

# City of Los Alamitos

## Agenda Report Discussion Items

February 18, 2015  
Item No: 10B

**To:** Mayor Richard D. Murphy & Members of the City Council

**From:** Bret M. Plumlee, City Manager

**Prepared By:** Windmera Quintanar, CMC, City Clerk

**Subject:** Consideration of Cable Television Broadcast of the Planning Commission Meetings

**Summary:** Mayor Murphy has requested Council consideration of recording Planning Commission meetings for broadcast on LATV-3.

**Recommendations:** Authorize the City Manager to record the Planning Commission meetings for broadcast on LATV-3.

## Background

Mayor Murphy has requested this item be considered by Council for implementation at the Commission level, starting with the Planning Commission. The goal is to provide additional transparency, easily accessible information for the public, and to use as a pilot program to record other Commissions.

Currently City Council meetings are recorded and aired live on LATV-3. The recordings are then kept permanently in the City Clerk's Vault and available on the City's website through YouTube. Resolution 2013-08 established summary format minutes for the City Council and found the DVD recordings to be the true record of City Council meetings. Minutes are prepared for quick and easy reference, but DVD recordings are the true record. This practice is different for each Commission.

## Discussion

Commission meetings are not currently televised. Meetings are recorded on hand held digital devices and then converted to CDs for audio playback. Minutes are prepared from these recordings. Per the City's Record Retention policy, recordings are kept for two years after the date of the meeting. After the proper destruction of the recordings, the minutes are the only record of the meetings.

By authorizing Planning Commission recordings, Council would be reinforcing DVD recordings as the true records of meetings throughout the City allowing for consistency between Council and Commission meetings. Recordings could be expanded to additional Commissions should the need arise.

It would also start the groundwork to establish a city-wide approach for minute preparation. Should DVDs be established as the true recordings of meetings, a future policy could establish minute expectations at Commission levels. Minute format varies from each Commission and the expectations change based on the composition of the Commission. A Council policy would make minute expectations clear and improve efficiency at the Staff level.

### **Fiscal Impact**

Doug Wood currently provides these services for the City Council meetings. His hourly rate of compensation is \$25/hour. It is anticipated that he will work approximately 4-5 hours a month, \$100-125/month, to broadcast the Planning Commission meetings. This estimate is based off a three hour meeting and includes set up before the meeting and uploading to the server after the meeting. The approximate cost for a year is \$1,500. The hours he works to oversee the broadcast of the Planning Commission meetings will be paid from the General Fund.

Submitted and Approved By:

  
Bret M. Plumlee  
City Manager

Fiscal Impact Reviewed By:

  
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Jason Al-Imam  
Administrative Services Director