

Memo

To: Honorable Mayor and City Council
From: Joe Kohlmann, City Administrator
Date: January 14, 2014
Re: Video Taping of Council Meetings

Staff has been working with Isaac Leif (the gentleman who has been filming our meetings for the LMCC) on a contract agreement to film our meetings in 2014. Staff discussed several possibilities with Victoria about how to best contract to have the meetings videotaped.

The best option for 2014 is to contract with Isaac Leif for \$150 per meeting and potentially \$50 per upload or copy of a meeting. The total maximum amount to be no more than \$200 per meeting. This equals \$3,450 - \$4,600 per year. The estimated amount of PEF/Franchise fees annually will be \$20,000.

Also, there the City will need to purchase equipment. It is estimated that a camera, tripod, and additional equipment will not exceed \$1,500. A preliminary estimate was lower but there are additional costs that will be vetted out (audio cords, possibly a dvd burner, etc.). A suitable camera can run from \$300 - \$2,500.

Staff will review the equipment and take into consideration – life expectancy, user friendliness, durability, and necessary functionality.

Council Action Requested:

Motion to allow Staff to work with the City Attorney on a contract agreement, execute the agreement with Isaac Leif and authorize the purchase of necessary equipment to film the Council Meetings, not to exceed \$1,500.