



CITY OF WASHINGTON, ILLINOIS

City Council Agenda Communication

Meeting Date: September 18, 2023

Prepared By: Jim Snider, City Administrator

Agenda Item: FY24 Budget Amendment

Explanation: Members of the City Council have previously reviewed information about the costs to provide a system to begin live streaming of our regular meetings. The system used by the City of Decatur (Granicus/Swagit) is the preferred system following staff review.

The council has requested consideration of the meeting streaming hardware and software proposal from Granicus for \$128,482. I am also proposing an additional budget placeholder for permanent council meeting furniture at an estimated cost of \$30,000. This would allow the investment of the audiovisual equipment to be installed with the furniture which will eliminate the need for tearing down and setting up for each meeting. I believe this would provide a more secure platform for our operations and avoid connection and operational issues that might occur otherwise.

The total proposed FY24 budget amendment for discussion would be in the amount of \$160,000. If approved, these funds would come from General Fund reserves.

The proposed budget amendment requires a public hearing. Said notice must be in the local paper and posted on our website no less than 10 days prior to the public hearing. Following is the timeline of consideration by council:

- Public Hearing – Monday, September 18th prior to the Council Meeting at 6:30 p.m.
- 1st reading of FY24 budget amendment ordinance – Monday, September 18 Council Meeting
- 2nd reading of the FY24 budget amendment ordinance – Monday, October 2 Council Meeting (2/3 vote approval required)

City of Decatur Streaming System

The City of Decatur uses Granicus/Swagit digital system software and live and on-demand video equipment for their council meetings.

The advantage to the combination of these firms are as follows:

- Provides a remote camera operator as part of broadcast production crew during meetings (internal staff not needed to operate- just push button to start & stop audio)
- “Hands-off approach” for internal staff to not be tied up focusing on equipment
- Government-focused vendor
- Utilized by many municipalities, including locally (Decatur, Bloomington, Galesburg)
- Camera & AV equipment setup to capture meeting participants
- 4 fixed-location HD camera setup (quoted for setup at Fire Station Room)
- They perform equipment installation
- Video graphics & text provided on-screen
- Closed captioning services provided real-time during video stream (meets ADA requirements)
- Video streaming would be incorporated on City Website
- Time-stamped video to integrate with agenda & produce complete transcript of meeting
- Utilizes a keyword search in transcript to jump to that specific spot in video
- Ability to download meetings & share segments on external sites
- Residents can subscribe to agendas
- Excellent support throughout demo & quote process

Fiscal Impact: The initial buildout costs - \$128,482:

\$69,479: Hardware system (*attached proposal*)

\$15,000: Televis Electronic Voting System

\$44,003: Annual software costs (year 2: \$33,288.90, year 3: \$35,619.13) (*attached proposal*)

There are no operation costs with this system. Delivery and setup time would be 12 -16 weeks. This expenditure requires a public hearing and Council approval of a budget amendment for FY24.

Action Requested: Consideration by the City Council to purchase this system and service at the October 2, 2023 Council Meeting subject to approval of the FY24 Budget Amendment.

ORDINANCE NO. _____

The following ordinance will amend the City of Washington's budget for the Fiscal Year beginning May 1, 2023 and ending April 30, 2024.

**AN ORDINANCE AMENDING A BUDGET FOR CORPORATE PURPOSES FOR THE
FISCAL YEAR BEGINNING MAY 1, 2023 AND ENDING APRIL 30, 2024**

WHEREAS, the budget for fiscal year beginning May 1, 2023 and ending April 30, 2024 was adopted by the corporate authorities on April 17, 2023; and

WHEREAS, the corporate authorities determine that it is in the best interest of the City to purchase and implement a meeting streaming hardware and software system; and

WHEREAS, adequate General Fund reserves exist to fund the purchase and implementation of the meeting streaming system; and

WHEREAS, this program was not included in the aforementioned approved budget and a budget hearing was held as required on September 18, 2023;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS**, as follows:

Section 1. That the amendment to the City of Washington's FY2024 Annual Budget as delineated on the attached "Exhibit A" is hereby approved.

Section 2. This ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED AND APPROVED this _____ day of October, 2023.

AYES: _____

NAYS: _____

ATTEST:

Mayor

City Clerk

Exhibit A
BUDGET AMENDMENTS
FY2024

<u>FUND</u>	<u>ORIGINAL BUDGET AMOUNT</u>	<u>REVISED BUDGET AMOUNT</u>	<u>\$ CHANGE</u>	<u>EXPLANATION</u>
General Fund - City Hall				
Software	0	59,000	59,000	Voting system and software costs for meeting streaming system
Purchase - Equipment	10,000	91,000	101,000	Hardware for meeting streaming system and furniture for meeting room