

To: Olin Woods, Chair, and Members of the
Yolo Local Agency Formation Commission

From: Christine Crawford, Executive Officer
Terri Tuck, Commission Clerk

Date: January 23, 2012

Subject: Discuss the Intent to Replace the Outdated Audio Recording Software in the
Board of Supervisors Chambers and Provide Staff Direction on Whether to
Pursue Having Previous LAFCO Meetings be Available Online and Adding
Video of Future Meetings

Recommended Action

1. Discuss the intent to replace the outdated audio recording software in the Board of Supervisors Chambers; and
2. Provide staff direction on whether to pursue having previous LAFCO meetings be available online; and
3. Adding video of future meetings.

Reason for Recommended Action

Staff has been notified that the current audio recording software in the Board of Supervisors Chambers (Chambers) has become outdated and is no longer supported by the original company. The Office of the Clerk of the Board (Clerk) is moving forward to update the software, which will affect the Yolo Local Agency Formation Commission (LAFCO) meetings going forward. This transition may occur as soon as the February meeting.

COMMISSIONERS

- ★ *Public Member* Olin Woods, Chair ★
- ★ *County Member* Matt Rexroad, Vice Chair ★
- ★ *City Members* Stephen Souza, Skip Davies ★ *County Member* Don Saylor ★

ALTERNATE COMMISSIONERS

- ★ *Public Member* Robert Ramming ★ *City Member* Bill Kristoff ★ *County Member* Jim Provenza ★

STAFF

- ★ *Executive Officer* Christine M. Crawford, AICP ★ *Assistant Executive Officer* Elisa Carvalho ★
- ★ *Commission Clerk* Terri Tuck ★ *Commission Counsel* Robyn Truitt Drivon ★

Fiscal Impact

There will be minimal or no fiscal impact to change to Granicus for audio streaming LAFCO meetings; however, if the Commission chooses to convert previous meetings onto a web page Granicus will charge a one time fee. The use of a videographer for future meetings is anticipated to cost \$360 per meeting.

Background

On November 1, 2011, staff was notified by the Clerk that the current audio recording software in the Chambers, which is used to record LAFCO and other agency meetings, had become outdated and was no longer supported by the original company. At that time, with the help of the County Information Technology Division, the Clerk began looking into upgrading the audio recording software in the Chambers.

JCG Technologies was asked to provide a quote for its Liberty Meeting Recorder, which was \$1,495. This included a discount of \$1,890, the software upgrade to Liberty Meeting Recorder, JCG Support Services Package for the first year, and on-site installation and training. This system would allow staff to capture the audio and optionally the video of meetings, including the minutes, and then post it onto its website.

Although the Clerk was given a discounted rate by JCG Technologies, it has been recommended that we use the Granicus system, which is currently being used by the Board of Supervisors (Board) for its meetings. There is no monthly cost to move to the Granicus system, which makes it more cost effective for all agencies and departments who use the Chambers. In addition, The County's contract with Granicus would cover LAFCO which greatly simplifies the transition. For these reasons and to keep consistent with the other Commissions and Boards that use the Chambers, LAFCO will be transitioning to the Granicus system.

Discussion

With Granicus, agendas and minutes can be created that will automatically post online and be linked to streaming audio. Granicus will charge a nominal fee to set up a template for LAFCO agendas; however, the Clerk has stated that if staff adapts its agenda to look similar to the Board agendas there would be minimal or no cost to LAFCO.

Granicus has also indicated they may be able to convert previous files onto the web page for a fee. We may have the option to load past meetings and then of course any new ones that will be heard once we are set up. The cost depends on how many meetings will be converted, as well as the number of hours. Staff currently has all agenda and minutes since 2006 posted on its website in a pdf format. If the Commission is interested in pursuing this option, staff can contact Granicus and determine the cost.

The current audio streaming software allows only County employees to listen to LAFCO meetings live via the County Intranet. With the technology Granicus uses, the public

January 23, 2012

would now be able to listen to meetings on different devices such as computers, iPhones, and iPads either live or archived and viewed at a later time. There is also the option of having future meetings videotaped by the same videographer that the Board uses, at a cost of \$360 per meeting. The Commission may discuss whether it wants to have video webcasts of its meeting so this cost can be included in the 2012-13 budget.

Based on Commission direction, staff can either report back on additional costs before we proceed or it can be folded into LAFCO's 2012-13 Budget discussion.