



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Tom Manheim

**SUBJECT: TELEVISIONING RETIREMENT  
BOARD MEETINGS**

**DATE:** 03-22-10

Approved

Date

3/24/10

## RECOMMENDATION

Approve televising the regular business meetings of the Federated and Police & Fire Retirement Boards meetings that occur at City Hall.

## OUTCOME

The outcome will be increased transparency for the work of the City's two Retirement Boards by televising their general business meetings.

## BACKGROUND

At the December 15, 2009 meeting, the City Council approved a number of recommendations from the Mayor's Biennial Review of Ethics Ordinances. Recommendation #3 was to, "Amend our municipal code to require all decision making Boards and Commissions to meet at City Hall."

## ANALYSIS

Staff is working with the Retirement Department and the Boards of the two Retirement systems to implement this direction. Staff understands the intent of this action was to increase visibility of the important work done by these Boards. In addition, at various public forums, there has been discussion of televising these meetings.

The City's CivicCenter Television station currently televises the following meetings: 1) City Council Meetings and Study Sessions; 2) Council Committee Meetings; and, 3) Planning Commission Meetings. If the City Council wishes to televises the Retirement Board meetings, staff would need direction.

Other than staff time, the additional cost associated with this action would be the hourly cost of closed captioning, which is currently \$110/hour. Based on the maximum length of meetings, staff calculates the annualized cost would be \$11,000.

### EVALUATION & FOLLOW-UP

No evaluation or follow up anticipated at this time.

### PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: Email and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This memorandum does not meet any of the criteria listed above and will be posted on the City's website for the April 6, 2010 City Council Agenda.

### COST SUMMARY IMPLICATIONS

The projected \$11,000 annual cost of this action can be absorbed in the existing budget for CivicCenter Television.

### CEQA

This is not a project

### COORDINATION

This recommendation has been coordinated with Retirement Department and the Office of Employee Relations.

/S/  
TOM MANHEIM  
Communications Director

For further information, contact Tom Manheim (408) 535-8170.

