

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, ESTABLISHING A TIMETABLE FOR THE PRODUCTION OF MINUTES REQUIRED BY STATE OF FLORIDA STATUTE 286.011(2).

WHEREAS, the City is required to comply with Florida Statute 286.011 entitled “Public meetings and records; public inspection; criminal and civil penalties”; and

WHEREAS, Section Florida Statutes 286.011(2) provides the minutes of a meeting of any commission shall be “promptly recorded” and such records shall be “open to public inspection”; and

WHEREAS, the City Clerk’s office is primarily tasked with the compliance of Florida Statutes 286.011; and

WHEREAS, at the Commission’s request, the compliance date is 120 calendar days immediately following the meeting; and

WHEREAS, events of non-compliance will be exception-based with notification to the meeting body justifying the reasoning, delineating the new completion date and addressing remedies for future non-compliance; and

WHEREAS, compliance with this Resolution is achieved when the meeting minutes are completely published and available and “open to public inspection” Florida Statute 286.011(2).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA.

Section 1: The foregoing “WHEREAS” clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: Upon passing of this Resolution the production of Florida Statutes 286.011 compliant minutes will be open to public inspection within 120 calendar days immediately after the defined meeting, notwithstanding exceptional circumstances.

Section 3: This Resolution shall be in full force and effect immediately upon its passage and adoption.

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PASSED AND ADOPTED this _____ day of _____, 2026.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

DAMARIS HENLON
CITY ATTORNEY