



# CITY OF SANTA BARBARA

## FINANCE COMMITTEE AGENDA REPORT

**AGENDA DATE:** December 18, 2007  
**TO:** Finance Committee  
**FROM:** Administration Division, Finance Department  
**SUBJECT:** Televising Of Finance Committee Meetings

### RECOMMENDATION:

That the Finance Committee consider the option of televising Finance Committee meetings and make a recommendation to the Council.

### DISCUSSION:

In October, the City Council directed Staff to determine what would be required to begin televising Finance Committee meetings. Staff has researched the logistics and costs required to begin doing so.

Finance Committee meetings are currently held in Room 15 in City Hall. However, Room 15 is not set up to televise meetings. Therefore, in order to televise the Finance Committee meetings, either Room 15 will have to be wired or the Committee meetings will have to be moved to a different location that is already wired. Because of the one-time costs to wire Room 15, the most cost-effective way to televise Finance Committee meetings will be to move the meetings to a location already set up with that capability.

With Ordinance Committee meetings already occupying the Council Chambers, the most logical location for Finance Committee meetings is the David Gebhard Public Meeting Room at 630 Garden Street. The other option would be the Faulkner Gallery in the main library which will be wired sometime in February. Of these two locations, Staff considers the Gebhard Public Meeting Room as the better alternative.

### One-Time Costs

Room 15 - The one-time costs to wire Room 15 would be approximately \$15,000 which would include the purchase and installation of two cameras as well as some minor audio equipment such as microphones.

Faulkner Gallery - If the Committee decides to meet in the Faulkner Gallery, Staff recommends the purchase of a portable PA system at a cost of approximately \$5,000.

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REVIEWED BY: \_\_\_\_\_ Finance \_\_\_\_\_ Attorney \_\_\_\_\_ Name of Additional Department(s) That Need to Review CAR

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Video Presenter - In addition, for both the Gebhard Room and the Faulkner Gallery locations, the purchase of a video presenter system, like the one recently purchased for the Council Chambers, would be required at a cost of approximately \$3,500. This would allow viewers to see handouts as they are reviewed by staff and the Committee. An additional video presenter would not be required for Room 15 as Staff could move the Council Chambers unit into Room 15 for the Finance Committee meetings and then back again for the Council meetings.

Ongoing Costs – Once the infrastructure is in place (the one-time costs) the ongoing costs would be the same for each of the three locations. Staff estimates that the ongoing costs would be approximately \$1,500 per year. This cost estimate assumes:

1. 32 Finance Committee meetings per year (based on the average of the last 5 years).
2. An average of 2 hours of Government Access staff time per meeting. This includes the meeting time as well as setup and breakdown before and after the meeting, respectively.
3. A small amount of Government Access supervision time.

Other Considerations - The meeting times of the Ordinance and Finance committees currently overlap. Therefore, one of the meetings would be televised live with the other taped for later rebroadcast. Alternately, the meeting time of the Finance Committee could be moved to allow for live broadcast of both. In order to allow for the live broadcast of both meetings, the Finance Committee meeting would need to start no later than 11:00 AM. An 11:00 AM start would allow 90 minutes prior to the 12:30 PM start of Ordinance Committee. This would accommodate most Finance Committee meetings.

Whether they are broadcast live or taped, if the Finance Committee meetings are to be held at Gebhard Room or the Faulkner Gallery, Staff recommends that the regular starting time of the meetings be moved from 1:00 PM to 12:30 PM. This will allow for a one hour meeting with time for the Finance Committee members and Staff time to get back to City Hall in time for the 2:00 PM start of the Council meetings.

Regardless of whether they are broadcast live or taped for rebroadcast, both committee meetings will be placed on the City's website afterwards for on-demand viewing.

In summary, if a decision is made to televise the Finance Committee meetings, Staff recommends that:

1. The meetings be held in the David Gebhard Public Meeting Room.
2. One of the committee meetings be broadcast live with the other one taped for later rebroadcast.
3. The regular Finance Committee meeting time be moved to 12:30 PM.

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If approved by Council, staff would be prepared to begin taping or broadcasting Finance Committee meetings by March 2008.

**SUBMITTED BY:** Robert Peirson, Finance Director

**APPROVED BY:** City Administrator's Office