



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/17/2025

ITEM NO: 19

DATE: June 3, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Authorize the Town Manager to Enter into a Five-Year Agreement for Cablecasting and Livestreaming Services with KCAT-TV, a Non-Profit Access Television Station

RECOMMENDATION:

Authorize the Town Manager to enter into a five-year agreement for cablecasting and livestreaming services with KCAT-TV, a non-profit access television station, for a minimum of \$63,000 annually, in substantially the form presented.

FISCAL IMPACT:

The fiscal impact is anticipated to be a minimum of \$63,000 annually for cablecasting and livestreaming services over the course of a five-year period. This amount may increase based on additional meetings held in excess of 60 meetings per year. Sufficient anticipated funds are available in the Town budget. KCAT will continue to receive 100% of PEG funding from the Town on a quarterly basis, provided the Town retains a PEG funds balance of \$50,000 in an equipment reserve account. These funds will be made available, as approved by the Town, for major maintenance, replacement, or upgrading of the cablecast and related technology resources in the Town Council chambers. When funds in the equipment reserve account are spent, it will be replenished by the Town depositing 10% of the PEG funding received until the \$50,000 is reached.

STRATEGIC PRIORITIES:

This agreement supports the Town's core goal of Civic Engagement and supports public access to Town Council, Planning Commission, and Pension and OPEB Trusts Oversight Committee meetings.

PREPARED BY: Holly Young
Senior Management Analyst

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

BACKGROUND:

Since 2003, the Town has had an agreement with KCAT to provide cablecasting of Town meetings, including the recording and broadcasting of Town Council and Planning Commission meetings on local television channel 15. In 2010, the Town Council approved a five-year agreement to continue the cablecasting services and distribution of public, education, and government (PEG) funding. In 2015, the Town Council approved a five-year agreement to continue the public access funding and cablecasting services. In 2019, the Town Council approved a first amendment to that agreement to add livestreaming services, including streaming the live video feed to a Town-branded YouTube page, on-call engineering services to support technical issues, YouTube channel organization and management, and providing an mpg4 file to Town staff the day after the meeting occurs. In 2020, the Town Council approved the existing five-year agreement to continue cablecasting and livestreaming services at a flat annual rate, eliminating previous variable overtime charges. That existing agreement expires June 30, 2025, and is included as Attachment 1 for reference.

DISCUSSION:

In early 2025, Town staff and KCAT representatives began working together collaboratively to negotiate a new five-year agreement for the cablecasting and livestreaming of Town Brown Act meetings, including Council, Planning Commission, and Pension and OPEB Trusts Oversight Committee meetings. A draft agreement was reached and is available as Attachment 2 to this report.

Pursuant to the negotiated terms, beginning in Fiscal Year (FY) 2025-26 through FY 2030-31, KCAT will broadcast 60 regular Town Brown Act meetings per year on local television channel 15 and livestream on the Town-branded YouTube channel for an annual fee of \$63,000, or \$5,250 per month. This price includes cablecasting, livestreaming, and all related set-up, uploading/transferring, and data storage. Additional meetings will be charged at a flat fee of \$1,000 per meeting. Other minor changes to the terms from the current agreement include the creation of an Equipment Inventory List and Replacement Plan for all equipment and a requirement for KCAT to submit a signed affidavit confirming that all PEG Funds received from the Town were used in compliance with all applicable regulations.

CONCLUSION:

KCAT's ability to provide cablecasting on local television and livestreaming on YouTube of Town Council, Planning Commission, and Pension and OPEB Trusts Oversight Committee meetings is important to allow the public access to view these meetings live, as well as to access archived meetings. Staff recommends the Town Council authorize the Town Manager to enter into a five-year agreement for cablecasting and livestreaming services with KCAT.

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SUBJECT: KCAT Agreement

DATE: June 17, 2025

COORDINATION:

This report has been prepared in coordination with Information Technology, the Clerk's Office, the Town Attorney, and the Town Manager's Office.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Current Agreement for Services with KCAT
2. Draft Five-Year Agreement for Services with KCAT