



ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

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ORIGINATING SECTION: ADMINISTRATION

CONTACT: Jill Duerig

AGENDA DATE: October 21, 2015

ITEM NO. 13

SUBJECT: Proposed Video-Recording of Board Meetings

SUMMARY:

- Over the past several years, both the full board and various committees have discussed the possibility of video recording and possibly televising board meetings.
- As a result, staff did a high-level review of what other special districts and cities in the area do in terms of video recording and televising their meetings.
- An earlier survey completed by DSRSD indicated that there were few special districts that video record their meetings and then post on YouTube. DSRSD adopted this approach as an inexpensive pilot program that has saved DSRSD staff time and allowed more flexibility for the agency in preparing minutes and timing meetings.
- As a result, on July 8, 2015, Zone 7 staff proposed a similar one-year trial to the Administrative Committee that included: video-recording board meetings using simple, laptop technology; posting those video-recordings within 48 hours; moving the start time of board meetings to 6:00 p.m.; and adjusting minutes to be more summary, in nature, since the full meeting will be available on line.
- At that meeting, the committee rejected the staff proposal and asked for additional information, specifically requesting information about the possibility of TV 30 providing more professional video-recording services.
- Staff updated the earlier DSRSD survey (attached for reference) and the item was then discussed at the August 11, 2015, and the September 29, 2015 Administrative Committee meetings (minutes to latter are part of this agenda packet). Information on TV 30 options is also attached.
- The committee recommended bringing this item to the full board for a decision.

FUNDING:

Funding for a one-year trial with an estimated cost of about \$25,000 is available in the budget and would come from Fund 100 (90%) and Fund 200 (10%).

RECOMMENDED ACTIONS:

Discuss and vote whether or not to adopt attached resolution.

ATTACHMENTS:

Resolution

Survey results of comparable agencies that may televise board meetings

Tri-Valley Community Television (2015 Rates)

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS

RESOLUTION NO

INTRODUCED BY
SECONDED BY

AUTHORIZING VIDEO-RECORDING OF BOARD MEETINGS

WHEREAS, Zone 7 has an interest in video-recording its board meetings; and

WHEREAS, an investigation of options shows that Tri-Valley Community Television's Package 3 that includes professional recording, delayed television broadcasts, streaming, video on demand, web hosting and chapterizing is the option that best meets Zone 7's needs.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District hereby authorizes the General Manager to negotiate and execute a contract with Tri-Valley Community Television to provide services consistent with Package 3 as described above.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on October 21, 2015

By: _____
President, Board of Directors

ZONE 7 2015 SURVEY OF COMPARABLE AGENCIES THAT MAY TELEWISE THEIR PUBLIC MEETINGS

<i>Agency</i>	<i>Board/City Council Meeting Frequency</i>	<i>Length of Meeting (Average)</i>	<i>Televised/ Webcast</i>	<i>Provider</i>	<i>Recurring Telecast Cost per meeting</i>	<i>Archiving to agency website for Video on Demand</i>	<i>Contact City Clerk/IT</i>	<i>Comments</i>
Alameda County Water District	1 Reg Mtg/mo., 2nd Thurs @ 6 PM		None				Gina Markou (bd clerk) (510) 668-4202	
Central Contra Costa Sanitary District	2 Reg Mtgs/mo., 1st & 3rd Thurs @ 2 PM		See comments				Elaine Boehme (bd clerk) (925) 229-7303	Board has approved single-camera setup w/simple on-off switch; not for live streaming but uploaded & indexed by agenda item to website w/in 24-48 hours by firm for \$150/mtg. Downside of one camera is discerning who is speaking but workaround could be to have Bd Pres identify each speaker. Bd also OK'd switching to action-minutes only.
Contra Costa Water District	2 Reg Mtgs/mo., 1st & 3rd Wed @ 6:30 PM		None				Mary Neher (bd clerk) (925) 688-8024	
Delta Diablo Sanitation District	1 Reg Mtg/mo., 2nd Wed @ 4:30 PM		None				Denise Jones (bd clerk) (925)756-1900	
Dublin San Ramon Services District	2 Reg Mtgs/no, 1st & 3rd Tues @ 6 PM		Archived (NOT LIVE) webcast only			Single video camera operated by clerk; loaded to YouTube next day for linking from district website; not indexed	Nicole Genzale 925-875-2203	Takes staff member up to an hour to upload to YouTube, create links, etc. Videos allow district to produce shorter minutes.
EBMUD	2 Reg Mtgs/mo., 2nd & 4th Tues @ 1:15 PM		See comments				Lynelle Lewis (bd sec) (510)287-0440	Board has approved trial of uploading <i>audio only</i> to web thru low-tech CD. Would not chapterize or change current detail on meeting minutes. Explored Granicus for video streaming and VOD but felt it was too expensive.
Livermore Area Recreation & Park District	2 Regular Mtgs/mo., 2nd & last Wed @ 7 PM	1-2 hours	Telecast ONLY (NOT LIVE); shown night after board mtg & a few times during week. NOT WEBCAST	Tri-Valley Community Television Cable 29 (ATT Ch 99)	Averages under \$400/mtg; pays CTV hourly rates, fixed broadcast fee	No webcasting or archiving of video to district website.	Board Clerk Gretchen Summers 925-373-5725	Meetings are taped by CTV (Channel 30) crews using CTV cameras.
Oro Loma Sanitation District	2 Reg Mtgs/mo., 1st & 3rd Tues @ 3 PM		None				Andrea Simone (bd clerk) (510) 481-6973	
Santa Clara Valley Water District	2 Regular Mtgs/mo., 2nd & 4th Tues @ 6 PM (average 4 meetings total)	5 Hours	Live & archived Webcast ONLY	N/A - district doesn't cablecast its meetings since there's no districtwide community access channel	N/A	Granicus integrates webcasting/indexed archiving of meetings w/minutes. Initial startup in 2006 was \$78,000 for 1st 3 years & annual fees after that.	Deputy Clerk of the Board Michelle Meredith (408) 265-2607 Tech George Kamenjati 408-630-2493	District has own camera system/internal camera tech. For webbing, it just needed encoders and software purchases. Currently uses Questus for agenda prep but in process of bringing under Granicus w/more live webcast viewing options.
Union Sanitary District	2 Reg Mtgs/mo., 2nd & 4th Mon @ 7 PM		None				Regina McEvoy (bd sec) (510)287-0440	

* Webcast is a media file distributed over the internet using streaming media technology to distribute a single content source to many simultaneous listeners/viewers.
 Telewise is to broadcast via television.

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Dublin, City of	2 Reg Mtgs/mo., 1st & 3rd Tues @ 7 PM	3-4 hours	Telecast for live viewing; reshown 3-4 times during week; webcast live via CTV website (links from city site)	Tri-Valley Community Television Cable TV28 (ATT Ch 99 to find partic channel)	\$300-500 (hourly rate for CTV film crew plus fixed broadcast fee)	Contracts with PB Tech (\$150/mtg) to index/archive by agenda item for VOD viewing (w/in 48 hours) (clickable to agenda reports)	City Clerk Caroline Soto (925) 833-6650 City Mgr Asst Roger Bradley (925) 833-6657	After initial capital outlay of \$80,000 to Boardroom, Dublin budgets \$10,000/year for CTV to televise Council meetings. Additional benefit: via webcast, staff can watch live mtg & work at desk until their item comes up.
Fremont, City of	3 Reg Mtgs/mo (1st, 2nd & 3rd Tues @ 7PM	1-3 hours	Telecast for live viewing; reshown during week; webcast live	Local access Ch. 27	No cost for broadcast since city manages govt access channel	Contracts with Leightronix to archive for VOD viewing -- NOT indexed by agenda item. Averages \$80/mtg both for council and Planning Commission mtgs.	PIO Cheryl Golden 510-284-4015 Marilyn Crane in IT (510) 494-4802	City owns camera equip and pays outside vendor to operate cameras (averages \$416/mtg both for council and planning commission meetings).
Hayward, City of	3 Reg Mtgs/mo., 1st, 3rd & 4th Tues @ 7 PM	3	Telecast & webcast live, cablecast playbacks thru week	Local access Ch 15 & ATT 99	No cost for broadcast since city manages govt access channel	In-house staff currently takes a couple of days to archive/index video by agenda item for VOD, separate from agenda packet	City Clerk Miriam Lens (510) 583-4401 Mark Dostal in IT Dept 510-583-4852	City owns camera equip, uses inhouse staff to produce webcast/telecast. Allows clerk to do action minutes only but at council request will elaborate on more controversial/important items. Recently approved contract w/Granicus for faster, more automated system linked to agenda reports (1st yr cost \$60,000; then \$30,000/year -- incl for Planning Comm & school board mtgs).
Livermore, City of	2 Reg Mtgs/mo: 2nd & 4th Mon	3	Telecast for live viewing & reshown during week; webcast live from CTV/city websites	Tri-Valley Community Television Cable TV 29 (ATT ch 99)	Up to \$750 for whole package - filming, broadcast, webcast & archiving	CTV provides package - filming, webcasting & creating indexed VOD from city website the next day in broad categories (i.e. Public Hearings, Matters for Consideration). Links to minutes after the following meeting's approval of minutes.	City Clerk Susan Neer (925) 960-4211	CTV provides production crews & equip, creates video on demand clickable from city website. Some charges are fixed (broadcast \$110, VOD \$150, chaptering \$50); crew is paid hourly (averages \$325/mtg). City saves on having to provide detailed summary minutes
Palo Alto, City of	3 Reg Mtgs/mo., 1st three Mon@ 6 PM	5 Hours	Telecast & Webcast live	Mid-Peninsula Media Center (pub access Ch 26)	Cost not immediately available	Mid-Peninsula archives to YouTube w/links from city website for VOD w/in 48 hours; indexed by agenda item. Cost not immediately available.	City Clerk Beth Minor (650) 329-2571 Tabatha Boatright in clerk's office	Uses Mid-Peninsula staffing & equip. Part of blanket contract with neighboring cities and does all boards, commissions, standing committees
Pleasanton, City of	2 Reg Mtgs/mo., 1st & 3rd Tues@ 7 PM	3 hours	Telecast for live viewing & reshown during week; webcast live via both CTV and city websites	Tri-Valley Community Television Cable TV29 (ATT ch 99)	\$100-175 (broadcast fee only). City uses own cameras/crew for filming	Uses Granicus for live web streaming clickable to agenda reports) & immediate archiving to city website for VOD; City Clerk bookmarks during mtg for automated indexing. Pays \$1,400/mo for 2 Council mtgs & 2 Planning Commission mtgs (PC mtgs audio only)	City Clerk Karen Diaz (925) 931-5027 Maria Ojeda for TV piece (925) 931-5009	City uses own cameras/staff for filming; pays CTV <i>only</i> a broadcast fee; separately, uses Granicus for live web streaming and to archive

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San Jose, City of	4 Reg Mtgs/mo., Every Tues @ 1:30 PM & 1- 2 addit at 7:00 PM	3-7 hours	Telecast & webcast live & re-broadcast throughout week	Civic Center San Jose Television Cable TV26 (does not use ATT)	No cost for broadcast; city hires vendor to film (avg \$425 for 5-hour mtg)	Uses Granicus for live web streaming (clickable to agenda items) & immediate archiving to city website for VOD; City Clerk bookmarks items during mtg for automated indexing. Cost \$7,500 in March alone for council, committee, planning commission & retirement board mtgs.	City Clerk Toni Taver (408) 535-1260 Craig Jutson 408-535-8249, craig.jutson@sanjoseca.gov	City owns multiple cameras but hires vendor for filming
San Leandro, City of	2 Reg Mtgs/mo., 1st & 3rd Mon @ 7 PM		Telecast & webcast live & reshown throughout week	Local cable Ch 15 & ATT 99	Broadcast fee not immediately available but "minimal"; city uses inhouse camera crew	Granicus provides same service as for Pleasanton & San Jose. Costs not immediately available.	City Clerk Tamika Greenwood (510) 577-3367 Michael Hamer, mhamer@sanleandro.org 510-577-3339	Owens 4-camera video system & control room (\$450,000)
San Ramon, City of	2 Reg Mtgs/mo., 2nd & 4th Tues @ 7 PM	2-3 hours	Telecast is NOT LIVE but is shown several times during week & archived to web	Contra Costa Television Cable TV27 (ATT Ch 99)	\$400-600 (hourly rate for CCTV crew & fixed rate for broadcast)	Contracts with PB Tech (\$150/mtg) to index/archive for VOD viewing of agenda items (also clickable to agenda report) (usually w/in 48 hours); city looking to integrate w/agenda mgmt	City Clerk Renee Beck (925) 973-2538	City bought own cameras/equip 3 years ago (\$75,000). Videos allow clerk to take action minutes only.
Tracy, City of	2 Reg Mtgs/mo., 1st & 3rd Tues @ 7 PM	2-3 hours	Telecast live and reshown 2-3 times during week; webcast live	Channel 26 Gov Access, ATT Ch 99	No broadcast cost since city manages govt access channel	Granicus provides archiving/indexing for VOD; cost not immediately available.	Vanessa Carrera (city mgr's office) 209-831-6102 Dan Summa, comm access (209) 831-6222	City owns cameras and pays crew; online viewership fluctuates widely, from 6 to 700 people (live & VOD) depending on issue at mtg.

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Tri-Valley Community Television

2015 Rates

Package 1: RECORDING ONLY

Includes equipment, crew, travel, setup and teardown for one two and a half hour meeting*. Format: DVD.

Upfront cost: none

Monthly: \$1,080 **

Package 2: RECORDING, DELAYED TELEVISION BROADCASTS, STREAMING

Includes equipment, crew, travel, setup and teardown for one two and a half hour meeting*. Format: tape delayed broadcast on TVCTV, streaming and DVD. Minimum of four repeat TV broadcasts in a month on TVCTV.

Upfront cost: none

Monthly cost: \$1,480 **

Package 3: RECORDING, DELAYED TELEVISION BROADCASTS, STREAMING, VIDEO ON DEMAND, WEB HOSTING and CHAPTERIZING of PROVIDED AGENDA/MINUTES

Includes equipment, crew, travel, setup and teardown for one two and a half hour meeting*. Format: tape delayed broadcast on TVCTV, streaming and DVD, video on demand encoding, web page development, chapterizing, web hosting and link provided. Meetings to remain on hosted site for term of contract or **one year** from meeting date. Minimum of four repeat TV broadcasts in a month on TVCTV.

Upfront cost: \$1,200

Monthly cost: \$1,856 **

Package 4: LIVE TELEVISION BROADCAST, LIVE STREAMING, RECORDING, REPEAT TELEVISION BROADCASTS

Includes equipment, crew, travel, setup and teardown for one two and a half hour meeting*. Format: live broadcast on TVCTV, live streaming on any mobile device or computer and DVD. Minimum of four repeat TV broadcasts in a month on TVCTV.

One time upfront cost: \$8,900

Monthly cost: \$1,680 **

Package 5: LIVE TELEVISION BROADCAST, REPEAT TELEVISION BROADCASTS, LIVE STREAMING, RECORDING, VIDEO ON DEMAND, WEB HOSTING

Includes equipment, crew, travel, setup and teardown for one two and a half hour meeting*. Format: live broadcast on TVCTV, live streaming on any mobile device or computer, DVD, video on demand encoding, web page development, web hosting and link provided. Minimum of four repeat TV broadcasts in a month on TVCTV.

One time upfront cost: \$9,430

Monthly cost: \$1,996 **

Package 6: LIVE TELEVISION BROADCAST, LIVE STREAMING, RECORDING, REPEAT TELEVISION BROADCASTS, VIDEO ON DEMAND, WEB HOSTING and CHAPTERIZING of PROVIDED AGENDA/MINUTES

Includes equipment, crew, travel, setup and teardown for one two and a half hour meeting*. Format: live broadcast on TVCTV, live streaming on any mobile device or computer, DVD, video on demand encoding, web page development, chapterizing, web hosting and link provided. Meetings to remain on hosted site for term of contract or **one year** from meeting date. Minimum of four repeat TV broadcasts in a month on TVCTV.

One time upfront cost: \$9,430

Monthly cost: \$2,056**

**Meetings over 2.5 hours will be billed at a pro-rated hourly rate of \$200 per hour for crew, equipment and all services. **Minimum commitment of one year on all services quoted above. Rates are valid for contract begun during 2015 for 12 months. Rates are specifically for Zone 7 based on site survey performed in 7/15. Client to provide at their expense a minimum 10 mbps up Ethernet connection for "live" broadcast.*