Council Meeting: 6/7/05
Agenda Item: 2.20

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: City Council **FROM:** Mayor Ron Gonzales

SUBJECT: Travel Approval **DATE:** May 31, 2005

Approved Ron Gonzales Date 5/31/05

RECOMMENDATION

Approve Mayor Gonzales' travel to Chicago, Illinois, to attend the Annual Meeting of the United States Conference of Mayors from June 9 through June 13, 2005. Funding source: Mayor's Office.

BACKGROUND

This item has been coordinated with the City Attorney's Office.

COUNCIL AGENDA: 06-07-05
ITEM: 3.5

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Tom Manheim
Lee Price

SUBJECT: **New City Hall Committee Room Cameras, and System for Video Streaming and Audio Recording of Meetings**

DATE: May 31, 2005

Approved

Date 6/2/05

RECOMMENDATION

Accept report and provide direction regarding installation in the new City Hall of cameras for the Committee Rooms and a system for video streaming, archiving, and audio recording of meetings.

BACKGROUND

A number of audio-visual functions were removed from the original A/V technology plans for the new City Hall as a cost savings measure. Among these were cameras for the Committee Rooms, and a system for video streaming, archiving, and facility-wide audio recording of meetings. During recent discussions at the Rules Committee, Blue Ribbon Task Force on Ethics, and City Council meetings, questions have been raised concerning whether the cameras and video streaming and archiving functions should be restored as part of the work underway at the new City Hall. Ceitronics, the audio-visual contractor on the project, has notified the City that it must be notified in early June if this work is to be completed before the City Council begins meeting in the new facility. The original plans for technology in the new City Hall included the installation of cameras in the Committee Room, and a video streaming system. The video streaming system included the ability to archive video for viewing on demand, as well as to create audio recordings of meetings for minute taking. These were among the items eliminated as a cost savings measure.

ANALYSIS

Over the past few months, various discussions have occurred regarding the restoration of the cameras and video streaming system. In March, the Rules Committee considered whether Council Committee meetings should be televised so that residents could view the work that these committees do on CivicCenter Television, and in considering the Rules Committee report, the City Council directed that it be provided an opportunity to consider installation of the cameras in the new City Hall Committee Rooms. Also in March, the City Clerk provided a report to the Making Government Work Better Committee, detailing technology improvements that would improve public access to information including video streaming and archiving systems. At the Blue Ribbon Task Force's final meeting in April, the Task Force approved a report recommending that the cameras in the new City Hall Committee Room be installed, so that the

City could "...webcast and archive Council committee meetings for public viewing." Finally, during the Budget Study Sessions in May, a report on the Capital Budget updated the City Council on the new City Hall effort and included the commitment to return in early June with additional information on the cameras and video streaming.

Given the various discussions regarding audio-visual technology in the City Council Chambers and Committee Rooms, Staff is bringing this issue forward for discussion and direction on how to proceed. Ceitronics, the vendor that is installing the audio-visual technology in the new City Hall, will be finishing its installation work at the end of June. If the City Council wishes to have cameras in the Committee Meeting Rooms and video-streaming and archiving capabilities when City Council meetings begin in August, staff will need to notify Ceitronics as soon as possible.

The installation of the cameras in the new City Hall Committee Rooms would provide an alternate meeting place for the City Council where meetings could be televised live, or recorded for later playback. Among other things, the room is designed to create a more informal atmosphere for the City Council to hold study sessions. With regard to the video streaming system, while the system as it is currently being installed is capable of continuing the current practice of video streaming council meetings live, it does not allow for archiving of footage for later viewing. The addition of the video streaming system would allow for both live and recorded video streams. It would provide the public with the ability to do a keyword search of online agendas, and then view video of that agenda item over the Internet.

When the City Council approved the new City Hall Technology, Furniture and Equipment Budget in February 2004, it directed staff to reduce the planned $45,250,000 expenditure by $6.8 million (15%). While we won't know the exact savings for some time, and we need to continue to control our costs carefully, we have saved $7 million on contracts approved to date and are projecting savings of at least an additional $2 million for a total estimated savings of about $9 million or 20%.

The cost of restoring the camera system in the new City Hall Committee Rooms and the facility-wide video streaming system are shown in the table below.

New Costs	One-time Costs	Ongoing Annual Costs
Camera Equipment & Installation	$110,000	
Camera Niches	$5,000	
Closed Captioning		$19,500
Subtotal	**$115,000**	**$19,500**
Video Streaming, Archiving, Recording	$25,000	$16,800
TOTAL	**$140,000**	**$36,300**
Reduced Costs		
Study Session Coverage		($25,000)
Videotape Duplication		($5,000)
Audio Cassettes		($750)
Net Costs	**$140,000**	**$5,550**

The one-time costs of $140,000 to restore these functions to the project would be funded from the unspent dollars in the TF&E budget. This cost includes $115,000 for the cameras and $25,000 for the video streaming system. The installation of cameras in the Committee Rooms, a part of the audio-visual program contained in the original Ceitronics bid, can be implemented under the City Manager's authority using savings from the bid package that was originally approved by the City Council. Regarding the video streaming, the City Clerk has identified dollars in the Clerk's Technology Budget that would fund the hardware and software purchase, as well as installation.

In addition to one-time costs, there will be an increase in annual expenses. Since audio from Committee Meetings is currently web streamed live, staff assumes that Council will expect CivicCenter TV to begin videotape coverage of committee meetings should the cameras be restored to these rooms. The closed captioning costs associated with these meetings would be $135 per hour. In addition, the service contract for the video streaming system would include a monthly fee. Together, these new ongoing costs would be $36,300. However, these costs would be partially offset. Since the Committee Rooms provide an ideal location for Council Study Sessions, it is assumed that the current estimated annual cost of $25,000 to hire outside video crews for off-site study sessions would be eliminated. In addition, there would be a reduction in the cost of video and audio tapes because the video streaming system would allow staff to create video internally for distribution of meeting coverage, as well as provide the public with easy access to the proceedings via video archiving on the Internet. The total projected additional ongoing costs would be $5,550.

OUTCOME

By discussing this item, Council will provide direction to staff on whether it wants to proceed with the installation of cameras in the Committee Rooms and with a facility wide video streaming system.

PUBLIC OUTREACH

None.

COORDINATION

This memorandum has been coordinated with Public Works, Information Technology, General Services, and the City Attorney.

Tom Manheim
Public Outreach Manager

Lee Price
City Clerk