



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: March 20, 2024
PREPARED BY: Phil Green, Director
DEPARTMENT: Information Technology

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Swagit Services Agreement between the City of Manor and Granicus.

BACKGROUND/SUMMARY:

In 2023, the City Council authorized the installation of an Audio/Visual system to live stream meetings held in the Council Chamber. The system that is being proposed will replace the current one (1) camera Audio/Visual system with three (3) cameras giving more coverage in the Council Chambers during meetings.

The system will be run by Swagit Services, minimizing staff involvement operating and managing the new system during live meetings. Once the new equipment has been installed and tested, the service provider will be able follow the agenda and change cameras/views as needed remotely. The new system will be housed in another room so the need for the equipment in Council Chambers will be reduced. This new system is used by many municipalities across the country and receives high acclaim. Swagit Services is registered through The Interlocal Purchasing System (TIPS), which the State of Texas recognizes as this purchasing cooperative entity for local and state agencies to utilize in procuring goods and services.

LEGAL REVIEW: Yes, Deron Henry, Legal Associate
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Quote
- Master Subscription Agreement
- Statement of Work

STAFF RECOMMENDATION:

The city staff recommends that the City Council approve the Swagit Services Agreement between the City of Manor and Granicus in an amount not to exceed \$58,100.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**