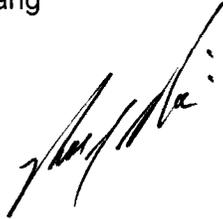


Memorandum

To : Honorable Betty T. Yee, Chairwoman
Honorable Jerome E. Horton, Vice Chair
Honorable Bill Leonard
Honorable Michelle Steel
Honorable John Chiang

Date : January 7, 2010

From : Ramon J. Hirsig
Executive Director



Subject : **Culver City Board Meeting Cost Analysis**
Board Meeting, January 26, 27, 2010, Item P1

At the September 1, 2009, Board Meeting, with the approval of the 2010 Workload Plan, the Board requested Board Proceedings Division to provide the Members with a cost analysis of the Culver City meetings. The attached document includes a Summary of Culver City Expenses, Employee Travel Expenses and possible alternatives to reducing those costs.

An oral report will be provided detailing the costs associated with the Culver City meetings. Possible action or direction may be requested.

Please let me know if you have any questions.

RJH:fr

Attachment

cc: Mr. Alan LoFaso
Ms. Regina Evans
Ms. Barbara Alby
Mr. Louis Barnett
Ms. Marcy Jo Mandel

Memorandum

To : Honorable Betty T. Yee, Chairwoman
Honorable Jerome E. Horton, Vice Chair
Honorable Bill Leonard
Honorable Michelle Steel
Honorable John Chiang

Date : December 31, 2009

From : Diane G. Olson, Chief
Board Proceedings Division

Subject : Culver City Board Meeting Cost Analysis

At the September 1, 2009, Board Meeting, with the approval of the 2010 Workload Plan, the Board requested Board Proceedings Division to provide the Members with a cost analysis of the Culver City meetings.

Summary of Culver City Expenses

In 2008 four Culver City Board meetings were held. Total expenses for these meetings, which include travel expenses, streaming media, security, and postage was \$89,693.86 for an average per meeting cost of \$22,423.47.

In 2009, four Culver City Board meetings were held. The 2009 total Culver City expenses including travel expenses, streaming media, security, and postage was \$122,946.30 for an average per meeting cost of \$30,736.58.

October 2008 marked the addition of streaming video meeting coverage, increasing per meeting expense from \$750.00 per day for audio streaming only, to a cost of \$6,420.00 per day including video streaming. By way of comparison, the cost to video stream Board meetings from Sacramento Headquarters is \$2,900.00 per day. The Culver City cost is 45 per cent higher compared to Sacramento. The Sacramento Board room has State-owned built-in dedicated hardware and infrastructure (i.e., cameras, switchers, mixers, etc.), whereas the equipment needed for streaming media for Culver City has to be shipped prior to each meeting and is owned by our streaming vendor, not by the State.

Employee Travel Expenses

BOE Travel Guide, meals and incidental allowances are as follows:

- \$ 6.00 Breakfast
- \$10.00 Lunch
- \$18.00 Dinner
- \$ 6.00 Incidentals

The daily lodging allowance for Culver City is \$110.00, auto rental is \$92.00, and current air fare is \$307.00.

The total cost per employee is \$407.00 per day, excluding auto rental. The auto rental expense is often a shared expense of \$92.00.

Alternatives Considered

As an alternative to holding meetings several times annually in Culver City, Board Proceedings was asked to investigate the possibility of videoconferencing Board Meetings. Currently, BOE has no capability to conduct Board meetings via videoconference. Therefore, the cost of videoconferencing a Board meeting is unknown at this time. The viability of videoconferencing and its related costs could be explored further at the direction of the Board.

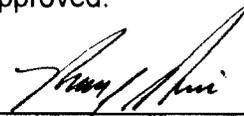
To reduce costs, if we were to revert to audio-only streaming for Culver City Board meetings, rather than video stream, the cost of webcasting the meetings would be reduced from \$6,420.00 per day to a cost of \$750.00 per day.

Please feel free to contact me if you have any questions.

Attachment

DGO/af

Approved:



Ramon J. Hirsig,
Executive Director

Culver City Meeting Cost Analysis

| | February 26-28, 2008 | May 13-15, 2008 | August 5-7, 2008 | October 28-29, 2008 | 2008 Total |
|------------------------------|----------------------|-----------------|------------------|---------------------|--------------|
| Travel Expense Total | \$ 20,299.00 | \$ 16,972.00 | \$ 14,478.00 | \$ 14,436.00 | \$ 66,185.00 |
| Audio/Video Streaming | \$ 750.00 | \$ 750.00 | \$ 750.00 | \$ 12,840.00 | \$ 15,090.00 |
| Security - CHP | \$ 1,940.89 | \$ 2,320.06 | \$ 1,762.56 | \$ 2,007.84 | \$ 8,031.35 |
| Postage | \$ 80.74 | \$ 63.22 | \$ 192.18 | \$ 51.37 | \$ 387.51 |
| Grand Total | \$ 23,070.63 | \$ 20,105.28 | \$ 17,182.74 | \$ 29,335.21 | \$ 89,693.86 |
| Average Meeting Cost | | | | | \$ 22,423.47 |

| | February 25 - 26, 2009 | April 28 - 30, 2009 | June 30 - July 1, 2009 | September 22 - 23, 2009 | 2009 Total |
|------------------------------|------------------------|---------------------|------------------------|-------------------------|---------------|
| Travel Expense Total | \$ 14,733.00 | \$ 16,422.00 | \$ 13,927.00 | \$ 14,292.00 | \$ 59,374.00 |
| Audio/Video Streaming | \$ 12,840.00 | \$ 19,260.00 | \$ 12,840.00 | \$ 12,840.00 | \$ 57,780.00 |
| Security - CHP | \$ 945.74 | \$ 1,761.06 | \$ 1,381.63 | \$ 1,438.10 | \$ 5,526.53 |
| Postage | \$ 70.16 | \$ 44.72 | \$ 80.74 | \$ 70.15 | \$ 265.77 |
| Grand Total | \$ 28,588.90 | \$ 37,487.78 | \$ 28,229.37 | \$ 28,640.25 | \$ 122,946.30 |
| Average Meeting Cost | | | | | \$ 30,736.58 |