



Baldwin County Commission

Legislation Text

File #: 19-0629, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 2/5/2019
Item Status: New
From: Ronald J. Cink, Budget Director
Submitted by: Anu Gary, Administration/Records Manager

ITEM TITLE

Purchase of Video Equipment for Central Annex Auditorium and Video Recording of Baldwin County Planning and Zoning Commission Meetings

STAFF RECOMMENDATION

Take the following actions:

- 1) Authorize the expenditure from the CATV License tax proceeds in the amount not to exceed \$7,195.34 to purchase on-location video recording equipment for the Central Annex Building (Auditorium) located in Robertsedale; and
- 2) Authorize County staff to record the monthly meetings of the Baldwin County Planning and Zoning Commission and the distribution of the meeting videos to the public on the County website, Facebook, You Tube and other available media resources.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Commissioners have expressed interest in video recording the Baldwin County Planning and Zoning Commission monthly meetings, in order to make the meetings more transparent, accessible and convenient for the general public.

In order to video record and broadcast the meetings on Facebook, You Tube, on-location recording equipment would have to be purchased and installed at the Baldwin County Central Annex Building in Robertsedale. CIS staff has researched the necessary equipment to accomplish this and the cost for the equipment is \$7,195.34. This includes two-camera angle recording with a camera hard mounted on the wall and another camera on a tri-pod, controlled by an iPad application.

FINANCIAL IMPACT

Total cost of recommendation: \$7,195.34 for equipment and staff cost to produce the monthly

meetings TBD.

Budget line item(s) to be used: Funding from 1.41300 (CATV License Tax)

If this is not a budgeted expenditure, does the recommendation create a need for funding? N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?

N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Administration, Victoria Key - Have Budget Director sign off on CIS Order form, save in Admin files and forward signed form to Tim Doerr, CIS

Tim Doerr, CIS - Order equipment and coordinate installation at Central Annex.

Action required (list contact persons/addresses if documents are to be mailed or emailed): N/A

Additional instructions/notes: N/A