



April 1, 2024

To: Executive Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Board of Directors Meeting Video Streaming

A handwritten signature in blue ink, appearing to read "Darrell E. Johnson", is written over the "From:" field of the memo.

Overview

An overview of options for live-streaming Board of Directors meetings was presented to the Executive Committee on March 4, 2024, and the Board of Directors on March 11, 2024. Additional information regarding the breakdown of costs and process for implementation was requested by the Board of Directors. Staff is recommending the Board of Directors direct staff to return to the Board of Directors with a request for proposals so an informed decision can be made.

Recommendation

Direct staff to pursue the implementation of high-quality video streaming of Board of Directors meetings.

Discussion

The Board of Directors (Board) directed staff to explore options for streaming video for Board meetings to gain an understanding of opportunities within the marketplace. An informational item was presented to the Executive Committee on March 4, 2024, and to the Board on March 11, 2024. While the Orange County Transportation Authority (OCTA) currently streams live audio and presentations for all Board and committee meetings and makes archived agendas and past live streams available via the OCTA website, the Board specifically requested an option to live-stream video. Three different live-streaming options were presented during the aforementioned meetings and the Board requested additional information regarding the various options.

The cost difference between the three options varied significantly based on the differences in quality of hardware, features, sophistication, and output. The annual budgetary impact ranged from \$1,150 at the low end to \$601,000 for a robust system with fully produced live streaming. Estimated costs for each

option were derived from other properties and companies and may not address specific needs of OCTA. In order to get specific cost information representing OCTA's needs, staff will need to develop a scope of work and issue a request for proposals (RFP).

The live-video streaming overview item presented to the Executive Committee and Board addressed Board meetings only. In addition to holding two Board meetings per month, OCTA also holds approximately six Board committee meetings per month. In order to obtain an accurate cost for live-streaming video for those meetings, the scope of work for the new RFP can include an option to provide live-video streaming options for all Board committee meetings as well. The RFP responses will provide specific information representing OCTA requirements and the Board will be able to better assess options and provide direction on live-streaming video of the committee meetings.

OCTA is currently assessing long-term options for its administrative headquarters. Based on the long-term headquarters options currently under consideration, it is likely OCTA will stay at the current location between three and five years. The lease at the current administrative headquarters expires in January 2029. The scope of work for streaming video of the Board meetings can be written with this in mind. Sunk costs and equipment that can be relocated will be identified to aid in the consideration and decision-making.

Summary

OCTA currently streams live audio and presentations for all Board and committee meetings and makes archived agendas and past live streams available via the OCTA website. Staff will return to the Board with a scope of work for an RFP to provide high quality live-video streaming services to meet OCTA's current needs and consider future headquarters options. This approach will provide more detailed information to the Board so informed decisions can be made.

Attachment

None.

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