



## MEMORANDUM

TO: Mayor and City Council

FROM: Stephen Elkins, Chief Information Officer

DATE: August 29, 2016

SUBJECT: General Citizen's Communication via Videoconferencing

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The purpose of this memorandum is to present a plan to pilot the ability for citizens to participate during General Citizen's Communications, as defined in Section 2-5-28 of the City Code, during regularly-scheduled open City Council meetings via videoconference per Resolution No. 20160804-054.

CTM has been designated lead on this initiative and has developed the following plan for the implementation of this pilot program:

- ❖ Two technical solutions have been identified for testing during the three-month pilot, Microsoft Skype for Business and Vidyo. Each will be tested and evaluated throughout the pilot for quality, reliability, scalability, and supportability.
- ❖ Both solutions will be ready by the September 22, 2016 Council meeting to allow speakers who have properly registered with the City Clerk's office to sign up and speak during that meeting's General Citizen Communication time.
- ❖ Speaker registration for the September 22, 2016 begins on September 8, 2016 and Clerk staff will ask each citizen if they are requesting to appear remotely from the District 6 Council office. Clerk staff will notify Council, CMO, and CTM of any requests.
- ❖ District 6 is currently the only district with a local office so the scope of the pilot will not expand beyond that one location.
- ❖ The videoconferencing option from the District 6 local office will be available for all six currently-scheduled Council meetings during the pilot (September 22, October 6, 13, 20, November 3, and 10, 2016) and both technical solutions will be evaluated during these meetings.
- ❖ Projected cost of the pilot program is \$168.14 to cover the Chambers webcam (\$104.13) and an iPad case (\$64.01).
- ❖ A report to Council will be prepared no later than December 15, 2016 with results of the pilot and recommendations on scaling the solution to all districts.

For any questions please contact Chris Stewart, City Hall IT Manager, at (512) 974-7750.

cc: Marc A. Ott, City Manager  
Mark Washington, Assistant City Manager  
Jannette Goodall, City Clerk