



Legislation Text

File #: 19-1088, **Version:** 1

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

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