



City of Eustis

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TO: Eustis City Commission

FROM: Rick Gierok, Interim City Manager

DATE: June 18, 2026

RE: Discussion of Meeting Minutes

Introduction:

City Commission will discuss the preparation of meeting minutes.

Background:

The City Clerk's Office is responsible for preparing and maintaining the official record of meetings conducted by the City Commission as required by Florida law and the City of Eustis Commission Rules of Order. Historically, meeting minutes have been prepared in a detailed summary format often resembling transcript-style minutes. Periodically, questions arise regarding the level of detail that should be included in meeting minutes. While audio and video recordings are typically accessible for City Commission and public review, the official minutes serve as a concise written record of the meeting's actions rather than a verbatim transcript of discussions.

Recommended Action:

The recommendation is to prepare and maintain meeting minutes in a brief summary format that documents the essential proceedings of the meeting, including attendance, motions, votes, public hearings, directives and official actions taken by the governing body. This format accurately reflects the actions taken by the governing body and complies with applicable legal requirements and aligns with the City Commission Rules of Order per Section 15 Minutes and Documents: "(a) Minutes of all regular and special meetings shall be electronically recorded. Such minutes shall be maintained in the office of the City Clerk. The minutes shall reflect: ... (3) A general description of all matters proposed, discussed or decided; and (4) Record of any votes taken."

Note that per the Rules of Order, "A Commission Member may request, through the Presiding Officer, the privilege of having his or her comments or written statement entered into the minutes concerning any matter pending before the Commission."

The recommended action would improve efficiency in preparation, review, and approval of meeting minutes providing consistency with the practice followed by many Florida municipalities, where minutes summarize proceedings rather than provide a word-for-word account of discussions. The availability of audio and video recordings, where applicable, and retention of the agenda packets provide additional context regarding discussions and deliberations. The minutes would not serve as a transcript

and would not attempt to capture every comment or discussion made during the meeting.

Policy Implications:

Adoption of a brief summary minutes format will provide consistency with the Commission's Rules of Order by ensuring that the official minutes focus on recording actions taken by the Commission, including motions, votes, directives, and other official proceedings. The proposed format establishes a standardized approach to minutes preparation, promotes consistency from meeting to meeting, and supports the efficient administration of Commission records while maintaining an accurate and legally sufficient record to document Commission actions. This format promotes efficiency, uniformity, clarity, and consistency in the preparation and approval of meeting minutes.

Alternatives:

Please see attached Minutes Options Report.

- Option 1: Action Minutes
- Option 2: Brief Summary Minutes (Recommended)
- Option 3: Detailed Summary Minutes
- Option 4: Transcript-Style Minutes
- Option 5: Verbatim Minutes

Budget/Staff Impact:

The use of brief summary format for minutes supports efficient use of staff resources and minimizes administrative and financial costs associated with preparing extensive detailed summary narrative, transcript-style minutes, or verbatim minutes.

The option of utilizing a transcription and minute preparation service for transcription-style or verbatim minutes would reduce the amount of staff time dedicated to preparing meeting minutes, allowing City Clerk staff to focus on other core responsibilities and statutory duties and would have a budgetary impact depending on the service selected.

Prepared by:

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Anna Rottermond, Deputy City Clerk

Reviewed by:

Miranda Burrowes, Deputy City Manager

Attachment(s):

City Commission Meeting Minutes Options and Operational Considerations Report