

**PORT OF GALVESTON
REQUEST FOR DISCUSSION AND
TRUSTEES ACTION**

BUSINESS ITEM – E-3

PREPARED BY: Roger Quiroga Director of Economic Development November 27, 2017

SUBJECT: Discuss and Consider Proposals to Provide Video Streaming, Indexing and Archiving Services for Board of Trustees Meetings

BACKGROUND: At the October 30, 2017 Board Meeting, staff in conjunction with the assistance of Trustee Beeton, presented the Trustees with various options to consider for monthly streaming, indexing and archiving of Board meetings. None of the options presented passed with a sufficient number of votes to be adopted.

RECOMMENDATIONS: The Board of Trustees is respectfully requested to listen to the briefing of the Interim Port Director, review the attached materials, and approve Option 1 (having the meetings held at the Port offices using the existing service provider).

Respectfully Submitted By:



Peter Simons, Interim Port Director

DATE ACTION TAKEN: _____

Approved: _____
Disapproved: _____
Deferred To: _____
Incorporated into Minutes: _____

Motion By: _____
Seconded By: _____
Unanimous: Yes _____ No _____
By: _____

PORT OF GALVESTON

Briefing

DISCUSS AND CONSIDER PROPOSALS TO PROVIDE VIDEO STREAMING, INDEXING AND ARCHIVING SERVICES FOR BOARD OF TRUSTEES MEETINGS

Background

At the October 30, 2017 Board Meeting, staff in conjunction with the assistance of Trustee Beeton, presented the Trustees with various options to consider for monthly streaming, indexing and archiving of Board meetings. None of the options presented passed with a sufficient number of votes to be adopted.

Current Situation

Due to a split vote on two motions made by Trustees, both motions failed. The first motion was to accept staff's recommendation to stay at Port offices using the existing service provider (and hiring Swagit Productions to livestream and index videos of Port meetings). The second motion was to have the meetings at City Hall. Due to the deadlock, the Trustees asked that the item be put back on the November 27, 2017 agenda for consideration.

There are only two options the Trustees wanted to be considered. They are as follows:

Option 1- Purchase a new Swagit Encoder

This option would provide the Port the capability to live stream, index and archive meetings on Port premises. The Port would have to purchase its' own Swagitt encoder.

Total upfront cost of Option 1 would be \$8,990

Monthly fees will be \$900 to DLJ Studios for production services and \$695 monthly to Swagit for streaming, indexing and archiving services

Option 2 - Hold Board Meetings at an Offsite Location

With Option 2, the Port could have their monthly Board Meetings at City Hall or the offices of the Park Board of Trustees with no equipment investment. There would be an additional cost of \$500 monthly to add twenty-five additional meetings per year to be remotely switched, indexed and archived.

There is no upfront cost with for Option 2,
Monthly cost =\$500

Fiscal Impact

Option 1- Total up-front cost of Option 1 would be \$8,990. Monthly fees will be \$900 to DLJ Studios for production services and \$695 monthly to Swagit for streaming, indexing and archiving services.

Option 2- There are no up-front costs with Option 2. Monthly cost = \$500.

Staff Recommendation

The Board of Trustees is respectfully requested to listen to the briefing of the Interim Port Director, review the attached materials, and approve Option 1 (having the meetings held at the Port offices using the existing service provider).