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### CITY COUNCIL AGENDA ITEM REPORT

**DATE:** August 14, 2024

**SUBMITTED BY:** Corey Fortin, City Administration

**ITEM TYPE:** Resolution

**AGENDA SECTION:** CONSENT AGENDA

**SUBJECT:** Resolution 24-63 - Policy & Procedures for the Taking, Recording, Maintenance, and Archival of Meeting Minutes

**SUGGESTED ACTION:** Approve Resolution 24-63

**Is this item Quasi-Judicial?**

No

**Does this item require a public hearing?**

No

**EXPLANATION:**

Section 286.011(1) F.S. requires that all meetings of any board or commission of a municipal corporation, at which official acts are to be taken are open to the public; and Section 286.011(2) F.S. requires that minutes of a meeting of any such board or commission shall be promptly recorded and shall be open to public inspection.

This Policy memorializes the procedures to be followed by City staff in the taking, recording, maintenance and archival of the minutes of all meetings of the Bradenton City Council as well as all volunteer Citizen Advisory Boards.

**FINANCIAL IMPACT:**

None

**ATTORNEY REVIEW/RECOMMENDATION:**

Approved

**SUGGESTED MOTION:**

Motion to approve and adopt Resolution 24-63.

**ATTACHMENTS:**  
[Resolution 24-63](#)