

Memorandum



Date May 2, 2014
To The Honorable Chair and Members of the Charter Review Commission
Subject Boards and Commissions Meeting Recordings – Survey Results & Analysis

At the Monday, April 21, 2014 Charter Review Commission Meeting, Commissioner Northrup discussed the city's policy regarding the disposal of boards and commissions meeting video and audio recordings after 90 days. At that time, you requested additional information for further discussion of this matter. As a result and based on discussions with Commissioner Northrup, the City Secretary's Office conducted a survey of all applicable boards and commissions wherein the City Council could mandate a permanent retention schedule. Attached are the survey results.

Cost information for on-line retention of all boards and commissions meeting recordings (as surveyed) are noted below. The cost information was compiled by the Communication and Information Systems Department (CIS).

Audio Storage Estimates for City of Dallas Boards and Commissions Meetings											
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	TOTAL
Storage	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	\$ 540,000
Tape Storage	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 300,000
Storage System Maintenance Extension after 5th Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
TOTAL	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 104,000	\$ 104,000	\$ 104,000	\$ 104,000	\$ 104,000	\$ 940,000
Terabytes	18	18	18	18	18	18	18	18	18	18	180

The secondary option, raised by Commissioner Northrup during our discussion, is to retain recordings for only specific boards and commissions in CD format; however, CDs have a 10-year shelf life, barring any damage. That cost would be minimal and much easier to accomplish. The cost estimate for this particular option was developed by this office and is an average of \$20 for a 10-year period for each board/commission selected; however, future conversion costs should CDs become obsolete cannot be determined at this time. The specific boards for which a permanent retention period is sought still needs to be determined if this option is considered.

Please let me know if you have any questions.

Rosa A. Rios
City Secretary

Attachment

c: Bilierae Johnson, Assistant City Secretary
John Rogers, Assistant City Attorney
Anna Holmes, CRC Liaison, City Manager's Office

Survey Results & Analysis for Boards and Commissions Meeting Recording Survey

May 1, 2014

City Secretary's Office

*****Disclaimer*****

The City of Dallas currently has 53 boards and commissions. However, the survey represents only 45 boards and commissions. Noted below are the 8 boards excluded from the survey as they were either alternate member boards or the City of Dallas may not be able to secure compliance for mandatory retention.

Board of Adjustment Alternate Members (BOX)

Dallas Central Appraisal District Board (DCA)

Civil Service Board Adjunct Members (CSX)

Dallas Housing Authority (DHA)

Cultural Affairs Commission Alternates (CAX)

Landmark Commission Alternate Members (LMX)

Dallas Area Rapid Transit Board (DART)

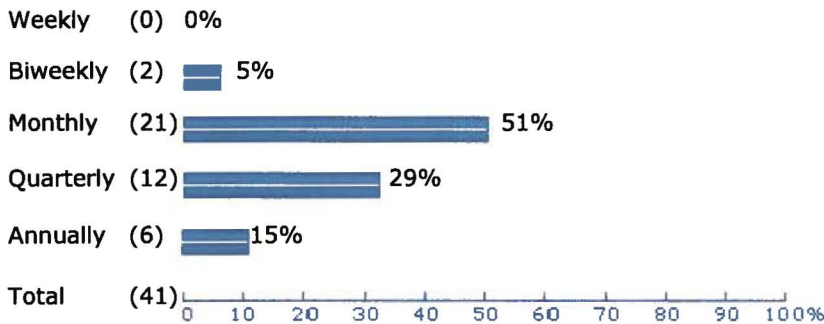
North Texas Education Finance Corporation (NTEFC)

Results Analysis

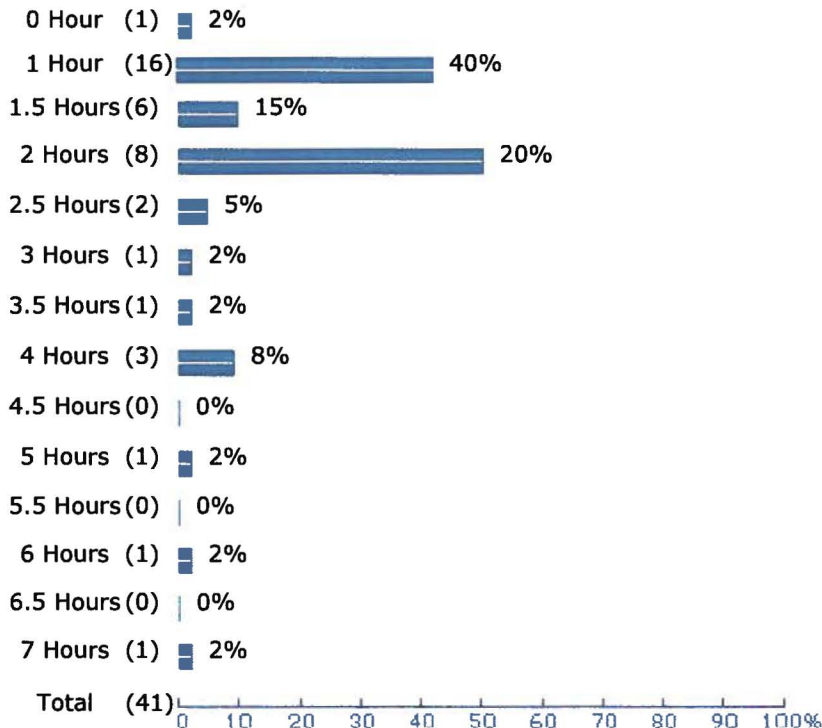
Survey Name: B&C Meeting Recordings
Start Date: Friday, April 25, 2014
End Date: Thursday, May 1, 2014
Number of Respondents: 41/45

Non-Responsive Boards as of End Date: North Oak Cliff Municipal Management District (NOC)
Reinvestment Zone Number Eight Board (Design District) (RZ08)
Reinvestment Zone Number Fourteen Board (Skillman Corridor) (RZ14)
Reinvestment Zone Number Seventeen Board (TOD) (RZ17)

1) Meeting Schedule:

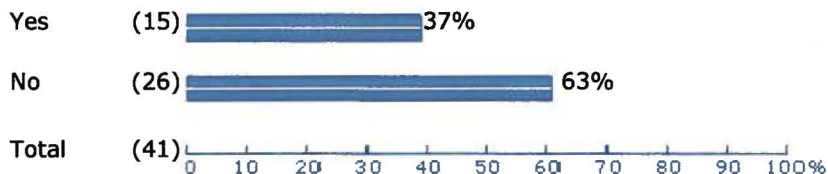


1a) Length Meeting:



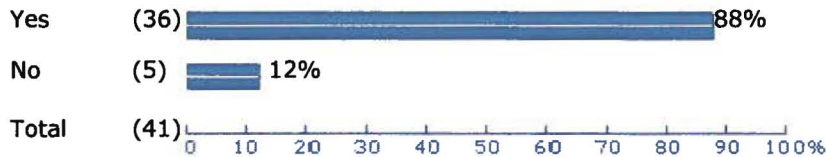
Average Length of Meeting: 2.13

2) Are Boards and Commissions decisions appealable to a higher authority:

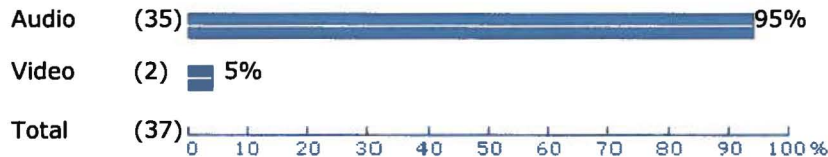


Board/Commission:	Appeal To:
Building Inspection Advisory, Examining & Appeals Board (BIA):	Courts
Charter Review Commission (CRC):	City Council
City Plan and Zoning Commission (CPC):	City Council
Community Development Commission (CDC):	City Council
Cultural Affairs Commission (CAC):	City Council
Fire Code Advisory and Appeals Board (FCB):	Courts
Judicial Nominating Commission (JNC):	City Council
Landmark Commission (LMC):	City Plan and Zoning Commission
Park and Recreation Board (PKR):	City Council
Permit and License Appeal Board (PLAB):	Courts
Redistricting Commission (RDC):	City Council
Reinvestment Zone Number Fifteen Board (Deep Ellum) (RZ15):	City Council
Senior Affairs Commission (SAC):	City Council
South Dallas/Fair Park Trust Fund Board (SDF):	Economic Development/City Council

3) Are Boards and Commissions meetings recorded:

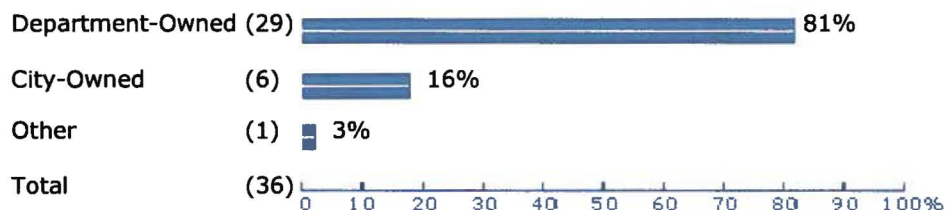


3a) If Yes, type of recording:



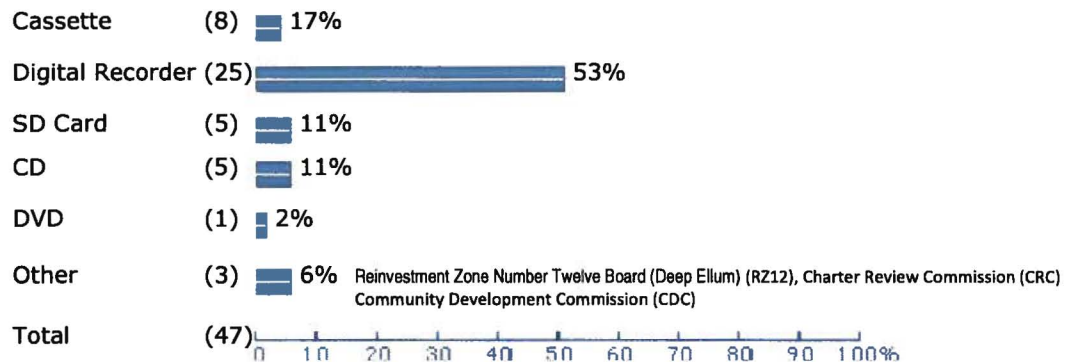
Note: Redistricting Commission (RDC) reported using both methods.

3b) If Yes, type of recording equipment used:

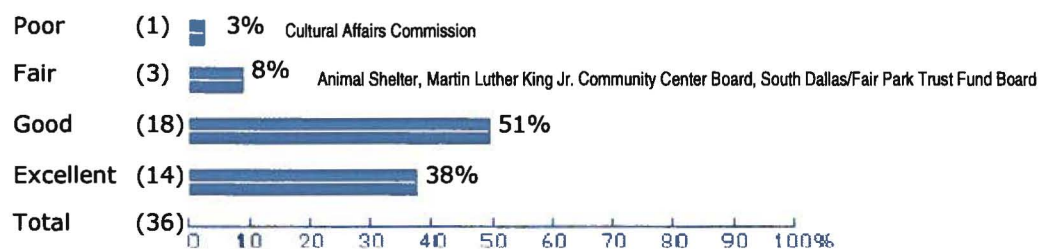


Note: Equipment is owned by DFW Airport.

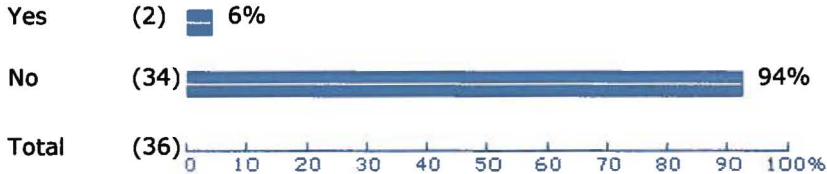
3c) If Yes, type of recordings maintained:



3d) If Yes, quality of recordings:



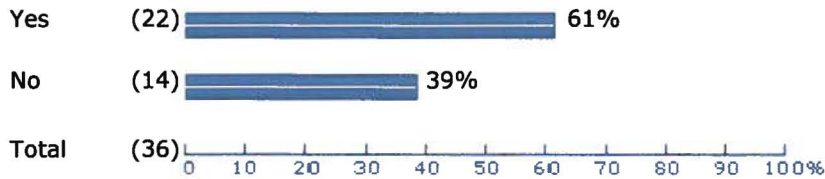
4) Boards and Commissions meetings posted on-line:



4a) If Yes, how long maintained on-line:

- 2014 Charter Review Commission - 1 Year
- 2010 Redistricting Commission - 10 Years (to next process)

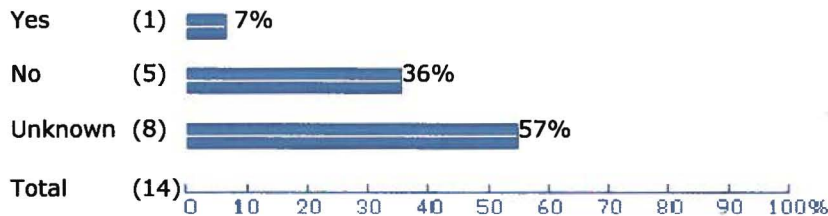
5) Are Boards and Commissions meeting recordings for historical purposes:



Listed below are those boards or commissions for which the coordinator responded 'Yes':

Animal Shelter Commission (ASC)	Reinvestment Zone Number Five Board (City Center) (RZ05)
Building Inspection Advisory, Examining & Appeals Board (BIA)	Reinvestment Zone Number Six Board (Farmers Market) (RZ06)
Cypress Waters Municipal Management District (CYP)	Reinvestment Zone Number Seven Board (Sports Arena) (RZ07)
Dallas/Fort Worth International Airport Board (DFW)	Reinvestment Zone Number Nine Board (Victory Meadow) (RZ09)
Ethics Advisory Commission (EAC)	Reinvestment Zone Number Ten Board (Southwest Medical) (RZ10)
Martin Luther King Jr. Community Center Board (MLK)	Reinvestment Zone Number Eleven Board (Downtown) (RZ11)
Permit and License Appeal Board (PLAB)	Reinvestment Zone Number Twelve Board (Deep Ellum) (RZ12)

5a) If No, does the Department Director and/or Chair feel recordings should be kept for historical purposes:



Note: Yes: The Charter Review Commission maintains records until after applicable election is over

5b) If Yes, what is the timeframe:

