



## Legislation Details (With Text)

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**File #:** 18-009      **Version:** 2      **Name:**  
**Type:** Resolution      **Status:** Agenda Ready  
**File created:** 12/27/2017      **In control:** City Council  
**On agenda:** 1/23/2018      **Final action:**  
**Title:** Administration recommending audio-visual upgrades to the Council Chambers and overflow conference area for the purpose of moving Work Session meetings and enabling video streaming and recording.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Council Memo re AV Upgrades to Chambers 1-18-18, 2. Quote for Council Chamber AV Upgrades, 3. Quote for Council Overflow AV Upgrades

Date	Ver.	Action By	Action	Result
1/23/2018	2	City Council	adopted	Pass
1/2/2018	1	City Council	adopted	Pass

**Agenda Item Title:**

Administration recommending audio-visual upgrades to the Council Chambers and overflow conference area for the purpose of moving Work Session meetings and enabling video streaming and recording.

**Presenter:**

Mayor Bradburn

**Description/Background:**

In conjunction with the conversion of the Council conference room and the implementation of the Granicus agenda management system, Work Session meetings were moved from the conference room to the Council Chambers. The major advantage of holding the Work Session in the Council Chambers is the use of the audio-visual equipment, and the ability to record the entire Tuesday meeting on a single system. The audio-visual equipment in the Council conference room is poor and is not compatible with the agenda management system. Another advantage of holding the Work Session in the Council Chamber is that the space is more accommodating to the public. The Council conference room is small and was often crowded during past Work Session meetings. Few seats were available for the public, and as such, it was not clear that the Work Session was in fact an open and public meeting.

A disadvantage sometimes expressed since the move to the Council chamber is the loss of the conversational tone of the Work Session. A central conference table was seen as a way to facilitate dialogue about Work Session agenda items. Conversely, the formal atmosphere of the Council Chamber perhaps facilitates "presentation" and inhibits the exchange of ideas through conversation.

Administration has been exploring ways to bridge the gap between the need to ensure compatibility with the agenda management, the desire to bring Work Session into a more intimate, central conference space, and the need to do so in a way that facilitates public participation. One option

initially explored included physical expansion of the Council conference room along with the necessary audio-visual hardware upgrades . However, due to the location of the utility closet and telecommunication equipment for City Hall, the physical expansion of the room is not feasible. The preferred option is an audio-visual system upgrade for the Council overflow. The space easily accomodates a large semi-circular or u-shaped conference table on the north end as well as ample space for the public to be seated on the south end in the area currently used for hospitality. The space can be easily closed off when Work Sessions are not happening.

In conjunction with the audio-visual upgrade to the Council overflow to enable communication with the agenda management system, Administration recommends the installation of the necessary equipment for video streaming and archiving of Council meetings. This would include a single ceiling-mounted camera in Council overflow to capture the Work Session meetings, and three cameras in the Council Chamber to adequately capture the Council meeting including a static room camera, a camera shooting the podium, and a point and zoom camera for dialogue at the dais. Live streaming could be accomplished with only a static shot of the Chamber, but switching equipment to alter the camera views and angles would make the video more watchable and engaging.

**Fiscal Impact:**

It is initially estimated that a complete upgrade of the Council overflow would cost approximately \$100,000. As a result of the appropriation of carryover funds on November 14, 2017, a Council capital contingency was created. The current balance in that account is \$395,618. \$99,839 of that amount is due to unexpended funds from the last two budget cycles in the Council Office budget. Among other competing capital project needs, one possible use of these funds could be to cover the cost of the Council overflow upgrades.

**Further action to be taken:**

Administration to report back on the exact timing and cost of the Council overflow audio-visual upgrades.

**Recommended Action and/or Suggested Motion:**

Motion to approve in concept the audio-visual equipment upgrade of the Council overflow.