

CITY OF LOS ANGELES

CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

FRANK T. MARTINEZ
City Clerk

KAREN E. KALFAYAN
Executive Officer

When making inquiries
relative to this matter
refer to File No.

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HELEN GINSBURG
Chief, Council and Public Services Division

03-2338

July 14, 2005

Councilmember Smith
City Administrative Officer
Chief Legislative Analyst
City Attorney
Information Technology Agency
Department of General Services
City Clerk, Executive Office

RE: VIDEOCONFERENCING CITY COUNCIL MEETINGS

At the meeting of the Council held July 13, 2005, the following
action was taken:

- Attached reports adopted..... X
Attached motion adopted().....
Attached resolution adopted().....
Motion adopted to approve attached report.....
Motion adopted to approve attached communication.....
To the Mayor FORTHWITH.....
Findings adopted.....
Negative Declaration adopted.....
Categorically exempt.....

Handwritten signature of Frank T. Martinez

City Clerk
dng



Reports on file

33

TO THE COUNCIL OF THE CITY OF LOS ANGELES

Your

RULES AND ELECTIONS and BUDGET AND FINANCE Committees

report as follows:

Public Comments: Yes No X

RULES AND ELECTIONS and BUDGET AND FINANCE COMMITTEES' REPORT relative to videoconferencing City Council meetings.

Recommendations for Council action, as initiated by Motion (Smith - Hahn):

- 1. AUTHORIZE the Information Technology Agency (ITA) and the City Clerk to implement a pilot project to provide videoconferencing of City Council meetings at the Van Nuys City Hall, with initial implementation to be at the Marvin Braude Constituent Services Center until the Council Chamber at the Van Nuys City Hall is opened.
2. AUTHORIZE the ITA and the City Clerk to expand the pilot program to a second and/or multiple sites after the initial 60 day pilot.
2. INSTRUCT the ITA and the City Clerk to report back to the Council 120 days following implementation of the pilot, on the status of the videoconferencing pilot project.

Fiscal Impact Statement: None submitted by the ITA. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

SUMMARY

The Rules and Elections and Budget and Finance Committees, at their respective meeting of September 8, 2004, and November 23, 2004, considered Motion (Smith - Hahn) and reports from the Information Technology Agency (ITA) and the Office of the City Clerk relative to videoconferencing City Council meetings. The ITA was instructed to assist the City Clerk and the City Administrative Officer (CAO) in developing recommendations to implement video-conferencing systems at multiple fixed locations in the City to allow City residents to testify from those remote locations on all matters pending before the Council. The ITA, in response to Motion (Smith - Hahn), submitted its report dated November 21, 2003, in which the Department recommended that a pilot videoconferencing project limited to a 60 - 90 day period be implemented at two remote sites connected to a third site, the downtown Council Chamber. The ITA recommended the Van Nuys City Hall (Marvin Braude Building) and the San Pedro City Hall as ideal candidates for the remote locations.

On November 25, 2003, the Information Technology and General Services (ITGS) Committee considered the ITA report which outlined some of the technological issues involved with the implementation of the City Council videoconferencing project. The City Clerk reported, as did the City Attorney, that there were Brown Act issues to be reviewed, and possibly the need for additional financial resources, and therefore recommended that a pilot program be implemented to determine actual program requirements. ITGS Committee recommended approval of the ITA recommendations and additionally referred the matter to the Budget and Finance Committee for identification of funding for the project.

Subsequent to the ITGS Committee considering this matter, the City Clerk submitted its report dated March 17, 2004, in which the City Clerk reported that the City Clerk and the ITA had reviewed various technological and procedural options to implement videoconferencing systems at remote City facility locations to enable City residents to testify on matters pending before the Council from more convenient locations. Based on that review, the City Clerk and ITA recommended that a Council videoconferencing pilot project be implemented at the Van Nuys City Hall facility complex. The City Clerk and ITA reported that a pilot project conducted at the Van Nuys facility provides the following advantages:

- allows the City Clerk and ITA to test and analyze procedures, technology, and staff support requirements and obtain feedback in an environment where actual City residents are utilizing the program;
- uses a City facility with an existing telecommunications infrastructure;
- uses a City facility with existing on-site staff that can provide additional support to the program;
- uses a City facility that provides a convenient alternative to traveling to downtown City Hall for a large pool of City residents.

The ITA and the City Clerk continued to study options regarding equipment, broadcasting, locations, staffing needs and associated costs. The City Clerk also reviewed with the City Attorney various Brown Act compliance and other legal issues possibly involved with the implementation of the project. In its report, the City Clerk described three possible options which can be used in implementing the program at remote locations, with each option varying in funding and service levels. The three options are: (1) "self serve" model which doesn't require City Clerk staffing on-site, requires existing City staff at the remote location to assist with room set-up and some public support, and uses existing resources without additional funding for staffing the site; (2) "Sergeant-at-Arms" model which also does not require City Clerk staffing on site but does require a security officer to staff the meeting room for the duration of each meeting and requires funding for a security officer position and fax equipment for the remote location meeting room; and, (3) "full service" model in which the City Clerk staffs the remote location meeting room to provide full service to the public for the duration of each meeting, which requires additional City Clerk staff and equipment such as fax, telephone and photocopiers at each site. The City Clerk recommended implementation of a pilot at the Van Nuys City Hall site with a valid assessment of the program needs, before final recommendations can be presented to the Council for its consideration.

During the Rules and Elections Committee discussion, Councilmember Smith, maker of the Motion, stated that the Motion was developed as an opportunity for people to more easily have an impact on decision making on important issues without having to drive downtown and pay to park, for their two or three minutes to speak before the Council. Mr. Smith stated that videoconferencing initially from the Braude Center and the San Pedro Center, the two furthest parts of the City from City Hall, would allow people to go to those centers when the Council meets, sign in via internet or fax machine and ask to speak. This is an opportunity, Mr. Smith said, to expand democracy and allow more people to participate in the system. The City Attorney reiterated that the pilot would be for public participation in the Council meetings and that if a Councilmember wishes to participate/vote at a remote site, that the Brown Act has strict provisions for videoconferencing and different notice requirements would apply.

ITA reported that a two-way videoconferencing pilot had been successfully conducted between the Council Chamber and the Van Nuys Constituent Services Center. ITA asked, and the City Clerk concurred, to initially limit the pilot to one site, and to then assess the process and better define the staff support requirements. The Rules and Elections Committee recommended approval of the ITA and City Clerk recommendation to conduct the pilot project at one remote site and also recommended that the ITA be authorized to expand the pilot to a second or multiple sites after an initial 60 day pilot, and report back to the Council in 120 days on the status of the pilot project.

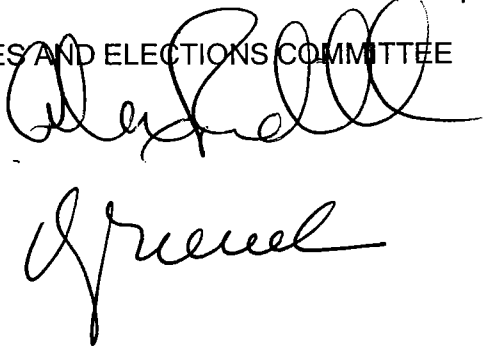
At its meeting of November 23, 2004, the Budget and Finance Committee considered this matter. During that Committee's discussion, the ITA reported that the plan, pursuant to direction from the Rules and Elections Committee, is to install the videoconferencing equipment at the Marvin Braude Constituent Services Center. The ITA reported that the estimated equipment cost is \$50,000 which will be funded from an ITA account, and that existing City staff would be used to conduct the pilot project.

The City Clerk reported that the videoconferencing model being tested will be the "self-help" model where there will be a ring-down phone with signage directing those who wish to speak from the remote site to pick up the phone. The call will be answered in the Office of the City Clerk, and City Clerk personnel will relay to the Council Chamber that there is someone at the remote site who wishes to speak. Mr. Smith advised the Committee that the Van Nuys City Hall should be specified as the final location for the pilot and that the Marvin Braude Constituent Service Center would be an interim location for the pilot until the Van Nuys City Hall Council Chamber is opened.

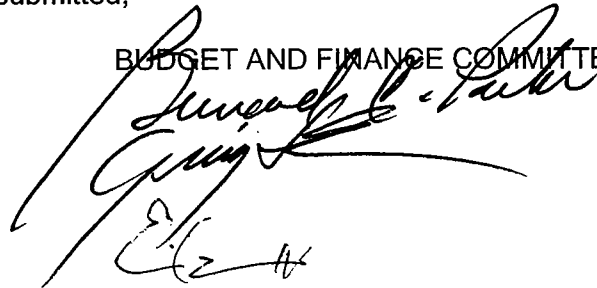
The Budget and Finance Committee concurred with the recommendations of the Rules and Elections Committee relative to implementation of the videoconferencing pilot project. This matter is now forwarded to the Council for its consideration.

Respectfully submitted,

RULES AND ELECTIONS COMMITTEE



BUDGET AND FINANCE COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
PADILLA:	YES
GREUEL:	YES
ZINE:	YES

<u>MEMBER</u>	<u>VOTE</u>
PARKS:	YES
MISCIKOWSKI:	YES
CARDENAS:	YES
SMITH:	YES
GARCETTI:	YES

LB  
#032338A  
7/7/05

*Rept*  
**ADOPTED**

JUL 13 2005

**LOS ANGELES CITY COUNCIL**

33

TO THE COUNCIL OF THE  
CITY OF LOS ANGELES

Your **INFORMATION TECHNOLOGY AND  
GENERAL SERVICES COMMITTEE**

reports as follows:

	<u>Yes</u>	<u>No</u>
Public Comments	<u>XX</u>	—

INFORMATION TECHNOLOGY AND GENERAL SERVICES COMMITTEE REPORT relative to the implementation of video conferencing systems at six fixed locations in the City to allow City residents to testify from those remote locations.

Recommendations for Council action, as initiated by Motion (Smith - Hahn):

1. INSTRUCT the Information Technology Agency (ITA), with the assistance of the City Clerk and City Attorney, to implement a pilot videoconference project at two remote sites, e.g., Van Nuys City Hall (Marvin Braude Building) and San Pedro City Hall, and connected to a third site, the Council chambers, for a 60 to 90 day period and determine staffing, training needs and other issues related to how the system will be supported.
2. AUTHORIZE the development of a partnership with a telecommunications service provider such as SBC to support the equipment and connectivity required for a videoconferencing pilot project, and to quickly implement a pilot project at minimal cost to the City.
3. INSTRUCT the City Clerk and ITA and REQUEST the City Attorney to continue to work in partnership to ensure that the implementation of videoconferencing between remote locations and the Council Chamber supports the process, rules, or protocols and policies established by the City Clerk for use of the videoconferencing system.

Fiscal Impact Statement: None submitted by the ITA. Neither the Chief Legislative Analyst (CLA) nor the City Administrative Office (CAO) has completed a financial analysis of this report.

Summary:

On October 24, 2003, a Motion (Smith - Hahn) was introduced instructing the City Clerk and the CAO, with the assistance of the CLA and the ITA, to report with recommendations to initiate the implementation of video conferencing systems at six fixed locations in the City to allow City residents to testify from those remote locations. On November 25, 2003, the Information Technology and General Services (ITGS) Committee considered the ITA report dated November 21, 2003. The ITGS Committee approved the ITA's report recommendations as amended. The ITGS Committee approved the ITA's report recommendations as amended to refer the matter to the Budget and Finance Committee. Councilmember Greig Smith and staff from Councilmembers Greuel and Hahn expressed support for the implementation of the videoconferencing system. Councilmember Smith suggested fostering partnerships with private organizations for the provision of equipment. Councilmember Parks requested the provision of videoconferencing at all of the

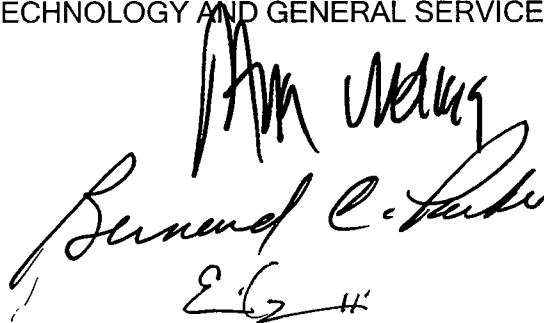
constituent centers. Councilmembers Smith and Parks suggested starting the pilot project with two videoconference locations and increasing the locations after two to three months. The ITA reported an approximate cost of \$15,000 per videoconference location. The City Attorney reported concerns relative to the Brown Act and the legal right of the public to comment on items and access to materials distributed during Council meetings, as well as, Americans with Disabilities Act requirements for the buildings providing the videoconferencing services. The City Clerk recommended that the pilot project proceed with two locations due to the issues presented by the City Attorney and cost concerns. Councilmember Weiss requested referral of the matter to the Budget and Finance Committee, in addition to the ITGS and Rules and Elections Committees, to identify funds which can be used for this purpose. This matter is now forwarded to the Council for its consideration.

Respectfully submitted,

INFORMATION TECHNOLOGY AND GENERAL SERVICES COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
WEISS	YES
PARKS	YES
GARCETTI	YES

MCP  
11/20/03  
#032338.wpd



Handwritten signatures of committee members, including a signature that appears to be "Bernard C. Parks" and another that appears to be "E. G. H."

Rept  
**ADOPTED**

JUL 13 2005

**LOS ANGELES CITY COUNCIL**