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CLICK HERE FOR THE CEO's REPORT DATED FEBRUARY 3, 2009

CLICK HERE FOR THE CEO's REPORT DATED FEBRUARY 26, 2009

County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
http://ceo.lacounty.gov

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

February 3, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Sachi A. Hamai
Executive Officer

BOARD MEETINGS HELD IN EACH SUPERVISORIAL DISTRICT

On January 6, 2009, on motion of Supervisor Mark Ridley-Thomas, your Board instructed the Chief Executive Officer and Executive Officer of the Board to work with Board offices and other appropriate entities to review the feasibility, logistics and costs of developing, planning and scheduling quarterly regular Board meetings in each of the five Supervisorial Districts on an alternating basis. Your Board also directed that we report back with findings on this matter within 30 days, with the review to include identification of specific sites as appropriate, as well as a history of previous attempts to schedule regular Board meetings in each of the five Supervisorial Districts.

Our offices have been working with other involved departments to develop the requested information, and have determined additional time is needed to confirm relevant logistical and cost information. We estimate providing a final response to your Board by Friday, February 20, 2009.

Please let me know if you have any questions, or your staff may contact Martin Zimmerman at 213-974-1326 or Don Ashton at 213-974-1405.

WTF:SAH

c: County Counsel
Director of Internal Services
Acting Chief, Office of Public Safety
Officer in Charge, Security Operations Unit

2009-02 – 02-03-09 Board Meetings Held in Each Supervisorial District

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Fifth District

February 26, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Sachi A. Hamai
Executive Officer, Board of Supervisors

FEASIBILITY OF OFFSITE BOARD MEETINGS

On January 6, 2009, on motion of Supervisor Ridley-Thomas, the Board instructed the Chief Executive Officer and Executive Officer of the Board to work with Board offices and other appropriate entities to review the feasibility, logistics and costs of developing, planning, and scheduling quarterly regular Board meetings in each of the five Supervisorial Districts on an alternating basis, as well as include a history of previous attempts to schedule regular Board meetings in each of the five Supervisorial Districts.

A review of this matter disclosed that the most significant issue for your consideration is that the California Government Code requires all regular Board meetings to be held in the County Seat which is defined as the City of Los Angeles. While you may hold special meetings anywhere throughout the County, in the event you want to hold regular Board meetings outside the City of Los Angeles, the County would need to pursue legislative changes to the Government Code.

Attached for your information is a report identifying the essential logistical requirements that must be addressed and implemented if your Board chooses to conduct meetings at offsite locations, as well as additional issues for your consideration that would enhance the level of service provided during a Board meeting (Attachment I). The report also includes possible alternatives to offsite meetings for your consideration, as well as a summary sheet of one time costs and weekly recurring costs (Attachment II).

For historical purposes, a February 14, 2005 report addressing this issue is attached for your information (Attachment III).

In summary, holding regular meetings of your Board outside the Los Angeles Civic Center remains a policy issue for your Board's determination. However, given that this would result in additional costs, pursuing this avenue should be considered in the context of other Board priorities given the continuing and extraordinary fiscal challenges the County faces at this time. However, we recognize that your Board may want flexibility to schedule regular meetings anywhere in the County at such time as your Board may consider this option. Therefore, if instructed by your Board, we will seek State legislation to remove the restriction that regular meetings of the Board of Supervisors must be held in the County Seat. In lieu of legislative changes, your Board may choose to consider holding special meetings in different areas of the County, which could include discussions of specific issues, such as the County budget or the re-opening of Martin Luther King Hospital. While most of the cost and logistical issues pertinent to regular meetings would apply to these special meetings, we will work to identify funding and to coordinate with relevant departments to schedule such meetings if your Board so directs.

Please let us know if you have any questions or require additional information, or your staff may contact Martin Zimmerman at (213) 974-1326 or Don Ashton at (213) 974-1405.

WTF:SAH
DA:MKZ:pg

Attachments

REPORT ON CONDUCTING OFFSITE BOARD MEETINGS ON A ROTATIONAL BASIS IN DIFFERENT SUPERVISORIAL DISTRICTS

FEBRUARY 26, 2009

This report addresses both the logistical and fiscal impacts of scheduling and holding regular and special meetings of the Board of Supervisors on a quarterly, rotational basis in each of the five Supervisorial Districts. It includes information on the following:

- Legal Requirements;
- Security Requirements;
- Essential Space/Logistic Requirements;
- Additional Space/Logistic Requirements for consideration
- Scheduling/Announcement Requirements; and
- Other Alternatives (including special meetings, night meetings, and videoconferencing).

Legal Requirements:

1. Government Code Section 25081 requires that the Board conduct its regular meetings at the County Seat; Government Code Section 23619 defines the County Seat as the City of Los Angeles. However, this restriction does not apply to special meetings or videoconferencing locations. A regular meeting is the normally scheduled Tuesday meeting at which the Board discusses and transacts general and specific items of business, recognizes County staff and community members, etc. A special meeting is a meeting called outside of the regularly established meeting schedule at which the Board meets to consider a specific item(s) of business.

2. Government Code Section 54954.2 requires the agenda to be posted at the location of the meeting at least 72 hours in advance of the meeting. In order to meet this requirement, the Executive Office of the Board of Supervisors (Executive Office) would make arrangements with the building owner to identify a location to post the agenda so that it could be posted in accordance with the Government Code.

3. County Code Section 2.36.070 and the Rules of the Board will need to be amended to reflect any changes to the time, place, and location of the Board's regular meetings. If desired, the Chief Executive Officer and Executive Officer of the Board will work with County Counsel to recommend changes for the Board's consideration and approval.

Security Requirements:

1. Sheriff Deputies from the Security Operations Unit would be assigned to secure the remote Board meeting locations. The number of deputies required for a Board meeting will depend on the location, the physical layout of the building, and the matters appearing on the agenda. Additional security procedures would also need to be developed to provide for the safety of Board members and other personnel, which may include Board members and staff briefings prior to the scheduled meeting.

2. Office of Public Safety officers currently assist with securing the Board meetings. In the event the Board plans to regularly conduct Board meetings offsite, the Office of Public Safety recommends purchasing two portable weapons screening devices in order to screen all visitors entering the meeting room. Estimates for portable weapons screening devices total approximately $5,000 each, for a total of $10,000.

   Security Operations Unit and Office of Public Safety personnel are unable to provide cost estimates until a location is identified and a security assessment is conducted. While security costs may increase or decrease depending on the number of staff needed, in the event the location requires additional law enforcement staff, it will cost approximately $66.75/hour for each officer.

Minimum Essential Space/Logistic Requirements:

1. The offsite location must be large enough to accommodate the space and parking needs of the Board members, Board office staff, staff from the CEO, Executive Office, County Counsel, support staff from various County departments, and members of public. In addition, the meeting room must be in compliance with the Americans with Disabilities Act (ADA). At this time a thorough review of potential sites has not been completed, but in order to meet these requirements the Chief Executive Office is reviewing the possibility of using meeting places, such as City Council meeting rooms and college/university auditoriums. Two sites that we have examined more closely include the City of Los Angeles' mini-City Halls in Van Nuys and San Pedro. While our initial analysis indicates that the Van Nuys site may be suitable for Board meetings, the San Pedro facility reflects both size and logistical constraints making it a less viable option.

   The location would also need to be able to accommodate parking for all County staff, as well as for members of the public who wish to attend the meeting. To reduce the amount of parking required, the Board may want to consider only conducting special presentations at the Hall of Administration and not having any special presentations during the offsite meetings.

   Depending on the location selected, the County may be required to pay rental fees to the building owner.

2. Access to the County's data network or the ability to establish remote access must be available at any remote location. Network access will allow the Board office staff and support staff from County departments to access electronic files and information that may be requested during the meeting.

3. Audio Equipment Setup Requirements:

   CEO Audio Technicians have experience traveling to different venues and setting up their equipment for various functions. The following items should be considered:

   a. CEO Audio Technicians require advance access to the meeting venue. Depending on the site chosen and the amount of preparatory work that needs to be done, it would be preferable to access the meeting room the day before the meeting and a minimum of two hours prior to the start of the meeting.

b. The CEO estimates it will cost an additional $3,600 per meeting to setup the equipment, monitor the Board meeting, and break down the equipment after the meeting.

c. Language translation devices would be delivered to each location in the event they are needed. Advance notice would be required to ensure an appropriate number of language devices are available as well as ensure a translator is available. The Executive Office currently has approximately 75 translation devices. With the exception of the time needed to setup the equipment, we do not anticipate any additional costs associated with providing the translation devices.

4. Special Event Equipment Setup Requirements

   The Internal Services Department (ISD) will be responsible for the setup of equipment, such as tables, chairs, weapons screening devices, podium, extension cords, translation devices, etc. ISD estimates it will cost approximately $600 - $1,000 per meeting depending on the location and amount of setup required.

5. Televising the Offsite Board Meetings:

   Our current contractor, Network Television Time, Inc. (NTT), estimates it will cost an additional $6,000 - $7,000 to provide services at an offsite location primarily as a result of requiring additional staff and specialized mobile location televising equipment. The cost increase is primarily due to increased preparation time and additional staff to operate the cameras. These costs include the added expense of remotely providing Spanish language translation of the Board meeting and closed captioning which would be provided on a tape-delayed basis, as well as transcripts, Internet publishing of the Board meeting, and Internet publishing of the Preliminary and Final transcripts.

6. Miscellaneous supplies and equipment, such as nameplates, paper, pens, pencils, public speaker forms, and other necessary supplies would be delivered by the Executive Office.

7. Depending on the nature of the meetings and the anticipated number of constituents attending the meeting, a minimum of four support staff from the Executive Office would need to attend the offsite meeting to assist with the setup of the meeting, assist the public with information and signing up to address the Board, monitor the meeting, and prepare the Held Item List.

Additional Space/Logistic Items for Consideration:

In the event the Board chooses to have regular offsite meetings at a single location, consideration should be given to installing equipment that will allow the meeting to be broadcasted to other County buildings, as well as the public in a manner currently performed for meetings at the Hall of Administration.

1. In order to broadcast an audio feed throughout the Hall of Administration and the Board of Supervisor's field offices, a dedicated phone line will be required. The estimated cost is $7,000 at a single offsite location, but costs may vary depending upon location chosen and available infrastructure at that location.

2. Services currently provided at the Hall of Administration, such as live Internet and Intranet web-casting of the Board meeting, TV monitors in the meeting room, closed circuit television broadcasting within the Hall of Administration, and live closed captioning crawl, will not be available without incurring significant one-time expenses and requiring additional logistical arrangements. If it is desired to have comparable quality audio, web-casting, and related services between an offsite location and the Hall of Administration, upgrades to the infrastructure at the Hall of Administration totaling approximately $60,000 - $80,000 would be required. In addition, ISD would be required to install telecommunications equipment, infrastructure improvements, etc., at the offsite location totaling up to $310,000.

3. Currently, the regular Board meetings are broadcasted on KLCS at 10:00 p.m. on the Wednesday following the regular Board meeting. If your Board holds a special meeting in addition to the regular Board meeting, the County does not currently have a time slot available to broadcast the special meeting.

Scheduling/Announcement Requirements:

1. As it relates to regular agenda items, the Executive Office would be responsible for updating the Board meeting calendar to identify the locations of the meeting and ensure all posting requirements are met. In the event the Board chooses to hold Public Hearings at an offsite location, the coordination and planning of the meeting must be made three months in advance to ensure all posting requirements are met.

2. As a courtesy, the Executive Office would advertise the Board's rotational meeting schedule in community papers in each Supervisorial District. The estimated cost for this would be $1,000 - $1,500 per meeting depending on the size of the advertisement.

3. The Executive Office would update all information on the posted agenda, as well as on the County's Internet and Intranet sites.

Other Alternatives:

Town Hall Meetings:

Currently, the Board may hold "Special Meetings" in each Supervisorial District throughout Los Angeles County. The meetings may be used to discuss specific topics of interest to the community, including issues related to budget matters or Public Hearing items specific to a particular district. These meetings would be noticed on an agenda and published in accordance with Brown Act requirements. All of the logistics, planning, and costs mentioned above would remain the same.

Evening Board Meetings:

Regular Tuesday Board meetings may be conducted at the Kenneth Hahn Hall of Administration in the evening after normal business hours which would allow people who are usually working to attend. In order to implement Tuesday evening meetings, the County Code and Rules of the

Board would need to be amended to reflect the evening meeting schedule. In addition, all documents referencing the Board meeting times would be revised, as well as notices placed on the County Internet and Intranet sites. Evening meetings could result in additional overtime costs.

Thursday Board Meetings:

Prior to January 1, 1997, in addition to the regular Board meetings on Tuesdays, the Board held Public Hearings on Thursdays. The Board may want to consider scheduling special meetings on Thursdays at offsite locations to discuss specific topics of interest to each community. While the logistical and cost requirements will remain the same as mentioned above, this would allow the Board to meet anywhere throughout Los Angeles County to discuss specific issues of interest to the community while being able to continue conducting regular Board meetings at the Hall of Administration on Tuesdays.

Videoconferencing:

In addition to addressing the feasibility of holding meetings in different Supervisorial Districts, the February 14, 2005, report mentioned the possibility of implementing videoconferencing technology in all five Supervisorial Districts. Subsequently, on July 19, 2005, the Board approved a motion instructing the Chief Administrative Officer, Executive Officer and other appropriate departments to prepare a plan for providing videoconferencing technology at one site in each Supervisorial District in order to permit members of the public to testify before the Board from remote locations. Funding to implement a pilot videoconferencing site was approved by the Board in the Fiscal Year 2006-07 budget process.

Beginning January 27, 2009, the pilot videoconferencing site which permits members of the public to testify before the Board was implemented at the Lancaster Library. The pilot site is Brown Act compliant and primarily serves as a proof-of-concept to determine if the Board wishes to implement videoconferencing sites at one or more locations. If the Board chooses to implement additional videoconferencing locations, the following items need to be taken into consideration:

- The infrastructure at the Hall of Administration will only support a single pilot site. Before additional sites are added, the equipment at the Hall must be upgraded at an estimated cost of $60,000 to $80,000.

- The quality of back-up systems and level of redundancy at the pilot site in Lancaster needs to be upgraded. Specifically, if the Board chooses to use the Lancaster location on a permanent basis and/or implement additional sites, additional equipment needs to be purchased, configured, and supported to ensure adequate redundancy and system reliability totaling approximately $91,000.

- One time costs to implement videoconferencing total approximately $318,000 per location. In addition, recurring maintenance costs total approximately $35,000 per year for each location in addition to the maintenance of a Lifesize server that will be used to support all five videoconferencing locations totaling approximately $25,000 per year.

- The Board may wish to consider installation and support of generators and/or UPS (uninterruptible power supplies or generators) to ensure the remote broadcast of the Board meeting can continue in the event of a power outage at the remote location. Installation of emergency power that will allow the videoconferencing location to continue in the event of a power outage will cost approximately $440,000 per location.

- If additional sites are added, staffing requirements will need to be addressed to ensure sufficient staff is available at the remote sites to assist the public and manage the videoconferencing equipment, as well as ensure adequate security is provided by law enforcement personnel.

Please note that the cost estimates for videoconferencing are rough estimates that will need to be adjusted once the offsite location is identified and an assessment is conducted of the locations existing infrastructure.

ATTACHMENT II

Cost Summary

Essential/Required Costs for Offsite Meetings:

Weekly Recurring Costs:

Chief Executive Office	$3,600
Executive Office	$1,500
Internal Services Department	$1,000
Network Television Time Contract	$7,000
Security	Not Available*
Rental Fees	Not Available**

* Security costs may increase or decrease depending on the floor plan of the offsite location. Costs will increase $66.75/hour for each officer in addition to the staff used at the Hall of Administration.

** Rental costs may be required depending on the location identified.

Total Estimated Weekly Recurring Costs: $13,100

One Time Costs:

Portable Weapons Screening Devices	$10,000

Costs for Additional Enhancements:

One Time Costs to provide web-casting, closed captioning, etc.:

HOA Audio Control Room Infrastructure improvements	$80,000
ISD Related costs for infrastructure, equipment, technical trades	$310,000/location

Videoconferencing Costs:

One Time Costs:

Lancaster Upgrade	$91,000
Additional Videoconferencing Locations	$318,000/location*
Hall of Administration Upgrades to accommodate additional sites	$80,000
Emergency Power Supply	$440,000/location**

Recurring Costs:

Equipment maintenance (per location)	$35,000/year
Lifesize monitoring server (up to 5 sites)	$25,000/year

* Includes project management costs, technical equipment costs, and construction costs.

** Emergency power is not required but is recommended to ensure the Board meeting may continue in the event of a power outage at the videoconferencing location.

ATTACHMENT III

EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

COUNTY OF LOS ANGELES

VIOLET VARONA-LUKENS
Executive Officer

February 14, 2005

TO: Supervisor Gloria Molina, Chair
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Violet Varona-Lukens
Executive Officer

SUBJECT: **BOARD MEETINGS ROTATED AND CONDUCTED IN EACH SUPERVISORIAL DISTRICT/ALTERNATIVE MEETING PROPOSALS**

At the November 3, 2004 Board of Supervisors' meeting, Supervisor Antonovich introduced a motion directing the Executive Officer to schedule all Board meetings falling on the fourth Tuesday of the month to be conducted in a different Supervisorial District beginning with the Fifth District.

On motion of Supervisor Burke, the Board unanimously approved a substitute motion that instructed the Executive Officer, in consultation with the Chief Administrative Officer and Chief Information Officer, to prepare a report addressing: 1) the feasibility and potential costs of implementing Supervisor Antonovich's proposal to schedule all Board meetings falling on the fourth Tuesday of the month to be conducted in a different Supervisorial District beginning with the Fifth District; 2) alternative ideas to the once-a-month rotational Board meetings, such as holding a town hall meeting once a year in each Supervisorial District targeted to issues that may be important to a particular community; 3) evening meetings held in the Kenneth Hahn Hall of Administration; and 4) the use of technology to allow greater public participation in the meeting process through the establishment of remote sites set up with video conferencing equipment.

383 KENNETH HAHN HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 FAX (213) 620-0636

The attached report includes the findings of our review of alternative approaches for maximizing public access to Board meetings. A key finding is that State law requires county boards of supervisors to conduct regular meetings at the county seat. This requires, therefore, that your Board's regular meetings be conducted at locations within the City of Los Angeles, which would not allow us to site these meetings at locations in incorporated cities located at the County's geographic boundaries. This requirement does not apply to special meetings or video conference/teleconference locations, as discussed further in the attached.

Scheduling Regular Board Meetings at Alternative Sites

As your Board is aware, scheduling Board meetings at locations other than the Kenneth Hahn Hall of Administration would require an extensive planning and coordination effort on the part of my staff and other County departments, such as the Sheriff's and Internal Services Departments, which assist us in conducting Board meetings, as well County departments whose items would be pending Board action. There would be additional costs associated with the activities identified in our report; however these costs would depend in large part on the locations selected by your Board for these meetings and, therefore, total costs cannot currently be determined.

Changing the location of the regular fourth Tuesday Board meetings would be even more challenging because the public hearing meetings have more complex notice requirements that need to be satisfied far in advance of the scheduled meeting. Therefore, should the Board decide to proceed with off-site Board meetings, we would recommend rotating meetings other than the one held on the fourth Tuesday.

Town Hall Meeting

Periodic Town Hall meetings held, for example, once annually in each Supervisorial District, would still involve significant planning and notice requirements and the potential costs associated with off-site meetings. However, these would be lower than the alternative of monthly meetings, given the fewer number of off-site meetings and the focus on specific issues which would reduce the number of affected County departments. Further, as special meetings, the Town Hall meetings could be held anywhere in the County.

Evening Board Meetings

Based on our review, the alternative which requires the fewest changes to implement is the proposal to schedule regular Tuesday Board meetings in the evening. While the day and time of regular Board meetings is reflected in the County Code and Rules of the Board, these could be changed simply by action of your Board. Evening meetings could be considered as a pilot on a quarterly basis and expanded to monthly, as appropriate, based on our experience during the pilot period.

Videoconferencing

Available technology exists which would allow members of the public to attend and participate in Board meetings from alternative locations in the County, while continuing to hold the meetings at the Hall of Administration; however these options are potentially costly.

Estimates provided by our current contractor and from the Chief Information Office (CIO) range from $550,000 to $850,000 in start-up costs for equipment and installation in the Board's meeting room and 5 permanent, off-site locations. Additional, ongoing costs are estimated by our current contractor at $4,000 monthly, while an estimate of these ongoing costs is not currently available for the CIO's option. The potential monthly cost of televising Board meetings originating from different locations throughout the County is estimated by our current contractor at $11,000 monthly.

In conclusion, a more detailed cost analysis on the abovementioned meeting options will be developed based on further direction from your Board. Please let me know if you have any questions regarding the information provided in this report.

VVL:RG

Attachment

c: David E. Janssen, Chief Administrative Officer
Jon W. Fullinwider, Chief Information Officer
Raymond G. Fortner, Jr., County Counsel

REPORT ON ROTATING A BOARD MEETING TO A DIFFERENT SUPERVISORIAL DISTRICT EACH MONTH/ALTERNATIVE MEETING PROPOSALS
February 14, 2005

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REPORT ON ROTATING A BOARD MEETING TO A DIFFERENT SUPERVISORIAL DISTRICT EACH MONTH/ ALTERNATIVE MEETING PROPOSALS
February 14, 2005

I. Offsite Board Meetings Held on the Fourth Tuesday of the Month:

Currently the Board meetings held on the fourth Tuesday of each month are reserved for public hearings on zoning matters, special district proceedings, property transactions and fees, etc.; Supervisor motions; items continued from previous meetings by the Board; and Department items with time constraints that are authorized for placement on the agenda by the Chair of the Board.

Rotating these meetings from District to District involves considerable preparation and staff time away from the office, as was evidenced recently with your Board's November 15, 2004 Special Meeting to consider the reduction of trauma services at Martin Luther King, Jr./Drew Medical Center (Beilenson Hearing).

The following location, scheduling, and personnel issues must be considered prior to conducting meetings outside of the Kenneth Hahn Hall of Administration:

A. Legal Requirements:

1. Government Code Section 25081 requires that your Board conduct its regular meetings at the County seat. Government Code Section 23619 defines the County seat as Los Angeles. Therefore, without changes to State law, any additional location(s) for the Board's regular meetings must be within the boundaries of the County seat. (This restriction does not apply to special meetings or videoconference/teleconference locations which will be discussed later in this report.)

2. County Code Section 2.36.070 and the Rules of the Board will need to be amended to reflect any changes to the time, place and location of the Board's regular meetings.

3. Pursuant to Brown Act requirements (Government Code Section 54954.2), the agenda must also be posted at these remote meeting site(s) at least 72 hours in advance of the meeting. This would involve additional costs, such as staff driving to the site to comply with posting requirements.

B. Security Requirements:

1. Sergeant Steve Wheatcroft has indicated only Sheriff Deputies from the Security Operations Unit would be assigned to secure the remote Board meeting locations. The number of deputies required for a Board meeting depends on the location and the matters appearing on the agenda. Additional security procedures would also need to be developed to provide for the safety of Board members and other personnel. These procedures may include Board member and staff briefings prior to the scheduled meeting. This may require adjustments to work hours for the deputies assigned to these remote meeting site(s). Finally, Sergeant Wheatcroft indicated that his Unit's expenditures are charged against the Superior Court's budget. However, if these rotational offsite meetings became part of the Board's regular meeting schedule, the County would likely be billed for these costs. As an alternative, Sergeant Wheatcroft indicates that it may be more feasible for the Board to meet in the evening at the Kenneth Hahn Hall of Administration since security measures are already in place.

2. Office of Public Safety officers currently assist with securing the Board meetings. These officers would be responsible for transporting and setting up the metal detectors and screening all visitors entering the meeting room. Upon conclusion of the meeting, the metal detectors would then need to be taken down and returned to the Kenneth Hahn Hall of Administration for the next Board meeting.

C. Scheduling/Announcement Requirements:

1. The Executive Office would consult with each Board office to secure an appropriate site within its District on an ongoing basis that can accommodate the current staffing and space needs for Board meetings, including an additional private room for the Board to meet in closed session.

2. The Board meeting calendar with locations identified for each Supervisorial District must be updated and finalized several months in advance of the meetings to ensure all persons involved in the public hearing process receive proper notice.

3. The Executive Office would need to advertise the Board's rotational meeting schedule in community papers in each Supervisorial District at a cost that would be determined by the size of the notice and publication costs of the selected newspaper. The Executive Office would update all information regarding the Board's meetings on the County's Internet and Intranet sites as well as all booklets published by this office. The appropriate notice would also be posted on the official bulletin board located outside the Hearing Room on Temple Street.

4. Depending upon locations selected, the County may need to enter into a rental agreement for use of the facility which could include lease/use fees. Los Angeles City meeting rooms may be an option to consider. Any proposed location must have the appropriate seating for Board members and for individuals who would testify; adequate space to accommodate County staff; adequate space to accommodate a large audience; and must be in compliance with the Americans with Disabilities Act (ADA). Access to the County's data network must also be considered or the ability to establish remote access. Actual costs can be determined once we receive further direction from your Board.

5. Potentially changing the meeting starting time to begin later than 9:30 a.m. to accommodate set up for these meetings, especially if it is at a location a great distance from the Kenneth Hahn Hall of Administration.

D. Logistics Requirements:

1. Audio Equipment Setup Requirements:

   ISD's Audio technicians are experienced with traveling to different venues and setting up their equipment for various functions. Upon consulting with the technicians, the following information was submitted:

   a. ISD Audio technicians require advance access to the meeting venue, preferably the day before or at least two hours prior to the start of the meeting to set up their equipment.

   b. A dedicated phone line would be required for broadcasting the audio of the Board meeting throughout the Kenneth Hahn Hall of Administration and the Board of Supervisors' field offices.

c. The estimated fee for two technicians to set up their equipment prior to the meeting, operation of the equipment during the meeting, and break down of the equipment after the meeting is $3,648.00 per meeting. This figure does not include the technicians' overtime pay if they work past their scheduled work day.

d. The language translation devices would be ordered through ISD by Executive Office personnel but will be taken to the location by the Audio technicians.

2. Special Event Equipment Setup Requirements:

   If the location selected requires special set up of tables, chairs, podium, extension cords, skirts for the tables, flags, ropes to reserve seats and other miscellaneous equipment, Executive Office personnel would need to make arrangements with ISD's Facilities Operations. This service was provided for the recent Beilenson Hearing at a cost of $992.00.

3. Televising the Offsite Board Meetings:

   Our current contractor, Network Television Time, Inc. (NTT) prepared the attached preliminary proposal (labeled Option #1) to televise these meetings. NTT technicians would require advance access to the meeting venue similar to the Audio technicians for set up and time afterward to break down their equipment. Based on their recent experience televising the Beilenson Hearing, NTT has estimated that the offsite meetings would result in an <u>additional</u> cost of approximately $132,000 annually or $11,000 per meeting. This does not include broadcasting the Board meeting live on the internet and intranet which is not available through this proposal.

4. Rental of such equipment as photocopy and/or fax machines may be required for these offsite meeting locations.

5. At a minimum, one Spanish language translator would be needed for each meeting. In most instances, the need for an interpreter is not known in advance of the Board meeting.

6. Miscellaneous supplies/equipment would need to be provided such as an easel to accommodate the large Regional Planning maps, nameplates, badges, tablets, pens and pencils, the public speaker sign-in sheets, the time clock, various stamps and forms, water and food items, and a laptop computer to prepare the Held Item List.

7. At least six Executive Office employees would need to attend the offsite meetings to set up and then clean up the meeting room, assist the public with information and signing up to address the Board, and to monitor the meeting for preparation of the Held Item List, the minutes and the Statement of Proceedings. Depending on the length of the meeting, including set up and clean up, it may be necessary for staff to work longer than their scheduled work day.

E. Transportation Requirements:

1. Transportation and/or parking arrangements for the Board members and deputies would need to be coordinated with the site manager as well as security.

2. Transportation and/or parking arrangements for at least 6 Executive Office employees would need to be coordinated as well as transporting the necessary supplies/equipment for the conduct of the meeting.

3. Transportation and/or parking arrangements for other County department staff involved in the public hearing meetings may need to be coordinated (e.g., the Departments of Regional Planning and Public Works, Chief Administrative Office, including the photographer taking photos during the presentations, and County Counsel).

Should your Board decide to move forward with rotating a Board meeting to be held in a different Supervisorial District, we recommend that the Board select an alternative Tuesday to the designated public hearing meeting because the public hearing meetings have more complex notice requirements that need to be satisfied far in advance of the scheduled meeting. In addition, these meetings often have a significant number of people to testify regarding projects of high interest within specific communities. As an example, at the recent King/Drew Beilenson hearing it was difficult to locate a facility in the Second District to accommodate the large audience that attended the hearing.

II. Alternative Meeting Options:

A. Town Hall Meetings:

As an alternative to rotating the fourth Tuesday Board meetings to a different Supervisorial District each month, Supervisor Knabe suggested the Board consider an annual or semi-annual town hall meeting in each District. Supervisor Yaroslavsky suggested the Board consider holding a small number of meetings per year targeting issues important to a particular community.

Your Board could hold a Special Meeting in each Supervisorial District on an annual basis or as needed utilizing a "Town Hall" format to discuss an issue particular to the community or to all of your constituents. The meetings would be noticed and an agenda published in compliance with the Brown Act. Similar to the recent Beilenson Hearing, arrangements would be made through this office, in consultation with your staff to secure an appropriate meeting site. Arrangements could also be made to televise the meeting. This option, while still requiring extensive planning, poses less of a problem than the public hearing meetings because the agenda topic would be focused more on a single issue rather than multiple issues that may require many Department Heads or their assistants to be available at the meeting. Finally, these meetings could be held anywhere in the County not just within the boundaries of the County seat.

B. Evening Board Meetings:

As a way of reaching your working constituency, another alternative would to be schedule one of the monthly Tuesday Board meetings in the evening or less frequently such as one evening meeting per quarter. Notices informing the public of the regular evening meeting time would be prepared. All documents referencing the Board meeting times would be revised as well as notices placed on the internet and intranet sites. The County Code and the Rules of the Board would also need to be amended to reflect the evening meeting schedule. For staff involved in the Board meeting process, working hours may be adjusted to avoid the use of overtime whenever possible. Evening Board meetings held in the existing Board Room will not require additional equipment or extraordinary security measures.

C. Videoconference/Teleconference Meeting Proposals:

As an alternative solution to rotating the meetings from District to District each month the following proposals are presented for your consideration:

1. Our current contractor, Network Television Time, Inc. (NTT) prepared the attached preliminary proposal (labeled Option #2) to allow members of the public to attend and participate in Board meetings from alternative locations within the five Supervisorial Districts. Each remote location would have permanently installed equipment to facilitate the viewing of the live Board meeting and provide for the ability of the public to participate in the meeting. This proposal would be in compliance with the Brown Act (Government Code Section 54953(b).)

   NTT's estimated start-up costs would be $675,000, not including the addition of a 20% ($130,000) contingency fund. The total monthly operational costs would be approximately $4,000 for increased engineering and production staff time. This estimate does not include any costs for rental of facilities, staff attendance, set up, clean up, parking, etc.

2. The Chief Information Officer also submitted the attached summary of a proposal prepared by Spinitar, a leading local audio/video systems integrator, which has done previous installations for the County (labeled Option #3). This proposal provides for a complete integrated videoconferencing audiovisual system solution for the Board's Hearing Room and strategic offsite locations within each Supervisorial District.

   This option, as well as NTT's, would allow your constituents to address you face-to-face without the need to travel into downtown Los Angeles. Three options/costs are presented for display systems for the Board's Hearing Room ranging in cost from $206,645.10 to $453,053.06. Four options/costs are presented for setting up the remote sites depending on if it is a large room or small room environment ranging in cost from $66,132.31 to $80,264.65. This estimate does not include any costs for rental of facilities, staff attendance, set up, clean up, parking, etc.

3. Offsite teleconference site(s) could be established to provide the public with access to the Board meetings through the use of special teleconference equipment allowing for voice only communication with the Board at the meetings held at the Hall.

To proceed with implementing remote videoconferencing sites, permanent meeting locations would have to be identified in each Supervisorial District and connected to the County data network. Teleconference sites would have to have a dedicated phone line for the audio transmittal of the meeting and public testimony. Pursuant to the Brown Act, the agenda format would need to be revised to reflect the additional videoconference/teleconference location(s). The agenda would also be posted at those remote locations. The Rules of the Board would be amended to include the additional locations and the locations would need to be ADA compliant. If one of these options becomes popular, the locations may need to accommodate a large audience. Finally, these videoconference/ teleconference locations could be anywhere within the County, not just within the boundaries of the County seat.

Just as with holding the Board meetings off site, staff would still need to be present at all videoconference/teleconference locations to coordinate the speakers with the agenda items; ensure that the equipment is functioning appropriately; and to assist the Audio technicians back at the Kenneth Hahn Hall of Administration to prevent the feedback and echo that could occur in the public address system. Also, security personnel would need to be present to maintain order.

Attachments

Information Provided by:
Bruce Arditte, Network Television Time, Inc.
On December 27, 2004

Option #1

Televised Board Meeting originating from different location within each of the five (5) disticts

This option would provide for the televising of Board Meetings from different locations throughout the County. A recent similar service was provided to the County by NTT for the televising of the King Drew hearing. This option does not utilize pre-determined locations and permanently installed equipment, but provides the County the flexibility to change locations from week to week, or month to month.

Estimated Cost: $11,000 additional costs per Meeting/Broadcast incurred as a result of producing Board Meeting broadcast from different and various locations throughout County.

File: remote board meeting options

Information Provided by:
Bruce Arditte, Network Television Time, Inc.
On December 27, 2004

Televising of Board Meetings

Available Options for Remote Meeting/Broadcast Services

Option #2 **Televised testimony from all five (5) districts**

This option would allow members of the public to attend and participate in Board Meetings from locations within the five Board districts. Each remote location within each district would have permanently installed equipment to facilitate the viewing of the live Board Meeting and the ability to participate in the Board Meeting.

Estimated Cost:

Start-up Installation:

- $100,000 per remote location for equipment installed in each district.
- $50,000 control room/board room upgrades.
- $25,000 per remote location for installation engineering.

Grand Total Start-up =$675,000

Monthly operations:

- $4,000. in additional operational cost related to increased engineering staff time and increased production staff time.

Grand Total Monthly Operations: $4,000

Remote Televising Services
Provided by:
Network Television Time, Inc.

Board of Supervisors Remote Meeting Proposal

The proposed design is to provide a complete integrated videoconferencing audiovisual system solution for the Board of Supervisors Hearing Room and strategic off-site locations throughout the County. The purpose of these systems is to provide the convenient capability, utilizing current technology, for the Board's constituents to address the Board of Supervisors, face-to-face, without the need to travel great distances into downtown Los Angeles from all over the County. This solution is the alternative solution to rotating the meetings from District to District each month.

The proposal is for a complete room audiovisual solution for the Hearing Room including room display systems, room input systems, integrated videoconferencing, system matrix switching for data/video/program audio inputs and necessary infrastructure. A control system in the existing Audio Control Booth will be programmed to receive off-site location requests for next in line questions to the Board. The Control Booth personnel will be able to control "next-in-line" question and answer capability, and call up locations of priority onto the videoconferencing systems providing organization and equality over the existing County data network. An audio and video feed will be provided from the remote locations to the existing broadcast system.

On the podium, the visual displays for the Supervisors will be the same regardless of what the selected large room display solution option. The Supervisors will view 3 large LCD displays mounted on the rear the desks facing them. A video camera mounted in the rear of the room will provide the video image of the Board to the remote locations.

There are 3 options for a large display system for the audience in the Hearing Room to view the remote image. Those options, and the total cost of the Hearing Room portion of the system with that display option and one year of a service contract are as follows:

1. A dynamic rear screen 6-units high x 4-units wide video wall solution. The entire wall size would be approximately 14.5' wide by 12' high and 20" deep. This solution will require a structure support standing approximately 50" off the Boardroom floor directly behind the Supervisor's desks replacing the existing worn projection screen. Hearing Room with option 1 display = **$453,053.06**

2. This rear screen solution provides a 16' by 9' image but requires at least 54" of depth. It would be mounted approximately 7' above the floor surface behind the Supervisors' desks. Hearing Room with option 2 display = **$321,950.16**

3. This option is for front projection to a new 16' wide x 12' high screen behind the Supervisors. A high resolution video projector will be mounted from a ceiling beam between 32' and 80' from the screen in the Hearing Room. Hearing Room with option 3 display = **$206,645.10**

The Hearing room system can also be used for video conferencing from non-County locations such as state or federal agencies and can be used for local video or computer based presentations.

There are (4) proposed off-site room solutions, each a different application based on the room size. The difference with each of these (4) solutions is the display utilized for the room; otherwise, the basic solution is the same. Each room will have an audio system, video conferencing equipment and camera, wireless microphone system, and a control system panel. In addition to Board meetings this equipment can by used for other purposes by County departments for internal video conferencing meetings and presentations.

In Large Room Environments one or two LCD projectors will be used with a 100" diagonal ceiling recessed electric projection. The screens and projectors will be controlled through a control system, both locally and from the Control Booth at the Board Hearing Room.

In Small Room Environments one or two high resolution 50" wall mounted plasma monitors will be used. Dual systems will be mounted side by side with the camera in the middle.

Cost for each type of remote site, including one year service contract is as follows:

Large Room Environment – Dual Front Projection Display = **$80,264.65**
Large Room Environment – Single Front Projection Display = **$69,151.86**
Small Room Environment – Dual Plasma Display = **$74,894.11**
Small Room Environment – Single Plasma Display = **$66,132.31**

In addition to the one time equipment and installation costs, there are ongoing costs to be considered such as security at each remote facility, staff to coordinate the speakers with agenda items, and, at least for initial use, a technician to ensure equipment operation.

The small room environment with the single plasma display could be made somewhat portable for use at different locations. Every location must be connected to the County data network.

This proposal was prepared by Spinitar, a leading local audio/video systems integrator, which has done previous installations for the County.

Submitted by Dennis Shelley
Chief Information Office
January 27, 2005