



Date: December 10, 2024

Honorable Mayor and Council Members:

Author and title: Sarah Ring, Deputy Town Clerk

Title: **Agreement with Tahoe Truckee Unified School District for Provision of Public Educational and Governmental Television Services**

Jen Callaway, Town Manager

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**Recommended Action:** That Council authorize the Town Manager to enter into a three-year agreement, not to exceed the Town Manager's signing authority of \$50,000 per fiscal year, for a total estimated contract amount of \$150,000 over three years with Tahoe Truckee Unified School District to continue providing Public Educational Governmental Television Services.

**Discussion:** Since 1999, the Town has contracted with the Tahoe Truckee Unified School District (TTUSD) to serve as the Town's Educational and Governmental Access provider. The Town of Truckee, along with multiple local agencies, utilize TTUSD for services to record, transmit and store commission and board meetings. Tahoe Truckee Media continues to provide additional video recording services to the Town that include regular Council and Planning Commission meetings, special meetings upon request, workshops, Town departmental videos, all employee meeting videos, Veterans Day ceremony videos, and other ceremonial videos.

Tahoe Truckee Unified School District has been providing Public Educational and Governmental Television Services for the Town of Truckee for twenty-five years and has an in-depth understanding of the Town's needs. Town staff has a positive working relationship with Tahoe Truckee Media staff and Tahoe Truckee Media is consistently responsive to staff requests and make themselves available upon request.

For this reason, staff is recommending that Council authorize the Town Manager to execute a new three-year agreement with Tahoe Truckee Unified School District for Public Educational and Governmental Television Services.

**Priority:**

<input checked="" type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

**Fiscal Impact:** The recording labor is billed quarterly at \$150.00 per hour (Approximately \$40,000 annually) and the video streaming and storage is billed at \$850.00 monthly (\$10,200 annually). Historically, the Town has spent an average of \$40,000 on these services and does not expect this amount to significantly increase during the current fiscal year but staff is requesting an additional \$10,000 to provide funding to support recording of unanticipated meetings. Funding for the first year of this agreement is provided for in the Town's FY 24/25 operating budget.

**Public Communication:** This staff report.

**Attachments:** A – Draft agreement with Tahoe Truckee Unified School District (TTUSD) for Media Services.