



STAFF REPORT

MEETING DATE:	March 17, 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey
AGENDA CAPTION:	Discuss and consider Resolution R2025-03-1253 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT, BY AND BETWEEN THE CITY OF HUTCHINS AND GRANICUS, INC. FOR IMPLEMENTATION OF SWAGIT FOR VIDEO AND AUDIO/VISUAL NEEDS IN THE CITY HALL BUILDING LOCATED AT 400 N JJ LEMMON ROAD, HUTCHINS, TEXAS 75141 IN AN AMOUNT NOT TO EXCEED \$111,110; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

Background Information

Swagit is a company that offers equipment and subscription services that will record City Council meetings to be uploaded to the City website. The equipment will be controlled remotely by a company representative, and also offer live closed captioning in English and Spanish. Post-meeting, the software will allow website viewers to navigate to the specific portions of the meeting they care about most. The contract covers 26 meetings a year. There is a one-time equipment fee of \$70,895.39 and annual fee of \$40,212.83 subjected to a 7% annual uplift.

Budget Implications

The costs were included in the adopted FY2024-2025 Annual Budget.

Operational Impact

Using Swagit will allow members of the public to view meetings they are unable to attend in-person and support the City's goals of being transparent.

Legal Review

The City Attorney approved the quote and resolution.

Staff Recommendation

Staff recommends that the City Council approve the resolution.

Supporting Documentation and Attachments

1. Resolution
2. Quote