



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 04/20/2021

ITEM NO: 6

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DATE: April 14, 2021  
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 Transfer 177 Additional Archived Town Council and Planning Commission Meetings to the Town-Branded YouTube Channel for a Total Cost of \$3,540.

**RECOMMENDATION:**

Authorize the Town Manager to execute a First Amendment to the Agreement for Services with KCAT-TV to transfer 177 additional archived Town Council and Planning Commission meetings to the Town-branded YouTube Channel for a total cost of \$3,540.

**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 television local 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.

On September 1, 2020, the Town Council approved the current five-year agreement to continue public access funding, cablecasting, and livestreaming services. This agreement can be found as Attachment 1 to this report.

**PREPARED BY:** Holly Zappala  
Management Analyst

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

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SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with KCAT-TV

DATE: April 20, 2021

DISCUSSION:

A provision was included in the current agreement to allow for the transfer of archived Town Council and Planning Commission meetings from fiscal years 2015/16 through 2017/18 to the Town-branded YouTube Channel at a cost of \$20 per meeting. The transfer of these 158 total meetings was completed in fiscal year 2020/21 and the public now has access to view all of those meetings in full.

Upon completion of the transfer of meetings dating back to 2015/16, it was discovered that another 177 archived Town Council and Planning Commission meetings from fiscal years 2011/12 through 2014/15 are also available to be transferred. At the same fee of \$20 per meeting, the total cost to add these additional meetings to the YouTube Channel is \$3,540.

CONCLUSION:

The increased public access to archived Planning Commission and Town Council meeting videos aligns with the Town's focus of increasing transparency for the community. Staff recommends the Town Council authorize the Town Manager to execute a First Amendment to the Agreement for Services with KCAT to transfer the 177 additional archived meetings to the Town-branded YouTube Channel, with the cost to be absorbed in the current budget (Attachment 2).

COORDINATION:

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

FISCAL IMPACT:

The fiscal impact is anticipated to be an additional \$3,540, to be absorbed in the FY 2020/21 budget cycle.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Existing Agreement for Services with KCAT
2. Draft First Amendment to Agreement for Services with KCAT