



March 4, 2008

To: MPC
From: Byron Vanderpool
Subject: Item 5.d - Televising MPC Meetings

Action Recommended: Approval.

Background:

At its January 10 meeting, MPC members asked MPO staff to bring back information on feasibility and costs to televise and/or web-cast MPC meetings. At its February 14 meeting, MPC directed staff to bring back specific options and recommendations.

The MPO's Citizen Advisory Committee was in favor of televising and web-casting MPC meetings.

Summary of Options:

Televising

The Bascom-Tykeson Room is fully wired for audio and video. Cable-casting six meetings a year would cost approximately \$2,000. Coverage on Comcast Channel 21 could be live with subsequent replays.

The Springfield Library Meeting room is wired for audio, but not video, so this meeting location requires a 2-person team to tape the proceedings. Cable-casting six meetings per year would cost approximately \$4,000. Coverage would be taped (not live) and played on Comcast Channel 21 at subsequent times.

Web-casting

To web-cast meetings requires the meetings to first be recorded for cable broadcast. The next step is to convert each hour of TV and post it to the web, at a cost of \$25 per hour. Indexing the meetings for easy access via the web will require approximately 2 hours per month at an hourly rate of \$70. The total cost for these steps is approximately \$2,300 per year.

Web-casting the meetings requires a web hosting location. Currently the County hosts its Board meetings and the City of Eugene hosts its Council proceedings. Eugene has

spare capacity and is willing to host the web-casts, but the exact cost to do so is unknown.

For the MPC to acquire this capacity (at LCOG) will require purchase of a video server for \$7,000, an encoder card for \$2,300, and a PC for \$1,300. We are assuming the "indexing" of the video content can be hosted on an existing LCOG server.

Some web-hosting/casting software development will also be required. This is estimated at \$4,400, for a total, one-time start-up cost of \$15,000. Annual costs for web-casting (server hosting, backup services, etc.) are \$2,000.

Cost Sharing

In broad terms, the cost for televising MPC is roughly \$6,000 per year. Web-casting will require a start up cost of \$15,000, with an on-going annual cost of \$4,300.

Note that although televising MPO proceedings is an allowable expense from federal transportation funds, non-MPO coverage would have to be paid for from a non-federal funding source. Thus, when the MPC conducts non-MPO business such as dispute resolution, Metro Plan work, Parks & Open Space coordination, Cable Commission business, etc., the MPO's budget could not be used.

To simplify the accounting, it is recommended MPC establish a "split" between its federal and non-federal activities, and update this yearly based on the prior year's agenda content. To begin, we recommend a split of 80/20 federal to non-federal.

The federal portion can be paid for out of existing MPO public involvement funding. The non-federal share is recommended to be paid for in the same way current federally non-allowable costs, e.g. food, are paid for – an even split between Eugene, Springfield and Lane County.

Recommendations:

Staff recommends MPC meetings be cable-cast with coverage to begin not later than MPC's June 2008 meeting. MPC meetings should continue to alternate between meeting sites.

Staff recommends MPC meetings be web-cast as soon as hosting details can be finalized. The least expensive hosting and maintenance option should be pursued.

Staff recommends that the cost of cable-casting and web-casting MPC meetings be split as shown in the summary on the following page. On February 28, 2008, the Transportation Planning Committee (TPC) unanimously supported recommendations to televise and web-cast MPC meetings, as well as the cost-sharing proposal.

Summary of Costs:**Cable-Casting –**

Annual Cost	\$6,000
MPO @ 80%	\$4,800
Eugene	\$400
Springfield	\$400
Lane County	\$400

Web-Casting –

Start-Up (One-Time) Cost *	\$15,000
MPO @ 80%	\$12,000
Eugene	\$1,000
Springfield	\$1,000
Lane County	\$1,000

* Assumes hosting hardware must be acquired – this is the high-end figure to provide web-casting.
Actual cost should be lower.

Annual Cost	\$4,300
MPO @ 80%	\$3,440
Eugene	\$287
Springfield	\$287
Lane County	\$287