



Las Vegas

Agenda Item No.: 8.

AGENDA SUMMARY PAGE

AUDIT OVERSIGHT COMMITTEE MEETING OF: AUGUST 24, 2015

DEPARTMENT: CITY AUDITOR'S OFFICE

DIRECTOR: RADFORD SNEELING

☐ Consent ☒ Discussion

SUBJECT:

Discussion for possible action on Audit of Office of Communications - Video Services - CAO 0231-1415-06

Fiscal Impact:

☐ No Impact ☐ Augmentation Required
☐ Budget Funds Available

Amount:

Funding Source:

Dept./Division:

PURPOSE/BACKGROUND:

City Auditor's Office staff will review the Audit of Office of Communications - Video Services - CAO 0231-1415-06

RECOMMENDATION:

Accept the report.

BACKUP DOCUMENTATION:

1. Audit of Office of Communications - Video Services - CAO 0231-1415-06
2. Submitted at Meeting - PowerPoint Presentation Slide 11-15 by Staff

Motion made by GREG HEADLEE to Accept the Report

Passed For: 5; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 0

CRAIG M. ROSEVEAR, BOB COFFIN, GREG HEADLEE, ANNETTE CARRO, BOB BEERS; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-None)

Minutes:

NANCY BEATY, Senior Internal Auditor, reported on the audit of Office of Communications and Video Services. The objectives of the audit was to assess the adequacy of the service invoicing process, security of the KCLV studio facilities, contingency plan for operation at a secondary location, outside employment approval process, and performance indicator process. She referred to the backup documentation, which is part of the record.

CITY AUDITOR RADFORD verified for MEMBER BEERS that the subject report is complete and it was released to the public. As part of the review process, the City Auditors Office will review the report with the department and make recommendations with a date of completion. Once this is done, the City Managers Office will review it and then provide it to Mayor and City Council. The Committee was given a draft report to provide input.

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MEMBER BEERS questioned if the operation at a second location is a policy or a legal requirement. CITY AUDITOR SNELDING replied that the information was given in the all hazard emergency operation plan that relates to the Office of Emergency Management, who works closely with the Office of Communications. Emergency information is disseminated in a variety of ways; activation of the Emergency Alert System (EAS); televised broadcast on the City's access television station, KCLV Channel 2; recorded messages on the emergency telephone alert system; emergency press releases and continued posting on the City's website. In the case that Channel 2 is not available, they began to look at other possibilities in which to continue communication. They found additional equipment at the Office of Emergency Management on Buffalo Drive. The Office of Communications would look at what is needed to continue operating and provide press releases. This option is not expensive, and they would be able to produce interviews and news reporting on the internet.

MEMBER BEERS opined that during an emergency no one will be watching Channel 2; other sources will be broadcasting over the air and will be available to everyone. He does not believe money should be spent on a second facility for Channel 2 broadcast from it seems that the City Council should look at this policy. DEPUTY CITY MANAGER SANCHEZ indicated that every year departments are asked to look at their policies and determine if they are relevant or if obsolete. This is not a City-wide policy but an emergency management policy. He will meet with CAROLYN LEVERING, Emergency Management Administrator, TED OLIVAS, Chief of Staff, and DAVID RIGGLEMAN, Director of Communications, and his team, to discuss if it is relevant and he will report back to the Committee.

CHAIR COFFIN asked if it was meant to hook up to Channel 2 or hook up with other local entities. MR. RIGGLEMAN clarified that equipment is available at the west yard to set up for a Joint Information Center in the event of an emergency. The purpose of the Joint Information Center is to disseminate information to the public and the news media on what they should or should not do during an emergency situation, such as a natural disaster. The audit findings were that staff could do a live stream on the internet. However, getting a cable system is cost prohibitive because fiber optic lines would need to run near the information center. Periscope is a ready-made tool that the City is already using; an app that allows the City to stream live from a phone to anybody that has a periscope.

CHAIR COFFIN indicated that in the event of a disaster people want information on what is happening in Las Vegas. MR. RIGGLEMAN stated that they looked at a low power facility to broadcast over the air; however, it was expensive. They were looking at FCC licenses and transmitters; the cost was going to be over a million dollars. CHAIR COFFIN opined that there might be county-wide survival plans. MR. RIGGLEMAN stated that the first line of defense would be to work with a media partner, like Channel 10 and the County Channel 4, if Channel 2 was not operational.

CITY AUDITOR SNELDING added that when he attended the Fire Academy, training was provided related to an operations plan, and they stressed the ability to have a city or government

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presence for residents. Thus, the Mayor became a focal point to tell people what the situation was and what to do.

CHAIR COFFIN wanted to ensure that the Office of Communications is prepared to allow announcements or feeds requested by another government official. MR. RIGGLEMAN replied that there is a fee for anyone who might want to use the uplink. The Office of Communications has to maintain an annual FCC license for that, which is potential revenue for the City.

