



## Legislation Details (With Text)

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**Title:** Action on Amendment No. 2 to the Agreement with Granicus, LLC for Agenda Management System and Closed Captioning Services [Council Pillar: Deliver and Enhance High Quality Efficient Services and Infrastructure]

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Granicus Agreement, 2. Amendment No. 1 to the Agreement for Services with Granicus LLC.

| Date      | Ver. | Action By                                  | Action   | Result |
|-----------|------|--|----------|--------|
| 4/28/2020 | 1    | Council and Authorities Concurrent Meeting | Approved |        |

## REPORT TO COUNCIL

### SUBJECT

Action on Amendment No. 2 to the Agreement with Granicus, LLC for Agenda Management System and Closed Captioning Services [Council Pillar: Deliver and Enhance High Quality Efficient Services and Infrastructure]

### BACKGROUND

In September 2016, the City conducted a competitive Request for Proposal process for an Agenda Management System to provide the public access to live and archived streaming of City Council and Planning Commission meetings. Through this process, Granicus was selected and awarded a three-year agreement. On February 27, 2018, City Council approved Amendment No. 1 to the agreement to add closed captioning functionality to the Agenda Management System.

The system provided by Granicus has improved government transparency by ensuring public access to Council meetings over the Internet. Under the current agreement, the City receives the following Granicus modules:

- Open Platform - Provides the ability to upload and publish content such as videos and documents to the Internet. The feature list includes unlimited government public meeting content storage and distribution, archived video editing and indexing, an internal and public-facing citizen web portal, and live and on-demand streaming.
- Government Transparency - Provides the ability to stream meetings and events live, to link related documents to video, and to improve the search of archives.
- iLegislate - Connects agenda data to tablets and mobile devices to enable the review of

agendas and supporting documents and note taking.

- VoteCast - Enables the electronic submission of motions, votes, and speaker functionality.
- Legistar - Provides end-to-end legislative management solution.
- eComment - Assists elected officials, staff, and the public by providing online tools that manage citizen engagement.

## **DISCUSSION**

The previous SIRE agenda management system was used by the City for 10 years before it was replaced with Granicus. Staff anticipates that the current Granicus agenda management system will continue to be in place as the system continues to streamline the agenda and legislative meeting management for public meetings. Granicus also continues to provide updates and improvements to its system to keep the technology up to date and to implement best practices. Granicus also provides opportunities for new system functionalities.

The current agreement will expire on May 10, 2020. Staff recommends amending the existing agreement by extending the term through September 28, 2023. The software subscription began after system configuration/implementation. Amendment No. 2 aligns the term to when the software subscription began. Staff also recommends authorizing the City Manager to execute up to four one-year options to extend the term of the agreement through September 28, 2027, subject to the appropriation of funds, to allow continuity of the platform for the City.

The maximum compensation under the current agreement is \$510,930. Amendment No. 2 increases the maximum compensation by \$161,955 for a revised not-to-exceed maximum compensation of \$672,885. The annual software subscription costs, which include a prepaid amount for 300 hours of closed captioning services, are fixed for the term of the agreement. Should the City need additional closed captioning services, there is an amount of \$25,000 included in the revised not-to-exceed maximum compensation to pay for additional hours to be charged at an hourly rate.

In addition, Staff requires the ability to issue future amendments for the full term of the agreement, including renewal periods, to add and remove system functionalities to support future requirements.

## **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Furthermore, the action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

## **FISCAL IMPACT**

Amendment No. 2 extends the term of the agreement through September 28, 2023 and increases the maximum compensation by \$161,955 for a revised not-to-exceed amount of \$672,855, subject to the appropriation of funds. In the Adopted FY 2019/20 and FY 2020/21 Biennial Operating Budget, funds

are available in the General Fund City Clerk's Contractual Services account. Appropriations in future years will be incorporated as part of the budget development process.

### **COORDINATION**

This report has been coordinated with the City Attorney's Office, the Finance Department and the Information Technology Department.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>>.

### **RECOMMENDATION**

1. Authorize the City Manager to negotiate and execute Amendment No. 2 to the Agreement with Granicus, LLC. for an Agenda Management System and Closed Captioning Services to increase the amount of the agreement by \$161,955 and to extend the term of the agreement through September 28, 2023 for a revised not-to-exceed maximum compensation of \$672,885;
2. Authorize the City Manager to execute amendments over the amended term of the contract to add and/or delete system functionalities as required; and
3. Authorize the City Manager to execute four (4) additional one-year options to extend the term of the agreement through September 28, 2027, subject to the appropriation of funds.

Reviewed by: Nora Pimentel, Assistant City Clerk

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Granicus Agreement
2. Amendment No. 1 to the Agreement for Services with Granicus, LLC.