



**CITY COUNCIL COMMUNICATION**

September 9, 2014

**SUBJECT:** Authorize the City Manager to Negotiate and Execute a Contract with Swagit Productions, LLC.

**SUBMITTED BY:** Betsy Deck, Communications/Marketing Manager

**REFERENCE NO:**

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**ACTION REQUESTED:**

Authorize the City Manager to Negotiate and Execute a Contract with Swagit Productions, LLC for the purchase of audio-visual equipment and related video production services and archiving.

**ALTERNATIVES:**

- Table the request
- Deny the request

**SUMMARY OF SUBJECT:**

Swagit Productions, LLC of Plano, Texas offers the ability to record and stream live events utilizing various media including cable channel, Internet and mobile devices. This sole source vendor would design and install a system for the Council Chambers and would be able to remotely capture meetings for either live or future broadcast. It will provide video indexing by agenda item, available the day following the meeting, as well as archiving services. Swagit is the only vendor that is a complete video production facility with staff capable of designing and installing equipment, providing services to remotely operate the cameras from their facility and then provide the agenda integration and processing.

**FINANCIAL CONSIDERATIONS:**

Revenue Sources: Cable PEG Fund  
Expenditure Accounts: 260-9060-590.54-02  
Budgeted Fiscal Year(s): 2014-15  
Budgeted Expenditure: \$50,000  
Estimated Expenditure: \$40,000  
Over/**Under** Projection By: \$10,000  
Other Comments:

**SUPPORTING DOCUMENTS:**

- Sole Source Provider Letter: Swagit

**APPROVED BY:**

\_\_\_\_\_ **LG** \_\_\_\_\_ City Manager's Office  
\_\_\_\_\_ **KS** \_\_\_\_\_ City Secretary's Office