



# STAFF REPORT

---

**MEETING DATE:** November 7, 2024

**TITLE:**

Consider and act to approve Parks and Recreation / Public Tree Advisory Board meeting minutes from the Thursday, October 3, 2024 Regular Meeting.

**AGENDA ITEM SUBMITTED BY:**

Terry Moore, Parks and Recreation Director

**BACKGROUND/HISTORY:**

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.
- (b) The minutes must:
  - 1. State the subject of each deliberation; and
  - 2. Indicate the vote, order, decision, or other action taken.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Approve, amend, or correct the minutes of the October 3, 2024 Regular Meeting Parks and Recreation / Public Tree Advisory Board.

**ATTACHMENTS:**

DRAFT October 3, 2024 Minutes