



# STAFF REPORT

**MEETING DATE:** November 2, 2023

**AGENDA ITEM:** 5A

**TITLE:**

Consider action to approve Parks and Public Tree Advisory Board minutes from the October 5, 2023 regular meeting minutes.

**AGENDA ITEM SUBMITTED BY:**

Sandy Holder, Public Works Technician  
Curtis Hancock, Public Works 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 5, 2023 regular meeting Parks and Public Tree Advisory Board.

**ATTACHMENTS:**

N/A