



City of Arts & Innovation

Charter Review Committee Memorandum

TO: CHARTER REVIEW COMMITTEE

DATE: FEBRUARY 11, 2019

FROM: CITY CLERK'S OFFICE

WARDS: ALL

SUBJECT: VIDEOTAPING AND LIVE STREAMING OF COMMITTEE MEETINGS

ISSUE:

Receive information on staffing and costs to video and/or live stream Charter Review Committee meetings.

RECOMMENDATION:

That the Charter Review Committee receive and file this report.

BACKGROUND/LEGISLATIVE HISTORY:

At the meeting of January 16, 2019, the Charter Review Committee discussed options for audio recording, video recording, and/or live streaming of their meetings. The Committee directed that the next meeting of February 11, 2019, not be televised pending research on the cost of production.

The Communications team confirmed that staffing is available the second Monday of each month to video and/or live stream meetings from the Mayor's Ceremonial Room or community centers. As costs include only staffing time with no charge for equipment, the cost to video record and live stream are the same. Offsite meetings held in community centers require extra time for set up and tear-down of equipment so costs are higher. Estimated costs are shown below.

VIDEO/LIVE STREAMING COSTS		
LOCATION	PER MEETING NOT-TO-EXCEED COSTS	THROUGH APRIL 13, 2020
Mayor's Ceremonial Room	\$350	\$3,850 (11 meetings)
Community Centers	\$560	\$2,240 (4 meetings)
TOTAL		\$6,090

Video is posted the following day on the City's website and at www.engageriverside.com. In consideration of the ability to absorb costs within currently adopted Budgets, the Chair and Vice Chair directed the meeting of February 11, 2019, and all subsequent meetings be live streamed.

FISCAL IMPACT:

Costs for videotaping/live streaming of Committee meetings can be absorbed in the current City Clerk and City Attorney Budgets. No additional appropriation from the City Council is required.

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