



COMMUNITY SERVICES

To: Mayor and Town Council

From: Robyn Battle, Executive Director of Community Services

Through: Harlan Jefferson, Town Manager

Re: Town Council Meeting – January 11, 2022

Agenda Item:

Consider and act upon approving an agreement for video streaming services with Swagit Productions, LLC, through The Interlocal Purchasing System (TIPS); and authorizing the Town Manager to execute the same.

Description of Agenda Item:

The Town of Prosper began using Zoom to hold virtual meetings in June 2020 as a result of the COVID-19 pandemic. Virtual meetings allowed the Town Council, Board members, and staff to continue to hold public meetings while quarantining, teleworking, or as a means for social distancing. Virtual meetings also allowed residents and the viewing public to watch and participate in meetings from home if they so choose. Virtual meetings provide increased transparency in public meetings and a higher level of convenience for meeting participants, residents, and the viewing public. While the Town has resumed in-person public meetings, there is still a desire to provide the convenience and transparency of virtual meetings for members of the public who are unable to attend meetings in person, or who prefer the virtual option.

The Town's current video streaming system is functional, but it has some limitations. Town staff currently does not have the ability or the technology to index video or audio recordings of Zoom meetings, or the ability to post video-recorded meetings on the Town website. The proposed video streaming software offered by Swagit Productions, LLC, has the capability to integrate with the Town's agenda management software, allowing viewers to follow along with the agenda during the live meeting. After the meeting, the post-production component of the software will index the video recording and link it to the agenda, so viewers can easily jump from one agenda item to another. The addition of video streaming software will elevate the professionalism and quality of the Town's virtual public meetings and save staff time in editing and storing audio recordings.

The proposed agreement includes video streaming and captioning hardware and software, setup and implementation costs to record and index up to 75 meetings per year, annual managed services costs, a 3-year full system warranty, and an optional 2-year extended warranty. The initial proposal will cover all Town Council, Planning & Zoning Commission, and Parks and Recreation Board meetings. The initial term of the contract will be twelve (12) months, and

automatically renew for additional one-year terms unless terminated in accordance with the terms and conditions of the agreement.

Local governments are authorized by the Interlocal Cooperation Act, V.T.C.A. Government Code, Chapter 791, to enter into joint contracts and agreements for the performance of governmental functions and services, including administrative functions normally associated with the operation of government (such as purchasing necessary materials and equipment).

The Town of Prosper previously entered into an interlocal agreement with TIPS. Participation in the cooperative purchasing program allows our local government to purchase goods and services through the cooperative program, while satisfying all competitive bidding requirements.

Budget Impact:

The current approved budget for a public meeting video streaming solution is \$54,000. The proposed one-time cost for video streaming hardware, software, implementation, and the extended warranty is \$28,265. The annual fee for managed services is \$22,260. Funding is available in the Town Secretary's budget from account 100-5419-10-02. Subsequent annual expenditures will be subject to appropriations granted in future fiscal years.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.P., has approved the Agreement as to form and legality.

Attachments:

1. Swagit Video Streaming Agreement

Town Staff Recommendation:

Town staff recommends approving an agreement for video streaming services with Swagit Productions, LLC, through The Interlocal Purchasing System (TIPS); and authorizing the Town Manager to execute the same.

Proposed Motion:

I move to approve an agreement for video streaming services with Swagit Productions, LLC, through The Interlocal Purchasing System (TIPS); and authorize the Town Manager to execute the same.