



MEMORANDUM

04/05/2018

TO: CRWCD BOARD OF DIRECTORS

FROM: DENISE HUSSAIN, RECORDS ADMINISTRATOR/INFORMATION SPECIALIST
ANDY MUELLER, GENERAL MANAGER

SUBJECT: MEETING AUDIO/VIDEO STREAMING SERVICES

Action Requested: Authorization to take steps necessary to provide live stream audio of the CRWCD Board meetings and provide links on the District website to the audio files for public access.

STRATEGIC PLAN INITIATIVES:

1D: Expand efforts to actively engage the public through social media, including emerging media platforms.

1E: The River District will ensure its outreach and communications extend to all 15 counties of the District.

BACKGROUND:

The public has developed an expectation that the concept of open and accessible government in today's society includes the ability to access video and/or audio live and archived files of the meetings of public boards. Many government bodies, including many of the boards of county commissioners in the 15 counties that make up the District, provide live and archived audio and/or video files of their meetings. Additionally, the Colorado River District is a geographically large area that covers roughly 29,000 square miles. In order to attend and/or listen to our Board meetings, many of our constituents must travel two or more hours each way. Currently, the regular board meetings are recorded (audio only) and the files are archived in our electronic document management system after the meeting. While the agenda and most public memos are published to our website prior to the meeting, if a constituent is interested in listening to all or part of the meeting, they must be physically present or go through the burdensome process of requesting a copy of the recording. This current process does not maximize the number of our constituents who are able to follow the business of the District. The District staff will be able to utilize our website and current social media platforms to broadcast this new capability and provide easy access to both the livestream and links to previous meetings. An additional benefit of streaming live audio and/or video of our meetings is that River District Staff will be able to listen to a live stream of the meeting while continuing their District work at their desk and quickly come to the meeting as necessary at the appropriate times. In January, the Board expressed interest in streaming meetings and directed staff to research streaming options.

OPTIONS EVALUATED:

SONICLEAR: Our current recording software offers audio files which can be uploaded to our website for access after the meeting. Livestreaming of audio and video recordings are in the software development phase (not currently available) and are expected to launch late 2018.

	<u>SET-UP</u>	<u>ANNUAL</u>
ESTIMATED UPGRADE COST TO LIVESTREAM <u>AUDIO</u> :	\$500.00	\$475.00
ESTIMATED UPGRADE COST TO LIVESTREAM <u>AUDIO/VIDEO</u> :	\$900.00	\$475.00
CAMERA, HARDWARE, LAPTOP UPGRADE:	\$3000.00	

GRANICUS: Streaming service that manages livestreaming audio/video on our website with accessibility to archived recordings. Includes timestamp feature to provide direct access to agenda item discussion on recording. Cloud Storage included. **CONSIDERATIONS:** Granicus has the ability to pause the video stream (and recording) for executive session, lunch, etc. Day two of the meeting would be a separate recording file. They would be displayed as two separate recordings, listed by date on the website. Video editing software would be required if we want to combine them into one file for our document management system.

	<u>SET-UP</u>	<u>ANNUAL</u>
COST TO ANALOG AUDIO ONLY:	\$6000.00	\$3400.00
COST TO LIVESTREAM AUDIO/VIDEO (HD)	\$6600.00	\$6000.00
COST TO INCLUDE MINUTES AND VOTING FUNCTION	\$11000.00	\$10000.00
CAMERA, HARDWARE, LAPTOP UPGRADE	\$3000.00	

OPEN MEDIA FOUNDATION: Streaming service that manages livestreaming audio/video on our website with accessibility to archived recordings. Includes timestamp feature to provide direct access to agenda item discussion on recording. Cloud Storage included. Livestreaming audio only is not an option. **CONSIDERATION:** Open Media does not have the ability to pause recordings (for executive session, lunch, etc.). You can turn off the audio, point the camera to a static object and indicate that audio/video is temporarily unavailable, or you can stop the file and start up a new stream when meeting resumes. This creates separate files on website that require additional video editing software to combine files into one video. This would be done post-meeting for the archived videos. Viewers may be required to download Chrome or Firefox.

	<u>SET-UP</u>	<u>ANNUAL</u>
COST TO LIVESTREAM AUDIO/VIDEO (HD)	\$6000.00	\$6000.00
CAMERA, HARDWARE, I-PAD TABLET	\$2000.00	

YOUTUBE: We currently have a YouTube account which allows livestream audio or audio/video of meetings without contracting additional services. Our current microphones appear to work well for this application. We would be able to post links to the archived meeting audio or audio/video on our website for easy public access. The only costs associated with YouTube would be staff time, acquisition of a laptop and, if the board desired to go with the video option, a camera.

	<u>SET-UP</u>	<u>ANNUAL</u>
CAMERA	\$1,000.00	N/A
LAPTOP	\$2,000.00	

LIVESTREAM STUDIO: Similar to YouTube, a software option to livestream audio/video of meetings on our website. This service streams through supported platforms, i.e., Facebook Live, YouTube, Periscope.

	<u>SET-UP</u>	<u>ANNUAL</u>
PURCHASE LIVESTREAM SOFTWARE, ENCODING EQUIPMENT	\$1,400.00	N/A
CAMERA, LAPTOP	\$3,000.00	

THE ABOVE PRICES ARE ESTIMATES AND SUBJECT TO MODIFICATION AS DETAILED SERVICE AND HARDWARE REQUIREMENTS ARE DETERMINED.

RECOMMENDATION:

We believe that in order to increase public access to our meetings, the Board should authorize staff to take the steps necessary to live stream audio of future Board meetings on YouTube and to provide access to archived audio files for future Board meetings in a manner which leverages the district’s current and future social media platforms in order to reach the broadest possible cross section of our constituency. At this time, staff does not recommend moving forward with video broadcast or recording of Board meetings.