



City Spotlights: Meetings and Minutes

A growing number of cities are using AI to transcribe, caption, and summarize public meetings. Below are several examples, in and outside of Florida, showing how local governments are putting these tools to work.

Marco Island, FL: Posts AI-generated transcripts and source audio recordings of meetings and workshops directly on its City Council page, clearly labeling Otter.ai as the tool used. It's a simple but powerful transparency move: residents can read or listen, and staff have a verbatim record for follow-up.

Reno, NV: Announced a live AI transcription and translation service via Wordly for City Council meetings, with English and Spanish support. The city framed it as an accessibility enhancement, allowing attendees to follow the real-time dialogue on screens and personal devices. The service supports more than 60 languages; no app download is required.

Clearfield, UT: Published minutes explicitly stating they were created with the aid of Otter.ai (for transcription) and ChatGPT (for summarization), with the City Recorder responsible for final approval. It's a clean example of pairing AI drafting with human review to maintain accuracy and tone within policy.

West Fairlee, VT: Publishes meeting transcripts that display a clear "Powered by Notta.ai" banner, linking them from its public agendas and minutes page. The straightforward labeling helps residents understand what they're reading and reminds staff that AI outputs are working drafts, not final legal records.

City Tips

- Start by prioritizing accessibility. Use AI captions, transcripts, or live translation to make meetings easier for residents to follow and understand.
- Clearly label AI-generated transcripts, summaries, and translations. Note when staff have reviewed them for accuracy.
- Use AI to assist with drafting minutes, not to replace human judgment or official approval.
- Test new tools in a pilot phase before adoption, and document how AI will fit into your city's public records process and staff workflow.