



DATE: August 18, 2021

TO: Mayor and City Council

FROM: Becky Behrens, City Clerk



SUBJECT: Boards and Commission Recording Requirements

Staff is seeking clarification and direction from the Council regarding when and how boards and commissions meetings are handled as it relates to recordings and livestreaming.

The following boards and commissions have recording requirements, which were approved by Res. No. 6224 and Res. No. 6711:

- Board of Adjustment
- Board of Ethics
- Planning Commission
- City Judicial Commission
- Personnel Board
- PUAB
- TIF Commission
- Audit and Finance

Additional Information:

- To provide quality recordings, the following needs to occur:
 - The board or commission would need to meet 100% online
 - The board or commission would need to meet in the Council Chambers or the Independence Utilities Center Conference Room
 - Any in person or virtual meetings requiring a livestream component cannot occur simultaneously.
- Staff time:
 - Virtual meetings take staff approximately 25 minutes to setup, make quality adjustments and upload the videos to the City's YouTube Page.

This time does not include the duration of the meeting staff is monitoring for quality and technology.

- In-person meetings take staff approximately 60 minutes to setup, take down and make any quality adjustments. This time does not include the duration of the meeting staff is monitoring for quality and technology.
 - For each Council meeting, there is approximately 7 hours of staff time for set-up, producing and posting the meeting.
- While the Communications Team currently has two FTEs able to cover public meetings, equipment needed to accommodate recording, livestreaming and web-site upload requests does not allow for more than one meeting at a time.
 - If additional meetings are added we will have to start eliminating production of PSAs, event spotlights, heritage month features, etc., or additional resources will be required.
 - For each 3–5-minute video there is a minimum of 3-5 hours of videography and editing required.
- In FY 20-21, 222 Live Meetings were aired and created 32 other videos for the public.
 - So far in FY 21-22, we have aired 17 public meetings and 6 informational/promotional videos.

Staff Recommendations:

- Staff is recommending amending Res. No. 6224 and repealing Res. No. 6711 to add all required boards and commissions including Audit and Finance in one resolution. Staff would add any direction from Council in said resolution to define and clarify the process and expectations for meetings.

Boards that Need to be on the agendas page.	Recording Required as of August 2, 2021	Share live on YouTube/City7	Share and archive recording on YouTube after meeting
Audit and Finance Committee	Yes		
Board of Adjustment	Yes	Yes	
Board of Building and Engineering Appeals			
Board of Ethics	Yes		
Brand Independence Committee			
CDBG			
City Judicial Commission	Yes		
City Planning Commission	Yes	Yes	
Emergency Services			
Employee Advisory Committee			
Fairmount-Carlisle Redevelopment Corporation			
Heritage Commission			
Housing Authority Commissioners			
Human Relations Commission			
Independence Advisory Board of Health			
Independence Economic Development Council			
Independence Events Center CID (IEC CID)			
Independence Events Center Management Corporation (IECMC)			
Independence Economic Development and Incentives Commission			
Independence Harry S Truman Award Commission			
Independence Park Commission			
Independence on a Roll Working Group Committee			
Independence Square Advisory Board			
Independence Square CID			
Industrial Development Authority			
Jackson County Animal Welfare Committee			
Jackson County Board of Equalization			
Japanese Sister City Committee			
Land Trust of Jackson County			
Mayor's Advisory Commission on the Visual Arts			
Midtown Truman Road Corridor			
Personnel Board	Yes		
Public Safety Tax Oversight Committee			
Public Utilities Advisory Board	Yes	Yes	
Special Committee on Health Department Operations			
Southwest Independence 353 Redevelopment Corporation			
St. Clair Park Redevelopment Corporation			
StayWell Committee			
Storm Water Control Oversight Committee			
Street Improvement Oversight Committee			
Sustainability Commission			
Tax Increment Financing Commission	Yes	Yes	
Tourism Commission			
Transportation Policy Committee			
Tree Commission			
Truman Memorial Scholarship Fund Candidate Selection Committee			
University of Missouri Extension Council			