



# Administrative Report

H.12., File # 21-2402

Meeting Date: 5/18/2021

**To:** MAYOR AND CITY COUNCIL  
**From:** ELEANOR MANZANO, CITY CLERK

## **TITLE**

APPROVE A THREE-YEAR AGREEMENT WITH GRANICUS, LLC FOR AGENDA MANAGEMENT, WEB STREAMING, eCOMMENT, BOARDS & COMMISSIONS AND ASSOCIATED SUBSCRIPTION SERVICES FOR \$37,358.90 (FY 2021-22), \$39,226.85 (FY 2022-23), AND \$41,188.19 (FY 2023-24) FOR TOTAL AMOUNT NOT TO EXCEED \$117,774.00 FOR THE TERM JULY 1, 2021 - JUNE 30, 2024

## **EXECUTIVE SUMMARY**

This agreement extends current agenda management platform and related subscriptions for an additional three years with Granicus LLC utilizing the contractor-provided Master Services Agreement.

## **BACKGROUND**

Commencing June 1, 2018, the City entered into a three-year agreement ("agreement") with Granicus that expires June 30, 2021, which has been amended twice to augment subscription services to include HD streaming and eComment. Services on this agreement remain essentially the same, albeit now to be considered under the Granicus Master Services agreement. Previously, the City had contracted with SIRE (2012; bought out by later by Hyland Software), then NOVUS (2016; bought out later by Granicus; support services provided but not actively providing product enhancements).

Subject to a Strategic Plan directive in 2012, after interviewing several agenda management solution providers, the aforementioned SIRE was the City's first awarded agenda management software solution. This successfully provided an opportunity for the City Clerk's Office to digitally centralize and stabilize the agenda preparation and publication process. Unfortunately, with the sale of SIRE to Hyland Software, the product was no longer supported or upgraded; and later transitioned to the another Hyland owned-platform. After reviewing availability and pricing, NOVUS then replaced SIRE for a short term, then was sold to Granicus.

In 2018, Granicus was identified as the gold standard for agenda management systems and with the relatively short window to source a replacement solution, it was found that they would be the best comprehensive solution to replace NOVUS. The Granicus Legistar platform successfully automates the entire Redondo Beach legislative process - agenda and staff report preparation workflow, publication, high definition web streaming and archiving City Council meeting agendas and

recordings. The City Clerk's Office and City Departments are entrenched in the use of Granicus' software utilizing electronic workflow and endeavor to utilize all features to their full potential. In a phased approach, all Boards & Commissions are now fully automated as well. As such, we have achieved a fully paperless function across the board--no paper agenda packets. With the award of an additional 3 year agreement with Granicus, it would provide six full years' use of a singular robust platform thereby stabilization of the process would be accomplished.

Granicus subscription services being renewed under this agreement are as follows:

**Legistar:** Automation of entire legislative process/workflow - data storage and web portal

**HD Streaming:** High Definition Web Streaming; SDI 720p

**Meeting Efficiency Suite:** Streamlines meeting data capture, provides access to LiveManager for recording/indexing video with in-meeting management and post-meeting minutes creation

**Open Platform Suite:** Posting/publishing, recording, time-stamping and archiving agendas and documents through a searchable viewpage

**Granicus Encoding Appliance Software:** LiveManager software for webcasts

**VoteCast Standard Package:** Application for visually projected/recording for electronic (touch screen) voting, which populates LiveManager ensuring minutes accuracy

**eComment:** real time agenda public comment portal

**Government Transparency Suite:** Live in-meeting functions - streaming, pushing of documents, and indexing

**Boards and Commissions:** Customizable digital citizen applications, recruitment/appointment tracking, membership rosters, reporting and website presence

Granicus has been found to be an overall robust (one-stop) electronic system and City staff have been fully trained and are effectively utilizing the system. It is understood that no system is without some technical challenges; however, issues identified, e.g., some browser incompatibility, an eComment user interface, and viewable pdf attachments. Once we are notified of or identify problems, we either assist the user or Granicus support is contacted immediately and are responded to timely. We are also working with Granicus to identify some enhancements or augmented technical training.

There are newer similar platforms available, e.g., eScribe, PrimeGov, Provox, AgendaQuick to name a few with varying levels of agenda management components. Granicus provides on-premise software data storage and hardware (encoder server).

Council Chamber renovations are nearly completed, which includes a comprehensive upgrade to the audio-visual system and electronic functionality. The upgrades included design enhancements to the operating environment with Granicus applications in mind, integrating it fully with the City Clerk stations in the chamber to include electronic voting. Council will be utilizing the iLegislate app on dais monitors, as well as other City staff. Although the system has been designed so similar applications may be utilized in the future, modifications and additional set-up would be necessary.

This agreement is presented for a three-year term; in January 2024 we will consider Requests for Proposals.

**COORDINATION**

The contract has been prepared in coordination with and approved as to form by the City Attorney's Office.

**FISCAL IMPACT**

\$38,000 is budgeted for Fiscal Year 2021-22 for Year 1 of the agreement; and \$39,200 will be budgeted for Year 2/FY 2022-23; and \$42,000 for Year 3/FY 2023-24 from the City Clerk's Office General Fund budget.

**ATTACHMENTS**

Granicus Master Services Agreement - May 18, 2021  
Original, First and Second Amendment to Original Agreement