the week prior to the Commission meeting (5 business days and 7 calendar days prior to the next Commission meeting)** – Other than periodic agenda updates, all agenda materials are available to the Commission and the public as of Thursday afternoon/Friday morning.

**Saturday of the week prior to the Commission meeting (4 business days and 6 calendar days prior to the next Commission meeting) –** Meeting Portal sends an email to subscribers for “Meetings for the Upcoming Week” with links to meeting(s).

This alternate agenda process would make the agenda available one business day and one calendar day earlier than the current process.

Staff would like input from the City Commission on the agenda process and timeline.

**Prepared by:**

Tom Carrino, City Manager

**Reviewed by:**

Miranda Burrowes, Assistant City Manager