

RESOLUTION NO. 2016-87

A Resolution authorizing the City Manager or designee to enter into and manage a Personal Services Contract for transcription services with Susan Wood.

RECITALS:

The City of McMinnville's Planning Department supports five monthly volunteer citizen commissions and committees; and

In order to support those committees and commissions and provide a transparent public process, the City of McMinnville would like to start providing official minutes for each meeting; and

It is more effective and efficient for the City of McMinnville to record the meetings and provide the recording to a transcriptionist for development of the minutes, freeing up staff time to continue to provide excellent customer service and to focus more on the needed strategic planning for the City of McMinnville; and

The Planning Department has budgeted for consultant services to support this effort.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE, OREGON as follows:

1. That the engagement of Susan Wood for transcription support of the City's committees and commissions is approved.
2. The City Manager or designee is authorized to execute the engagement letter and agreement and such other documents as are necessary to carry out this decision.
3. This Resolution will take effect immediately upon passage.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 13th day of December, 2016 by the following votes:

Ayes: Jeffries, Menke, Ruden, Yoder

Nays: _____

Approved this 13th day of December, 2016.



MAYOR

Approved as to form:



CITY ATTORNEY