



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 8b

**ACTION ITEM**

**Date of Meeting** July 25, 2023

**DATE:** July 18, 2023

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Michelle M. Hart, MMC, Commission Clerk  
Aaron Pritchard, Commission Chief of Staff

**SUBJECT: Interlocal Agreement with Seattle Colleges Cable Television to Provide Video and Web Services**

**Amount of this request:** \$1,442,000

**Total estimated project cost:** \$1,442,000

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to enter into an interlocal agreement with Seattle Colleges Cable Television (SCCtv) for Commission meeting services, including video streaming Commission meetings; hosting of the Commission Meetings Portal - archiving Commission meeting video and creating a web library of Commission documents; and providing editorial video services. The authorization is for up to a total of \$1,442,000 for five years. (Annual expenses for commission meetings and related services are anticipated at a maximum of \$856,800 for the first three years of the agreement and \$585,200 in total for years 4 and 5 combined. Annual expenses for editorial video services are estimated at a maximum of \$35,000 a year and are included in the total authorization amount.)

**EXECUTIVE SUMMARY**

The Port’s current SCCtv agreement expires on July 31, 2023. Since 2009, the Port of Seattle has had a partnership with SCCtv for videotaping, streaming, and making available to the public the Port of Seattle Commission’s meetings; and providing videos for the Port of Seattle in its On-Demand online library. The work performed and work products produced by SCCtv personnel have been high quality, efficient, reliable, and low cost. Recorded Commission meetings are accessible via cable access channels of SCCtv. SCCtv videos document major Port moments, as well as extend our video capabilities for storytelling efforts.

Public Affairs previously funded the vast majority of the cost of this agreement out of its annual budget. Remainder of the 2023 budget will be paid from this same source, with future budget and contract administration moving to the Commission Office, Clerk, in 2024 and subsequent agreement years.

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The Port wishes to continue its partnership with SCCTv and continue its work for the period commencing August 1, 2023, through July 31, 2028 (the college operates on a fiscal year calendar).

### **JUSTIFICATION**

According to our recent statistics, the Commission Meetings Portal was visited/refreshed approximately 55,271 times in 2022, and 19,558 times to-date in 2023. The site, hosted by SCCTv, includes meeting videos, live stream broadcasts, and meeting records. The global nature of the Port's services draws citizens, customers, other port districts, and travelers from around the world to Port of Seattle meetings.

This service provides historical records and real-time public access to the Port Commission's actions and deliberations. The service enhances:

- Transparency to Commission actions and deliberations in real-time and on-demand.
- Accessibility to public information and public meetings without requiring attendance.
- Provision of secondary records of meeting minutes, agendas, and meeting packet materials without the need for public records disclosure requests.

### **New SCCTv Services**

As noted above, SCCTv has been a partner with the Port of Seattle for many years. During this time, SCCTv has continued to improve its platform and functionality in their goal of providing excellent services to their clients and the community. They have adapted with the Port and the new administration of the Commission Office through the Covid-19 pandemic, providing one of the only existing fully hybrid meeting experiences (creating a closed loop -- an environment where virtual participants can see the meeting room and the meeting room can see virtual participants; and where presentations can be shared while seeing the speaker and the entire meeting room, simultaneously). Many organizations have some of these features. Very few organizations have all of these features operating in unison. Further, the online meetings portal now provides functionality that does not exist in many organizations, or to their respective communities – these include: providing videos timestamped to respective areas in the meeting video; the ability to produce video clips of on-demand meetings; video transcription; ADA accessibility in both platform functionality and document review; language translation of page information and meeting documents; closed captioning of meetings; and RSS feed calendaring and notifications. All of these features are newly provided by SCCTv. These features increase our transparency, equity, and presence in the community.

### **Key Terms**

SCCTv will provide:

- Multi-camera video productions of the Port of Seattle Commission's regular and special meetings. Meetings will be edited and titled to make it easier for viewers to find specific agenda items, including viewers with ADA accessibility needs.

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- Online hosting of video and digital documents for each Port of Seattle Commission meeting via SCCtv’s Web Portal Services.
- Editorial video stories and promotional videos

***Schedule***

We intend to enter into an immediate contract with SCCtv to ensure continuity of services beginning August 2023.

**FINANCIAL IMPLICATIONS**

SCCtv services continue to be provided at a competitive rate.

**ATTACHMENTS TO THIS REQUEST**

- (1) Interlocal Agreement with Exhibits A and B

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

July 2018 - Previous Interlocal Agreement Approval