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DATE: January 28, 2016
TO: Board of Supervisors
FROM: Dee F. Bruemmer, County Administrator
RE: Video Equipment Project for Board Room

Staff has investigated several methods for both video and audio recording of the board meetings. Several of us visited Johnson County and saw their equipment and learned how staff manages that system. Staff also reviewed Granicus, a hardware/software company that provides equipment to link audio and video taping to the agenda for web use. The end product is very similar to the Johnson County system. We did receive a cost for that equipment and the projected monthly fee to use the service.

We tried to get a vendor to quote prices for an upgrade to the audio equipment and video system for the Board room, but could not find a company interested in taking the time. We turned to our in-house staff to review the audio equipment used by the City of Davenport for taping of their council meetings. Our staff believes the cost for similar setup would range from \$10,000 to \$12,000. The audio portion is the most expensive.

We could upgrade the current two cameras that are in the board room and connect them with our new video platform for about \$1,000 to \$1,500. This would allow the tape to be streamed on-line. The drawback of this method is the cameras are stationary so people may be on or off screen and we would not know if the system taped correctly until viewing it after the meeting.

The Granicus system does have an encoder that allows staff to tab the audio and video to the agenda items. The cost of the equipment is \$4,500 and a monthly fee of \$750. The issue with this system is that it would require support staff during the meeting and after it to prepare the audio and video for the website. Johnson County has one full time person in the Auditor's office for this work.

Buying the audio system and upgrading the current cameras could be done for about \$15,000. I put that amount in the FY17 capital budget. However, the quality of the end product must be determined by the Board before proceeding with equipment purchase. A better product would be the purchase of the Granicus equipment and paying the monthly fee for use. I did not budget for staff

time but I know that there is a concern that it would require funding of additional staff hours. To know how much staff time would be required, the Board would need to give direction on what would be acceptable on the website and the reliability having all meetings recorded.