



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/17/2019

ITEM NO: 16

DATE: December 12, 2019
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with KCAT-TV to Add Live Streaming Services

RECOMMENDATION:

Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with KCAT-TV to Add Live Streaming Services.

BACKGROUND:

In 2006, the Town entered into an agreement with Granicus, Inc. to provide video live streaming of Town Council and Planning Commission meetings. In 2015, Granicus initiated a six-month pilot of their electronic agenda management program (PEAK). The subsequent full adoption of PEAK resulted in extending the contact for both Granicus live streaming and agenda management services until June 30, 2019.

In an ongoing effort to streamline processes and reduce costs, the Clerk Department and a user group tested demonstrations for seven different agenda management systems to compare them to the PEAK system in the areas of efficiency, cost, and ease of use. The user group unanimously chose to adopt the Municode meeting and agenda management system.

On July 1, 2019, the Town entered into a five-year agreement with Municode for meeting and agenda management services. The agreement did not include video live streaming service, which was planned to migrate to YouTube.

PREPARED BY: Holly Zappala
Management Analyst

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

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SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with KCAT-TV to Add Live Streaming and Monitoring Services

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DISCUSSION:

Since 2003, KCAT has had an agreement with the Town to provide cablecasting of Town meetings, including the recording and broadcasting of Town Council and Planning Commission meetings. In May 2015, the Town entered into a five-year agreement with KCAT wherein KCAT cablecasts 28 Town Council meetings, 28 Planning Commission meetings, and four Committee meetings a year for a total of 60 meetings a year (see Attachment 1).

KCAT has the full capability and functionality to provide live streaming and monitoring services for the above-referenced meetings. Acting in good faith, KCAT created a branded Town of Los Gatos YouTube page during the Town's transition to Municode. KCAT also purchased the encoder and related equipment to allow continued live streaming of Town meetings, and paid a one-time charge for installation, labor, training and testing.

KCAT's additional services include streaming the live video to the Town of Los Gatos branded YouTube page during the meeting, 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. The fee for this additional ongoing service is \$700 per month, inclusive of any overtime or additional meetings.

CONCLUSION:

The Town has worked with KCAT for over 15 years as the sole source provider of cablecasting services for Town meetings. It would be an efficient and cost-effective option to amend the Town's current agreement with KCAT to add the live streaming services (see Attachment 2). For these reasons, staff recommends the Town Council approve the First Amendment to the Agreement for Services with KCAT.

COORDINATION:

This report has been prepared in coordination with the Town Manager's Office, Town Attorney, Finance Department, IT Department, and Clerk Department.

FISCAL IMPACT:

Funds are available in the IT Operating Budget.

ENVIRONMENTAL ASSESSMENT:

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

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Attachments:

1. KCAT Service Agreement
2. Draft First Amendment to KCAT Service Agreement