| Legislation | Calendar | Elected Officials | Archives |

Share 🔖 🔲 Ⓕ ... | 📡 RSS | ▶ Alerts

Details   Reports

File #:	13-0481 Version: 1		
Type:	Gen. Bus. - Staff Report	Status:	Agenda Ready
		In control:	City Council
On agenda:	11/5/2013	Final action:	
Title:	Presentation of City Broadcast Capabilities (Finance Director Moe). DISCUSS AND PROVIDE DIRECTION		
Attachments:	1. Annual Broadcast Recordings Report FY11-12, 2. Annual Broadcast Recordings Report FY12-13, 3. Annual Broadcast Recordings Report FY13-14		

History (0)   Text

TO:
Honorable Mayor and Members of the City Council

THROUGH:
David N. Carmany, City Manager

FROM:
Bruce Moe, Finance Director
Leilani Flores Emnace, Information Systems Manager

SUBJECT: Title
Presentation of City Broadcast Capabilities (Finance Director Moe).
DISCUSS AND PROVIDE DIRECTION
Line

Recommended Action
RECOMMENDATION:
Staff recommends that the City Council discuss and provide direction.
Body
FISCAL IMPLICATIONS:
There is no fiscal impact associated with this recommendation.

BACKGROUND:
During the Fiscal Year (FY) 2013-2014 Budget Study Sessions, City Council inquired about the City's broadcasting capabilities. This report addresses that inquiry.

DISCUSSION:
In 2007, the City's cable franchise agreement with Time Warner Cable (TWC) expired, at which time TWC began operating in the City under the statewide franchise which established common requirements for cable operators in all jurisdictions. It also eliminated the requirement for cable companies to negotiate individual franchise agreements in each jurisdiction. Up to that point, the TWC had provided staff to support broadcasting of City meetings and events. However, under the statewide franchise, TWC was no longer required to provide such support

to the City. In response, the City's Information Systems Division assumed that responsibility, and has since then staffed production of all City meetings that are broadcast over the cable system and streamed on the Internet.

With in-house staff handling audio-video (AV), the quality of the broadcasts have improved, with more attention to camera work and post production editing. Additionally, the City has made considerable hardware and software upgrades to the AV technology. Redundant broadcasting hardware was purchased to remove single points of failure. Additional cable integration was implemented when Verizon Cable offered subscribers another cable channel option in the City. Further upgrades were made with the implementation of Granicus Open Platform solutions which provides infrastructure to support agenda item display in the Council Chambers, webcast, touch screen voting, voting results, streaming of meetings on devices (desktop and mobile), and on demand webcast viewing of City meetings.

Scope of Broadcast Activities

By way of broadcast activities, IS staff manages the production (recording, broadcasting, editing) of the following:

1) City Council meetings, broadcast live the first and third Tuesdays of each month at 6:00 PM, with re-broadcast Thursdays and Saturdays 12:00 PM and 8:30 PM;

2) Planning Commission Meetings, broadcast live the second and fourth Wednesdays of each month at 6:30 PM; rebroadcast Fridays and Sundays at 12:00 PM and 8:30 PM;

3) Recording and post production of off-site meetings, including budget study sessions and special City Council meetings;

4) Other special events including Mayor's Town Hall meetings and last year's Centennial symposium;

In addition to the above, staff also re-broadcasts Beach Cities Health District Board of Directors meetings the first and third Mondays at 12:00 PM and 8:00 PM, and re-broadcasts Manhattan Beach Unified School District Board meetings (when the DVD is provided) the second and fourth Mondays at 12:00 PM and 8:00 PM.

It is important to note that meetings which occur outside the City's existing broadcast infrastructure in the City Council chambers (such as #3 above), requires additional post production efforts by IS staff because the recording must be "rendered" (a process which involves the use of computer programs to generate the video image) in order to make the video compatible with the broadcasting equipment, viewable on a computer and on the City's website. Next, the completed production is uploaded to the Granicus media vault, then the Granicus storage cloud for on-demand playback. This takes several days after the recording. However, with the upcoming purchase of broadcast equipment for the Police/Fire conference room and Joslyn Center (described later in this report) the City will have live broadcast and improved recording capabilities in two locations outside the City Council chambers.

Viewership

The City is not able to determine how many cable subscribers view the Council Meetings live on Time Warner Channel 8 or Verizon Channel 35. However, the City is able to track live and on demand viewers of the City's webcast stream on desktops and mobile devices. By way of historical data:

FY 2011-2012 - 52 meetings streamed with 1,750 total viewers (average of 34 viewers)
FY 2012-2013 - 63 meetings with 2,144 total viewers (average of 34 viewers)
FY 2013-2014 (Q1) - 22 meetings with 45 total viewers (average of 2 viewers)

Staffing Considerations

In 2007, Information Systems absorbed broadcasting with existing staff. At that time, only one staff member was required to record a meeting; similar to the resources that Time Warner once provided. However, due to the growing complexity of broadcasting, and the desire for more professional productions, Information Systems began staffing each city meetings with 2 personnel beginning in Fiscal Year 2012-2013. This is partly due to the fact that broadcasting no longer entails just the management of four cameras, but also connectivity and integration to Granicus (voting), the Internet cloud for webcast streaming, and broadcasting to Verizon and Time Warner cable channels.

Broadcast services are funded through overtime pay, compensation time off (at an overtime rate 1.5 hours for each hour worked) and the use of flexible work hours employing all full and part time Information Systems staff. Supplemental support is also provided by the IS Manager. In Fiscal Year 2011-2012, Information Systems staff spent 496 hours in the broadcast and recording of City meetings (Attachment #1). In Fiscal Year 2012-2013, Information Systems staff spent 691.15 hours in the broadcast and recording of City meetings (Attachment #2). This is 195 hours and 11 more meetings than the previous fiscal year. In the first quarter of FY 2013-2014, Information Systems staff spent 210.75 hours in the broadcast and recording of 22 City meetings (Attachment #3), thus trending to exceed FY 2012-2013 workload.

It is important to note that these broadcast duties divert the City's technology staff support from core technical duties such as network administration, telecommunications, hardware, software, program installation, connectivity and infrastructure support. This is particularly true when time off in lieu of overtime is utilized as compensation for broadcast duties. Further, as the number of evening meeting broadcasts grows, so too does staff fatigue as they work those duties in addition to a normal nine hour work day.

As the number of broadcasted meetings increases, Information Systems is seeking to employ outside contract services to assist in recording future meetings. However, because of the integration of specialized systems with the AV (Granicus hardware, software and connectivity), one IS staff will need to remain on site to support City meetings. Former Time Warner employees are an option being considered. Professional services may also be contracted to record meetings outside of the City Council Chambers. For example, the upcoming Mayor's Symposium estimate amounted to $2,450 for recording, editing and producing a DVD. Information Systems would then make the DVD available in the on-demand webcast library (it was determined that Information Systems would record the Mayor's Symposium instead of hiring professional services).

Police/Fire and Joslyn

One of City Council's Strategic Plan Initiatives is the implementation of broadcast capabilities in the Public Safety Facility and Joslyn Center. Separate from this goal, the Fire Department received a grant to implement a Smart Classroom in the Public Safety Facility, which will provide some of the infrastructure needed to achieve the broadcast goal. This grant amounts to $75,000 which will be invested in ceiling mounted microphones, cameras and projectors which will provide the capabilities to record, view and collaborate "classroom" type meetings taking place in other City's (i.e. Santa Monica, Long Beach and Beverly Hills) Fire Departments.

Information Systems plans to integrate the Smart Classroom technology with the Strategic Plan initiative of enhanced broadcast capabilities in the Public Safety Facility. In addition to extending broadcast capabilities in the Public Safety Facility and Joslyn Center, Information Systems will upgrade the cameras and respective systems in the Council Chamber and provide capabilities to record events in the Civic Center Plaza. At present the City is limited to recording one meeting at a time. With the planned enhancements, meetings can take place simultaneously, one meeting can be broadcast live, the second can be broadcasted at a later time. The capability to record and broadcast from the Joslyn Center will allow for live broadcast of election results.

Information Systems has contracted with a consultant to assist the division in the specifications for the RFP. The RFP is under final review and has been released. It is expected that the cost of the broadcast enhancements will be approximately $300,000 paid from PEG (Public, Education, Government) funds generated from cable subscribers.

With the addition of nearly $300,000 of broadcast capabilities, and the expectation of broadcasting additional meetings, the City will need to consider the staff needed to support and manage this investment. Funding for additional Information Systems staff in FY 2014-2015 will need to be considered as part of the planned formation of an independent Information Systems department.

Cable Television Programming

Aside from the broadcasting activities discussed above, the City is responsible for programming the City's Government channels (Time Warner channel 8, Verizon channel 35) when those other meetings are not being broadcasted. Such programming currently includes informational slides regarding City Council and Commission meetings. Clearly, these channels are a resource that could be utilized to a greater extent for public service announcements or to promote other City events. However, expanding the use of this media will require further staff hours which are already limited.

The City also receives periodic requests from community and civic organizations to broadcast their programs or PSAs. The City does not have the resources to manage these programs. Several years ago, Information Systems subscribed to a system that provided, weather, traffic, financial, sports news, etc. reports when no other programs were played, however that was terminated.

CONCLUSION:
Since 2007, the City has taken responsibility for, and improved the quality of, broadcasting of City meetings and events. As demand increases for more AV services, particularly with the

coming implementation of the broadcast capabilities at Police/Fire and Joslyn Center, staff resources will be stretched, and more resources will be necessary to manage production. Staff is reviewing options for supplemental support from outside contractors skilled in broadcasting, however, there will also be increased dependence on in-house staff to manage the overall function as the scope and portfolio of AV expands. This will be a consideration as the City moves to the creation of a separate Information Systems department.

City Staff recommends that the City Council discuss and provide direction.

Attachments:
1. Annual Broadcast Recordings Report FY11-12
2. Annual Broadcast Recordings Report FY12-13
3. Annual Broadcast Recordings Report FY13-14

Broadcast Report Fiscal Year 2011-2012

	Meeting Type	Location	Date	Start	End	Duration (Hours)	Primary IS (Hours)	Secondary IS (Hours)	Additional IS Support (Hours)	Purpose for Additional IS Support	IS Manager (Hours)	Total IS Support Hours	# of Live Viewers	# of On Demand Viewers (After)	Total # of Viewers
1	Planning Commission Meeting	Council Chambers	6/27/2012	6:30PM	10:00PM	3.5	5	0	0		0	5	3	5	8
2	City Council Meeting	Council Chambers	6/19/2012	6:30PM	11:30PM	5	6	6	0		6	18	8	39	47
3	Planning Commission Meeting	Council Chambers	6/13/2012	6:30PM	10:00PM	3.5	5	0	0		0	5	2	12	14
4	City Council Meeting	Council Chambers	6/5/2012	6:30PM	11:30PM	5	6	6.5	0		0	12.5	8	29	37
5	Budget Study Session III	Public Safety Facility	5/24/2012	6:00PM	9:30PM	3.5	5	0	9		5	19	0	19	19
6	Budget Study Session II	Public Safety Facility	5/22/2012	6:00PM	9:00PM	3	4.5	0	8		0	12.5	0	2	2
7	Budget Study Session I	Public Safety Facility	5/16/2012	6:00PM	10:00PM	4	4.5	0	10		0	14.5	0	24	24
8	City Council Meeting	Council Chambers	5/15/2012	6:30PM	10:45PM	4.25	5.75	5.75	5		0	16.5	6	19	25
9	Planning Commission Meeting	Council Chambers	5/9/2012	6:30PM	7:30PM	1	2.5	0	1		0	3.5	1	4	5
10	City Council Meeting	Council Chambers	5/1/2012	6:30PM	10:00PM	4	4	4	1		0	9	7	5	12
11	Special City Council Meeting - Centennial	Council Chambers	4/30/2012	6:30PM	11:00PM	4.5	4.5	0	3		0	7.5	4	6	10
12	City Council Meeting	Council Chambers	4/17/2012	6:30PM	11:30PM	5	5	5	1		0	11	9	20	29
13	City Council Meeting	Council Chambers	4/3/2012	6:30PM	11:30PM	5	5	5	1		0	11	5	17	22
14	City Council Meeting	Council Chambers	3/20/2012	6:30PM	10:00PM	3.5	3.5	2	1		3.5	10	5	21	26
15	Planning Commission Meeting	Council Chambers	3/14/2012	6:30PM	9:30PM	3	4.5	0	1		0	5.5	4	12	16
16	City Council Meeting	Council Chambers	3/6/2012	6:30PM	9:30PM	3	3	2	1		3	9	10	22	32
17	Ad Hoc Open Government Subcommittee Meeting	Council Chambers	3/1/2012	6:30PM	9:00PM	2.5	2.5	2	0.5		2.5	7.5	3	18	21
18	Capital Improvement Plan Public Workshop	Council Chambers	2/28/2012	6:30PM	10:00PM	3.5	3.5	0	0.5		0	4	3	15	18

	Meeting Type	Location	Date	Start	End	Duration (Hours)	Primary IS (Hours)	Secondary IS (Hours)	Additional IS Support (Hours)	Purpose for Additional IS Support	IS Manager (Hours)	Total IS Support Hours	# of Live Viewers	# of On Demand Viewers (After)	Total # of Viewers
19	City Council Meeting	Council Chambers	2/21/2012	6:30PM	12:00AM	5.5	5.5	2	1		5.5	14	12	34	46
20	Planning Commission Meeting	Council Chambers	2/8/2012	6:30PM	8:00PM	1.5	3	0	1		0	4	1	21	22
21	City Council Meeting	Council Chambers	2/7/2012	6:30PM	11:00PM	4.5	4.5	2	1		4.5	12	10	38	48
22	City Council Strategic Planning Meeting	Council Chambers	1/31/2012	6:30PM	9:30PM	3	3	2	0.5		3	8.5	4	25	29
23	Planning Commission Meeting	Council Chambers	1/25/2012	6:30PM	8:00PM	1.5	3	0	1		0	4	1	21	22
24	Strategic Plan Meeting	Public Safety Facility	1/20/2012	8:00AM	5:00PM	8	8	0	16		8	32	0	30	30
25	City Council Meeting	Council Chambers	1/17/2012	6:30PM	11:00PM	4.5	4.5	2	1		4.5	12	10	61	71
26	Planning Commission Meeting	Council Chambers	1/11/2012	6:30PM	9:30PM	3	4.5	0	1		0	5.5	1	19	20
27	City Council Meeting	Council Chambers	1/3/2012	6:30PM	11:30PM	5	5	2	1		5	13	5	57	62
28	City Council Meeting	Council Chambers	12/20/2011	6:30PM	10:30PM	4	4	2	1		4	11	7	55	62
29	Planning Commission Meeting	Council Chambers	12/14/2011	6:30PM	8:30PM	2	3.5	0	1		0	4.5	1	10	11
30	Ad Hoc Open Government Subcommittee Meeting	Council Chambers	12/13/2011	6:30PM	10:30PM	4	4	0	0.5		4	8.5	3	18	21
31	City Council Meeting	Council Chambers	12/6/2011	6:30PM	12:30AM	6	6	2	1		6	15	11	50	61
32	Ad Hoc Open Government Subcommittee Meeting	Council Chambers	11/29/2011	6:30PM	10:30PM	4	4	0	0.5		4	8.5	2	27	29
33	City Council Meeting	Council Chambers	11/15/2011	6:30PM	12:30AM	6	6	2	1		6	15	11	47	58
34	Planning Commission Meeting	Council Chambers	11/9/2011	6:30PM	10:30PM	4	5.5	0	1		0	6.5	2	24	26
35	City Council Meeting	Council Chambers	11/1/2011	6:30PM	11:30PM	5	5	2	1		5	13	6	33	39
36	Planning Commission Meeting	Council Chambers	10/26/2011	6:30PM	8:30PM	2	3.5	0	1		0	4.5	2	9	11
37	Ad Hoc Open Government Subcommittee Meeting	Council Chambers	10/25/2011	6:30PM	9:30PM	3	3	0	0.5		3	6.5	1	40	41

Broadcast Report Fiscal Year 2011-2012

	Meeting Type	Location	Date	Start	End	Duration (Hours)	Primary IS (Hours)	Secondary IS (Hours)	Additional IS Support (Hours)	Purpose for Additional IS Support	IS Manager (Hours)	Total IS Support Hours	# of Live Viewers	# of On Demand Viewers (After)	Total # of Viewers
38	City Council Meeting	Council Chambers	10/18/2011	6:30PM	12:00AM	5.5	5.5	2	1		5.5	14	10	47	57
39	Library Commission Meeting	Council Chambers	10/13/2011	6:30PM	9:30PM	3	3	0	0.5		0	3.5	0	0	0
40	Planning Commission Meeting	Council Chambers	10/12/2011	6:30PM	9:30PM	3	4.5	0	1		0	5.5	2	11	13
41	Cultural Art Commission Meeting (new library disscussion)	Council Chambers	10/11/2011	6:30PM	9:30PM	3	3	0	0.5		0	3.5	0	0	0
42	City Council Meeting	Council Chambers	10/4/2011	6:30PM	11:30PM	5	5	2	1		5	13	8	57	65
43	Planning Commission Meeting	Council Chambers	9/28/2011	6:30PM	10:30PM	4	5.5	0	1		0	6.5	4	12	16
44	City Council Meeting	Council Chambers	9/20/2011	6:30PM	9:30PM	3	3	2	1		3	9	9	81	90
45	City Council Meeting	Council Chambers	9/6/2011	6:30PM	8:30PM	2	2	2	1		2	7	4	48	52
46	Planning Commission Meeting	Council Chambers	8/24/2011	6:30PM	8:30PM	2	3.5	0	1		0	4.5	0	8	8
47	Planning Commission Meeting	Council Chambers	8/10/2011	6:30PM	8:30PM	2	3.5	0	1		0	4.5	2	9	11
48	City Council Meeting	Council Chambers	8/2/2011	6:30PM	10:30PM	4	4	2	1		4	11	8	80	88
49	Planning Commission Meeting	Council Chambers	7/27/2011	6:30PM	8:30PM	2	3.5	0	1		0	4.5	2	39	41
50	City Council Work Plan Meeting	Council Chambers	7/22/2011	6:30PM	8:30PM	2	2	2	0.5		2	6.5	0	9	9
51	City Council Meeting	Council Chambers	7/19/2011	6:30PM	9:30PM	3	3	2	1		3	9	8	146	154
52	City Council Meeting	Council Chambers	7/5/2011	6:30PM	12:30AM	6	6	2	1		6	15	28	42	70
					Total	192.75	222.25	72.25	88.5		113	496	253	1497	1750

Broadcast Report Fiscal Year 2012-2013

	Meeting Type	Location	Date	Start	End	Duration (Hours)	Primary IS (Hours)	Secondary IS (Hours)	Additional IS Support (Hours)	Purpose for Additional IS Support	IS Manager (Hours)	Total IS Support Hours	# of Live Viewers	# of On Demand Viewers (After)	Total # of Viewers
1	City Council Meeting	Council Chambers	7/3/2012	6:30PM	11:15PM	4.75	6.25	6.25	1	Trim & Schedule	0	13.5	4	114	118
2	City Council Strategic Planning	PSF	7/11/2012	8:30AM	4:30PM	8	0	0	10	Not recorded by Granicus	0	10	0	27	27
3	City Council Meeting	Council Chambers	7/17/2012	6:30PM	11:45PM	5.25	6.75	6.75	1	Trim & Schedule	0	14.5	10	32	42
4	Ad Hoc Open Government Subcommittee Meeting	Council Chambers	7/19/2012	6:30PM	9:45PM	3.25	4.75	4.75	1	Trim & Schedule	0	10.5	0	36	36
5	Planning Commission Meeting	Council Chambers	7/25/2012	6:30PM	11:00PM	4.5	6.5	0	1	Trim & Schedule	0	7.5	2	14	16
6	City Council Meeting	Council Chambers	8/7/2012	6:30PM	9:30PM	3	5	5	6	Missing audio and video	0	16	1	49	50
7	Planning Commission Meeting	Council Chambers	8/8/2012	6:30PM	7:45PM	1.25	3	0	1	Trim & Schedule	0	4	1	18	19
8	Ad Hoc Open Government Subcommittee Meeting	Council Chambers	8/30/2012	6:30PM	10:15PM	3.75	5.25	5.25	1	Trim & Schedule	3	14.5	1	16	17
9	City Council Meeting	Council Chambers	9/4/2012	6:30PM	12:30AM	6	7.5	7.5	1	Trim & Schedule	7.5	23.5	2	103	105
10	Planning Commission Meeting	Council Chambers	9/12/2012	6:30PM	7:00PM	0.5	2	2	2	Not recorded due to Granicus issue	0	6	0	17	17
11	City Council Meeting	Council Chambers	9/18/2012	6:30PM	2:00AM	7.5	9	9	1	Trim & Schedule	9	28	5	138	143
12	Mayor's Town Hall Meeting - Earthquake Preparedness	Fire1 Apparatus Bay	9/20/2012	6:30PM	8:30PM	2	3	3	4	Not recorded by Granicus	0	10	0	130	130
13	Ad Hoc Open Government Subcommittee Meeting	Council Chambers	9/24/2012	6:30PM	9:30PM	3	4.5	4.5	1	Trim & Schedule	4.5	14.5	1	8	9
14	City Council Meeting	Council Chambers	10/2/2012	6:30PM	11:00PM	4.5	6	6	1	Trim & Schedule	6	19	6	40	46
15	Adjourned Planning Commission Meeting	Council Chambers	10/3/2012	6:30PM	10:15PM	4.25	5.25	5.25		Trim & Schedule	1	11.5	1	32	33
16	City Council Meeting	Council Chambers	10/16/2012	6:30PM	11:00PM	4.5	6	6	6	Lost video stream during mtg	0	18	3	43	46

	Meeting Type	Location	Date	Start	End	Duration (Hours)	Primary IS (Hours)	Secondary IS (Hours)	Additional IS Support (Hours)	Purpose for Additional IS Support	IS Manager (Hours)	Total IS Support Hours	# of Live Viewers	# of On Demand Viewers (After)	Total # of Viewers
17	Planning Commission Meeting	Council Chambers	10/24/2012	6:30PM	9:30PM	3	4.5	4.5	0	Partially recorded by Granicus	0	9	2	41	43
18	City Council Meeting	Council Chambers	11/6/2012	6:00PM	9:45PM	3.75	5	5	1	Trim & Schedule	1	12	2	47	49
19	Mayor's 2nd Town Hall Meeting - Get to Know Your City	Joslyn Center	11/8/2012	6:30PM	8:30PM	2	3.5	3.5	4	Not recorded by Granicus	0	11	0	3	3
20	Cultural Arts Commission Special Meeting	Council Chambers	11/13/2012	10:00AM	5:00PM	7	7	0	6	Editting & Trimming	0	13	3	3	6
21	Cultural Arts Commission Special Meeting	Council Chambers	11/14/2012	10:00AM	12:00PM	2	2	0	0		0	2	0	0	0
22	City Council Meeting	Council Chambers	11/20/2012	6:00PM	10:00PM	4	5	5	0	Trim & Schedule	5	15	5	70	75
23	City Council Meeting	Council Chambers	12/4/2012	6:00PM	11:15PM	5.25	6.5	6.5	5	Lost partial video & audio	0	18	4	44	48
24	ISMP Project Kickoff Meeting	Council Chambers	12/5/2012	1:30PM	2:30PM	1	1.5	0	2	Not recorded by Granicus	0	3.5	0	0	0
25	City Council Adjourned Regular Meeting (Study Session)	Council Chambers	12/11/2012	6:00PM	8:30PM	2.5	3.5	3.5	0	Trim & Schedule	0	7	3	13	16
26	Planning Commission Meeting	Council Chambers	12/12/2012	6:30PM	9:00PM	2.5	4	4	0	Trim & Schedule	1	9	1	17	18
27	Leaderships of Manhattan Beach	Council Chambers	12/13/2012	5:00PM	7:30PM	2.5	2.5	0	0		0	2.5	0	0	0
28	City Council Meeting	Council Chambers	12/18/2012	6:00PM	9:30PM	3.5	3.75	4.5	0	Trim & Schedule	0	8.25	3	38	41
29	FY13-14 Budget Kickoff Meeting	Council Chambers	1/9/2013	11:00AM	12:00PM	1	1.5	0.5	2.5	Not recorded by Granicus	0	4.5	0	0	0
30	iLegislate (iPad) Training	Council Chambers	1/14/20013	10:00AM	11:00AM	1	1.5	0	2	Not recorded by Granicus	0	3.5	0	0	0
31	City Council Meeting	Council Chambers	1/15/2013	6:00PM	10:00PM	4	5	5	0	Trim & Schedule	5	15	4	53	57

	Meeting Type	Location	Date	Start	End	Duration (Hours)	Primary IS (Hours)	Secondary IS (Hours)	Additional IS Support (Hours)	Purpose for Additional IS Support	IS Manager (Hours)	Total IS Support Hours	# of Live Viewers	# of On Demand Viewers (After)	Total # of Viewers
32	City Council Strategic Planning	PSF	1/23/2013	8:00AM	5:00PM	8	2	2	6	Not recorded by Granicus	0	10	0	17	17
33	City Council Meeting	Council Chambers	2/5/2013	6:00PM	10:30PM	4.5	5.5	5.5	0	Trim & Schedule	5.5	16.5	3	51	54
34	City Council Candidates Forum	Council Chambers	2/7/2013	6:30PM	8:00PM	1.5	3	0	0	Trim & Schedule	0	3	1	97	98
35	Planning Commission Meeting	Council Chambers	2/13/2013	6:30PM	9:30PM	3	4.5	4.5	0	Trim & Schedule	1	10	2	14	16
36	City Council Meeting	Council Chambers	2/19/2013	6:00PM	9:15PM	3.25	4.25	3.25	0	Trim & Schedule	4.25	11.75	5	47	52
37	Planning Commission Meeting	Council Chambers	2/27/2013	6:30PM	10:00PM	3.5	5	5	0	Trim & Schedule	5	15	2	9	11
38	City Council Meeting	Council Chambers	3/6/2013	6:00PM	12:15AM	6.25	7	6.25		DVD lost 10 minutes	5	18.25	3	123	126
39	Ad Hoc Open Government Subcommittee Meeting	Council Chambers	3/12/2013	6:30PM	11:00PM	5.5	6	0	0	0	6	12	2	34	36
40	Planning Commission Meeting	Council Chambers	3/13/2013	6:30PM	10:45PM	5.75	4.15	0	0	0	0	4.15	4	8	12
41	City Council Meeting	Council Chambers	3/19/2013	6:00PM	9:15PM	3.25	4.5	3.25	2	Lost Internet access	0	9.75	0	43	43
42	City Council Teambuilding Meeting	PSF	3/21/2013	8:30AM	2:30PM	6	1	0.5	2	Not recorded by Granicus	0	3.5	0	24	24
43	Planning Commission Meeting	Council Chambers	3/27/2013	6:30PM	8:45PM	2.25	4	4	0	Trim & Schedule	0	8	1	10	11
44	City Council Meeting	Council Chambers	4/2/2013	6:00PM	11:45PM	5.75	6.5	5.5	0	Trim & Schedule	5	17	3	39	42
45	Planning Commission Meeting	Council Chambers	4/10/2013	6:30PM	9:30PM	3	4	4	0	Trim & Schedule	1	9	1	9	10
46	City Council Meeting	Council Chambers	4/16/2013	6:00PM	11:45PM	5.75	6.25	5	0	Trim & Schedule	5	16.25	3	73	76
47	Joint City Council/MBUSD Trustees Meeting	Joslyn Center	4/22/2013	6:00PM	8:00PM	2	2.75	0	4	Not recorded by Granicus	0	6.75	0	38	38
48	Planning Commission Meeting	Council Chambers	4/24/2013	6:30PM	10:45PM	4.25	5.25	4.25	0			9.5	1	9	10

	Meeting Type	Location	Date	Start	End	Duration (Hours)	Primary IS (Hours)	Secondary IS (Hours)	Additional IS Support (Hours)	Purpose for Additional IS Support	IS Manager (Hours)	Total IS Support Hours	# of Live Viewers	# of On Demand Viewers (After)	Total # of Viewers
49	City Council/Planning Commission Joint Meeting	PSF	4/30/2013	6:00PM	9:45PM	3.75	4.5	0	5	Not recorded by Granicus	0	9.5	0	28	28
50	Community Meeting on Labor Costs and Pension Reform	Council Chambers	5/2/2013	6:30PM	8:45PM	2.25	3.5	0	4		0	7.5	0	0	0
51	City Council Meeting	Council Chambers	5/7/2013	6:00PM	11:30PM	5.5	6.25	6.25	0	Trim & Schedule	0	12.5	3	74	77
52	Planning Commission Meeting	Council Chambers	5/8/2013	6:30PM	10:00PM	3.5	4.5	4.5		Trim & Schedule	1	10	1	7	8
53	Budget Study Session #1	PSF	5/9/2013	6:00PM	11:15PM	4.25	4.75	0	4	Not recorded by Granicus	0	8.75	0	9	9
54	Budget Study Session #2	PSF	5/14/2013	6:00PM	10:45PM	4.75	5.5	0	4	Not recorded by Granicus	0	9.5	0	6	6
55	Budget Study Session #3	PSF	5/16/2013	6:00PM	10:45PM	4.75	5.5	0	4	Not recorded by Granicus	5.5	15	0	11	11
56	City Council Meeting	Council Chambers	5/21/2013	6:00PM	0:15AM	6.25	6.75	5.5	0	Trim & Schedule	5	17.25	3	39	42
57	Planning Commission Meeting	Council Chambers	5/22/2013	6:30PM	11:00PM	4.5	5.5	5.5	0	Trim & Schedule	0	11	1	14	15
58	Budget Study Session #4	PSF/Council Chambers	5/28/2013	6:00PM	9:00PM	3	3.75	3.75	4	Mtg was in 2 locations	0	11.5	2	19	21
59	City Council Meeting	Council Chambers	6/4/2013	6:00PM	6:15PM	0.25	1	0	0	No Mtg	1	2	0	0	0
60	Planning Commission Meeting	Council Chambers	6/12/2013	6:30PM	7:00PM	0.5	1.5	1	0	Trim & Schedule	0	2.5	2	3	5
61	City Council Meeting	Council Chambers	6/18/2013	6:00PM	11:30PM	5.5	6	5.5	0	Trim & Schedule	6	17.5	5	9	14
62	City Council Meeting (Make Up)	Council Chambers	6/25/2013	6:00PM	10:30PM	4.5	5	0	0	Trim & Schedule	4.5	9.5	1	18	19
63	Planning Commission Meeting	Council Chambers	6/26/2013	6:30PM	11:45PM	5.25	6.25	5.25	0	Trim & Schedule	1	12.5	1	2	3
					Total	243	283.4	203.5	99.5		104.75	691.15	114	2030	2144

Broadcast Report Fiscal Year 2013-2014

	Meeting Type	Location	Date	Start	End	Duration (Hours)	Primary IS Staff	Primary IS (Hours)	Secondary IS (Hours)	Additional IS Support (Hours)	Purpose for Additional IS Support	IS Manager (Hours)	Total IS Support Hours	# of Live Viewers	# of On Demand Viewers (After)	Total # of Viewers
1	City Council Meeting - Closed Session	Council Chambers	7/2/2013	4:00PM	4:30PM	0.5	Phat	1	0	0	Setup	0	1	0	0	0
2	City Council Meeting	Council Chambers	7/2/2013	6:00PM	11:15PM	5.25	Phat	6	5.5	5	Partially Not Recorded by Granicus	6	22.5	6		6
3	Strategic Plan Community Town Hall Meeting	PSF	7/9/2013	6:00PM	9:00PM	3	Phat	4	0	4	Not Recorded by Granicus	0	8	0		0
4	City Council Strategic Plan Meeting	PSF	7/10/2013	8:30AM	3:30PM	7	Phat	1	0	4	Not Recorded by Granicus	0	5	0		0
5	Planning Commission Meeting	Council Chambers	7/10/2013	6:30PM	7:30PM	1	Mike	2	3	1	Trimmed and Scheduled	1	7	1		1
6	City Council Meeting - Closed Session	Council Chambers	7/10/2013	4:00PM	4:30PM	0.25	Phat	1	0	0	Setup	0	1	0	0	0
7	City Council Meeting	Council Chambers	7/16/2013	6:00PM	11:30PM	5.5	Phat	6	5.5	1	Trimmed and Scheduled	6	18.5	2		2
8	City Council/Parks & Rec Commission Joint Meeting	PSF	7/23/2013	6:00PM	9:00PM	3	Phat	4	0		Not Recorded by Granicus	0	4	0		0
9	Planning Commission Meeting	Council Chambers	7/24/2013	6:30PM	12:30AM	6	Mike	7.25	6.75	1	Trimmed and Scheduled	3	18	5		5
10	City Council Meeting - Closed Session	Council Chambers	7/24/2013	4:00PM	4:30PM	0.25	Phat	1	0	0	Setup	0	1	0	0	0
11	City Council Meeting - Closed Session	Council Chambers	8/6/2013	4:00PM	4:30PM	0.25	Phat	1	0	0	Setup	0	1	0	0	0
12	City Council Meeting	Council Chambers	8/6/2013	6:00PM	1:00AM	7	Phat	7.5	6	1	Trimmed and Scheduled	0	14.5	2		2
13	Extra City Council Meeting	Council Chambers	8/13/2013	9:00AM	5:00PM	8	Mike/ Ravy	8	8	1	Trimmed and Scheduled	8	25	13		13
14	City Council Meeting - Closed Session	Council Chambers	8/20/2013	4:00PM	4:30PM	0.25	Phat	1	0	0	Setup	0	1	0	0	0

	Meeting Type	Location	Date	Start	End	Duration (Hours)	Primary IS Staff	Primary IS (Hours)	Secondary IS (Hours)	Additional IS Support (Hours)	Purpose for Additional IS Support	IS Manager (Hours)	Total IS Support Hours	# of Live Viewers	# of On Demand Viewers (After)	Total # of Viewers
15	City Council Meeting	Council Chambers	8/20/2013	6:00PM	12:30AM	6.5	Phat/Rob	7.25	6.5	1	Trimmed and Scheduled	6.5	21.25	3		3
16	Planning Commission Meeting	Council Chambers	8/28/2013	6:30PM	8:15PM	1.75	Mike	3	0	1	Trimmed and Scheduled	0	4	1		1
17	City Council Meeting - Closed Session	Council Chambers	9/3/2013	4:00PM	4:30PM	0.25	Phat	1	0	0	Setup	0	1	0	0	0
18	City Council Meeting	Council Chambers	9/3/2013	6:00PM	12:30AM	6.5	Ravy/Rob	7.25	6.75	1	Trimmed and Scheduled	6.5	21.5	2		2
19	Adjourned Regular City Council Meeting - Manhattan Village Mall Shopping Center Enhancement Project & Continued Items	Council Chambers	9/10/2013	6:00PM	11:15PM	5.25	Phat/ Tatyana	6	6	1	Trimmed and Scheduled	0	13	2		2
20	City Council Meeting - Closed Session	Council Chambers	9/17/2013	5:00PM	5:30PM	0.25	Phat	1	0	0	Setup	0	1	0	0	0
21	City Council Meeting	Council Chambers	9/17/2013	6:00PM	12:45AM	6.75	Mike/ Rob	7.25	7.25	1	Trimmed and Scheduled	5	20.5	8		8
22	City Council Meeting - Closed Session	Council Chambers	9/24/2013	10:00AM	4:00PM	0.25	Phat	1	0	0	Setup	0	1	0	0	0
					Total	74.75		84.5	61.25	23		42	210.75	45	0	45