



**MONROE CITY COUNCIL**  
**Legislative Affairs Committee Meeting**  
Tuesday, October 16, 2018, 6:30 P.M.  
Monroe City Hall

**2018 Committee**  
Councilmembers  
Ed Davis  
Kevin Hanford  
Kirk Scarboro

## **AGENDA**

- I. Call to Order**
- II. Approval Minutes (July 17, 2018) (Page 2)**
- III. Unfinished Business**
- IV. New Business**
  - A. Council Chambers Audio (Administration/City Clerk) (Page 4)
- V. Other**
- VI. Next Committee Meeting (November 20, 2018)**

*(Note: Potential Cancellation)*
- VII. Adjournment**



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## **MINUTES**

### **I. Call to Order**

A regular meeting of the Monroe City Council Legislative Affairs Committee was held on Tuesday, July 17, 2018. The meeting was called to order by Councilmember Hanford, Chair, at 6:34 p.m. at the Passport Table, Monroe City Hall.

Council Present: Kevin Hanford, and Kirk Scarboro.  
Mayor: Geoffrey Thomas.  
Staff Present: Elizabeth Adkisson, City Clerk; Deborah Knight, City Administrator; and Becky Hasart, Finance Director.  
Others Present: Heather Rousey.

### **II. Approval of Minutes (June 5, 2018)**

Councilmember Hanford moved to approve the minutes of the Tuesday, June 5, 2018, Committee Meeting; the motion was seconded by Councilmember Scarboro. Motion carried (2-0).

### **III. Unfinished Business**

#### **A. Lobbyist/Public Affairs Representative Proposals Review**

Ms. Knight presented background information on the Lobbyist/Public Affairs Representative Request for Proposals (RFP) issuance; applications/interviews process; and recommendations; including: the Committee's request for a scope of work regarding separate providers for state/local representation, federal representation, and coalition building

General discussion ensued regarding selecting providers for the state/local representation and coalition building; pursuing joint federal representation with nearby entities; and planning a lobbying trip to Washington DC, potentially as early as September 2018, to take part in the Economic Alliance Snohomish County "Fly-In."

The Committee recommendation was to bring forward the two contracts (for state/local representation and coalition building) to the full Council for consideration at the July 24, 2018, Business Meeting.

#### **IV. New Business**

##### **A. Councilmember Newsletters**

Ms. Knight provided information gathered in response to a request from Councilmember Kamp regarding Councilmember Newsletters; including: costs related to the 'Monroe this Week' newsletter; Municipal Research and Services Center (MRSC) information on Council newsletters; the City Council Social Media Policy; and City Council Rules of Procedure regarding written materials.

Discussion ensued regarding newsletters, MRSC's information, related policies and procedures, and use of social media for communications.

##### **V. Other – NONE.**

##### **VI. Next Committee Meeting (August 21, 2018)**

Ms. Knight noted the next meeting of the Committee (if needed) would be held at the Snohomish County Fire District No. 7, Station No. 31, Training Room (due to the Council Chambers remodel project).

##### **VII. Adjournment**

Councilmember Hanford moved to adjourn the Tuesday, July 17, 2018, Legislative Affairs Committee Meeting; the motion was seconded by Councilmember Scarborough. Motion carried (2-0).

*The meeting was adjourned at 6:54 p.m.*



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*Tuesday, October 16, 2018, 6:30 P.M.*

**2018 Committee**  
 Councilmembers  
 Ed Davis  
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<b>SUBJECT:</b>	<b><i>Council Video/Live-Streaming</i></b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
10/16/2018	Administrative/ City Clerk	Elizabeth Adkisson	Elizabeth Adkisson	New Business A.

**Discussion:** 10/16/2018  
**Attachments:** 1. AV System Considerations/Ballpark Pricing (*provided by AVCA*)

**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 Committee 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.

**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 will *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 Committee regarding the three presented options.
- Recommend the Mayor and City Staff look into the provision of videos/live-streaming; and present this information to the full Council for their consideration (via study session).
- Do not recommend the Mayor and City Council 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