



City of Arts & Innovation

Board of Ethics Memorandum

TO: BOARD OF ETHICS **DATE: APRIL 6, 2017**

FROM: CITY CLERK'S OFFICE **WARDS: ALL**

SUBJECT: VIDEO RECORDING OF HEARING PANEL MEETINGS AND ELECTRONIC MEDIA READABILITY

ISSUE:

Receive an update on video recording of Board of Ethics Hearing Panel meetings, the use of 360 degree camera, and readability of electronic media submitted as evidence.

RECOMMENDATION:

That the Board of Ethics receive and file this report.

BACKGROUND:

At the meeting of March 2, 2017, the Board of Ethics requested the City Manager to authorize the necessary resources to video record complaint hearings for posting online.

DISCUSSION:

Video Taping of Hearing Panel Meetings

Currently, all hearings are conducted in the Art Pick Council Chamber which has all the necessary equipment installed for video-taping of public meetings for posting online. There is no additional cost to video meetings conducted during regular business hours as a technician is already in attendance for audio support and able to perform the work. After hours meetings will incur overtime charges not-to-exceed \$70 per hour. All Hearing Panel Meetings will be video recorded in the future and posted online.

Use of 360 Degree Camera

The City's Senior Communication Technician was consulted on the suggestion to use a 360 camera during Board of Ethics Hearing Panel Meetings. These cameras are best suited for sports and other outdoor activities in contrast to a business meeting. Concerns include:

1. 360 cameras do not have the ability to add an audio feed, meaning the viewer would only hear the ambient room sound.
2. Currently only YouTube can stream live 360 videos. Also, it is only compatible with certain versions of web browsers. This could be a support challenge as City staff would be asked to serve as tech support for private personal computers not being updated to the compatible versions.

3. The City would not be able to integrate 360 video into the Granicus system. There would be no live graphics such as lower thirds and item numbers. The agenda would not be linked to the video and supporting reports, a feature currently available through the Granicus system.
4. Wide angle lenses would make it difficult to determine who is speaking and locate the speaker on the dais/podium in the 360 view. As far as staff is aware, there is no zoom function, so the resulting view would be a wide perspective making the members on the dais small in the view and, depending on camera and stream speed, a low quality image may result.
5. This use does not fit within any current work flow and would require specialized encoders that can handle the 360 feed and integrate into YouTube. Costs for that technology have not yet been identified. RiversideTV currently streams large amounts of content to YouTube in current HD standards.
6. The 360 cameras would be heavily reliant on the City Wi-Fi system. IT support would be required after hours to ensure proper function at an added cost.
7. The shape of the Art Pick Council Chamber would require the camera placement to be up high, most likely ceiling mounted to ensure it is out of the way. This would cause an extreme point of view of the top of people's heads.
8. Staff does not believe the 360 cameras would enhance the coverage or increase access to coverage and may even be less effective than the current camera system.

Playability of Electronic Media

The FTR Recording system used in the Art Pick Council Chamber captures audio only. The system provides time stamping and note-taking capabilities for the City Clerk and support staff to boards and commissions. Replay of FTR audio files requires the listener to download a free FTR Recorder player. Instructions are provided with each CD provided to the public. On June 21, 2016, the City Council extended retention of video recordings of public meetings from 90 days to five years. As audio recordings also have the same five-year retention, the need for redundancy is being explored as well as further integration with the agenda and video streaming software.

Video files from public meetings are playable on commonly used video players such as Windows Media Player and are also available online. With advance notice and time stamp information, audio and video files can easily be replayed during complaint hearings.

FISCAL IMPACT:

The cost for after-hours support of video-taping would not exceed \$70 per hour. Information Technology staffing to support use of 360 degree filming is estimated at \$57 per hour. Use of Communication Technician and IT staff during normal business hours can be absorbed without additional charges. If the Board wishes to pursue use of 360 degree camera technology at this time, further research will be done on equipment purchase, installation, and use costs.

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