



CITY COUNCIL MEETING VIDEO TAPES

POLICY

City Council meetings are videotaped for delayed cablecast on the City's cable television channel 15. Copies of the tapes are available in the Central and Mission Branch Libraries, City Council Offices, and City Clerk's Office. Copies will also be made upon special written request at the requester's expense.

Only City Council meetings will be cablecast, with the understanding that issues of significance that come before various Commissions will normally be brought before the City Council at one of its regular cablecast meetings for final approval.

PROCEDURE

1. Regular Tuesday evening City Council meetings are videotaped for delayed cablecast on cable channel 15 Wednesdays at 7:00 p.m. and Thursdays at 1:00 p.m. Other special meetings of the City Council (e.g., study sessions), when videotaped, are tape-delay cablecast at times designated by the Council or City Manager.
2. The City Manager's Office shall have four sets of the Council meeting tapes made.
3. One set will be placed in each library (Central and Mission Branch) and may be checked out overnight by library patrons.
4. One set of meeting tapes will be placed in the City Council Offices, and one set will be placed in the City Clerk's Office. City Council members may check out the tapes from the Council secretary for reviewing or copying. City staff may check out the tapes in the City Clerk's Office.
5. A citizen who is unable to record the channel 15 cablecast or check out a set of meeting tapes from the library may request a copy of the meeting tapes from the City Manager's Office. All such requests must be made in writing within 30 days after the Council meeting. These copies will be made commercially, and the citizen who requests the copies will be required to pay the cost of this service. Costs will vary depending on the length of the meeting. A cost quotation will be provided by the City Manager's Office upon receipt of the written request. No partial sets (showing only excerpts of meetings) will be made. Additionally, there shall be a \$20 charge to defray the City staff costs involved in processing the request.



CITY COUNCIL MEETING VIDEO TAPES (cont.)

6. The City Manager's Office shall keep the master set of the videotapes for each Council meeting for a minimum of 120 days. The tapes provided to the libraries, the Council Offices, and the City Clerk's Office shall be retained for 90 days. At the end of this time period, these tapes should be returned to the City Manager's Office for reuse.

Reference:

City Council-approved policy 4/11/95 and 12/10/96