



CITY COUNCIL AGENDA REPORT

City of Anaheim OFFICE OF THE CITY CLERK

DATE: APRIL 25, 2017
FROM: OFFICE OF THE CITY CLERK
SUBJECT: INCREASED TRANSPARENCY OF VARIOUS BOARDS,
COMMISSIONS, TASK FORCES AND COMMITTEES

ATTACHMENT (Y/N): NO **ITEM # 35**

ACTION:

That the City Council review and consider action requiring all city boards and commissions, including council created and/or supported task forces and committees (collectively, “commissions”) to take additional measures to provide greater transparency, including complying with the Brown Act, record meetings (video and audio), and provide web access to all agendas and related reports, minutes, and video/audio recordings.

DISCUSSION:

City boards and commissions, task forces and committees created by formal action of the City Council are considered legislative bodies and are subject to the rules of the Brown Act (Government Code Section 54950, et. seq.). The Brown Act recognizes that Commissions exist to aid the conduct of the people’s business and any such business shall be taken and deliberated upon openly at a public meeting. In addition to the requirement of the Brown Act to post an agenda within 72 hours before a regular meeting, Council Member Murray requested information regarding the feasibility and associated costs related to increasing transparency measures, beyond the Brown Act, to all city boards and commissions, including task forces and committees created or supported by the city council for the purpose of reviewing any public policy, to include at least the following: Brown Act compliance, video and audio recording of all regular meetings, and web access to all agendas and related reports, minutes and video/audio recordings.

Currently, in addition to complying with all Brown Act requirements, meetings of the City Council are also streamed live, video/audio taped and aired on ACTV3 and the web. Furthermore, in addition to agendas, all staff reports, back-up materials, approved minutes and current and archived recordings are available online.

To provide this same level of public access and transparency of city Commission meetings, one-time costs in the estimated amount of \$17,000 will be required for the purchase of hardware, software, equipment, and professional services. Additional recurring monthly charges are estimated in the amount of \$650 - \$1,010, per

Commission, for maintenance, licensing, and staff hours (video operation and facility set-up). The range in monthly fees is dependent on the location and frequency of Commission meetings (approximately \$7,800 - \$12,120, annually per Commission). A majority of one-time and all ongoing monthly fees relate directly to video-taping. Meetings that are videotaped will require an ongoing encoder fee, staffing by video operation, facility staff to set-up necessary equipment and sound check (off site), as well as IT staff. The Council Chambers is equipped with all required hardware and software for both video and audio. Therefore, Commissions that meet in the Council Chambers will only incur video operation costs and minimal shared start-up costs, as necessary (i.e. template building) (Planning Commission and Community Services Board).

Alternatively, if the same City Council transparency measures are initiated, absent video-taping, there is only a one-time cost of approximately \$9,000, with no monthly cost to departments. This will include: audio recording all Commission meetings and a web interface to ensure public posting and access to all audio recordings, agendas, back-up material, and minutes.

Currently, the city has nine (9) Brown Act boards and commissions (Budget, Investment and Technology, Community Services Board, Cultural and Heritage, Housing and Community Development, Library Board, Parks and Recreation, Planning Commission, Public Utilities Board, and Sister City), one Brown Act taskforce (Welcoming Anaheim), and one general committee (Public Safety Board). All Commissions meet at various locations throughout the city.

Recent city commissions with web presence were: Advisory Committee on Electoral Districts (audio/video, web posting agendas, minutes), Charter Review Committee (audio only, web posting, agendas, minutes), and the Citizen Advisory Committee on Electoral Districts (agendas/minutes only).

IMPACT ON BUDGET:

Each city department will be responsible for carrying out any added transparency measures which can range from a one-time shared fee of \$17,000 with an ongoing annual expenditure in the approximate amount of \$7,800 - \$12,120. Should Council remove the video-recording component, there will be no future impact to the budget; only the one-time cost in the approximate amount of \$9,000 that would be shared among participating departments.

Respectfully submitted,

Linda N. Andall
City Clerk