

	<div><div>AGENDA ITEM SUMMARY</div><div><div>District Impacted</div><div><div><input type="checkbox"/> 1 = Wolosin</div><div><input type="checkbox"/> 2 = Woolard</div><div><input type="checkbox"/> 3 = Scott</div><div><input type="checkbox"/> 4 = Fowler</div><div><input type="checkbox"/> 5 = Macaluso</div><div><input checked="" type="checkbox"/> All</div></div></div></div>			
AGENDA DATE	January 28, 2020			
DESCRIPTION	CONSIDER RESOLUTION NO. 2020-R05; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN AGREEMENT BETWEEN THE CITY OF BOERNE AND SWAGIT PRODUCTIONS, LLC FOR MEETING PRODUCTION, BROADCAST AND RECORDING SERVICE.			
STAFF'S RECOMMENDED ACTION (be specific)	Approve Resolution No. 2020-R05; authorizing an agreement with SWAGIT Productions, LLC in an amount not to exceed \$27,540.00.			
CONTACT PERSON	Mike Raute, IT Director			
SUMMARY	<p>In 2018, to get better video for City Council, Planning & Zoning, Historic Landmark Commission, and Board of Adjustments, the IT department contracted with SWAGIT Productions, LLC. to purchase hardware and produce the recordings for the meetings. We continue to use Granicus for agenda creation, recording minutes and voting, but upgraded the video component to SWAGIT.</p> <p>We are needing to renew the contract for the yearly managed service package with SWAGIT Productions, LLC. We also need to add additional meetings for the year in anticipation of Planning and Zoning meetings going to two meetings a month, and additional Board of Adjustment meetings through-out the year as they will now be overseeing sign variances. It is also yet to be determined if the Design Review Committee/Commission meetings will need to be recorded, so there has been some meetings added for that potential new committee/commission. All expected changes for additional meetings are via the new Unified Development Code if/when adopted by City Council.</p> <div><div><div><div><input type="radio"/> From 75 to 100 indexed meetings per year.</div><div><input type="radio"/> Meetings over the 150 mark will be \$300.00 per meeting.</div><div><input type="radio"/> Up to 120 hours of specialty video content per year.</div></div></div></div> <p>Meetings that are being recorded are:</p> <table><tr><td>City Council Workshops, Special and Regular Meetings</td><td>Board of Adjustment Workshops, Special and Regular Meetings</td></tr></table>		City Council Workshops, Special and Regular Meetings	Board of Adjustment Workshops, Special and Regular Meetings
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	Planning & Zoning Workshops, Special and Regular Meetings	Ethics Review Commission Workshops, Training and Yearly Meetings
	Historic Landmark Commission Workshops, Special and Regular Meetings	Any Joint meetings of the above listed Boards & Commissions
	Additional meetings that maybe added due to the UDC adoption	
	<p>As the meeting is being recorded, Swagit's video department controls the video system from their Dallas, Texas headquarters – switching between cameras (for views of the lectern, presentation slides, and dais), while also directing and controlling those cameras through selective panning, close-ups, and wide shots.</p> <p>SWAGIT also places video graphics/titles overlay and real-time captioning support. This allows for Sound Search, an innovative product which improves the search for specific content in archived videos. A positive search hit for a spoken word or phrase will take the viewer to the exact location that it was spoken within a meeting video.</p> <p>Because SWAGIT Productions, LLC is a proprietary software and service and is on the Texas DIR list (contract # DIR-TSO-4268) there was not a need to procure other quotes or bids.</p>	
COST	27,500.00	
SOURCE OF FUNDS	\$27,500.00 - 2019-2020 Information Technology Budgeted Item	
ADDITIONAL INFORMATION	DIR has done all of the time-consuming procurement work. All contracts have been competitively bid so government entities no longer have to prepare competitive solicitations or evaluate responses. (TGC 2054.0565 states that DIR contracts meet the competitive requirements for all governmental entities.)	

This summary is not meant to be all inclusive. Supporting documentation is attached.