



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



MEMO

Date: 5/28/2021
To: City of Manitowoc - Finance Committee
From: Shawn M. Alfred, Finance Director/Treasurer
Re: Granicus Encoder Approval Request

The City of Manitowoc utilizes the software Granicus to assist with creating, conducting, recording and documenting the City's Committee and Common Council Meetings. In correlation of the this is the ability to for the software to stream the City's meetings via electronic avenues (website, Channel 4, etc.) via an encoder. This encoder has an average 3-year life span and a 3-year full replacement warranty. The City last purchased by the City in 2018 and is in risk of the encoder failing and higher costs to repair than purchase new. Due to this, the City is requesting approval from the Finance Committee to authorize the City Clerk and Finance Director to procure the required encoder with Granicus at a total cost of \$5,700. Below is details of items and costs. For future years, this encoder will be incorporated in the annual budget process due to the reoccurring cost.

- Granicus Encoding Appliance Hardware - SDI (AMAX) (GT): \$3,500.00
- Granicus Encoding Appliance Hardware - Setup & Config \$875.00
- US Shipping \$125.00
- 720p Streaming \$1,200.00

In addition, I have attached the quote received from Granicus for your review as well.

Sincerely,

Shawn M. Alfred
Finance Director/Treasurer