



# MONROE CITY COUNCIL

## Agenda Bill No. 19-105

<b>SUBJECT:</b>	<b>Council Chambers Video/Live-Streaming</b>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
05/07/2019	City Clerk	Elizabeth Adkisson	Elizabeth Adkisson	<b>Discussion Items #4</b>

**Discussion – Council:** 05/07/2019  
**Discussion – Committee:** 10/16/2018; 04/16/2019 (Legislative Affairs)  
**Attachments:** 1. AV System Considerations/Ballpark Pricing (*provided by AVCaptureAll All*)  
 2. Local Jurisdiction Comparables

**REQUESTED ACTION:** Discussion; and provide direction to the Mayor and City Staff regarding the provision of videos/live-streaming of City Council and other City Meetings/Events.

### POLICY CONSIDERATIONS

*Is the City Council interested in providing videos/live-streaming of City Council and other City Meetings/Events to the public; and does the Committee recommend the Mayor and Staff look into alternatives to do so?*

### DESCRIPTION/BACKGROUND

City Council approved the Council Chambers Remodel project in early 2018, which has now been completed. Part of the audio upgrades included the purchase of the AV Capture All (AVCA) software which allows for the audio recording of meetings and court hearings in the Council Chambers. This software also has the capability to capture video recordings, post online, and provide live web-streaming of meetings and events held in Council Chambers.

The 2018 Remodel Project did not include any upgrades to provide for the video recording of meetings and events held in the Council Chambers (*example – the room is not wired for video recordings*). Therefore, if video recordings are desired, the City will need to look into a secondary project to purchase and install video recording equipment.

Upon brief research of local agencies, some have taken to video recordings, posting online (through a purchased software such as AVCA or via YouTube), and live-streaming. Depending on the complexity of the video system desired, different equipment will need to be purchased, and additional staffing at meetings/events may be needed in order to operate the desired video system.

In brief, a few options the Mayor and Staff could explore include:

- One camera (one full room/stable view - \$500-750 for camera only).
- Two cameras (one full room/stable view, one adjustable view; manual staff operation - \$3500-3750 for cameras only).
- Two cameras (two adjustable views; manual staff operation - \$12,000-15,000 for cameras only).

Attachment 1 was provided by AV Capture All and is entitled “AV System Considerations and Ballpark Pricing;” this represents very rough estimates and only contemplates purchase of equipment, not installation, rewiring, etc. In addition, any options requiring manual operation of cameras will require additional staffing at Council Meetings by trained AV/IT Staff.

The Legislative Affairs Committee reviewed this matter in October 2018, and it was requested that Staff look into what video services other local jurisdictions are providing, as a comparison. This information is included for Council's consideration as Attachment 2.

The City Council Legislative Affairs Committee reviewed the video options at their April 16, 2019, Meeting; the two Councilmembers in attendance were not in favor of pursuing Council video at this time (Davis and Scarboro); however, recommended staff bring this matter forward for the full Council's consideration at an upcoming Study Session.

#### **FISCAL IMPACT**

None at this time. Should the Committee recommend looking into video alternatives, fiscal impacts will be researched and will include cost estimates for the purchase and installation of the appropriate software and equipment; network storage; opportunity costs for staffing; and other costs to be determined.

Based on Attachment 1; cost estimates for camera equipment only *begin* in the range of \$500 to \$17,000.

#### **TIME CONSTRAINTS**

None.

#### **ALTERNATIVES TO REQUESTED ACTION**

- Recommend the Mayor and City Staff look into the provision of videos/live-streaming; and report back to the Council regarding the presented options/options of choice; to include enhanced cost estimates.
- Do not recommend the Mayor and City Staff look into the provision of videos/live-streaming at this time.

# ATTACHMENT 1

## AV System Considerations and Ballpark Pricing

*Provided by AV Capture All*

**Here are some of the considerations that need to be determined to arrive at an accurate estimate for adding video:**

- How many camera angles are desired?
- What is the size of the room?
- What is the ceiling height? Is the ceiling drop-tiled or solid (for wiring)? Is there good lighting?
- How many council members at the dais?
- Any other staff positions that should be included in the shot?
- Do you want a shot of the speaker at the podium? Shot of the audience?
- Do you want to zoom in on individual council members, or is a wide-shot of all members acceptable?

**If you can provide answers to these questions, I can have our hardware division, AVCA Hardware, put together a quote for you.**

To give you a ballpark idea for considerations in answering the questions, here are some ranges.

### Inexpensive Options:

- Single fixed camera mounted in the back of the room with zoom-able lens capturing a wide shot of entire council ~ \$500 - \$750
- Two fixed cameras (one back of room pointed at council, one behind council pointed at podium), manual switcher ~ \$1,000 - \$1,500
- Same as above, but auto-switched based on podium mic ~ \$1,500 - \$2,000
- Single PTZ (Pan/Tilt/Zoom) camera, manual joystick control ~ \$2,500 - \$3,000

### More Expensive Options:

- Single PTZ (Pan/Tilt/Zoom) camera, DSP Mixer, auto-switching, camera angle pre-sets ~ \$10,000 - \$12,000
- Two PTZ cameras, DSP mixer, auto-switching, camera angle pre-sets ~ \$12,000 - \$15,000
- Two PTZ cameras, One Fixed camera, DSP mixer, auto-switching, camera angle pre-sets ~ \$13,000 - \$16,000
- Two PTZ cameras, Presentation Video, DSP mixer, auto-switching, camera angle pre-sets ~ \$13,000 - \$16,000
- Two PTZ cameras, One Fixed camera, Presentation, DSP mixer, auto-switching, camera angle pre-sets ~ \$14,000 - \$17,000

### Alternatives:

- Microphone Upgrade ~ \$3,000 - \$4,000
- Sound Reinforcement (Room Speakers) ~ \$1,000 - \$3,000

## ATTACHMENT 2

### Local Jurisdiction Comparables

CITY	COUNCIL VIDEO?	FORMAT	VIEWS	LIVE STREAMING?	STAFFING?
Sultan	NO	N/A	N/A	N/A	N/A
Snohomish	NO	N/A	N/A	N/A	N/A
Lake Stevens	NO	N/A	N/A	N/A	N/A
Granite Falls	NO	N/A	N/A	N/A	N/A
Marysville	NO	N/A	N/A	N/A	N/A
Arlington	NO	N/A	N/A	N/A	N/A
Mill Creek	NO	N/A	N/A	N/A	N/A
Mukilteo	YES	City's Granicus webpage; multiple cameras and views (4)	Unknown	YES	Yes; 1 staff member (IT); attends all meetings and runs cameras
Kenmore	YES	iCompass/YouTube Channel (since 2015); one camera/view	43 views per meeting (2019)	YES	Yes
Bothell	YES	YouTube Channel (since 2011); multiple cameras and views (4)	58 views per meeting (2019)	YES	Yes; 2 contracted individuals; attend all meetings and run audio/video
Woodinville	YES	City's Granicus webpage; multiple cameras and views	Unknown	YES	Yes
Duvall	YES	YouTube Channel (since 2017); one camera/view	8 views per meeting (2019)	NO	Yes; 1 staff member (PIO); attends all meetings, runs cameras, edits video for posting.
Snoqualmie	YES	YouTube Channel (since 2013); two cameras; multiple views	125 views per meeting (2019)	YES	Yes; 2 staff members (IT); attend all meetings and run audio/video