

RULES COMMITTEE: 03-09-05  
ITEM: G(3)

## Memorandum

**TO:** RULES COMMITTEE

**FROM:** Tom Manheim

**SUBJECT: COMMITTEE MEETING  
BROADCASTS**

**DATE:** March 2, 2005

Approved

*Deanna J. Stone*

Date

*3/3/05*

### RECOMMENDATION

Accept staff's response to the Rules Committee inquiry regarding audio and/or video broadcasting of City Council committee meetings.

### BACKGROUND

CivicCenter Television coverage of City meetings is currently limited to live and taped coverage of weekly City Council meetings and study sessions held in the Council Chambers, as well as off-site study sessions which are recorded and broadcast on a tape-delayed basis. The Rules Committee has requested information on the possibility of extending this coverage to some or all City Council committee meetings.

### ANALYSIS

Option A: In the current City Hall, committee meetings are held in Room 204. In 2001, the Chair of the Finance and Infrastructure Committee requested that web streaming of the audio portion of the Finance and Infrastructure Committee meetings be distributed over the Internet. Upon approval of the full City Council, microphones were installed in the ceiling and fiber was configured to carry the audio from Room 204 to the City server on the 5<sup>th</sup> Floor. Audio web streaming of this committee was discontinued several years ago when the City Council committee structure was reconfigured to the current set of committees. This capability remains and can be re-activated. There would be no cost for this option.

Option B: Should the City Council wish to begin televising committee meetings prior to moving to the new City Hall, this could be accomplished by holding committee meetings in the City Council Chambers, which is already equipped to distribute video and audio over both CivicCenter Television (Cable Channel 26) and over the Internet. Initiating this option would

require some rescheduling of meetings and would have minor staffing impacts. The CivicCenter Television team would be required to reduce the number of features produced for San José InFocus, or would need to recruit part-time assistance. In addition, CivicCenter Television provides closed captioning of all of its programming at a cost of \$135 per hour. The projected monthly costs for televising committee meetings from the City Council Chambers are shown below.

Closed Captioning	\$ 1,755
Staffing	\$ 520
<b>Total</b>	<b>\$ 2,275</b>

It should be noted, however, that while the cost of initiating televised coverage in the current City Hall is relatively low, this action would create an expectation of continued televised coverage in the new City Hall, which would require additional expenditures as noted below.

Option C: In the new City Hall, it is expected that Council committee meetings will take place in a large room designated for that purpose, as well as for study sessions and other public gatherings. This *Committee Room* was designed to support video coverage of meetings. However, when the contract was awarded for the installation of audio-visual equipment in the new City Hall, the camera system for this room was one of the items removed from the bid award as a cost savings measure. Ceitronics, the company that is installing the audio visual equipment in the facility estimates the cost of restoring the Committee Room cameras at this time would be \$110,000.

If the City Council decides to add video coverage of all committee meetings after we have moved into the new City Hall, staff projects the following annual costs:

	First Year Costs	Ongoing Annual Costs
Camera Equipment & Installation	\$ 110,000	
Closed Captioning	\$ 19,500	\$ 19,500
Staffing	\$ 9,000	\$ 9,000
<b>Total</b>	<b>\$ 138,500</b>	<b>\$ 28,500</b>

It should be noted that installing the cameras in the new City Hall *Committee Room* would actually eliminate the current cost incurred by the city to provide equipment and staff to televise study sessions. This cost averages between \$6000 and \$7,000 per study session meeting. In 2003-2004, the City spent \$31,000 televising study sessions. To date in the current fiscal year, we have expended \$25,000. If the City Council would like to consider initiating video coverage of committee meetings in the new City Hall, staff would recommend consideration of the

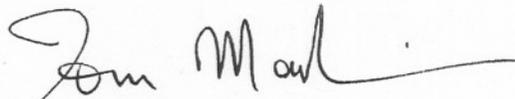
necessary expenditures in April, when the City Council can better evaluate the level of savings achieved in the Technology, Furniture, and Equipment budget for the new City Hall.

**PUBLIC OUTREACH**

Not applicable.

**COORDINATION**

This report has been coordinated with Public Works and Information Technology.

A handwritten signature in black ink, appearing to read "Tom Manheim", with a long horizontal flourish extending to the right.

TOM MANHEIM  
Public Outreach Manager