MEMORANDUM

To: Mike Land, City Manager

From: Christel Pettinos, City Secretary

Date: **July 10, 2018**

Reference: **Sense of Community: Residents and Businesses Welcomed, Engaged and Contributing to the Community – Investigate broadcasting Council Work Sessions**

Introduction: When considering video recording options for work session meetings, the largest obstacle is the number of rooms in which meetings are held for various work sessions. AV Capture has developed an option to video and/or audio record meetings without hard-wired equipment and servers. This inexpensive solution allows for live streaming, on-demand viewing, does not require proprietary hardware or software, is portable, and can be stored and archived locally. The videos can be indexed and synched to our legislative agenda system and has search capability on the City's webpage.

Analysis: The alternative option was to have an audio video company bid a project to hard-wire video capturing equipment to the First and Second Floor Conference Rooms and tie into the cable network. However, since the City Council meets at numerous facilities, this did not appear to be a practical possibility.

Fiscal Impact: The recording application is software-based and can be installed on any Windows 7+ desktop. An ambient microphone is recommended and a portable, light-weight video camera can be purchased from online. Subscribing to the Plus Package for $399/month allows 500 hours of public access to videos, 2,500 hours of archived videos and 500 unique IP addresses to view Live Streaming. Installation, training, customer support and upgrades are all included and have no hidden service charges or setup fees. A cost sheet has been attached.

AV Capture

Legislative Solution

For Legislative & Executive Bodies

Subscription Package Includes:	Basic	Plus	Premium
Software			
Recording Application	✓	✓	✓
Services			
Public Access	100	500	Unlimited
Archive	500	2,500	Unlimited
LIVE Streaming		500	Unlimited
Support			
Installation & Training	✓	✓	✓
Unlimited Customer Support	✓	✓	✓
Upgrades & Updates	✓	✓	✓
Subscription Package Price:	**$199**/mo	**$399**/mo	**$599**/mo[*]

Contact Sales: 1-888-360-2822 / sales@avcaptureall.com

[*]Plan limited to populations under 500,000. Contact Sales for larger population pricing.

System Requirements

Audio/Video – Recording PC
OS: Windows 10, 8.1 or 7 (32 or 64 bit)
CPU: i7 quad core
RAM: 8 GB
HDD: 1 TB min (7200 RPM SATA or SSD)
Graphics: Integrated – Intel HD 4000 or better. Discrete: Comparable
Software: MS Word 2016, 2013, 2010 or 2007

Audio-Only – Recording PC
OS: Windows 10, 8.1 or 7 (32 or 64 bit)
CPU: i5 quad core
RAM: 4 GB
HDD: 500 GB min (7200 RPM SATA or SSD)
Graphics: Integrated – Intel HD 3500 or better. Discrete: Comparable
Software: MS Word 2016, 2013, 2010 or 2007

Legislative

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