

# **Agenda Item Number 13.d.**

## **Transfer of Minutes Recording Service**

**Presenter:** Bob Swank

**Action Recommended:** None. Information Only

**Background:**

The City of Eugene has provided transcription services to many external agencies for over 20 years. For many years, however, the service has lost money. After completing an in-depth review of the program, the City has decided that effective September 1, 2010, it will no longer offer the service to non-city groups.

In late May, LCOG was approached by the City to consider taking on this service to our member organizations. During recent weeks, LCOG staff has met with City of Eugene management and many of the minutes recording staff. As a result, LCOG has identified ways to improve the efficiency of the program and provide quality meeting minutes with lower overhead, thus keeping the charge per hour unchanged through July 1, 2011.

Throughout the summer, LCOG will continue to meet with City staff regarding the transfer of minutes recording staff, fine-tune the service delivery system, and contact agencies currently receiving recording services to ensure a seamless transition.

*LCOG: Q:\Board\2010 Board\06-24June\MinutesRecording.doc*  
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