

**MEETING OF THE CENTRAL VALLEY FLOOD PROTECTION BOARD
MAY 24, 2013
STAFF REPORT
BOARD APPROVAL OF PERMANENT CHANGE OF VENUE FOR
MONTHLY BOARD MEETINGS**

1.0 – ITEM

Consider approval to move the monthly Board Meetings, on a permanent basis, from The Resources Building Auditorium to the Sacramento City Council Chambers.

2.0 – BACKGROUND

The Central Valley Flood Protection Board has held its monthly public meetings at the Resources Building, in their Auditorium, for many years, and that has worked out well for the Board and the public. However, with the 2007 flood legislation providing the Board with increased regulatory and enforcement authority over flood management, and the Board being named the entity to review and adopt the Central Valley Flood Protection Plan, the Legislature, Governor's Office, Stakeholders, and the public have recently expressed a desire for more public access and transparency of the Board's activities through webcasting of the Board's meetings, and the provision of a better venue for the public and our stakeholders.

The ease of webcasting, plus other benefits and solutions to challenges at the previous facility prompted the Board to explore the possibility of moving to another venue.

On March 8, 2013, the Board approved a recommendation that the Board temporarily move our meetings to Sacramento City Hall for several months in order to determine whether or not a permanent change would be desirable and fulfill the need for better transparency and outreach for Board organizational activities.

The feedback from both stakeholders and the public has been very positive, and therefore this report recommends that the Board approve a permanent move from the Resources Building Auditorium to the Sacramento City Council Chamber. This report also authorizes the Executive Officer to take the necessary administrative steps to implement this recommendation.

3.0 – CITY COUNCIL USE POLICY

The City of Sacramento's policy for use of the Council Chamber is purposely informal and is based upon the availability and the need of the requesting public agencies. Generally, it requires the using agency to conduct its activities in a professional manner and not create any additional out-of-pocket costs for the City. In this regard, we have

attached a letter to this report (Exhibit A) from the Sacramento City Clerk to the Central Valley Flood Protection Board's Executive Officer outlining the requirements for the use of the City Council Chamber.

4.0 – BENEFITS OF PERMANENTLY MOVING THE CENTRAL VALLEY FLOOD PROTECTION BOARD MEETINGS TO THE SACRAMENTO CITY HALL COUNCIL CHAMBER

Here are the benefits of moving the Board meetings to a more modern, technologically updated facility:

1. Transparency of Board Activities – webcasting (live streaming) of the meetings:
Live streaming of the meetings is easy to accomplish in this venue because the Chamber is better set up for it, with built in cameras and control console, and a City of Sacramento operator at every meeting. The service provider that the Board is required to contract with will also provide a link to our website allowing the public to view the meeting as it is taking place, plus a way to archive past meetings, and a searchable index for those archived meetings.
2. Technology:
 - a. The screens behind the dais are larger and easier for the audience to view from anywhere in the room they are sitting. It was not only hard to read smaller print on the Resources Building Auditorium monitors, but a person was limited in where to sit to be able to comfortably view those monitors.
 - b. The speaker podium offers the public the choice of standing, sitting, or wheelchair access (for those folks who may need accommodation).
 - c. The microphone system on the dais is newer and offers better clarity and less interference than the Resources Building Auditorium, especially for the hearing impaired.
 - d. Newer technology and features on the dais computer screens allows the meeting to run more smoothly and efficiently.
 - e. There is also a separate Closed Session Room with Projector and a room with equipment and hook-ins for the Media.
 - f. The Council Chamber and lobby offer internet and wireless service for staff and the public, which was not available in the Resources Building Auditorium.
3. Other benefits:
 - a. The audience will not have to leave during a Closed Session, which may be a hardship for some, because the Board can move into the separate Closed Session Room.
 - b. The wider style of the audience seating allows for more seating (can seat up to 230 people) and better viewing of the dais and projector screens.

- c. There is a parking garage close by with fees that are \$2 a day less than the parking facility for the Resources Building, saving the State a little.
- d. The area offers more choice in eating establishments for the Board and the public.

5.0 – COSTS ASSOCIATED WITH THE MOVE TO A NEW FACILITY

- a. Facility: There is no cost for the Board to use the Council Chamber to hold its twice-monthly meetings, nor is there a cost for on-site security or a City technician to operate the equipment.
- b. Webcasting Service:
 - There is an additional vendor cost to the City in order to meet the Board's desire for live webcasting, archiving, and indexing the live proceedings of the meetings. Therefore, the City is requiring that the Board pay these additional out-of-pocket costs since the City cannot subsidize extra costs for the Board's use.
 - The Board will purchase the necessary webcasting equipment up front (a one-time cost of \$4600 to purchase an encoder that will be installed in the City Council's control console, plus a one-time cost of \$3,129.57 for a transmitter and receiver that will be housed in an adjacent City data center facility).
 - There will be a monthly service fee of \$549.00 to live-stream the meetings, archive them, provide a searchable archive file, and provide a vendor technician if troubleshooting service is needed as part of the contract.

6.0 – ESTIMATED SAVINGS AND NET COST TO MOVE BOARD MEETINGS TO SACRAMENTO CITY HALL

The Board, in order to comply with the requests of the Legislature, the Governor's Office, our stakeholders, and the public, needed to find a way to provide live-streaming of their meetings, yet not impact the Board's budget negatively.

Webcasting the meeting in a venue that has a technician on site means that the Board will no longer need to pay for an employee who has been recording the meetings and providing technical support in the Resources Building Auditorium. This will save the Board approximately \$1,100 a month.

The one-time cost of purchasing equipment necessary to webcast the Board's meetings can be absorbed by a combination of the Board's budget for IT equipment and the savings realized to date from no longer paying for an employee to record the meeting and provide technical support in the Resources Building Auditorium (approximately \$4,400 – 4 meetings). After the initial purchase of the equipment, the only cost will be the \$549.00 a month service fee, again easily covered by the savings mentioned. A chart summarizing the financial benefits of this move is shown below:

SUMMARY OF COST – BENEFIT OF MOVING TO SACRAMENTO CITY HALL

	1st year 2012-13 FY <u>(4 months)</u>	2nd year 2013-14 FY <u>(12 months)</u>	3rd year 2014-15 FY <u>(12 months)</u>
Estimated Savings:			
1. Estimated savings (from technical support and reduced meeting recording costs) (\$1,100/month)	\$4,400	\$13,200	\$13,200
Estimated Costs (one-time):			
1. Encoder	\$4,600		
2. Transmitter & Receiver	<u>\$3,130</u>		
Sub-Total	<u>\$7,730</u>	- 0 -	- 0 -
On-Going Costs:			
1. Monthly Service Fee (\$549/month)	\$2,196	\$6,588	\$6,588
Total Costs	<u>\$9,926</u>	<u>\$6,588</u>	<u>\$6,588</u>
Net Savings	(\$5,526)	\$6,612	\$6,612
Cumulative	(\$5,526)	\$1,086	\$7,698

7.0 – SCHEDULING FOR JUNE AND JULY MEETINGS

Two Board meetings cannot be held in the Sacramento City Council Chamber due to prior commitments that could not be changed. Therefore, the Resources Building Auditorium will be the venue for those two meetings. Going forward, there are no conflicts and the Board has the Sacramento City Council Chamber reserved for both of its monthly meetings. Below is the schedule and venue for the Board’s June and July meetings:

June Timeframe:

June 14, 2013 – meeting will take place in the Sacramento City Council Chamber

June 28, 2013 – meeting will take place in The Resources Building Auditorium

July Timeframe:

July 12, 2013 – meeting will take place in the Sacramento City Council Chamber

July 26, 2013 – meeting will take place in The Resources Building Auditorium

From August on Timeframe:

Both meetings will take place in the Sacramento City Council Chamber

We are planning that all of the meetings from now on will be webcast with the exception of the June 28th and July 26th meetings.

8.0 – RECOMMENDATION

It is recommended that the Board approve a permanent move from the Resources Building Auditorium to the Sacramento City Council Chamber for its monthly meetings, and that the Board authorize the Executive Officer to take the necessary steps to implement the Board's decision.

Prepared by:
Document Review:

MEMORANDUM

To: Jay S. Punia, Executive Officer
Central Valley Flood Protection Board

From: Shirley Concolino, City Clerk
City of Sacramento

Date: May 17, 2013

Re: Use of City Council Chamber

The policy of the City of Sacramento is to make the use of the City Council Chamber available to public agencies subject to availability, continued professional conduct of activities within the Chamber, and provided that there are no additional out-of-pocket costs for the City.

In this regard, the City of Sacramento has agreed to allow the use of the City Council Chambers for meetings of the Central Valley Flood Protection Board. Meetings are to occur on the second and fourth Friday each month. The Board staff agrees to work with the City Clerk's Office for scheduling purposes annually, and to manage its activities and proceedings in a professional manner consistent with those of public agencies conducting their business in a public space.

The Board organization requested the use of the Council Chamber to enable the meetings of the Board to be webcast and to provide a better venue for the stakeholders and the public. In this regard, the City of Sacramento exclusively uses Granicus Inc. for video streaming equipment and software.

Therefore, in order to use the City Council Chamber and video stream on a regular basis, the board is required to purchase a transmitter, a receiver, software, and a monthly services contract from the City's exclusive vendor. This will enable the Board to utilize the existing setup in Council Chamber for its meetings, while managing their meeting and producing videos without the use of City Staff.

The use of any other provider is not acceptable. Only Granicus Inc. is supported by the facilities and therefore is a requirement for use of the Council Chamber.

Any questions can be directed to the Office of the City Clerk at (916) 808-7200.

Concur:

Jay S. Punia, P.E., Executive Officer

Central Valley Flood Protection Board