



# Administrative Report

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H.6., File # 24-1047

Meeting Date: 7/16/2024

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**To:** MAYOR AND CITY COUNCIL

**From:** ELEANOR MANZANO, CMC, ELECTED CITY CLERK  
MIKE COOK, INFORMATION TECHNOLOGY DIRECTOR  
LUKE SMUDE, ASSISTANT TO THE CITY MANAGER

## **TITLE**

APPROVE AN AGREEMENT WITH GRANICUS, LLC, TO PROCURE A NEW AGENDA MANAGEMENT SYSTEM (ONEMEETING) AND SWAGIT VIDEO STREAMING SERVICES AND CONTINUE CURRENT SERVICES DURING IMPLEMENTATION FOR A THREE-YEAR CONTRACT IN AN AMOUNT OF \$279,937.20 AND A ONE-TIME FEE \$31,443.17 FOR THE TERM OF JULY 1, 2024 THROUGH JUNE 30, 2027 WITH ADDITIONAL OPTIONS TO EXTEND UP TO 2 ADDITIONAL ONE-YEAR TERMS

## **EXECUTIVE SUMMARY**

The City Council adopted a Strategic Plan that includes an objective to prepare a Request for Proposals (RFP) for the procurement of a new Agenda Management System and video streaming services. Following a thorough review of the three submissions received, a panel comprised of staff recommends that Council approve an agreement with Granicus, LLC (Granicus) to provide the City with a new Agenda Management System (OneMeeting), Granicus Boards and Commissions module, and Swagit Video Streaming services.

## **BACKGROUND**

As directed by City Council on December 12, 2023, staff prepared a thorough RFP seeking a vendor to provide a modern agenda management system for the City. The City Clerk's Office published the notice of a RFP in the Easy Reader on January 11, 2024. In addition, the RFP link to OpenGov (new Bidding Information software) notified 7,233 contacts, and directly to an additional 16 emails, and viewed by 555 of those who received notification. Even with this outreach and notification, only three proposals were received in advance of the February 2024 deadline for submissions from, in alphabetical order: E-Scribe, Granicus, and ProVox.

The Evaluation and Selection Panel (Panel) was comprised of staff from the City Clerk's Office, IT Department, and the City Manager's Office. The Panel reviewed the submittals and selected the top two firms (E-Scribe and Granicus) to continue in the process and provide online demonstrations of the products/services based on the City's desired system functionality.

Following the demonstrations, staff contacted a number of references, as well as other municipalities across the State that currently use, or have used platforms being offered by E-Scribe and Granicus. After significant research and substantive panel discussions, Granicus was selected as the vendor

that will best be able to fulfil the requirements established by the City. A meeting was coordinated with Granicus representatives, the panel, as well as Mayor Pro Tem Loewenstein and Councilmember Nehrenheim, who were provided the opportunity to ask technical questions about the product services. Following these meetings, staff was able to negotiate favorable terms that include a reduced annual contract escalator as well as a 50% discounted rate on Member Voting Solution based on our long history as a Granicus client.

The recommended One Meeting Agenda Management System and Swagit live streaming solutions would mark a complete replacement of the tools currently utilized by the City. One Meeting leverages modern web-based interfaces for data entry, content management and approval workflows. Swagit replaces much of the City's pieced-together legacy video streaming hardware and software with a comprehensive encoder appliance, reducing complexity while allowing the City to take advantage of best of breed Content Delivery Networks, and modern AI-based captioning and transcription tools. The proposed contract is for three years initial term, but also includes the option to extend two additional one-year terms.

The City was under contract with Granicus that was approved in 2021 and expired on June 30, 2024. The proposed new contract will include new software license and subscription(s) services with Granicus with highlighted features below:

**New Agenda Management System - OneMeeting**

- Agenda Automation - Automated legislative process to create agenda staff reports, post agendas online, generate minutes and post minutes online for City Council and all Commission meetings
- Community Engagement - E-comments, public speaker management
- Member Voting - Raise hands and vote in the system
- Meeting Management - Minutes module
- Boards & Commissions management system (implementing in year 2)

**New Services for Video Streaming- Swagit**

- Caption Live Standard - Automated transcriptions with text clean up
- Social Media eXstream plus - Automates distribution to various social media platforms
- Ease Custom - Streaming services for all City Council and Commission meetings
- Swagit - Services and upgrade to 1080p

**Additional Services**

- Five-Year data migration will be converted to Swagit with video and links
- Training - Live Zoom Trainings for City Council and staff
- Testing Environment prior to launching
- Dedicated Team to assist with this project

With Council approval. it is expected that the implementation of the new system and streaming capabilities will take between 9 to 12 months.

**COORDINATION**

The City Clerk's Office has coordinated the preparation of this item with the IT Department and City

Manager's Office. The City Attorney's Office reviewed the contract and associated legal documents.

**FISCAL IMPACT**

The costs have been included within the adopted FY 2024-25 budget for the City Clerk's Office.

Costs and Funds are as follows: one-time fee from PEG Funds in the amount of:

- \$31,443.17 for implementation
- Year 1 - \$90,568.18
- Year 2 - \$93,285.23
- Year 3 - \$96,083.79.

**ATTACHMENTS**

- Agmt - Granicus, LLC- Master Service Agreement (MSA) with Addendum, Granicus Scope of Work, Swagit Scope of Work, Granicus RFP Response, and Certificate of Insurance