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CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: January 14, 2026

SUBMITTED BY: Corey Fortin, City Administration

ITEM TYPE: Resolution

AGENDA SECTION: CONSENT AGENDA

SUBJECT: Resolution 26-05 - Standard Operating Procedures Policy

SUGGESTED ACTION: Approval

Is this item Quasi-Judicial?

No

Does this item require a public hearing?

No

EXPLANATION:

Standard Operating Procedures (SOPs) provide the policies, processes, and standards required to ensure operational success. The purpose of an SOP is to ensure personnel perform operational functions in a consistent, high quality, and efficient manner.

Having well written, effective SOPs in place is an essential component of both accreditation and succession planning and helps to ensure business continuity and preserve organizational and historical knowledge.

This Policy establishes the requirement for the development, implementation, and maintenance of comprehensive written SOPs for all business processes and unique operational tasks performed by personnel within the City of Bradenton.

FINANCIAL IMPACT:

N/A

ATTORNEY REVIEW/RECOMMENDATION:

Reviewed and approved by Blalock Walters.

SUGGESTED MOTION:

Motion to approve Resolution 26-05.

ATTACHMENTS:

[Resolution 26-05](#)