TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: December 9, 2025

RE: Resolution Number 25-105: Amendment to Commission Rules of Order Regarding Adoption of Annual Meeting Schedule in December for the Upcoming Calendar Year and Adoption of Proposed City Commission Meetings for 2026 through January 2027

Introduction:

The purpose of this agenda item is for the City Commission to consider Resolution Number 25-105, which amends Section 1(a) of the Commission Rules of Order to require that the annual City Commission meeting schedule for the upcoming calendar year be adopted at a regular meeting held in December.

This item also seeks Commission approval of the proposed 2026 through January 2027 meeting schedule, consistent with the amended rule and with the City Charter requirement that the Commission meet not less frequently than once per month.

Background:

Article III, Section 10(a) of the City Charter provides that the City Commission shall meet regularly at such times as prescribed in its rules, but not less frequently than once each month. Section 1(a) of the Commission Rules of Order, adopted by Resolution 19-49, currently provides that the annual meeting schedule is adopted at the organizational meeting in January. Staff has recommended revising this requirement to move the adoption to a regular meeting in December, allowing sufficient lead time for staff planning, public dissemination, and scheduling for the upcoming calendar year.

Resolution Number 25-105 accomplishes this by amending Section 1(a) to read: *"A schedule of meetings for the upcoming calendar year shall be adopted annually at a regular meeting held in December."*

Upon adoption, the City Clerk will update the Commission Rules of Order accordingly.

In accordance with the revised rule, staff has prepared the proposed meeting schedule for 2026 through January 2027, following the standard practice of meeting on the first and third Thursdays of each month unless adjusted due to holidays or statutory requirements.

Schedule Adjustments

January 2026
- The first Thursday (January 1) is New Year's Day.
- The Commission has already approved the first meeting date: January 8, 2026.
- Staff recommends scheduling the second meeting on January 22, 2026.

<u>September 2026 – TRIM Requirements</u>
- The Truth in Millage (TRIM) regulations prohibit holding the first budget hearing before September 3.
- Staff recommends meetings on September 10 and September 24 to comply with TRIM.

A full list of meeting dates for 2026 and January 2027 is included in the staff report attachment.

Analysis
The proposed amendment and meeting schedule:
- Support efficient annual planning;
- Provide clarity and predictability to staff and the public;
- Ensure compliance with the City Charter and TRIM deadlines;
- Allow the City to publish its meeting calendar prior to the start of the new year.

This action does not affect officer selection or any other Charter-mandated duties.

Recommended Action:
Staff recommend the City Commission:

1. Adopt Resolution Number 25-105, amending Section 1(a) of the Commission Rules of Order to require annual adoption of the meeting schedule in December; and

2. Approve the proposed City Commission meeting dates for calendar year 2026 through January 2027.

Prepared By:
Christine Halloran, City Clerk

Reviewed By:
Tom Carrino, City Manager
Sasha Garcia, City Attorney

2026 / January 2027 Meeting Schedule

[1st and 3rd Thursdays unless otherwise noted]

January 8, 2026 **(2nd Thursday - previously approved)**
January 22, 2026 **(4th Thursday)**
February 5, 2026
February 19, 2026
March 5, 2026
March 19, 2026
April 2, 2026
April 16, 2026
May 7, 2026
May 21, 2026
June 4, 2026
June 18, 2026
July 2, 2026
July 16, 2026
August 6, 2026
August 20, 2026
September 10, 2026 **(2nd Thursday)**
September 24, 2026 **(4th Thursday)**
October 1, 2026
October 15, 2026
November 5, 2026
November 19, 2026
December 3, 2026
December 17, 2026
January 7, 2027
January 21, 2027