



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** January 15, 2008  
**TO:** Mayor and Councilmembers  
**FROM:** Administration Division, Finance Department  
**SUBJECT:** Televising Of Finance Committee Meetings

### RECOMMENDATION:

That Council direct staff to begin televising Finance Committee meetings no later than the end of March, 2008.

### 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 recommends the Gebhard Public Meeting Room as the better alternative.

One-Time Costs - 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. 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. 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 \$3,000. This would

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

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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. However, Staff does not recommend starting the Finance Committee meetings at 11:00 AM. As a result, Staff recommends that the Finance Committee meetings be taped for later rebroadcast and that Ordinance Committee meetings continue to be broadcast live.

If the Finance Committee meetings are to be held at the 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 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 Finance Committee meetings be held in the David Gebhard Public Meeting Room.
2. The regular Finance Committee meeting time be moved to 12:30 PM.
3. Ordinance Committee meetings continue to be broadcast live with Finance Committee meetings taped for rebroadcast.

If approved by Council, staff would be prepared to begin taping or broadcasting Finance Committee meetings sometime in March. This would allow time to acquire the required hardware while still beginning broadcasts prior to the upcoming budget process.

The Finance Committee considered this item on December 18, 2007, and voted unanimously to concur with Staff's recommendations.

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

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