

TOWN OF PALM BEACH

Information for Town Council Meeting on: January 9, 2023

To: Mayor and Town Council

Via: Kirk W. Blouin, Town Manager

Via: Carolyn Stone, Deputy Town Manager

Via: Jess Savidge, Administrative Manager

From: Kelly Churney, Acting Town Clerk

Re: Discussion Regarding Town Council Meeting Minutes

Date: December 29, 2023

At the November 14, 2023, Town Council Meeting, the Town Council had a lengthy discussion about which type of minutes best represented the Town Council meetings. Staff presented several minute options for consideration. The Town Council directed staff to return to the January 9, 2024, meeting with three options of minutes and associated costs for review. These options included the lengthy summary minutes currently provided and short- and medium-length summary minutes, with the topics timestamped for quick access.

Staff calculated the hours of preparation and cost estimates for the lengthy summary minutes provided in 2023. The data is shown below:

2023 Town Council Meetings	166 hours	Additional staff time (Hrs.)	Total staff time (Hrs.)	Staff minutes cost estimate (\$)	Vendor minutes estimate (\$)	Minutes production total estimate (\$)
	Current	80-100	246-266	\$4,000-\$5,000	\$12,000 - \$16,000	\$16,000-\$21,000
	In-house	415-490	581-656	\$21,000-\$25,000	0	\$21,000-\$25,000

Staff prepared the accompanying exhibits to provide examples of the three different minutes to enhance the discussion.

Exhibit A has been submitted as an example of shorter-length summary minutes with timestamps.

Exhibit B has been submitted as an example of medium-length summary minutes with timestamps.

Exhibit C has been submitted as an example of the currently provided lengthy summary minutes.

Staff has also provided last month's backup for your use as a resource.