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## CITY COUNCIL CONSIDERATION ITEM

### CITY OF FAIR OAKS RANCH, TEXAS

January 20, 2022

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AGENDA TOPIC:      Consideration and possible action authorizing the City Manager to execute a contract with Troxell Communications to purchase equipment for live streaming public meetings.

DATE:                      January 20, 2022

DEPARTMENT:        Human Resources & Communications

PRESENTED BY:        Joanna Merrill, IPMA-SCP

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#### **INTRODUCTION/BACKGROUND:**

Council approved for staff to move forward with researching a non-interactive method for livestreaming all public meetings that would be directed and managed by staff. Since that time a variety of options have been presented to Council for its consideration, and staff was instructed to continue its search.

Staff then sought and received a quote from Troxell Communications, also known as Trox. Trox has been in business for nearly 40 years and is one of the nation's leading end-to-end providers for education technology and collaborative solutions. Their primary goal is to empower their clients to confidently purchase, implement, use, and manage technology to address their specific challenges. Trox provided staff with the most cost-efficient solution encompassing the guidance received from Council to accommodate the City's livestreaming program as it stands to-date.

With assistance from the City Council, staff also received guidance from a resident who is also an experienced broadcast journalist. This local team reviewed all of the quotes the City received and confirmed that the Trox proposal has the essential components needed to livestream public meetings and court proceedings based on the guidelines requested by council. They were able to verify that the prices were within the current industry standards.

The Trox solution will provide the needed audio upgrades and video equipment needed to livestream public meetings and court proceedings in the Police Department Training Room, but it is important to note that there will still be some additional costs for the following:

- IT will need to install a license on our storage area network (SAN) to point to Amazon S3 GovCloud in order to expand our onsite storage to retain the videos for 90 days per page 5 of the recently adopted Records Management Ordinance 2021-06.
  - No additional cost to install the license.
- Purchase additional storage with Amazon S3 GovCloud
  - Estimated additional \$30/year.
- Purchase additional storage with Unitrends Backup Cloud
  - Estimated additional \$3,000/ year.
    - The above estimated cost for this may change in future years if the retention period for videos ever increases beyond 90 days.

Based on the quote received from Troxell Communications and the additional estimated costs provided by our IT Manager, staff recommends that the City Council authorize the City Manager to execute a contract with Troxell Communications.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Will address opportunities to create an easily accessible and transparent option for citizens to view local government public meetings
- Will provide an opportunity to display professionalism and technological advancement in meeting service expectations
- Will create a new service to enhance communications within our City.

**LONG-TERM FINANCIAL & BUDGETARY IMPACT:**

If the record retention period is ever increased beyond the current 90-day requirement the annual costs may increase at that time.

**LEGAL ANALYSIS:**

No legal analysis needed at this time.

**RECOMMENDATION/PROPOSED MOTION:**

I move to approve authorizing the City Manager to execute an agreement with Troxell Communications to purchase equipment for live streaming public meetings.