



## Legislation Details (With Text)

**File #:** 19-1088      **Version:** 1      **Name:**  
**Type:** General Business      **Status:** Agenda Ready  
**File created:** 9/17/2019      **In control:** City Commission Special Meeting  
**On agenda:** 10/3/2019      **Final action:** 10/3/2019  
**Title:** Discussion and Possible Action to Direct the City Attorney to Develop a Resolution or Ordinance Addressing the Content of Commission Meeting Minutes

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
10/3/2019	1	City Commission Special Meeting	approved	Pass

**TO:** Honorable Mayor & Members of the North Port Commission

**FROM:** Peter D. Lear, CPA, CGMA, City Manager

**TITLE:** Approval to Direct the City Clerk and City Attorney to Develop a Resolution or Ordinance Addressing the Content of Commission Meeting Minutes

### **Recommended Action**

Approve direction for the City Clerk to work with City Attorney to draft a Resolution or Ordinance, as appropriate, formalizing the standards and requirements of the content to be included in Commission Meeting Minutes prepared by the City Clerk's office.

### **Background Information**

The City Clerk's office prepares meeting minutes for each Commission Meeting, however the Commission has no definitive policy or guidance as to what should be included in the content of recorded minutes.

Mayor Hanks has requested this item be brought forth for discussion to provide direction to the City Clerk and City Attorney to develop the appropriate document formalizing standards and requirements for the content of Commission Meeting Minutes.

The City Manager recommends that the standards and requirements for Commission Meeting Minute content as decided by the Commission be adopted as the standards for the minutes all public meetings of City Boards and Committees.

### **Strategic Plan**

Efficient and Effective Government

### **Financial Impact**

N/A

**Procurement**

Attachments: None

**Prepared by:** Peter Lear, CPA, CGMA, City Manager for Mayor Christopher Hanks

**Department Director:** Peter Lear, CPA, CGMA, City Manager