



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: January 4, 2024

RE: City Commission Meeting Schedule 2024

Introduction:

The purpose of this item is for the City Commission to formally adopt the meeting schedule for 2024 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 July is Independence Day; therefore, staff is recommending scheduling the first July 2024 meeting for the 2nd Thursday – July 11, 2024 as an alternative date.

January 4, 2024
January 18, 2024
February 1, 2024
February 15, 2024
March 7, 2024
March 21, 2024
April 4, 2024
April 18, 2024
May 2, 2024
May 16, 2024
June 6, 2024
June 20, 2024

July 18, 2024
August 1, 2024
August 15, 2024
September 5, 2024
September 19, 2024
October 3, 2024
October 17, 2024
November 7, 2024
November 21, 2024
December 5, 2024
December 19, 2024
January 2, 2025

July 11, 2024 (2nd Thursday)

Recommended Action:

Staff recommends the City Commission adopt the recommended meeting schedule with regular meetings to be held the first and third Thursdays of each month at 6:00 p.m.

Prepared and Reviewed By: Christine Halloran, City Clerk and Tom Carrino, City Manager