

City of Culver City, California

Agenda Item Report

Meeting Date: <u>09/08/14</u>		Item Number: A-5	
CITY COUNCIL AGENDA ITEM: FOUR-FIFTHS VOTE REQUIREMENT - (1) Approval of a Budget Amendment Appropriating \$78,578 from the General Fund Reserve; and (2) Approval of a Professional Services Agreement with Granicus, Inc. for a Term of Three Years with Two One Year Optional Extensions in an Amount Not-to-Exceed \$198,530 for Granicus' "Government Transparency Suite" to Provide Web-Based Access to City Council, Commissions, Committees, and Board Meeting Information.			
Contact Person/Dept.:		Phone Number:	
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Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Dates:	
Public Notification: Meetings and Agendas – City Council (09/03/14).			
Department Approval:		City Attorney Approval:	
Martin R. Cole (09/03/14)		Carol Schwab (by H. Baker) (09/03/14)	
Chief Financial Officer Approval:		City Manager Approval:	
Jeff Muir (by M. Noller) (09/03/14)		John M. Nachbar (09/03/14)	
<u>RECOMMENDATION:</u> Staff recommends the City Council: (1) approve a budget amendment appropriating \$78,578 from the General Fund Reserve; and (2) approve a Professional Services Agreement with Granicus, Inc. for a term of three years with two one year optional extensions in an amount not-to-exceed \$198,530 (\$28,590 in one time set-up costs, \$29,988 annually for each year of the five year proposed agreement - \$149,940 in total, and \$20,000 in data conversion/unforeseen circumstances costs) for Granicus' "Government Transparency Suite" to provide web-based access to City Council, Commissions, Committees, and Board meeting information. <u>A Budget Amendment requires a 4/5ths vote.</u> <u>BACKGROUND:</u> Consistent with the City Council's policy direction, Culver City is a model for transparent and accessible local government. The City has been (and continues to be) a leader in making information about the City and its government available to the public. As part of this accessibility, the City provides access 24/7 to			

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information related to the City Council (and the City's Commissions, Committees, and Board) via the City's website. Such information includes agendas, staff reports and attachments, meeting recordings, meeting summaries ("Meeting in a Minute") and approved meeting minutes. In addition to the currently scheduled meeting, the "online archives" provide this data going back to 2005.

Since the early 2000s, the City has implemented a number of computer/web-based applications to allow the public easier and more effective access to public information. In approximately 2003, the City reviewed a number of options to improve agenda process automation and agenda-related information access by the public. That resulted in the City purchasing and implementing the SIRE agenda management and document archival system (SIRE).

Approximately two years ago, SIRE announced it was being acquired by a larger software company. While the announcement of the acquisition included the assurance that the new company would continue to support SIRE, approximately six months ago, the new company announced it would no longer be investing resources in future updates to the software. Over the last decade, SIRE has provided generally good service with respect to agenda packet preparation and electronic document archival. However, the improvements in technology and integration of services experienced over the past 10 years coupled with the announcement that SIRE will discontinue development on the SIRE platform, have led staff to begin considering replacement options.

During budget discussions held over the past few years, the City Council has directed the City Manager to review ways to further improve the City's transparency in providing the public with even more efficient ways to access public information. During Fiscal Year 2013/2014, the Finance Department implemented an online financial information tool that provides real-time access to the City's budget and other financial data. With the goal of achieving similar results, staff has been reviewing systems that would provide improved and coordinated access to City Council meeting information.

In a continuation of an effort initiated approximately five years ago, staff has again evaluated the "Government Transparency Suite" offered by Granicus. In 2009, when staff first met with Granicus to review their products, the services offered were of high quality. However, the costs to implement the solution coupled with the very difficult financial environment being faced by the City, led staff to abandon those efforts. Now, in light of the City Council's full support of improving efficiency and transparency and an improving financial environment, staff has again met with Granicus to review their current products. Given their unique platform of integrated modules, the current state of the City's aging agenda management software (SIRE), and the ongoing projects to upgrade the City's website and improve the audio/visual aspects of the City Council Chambers, staff presents this

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recommendation to approve a Professional Services Agreement with Granicus to implement its integrated solution.

DISCUSSION:

Staff has evaluated the full “Government Transparency Suite” which is comprised of seven components plus data conversion (a list of the components and associated costs is available in Attachment 1). The functionality of each component is described below:

Granicus Base Software: This is the base module. In order to implement any part of the Granicus Solution, purchase of this module is required.

Boards and Commissions Application: Implementation of this module will automate the City’s Boards and Commissions application and vacancy monitoring process. The current manual process is very staff-time intensive. Automation will improve efficiency and availability of vacancy and other commission related information to the public. It includes the flexibility of each legislative body having a customized application that can be completed and submitted online.

Agenda Automation: This module will replace SIRE by providing a completely integrated, work-flow based agenda processing system. The “agenda packet” can then be accessed electronically via the agenda automation application provided (no need to e-mail large agenda packets or download from the cloud). The agenda packet created by this module is fully searchable, annotatable, and accessible via computer or tablet device. If necessary, paper packets can still be created.

Live Minutes Management: During the City Council meetings, in real time, this module allows “indexing” of City Council actions. This process results in the automated creation of a “Meeting in a Minute” like report accessible immediately upon the adjournment of a meeting. Further, the “indexing” allows integration of keyword searches in both the official minutes and the video/audio recording of the meeting. This feature will make searching for particular topics even more efficient for both the public and staff.

SDI Encoding Appliance: This equipment is required to allow Granicus to host live web broadcasts and provide integrated audio/video archival of past meetings.

Webcasting Solution: This service will replace the in-house hosting and archival of meeting recordings and will broaden the ability of the public to

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access live and archived meeting recordings to include tablets and smart phones.

Add-On Voting: This module will replace the current ten year old voting system (which has surpassed its useful life and is no longer supported by the manufacturer). Voting will be done using tablet devices in a manner similar to the system in use today. However, this module will work seamlessly with the other modules in the Granicus system to allow for an integrated record of the City Council's actions.

Data Conversion (and Unforeseen Circumstances): As the Granicus system is implemented, data from the other systems (including SIRE) will be converted for inclusion in the Granicus system. Staff recommends allocating sufficient funds for 100 hours of data conversion and other unforeseen circumstances.

Staff analyzed the possibility of implementing less than the full system. However, given the need to replace the SIRE system and the desire to further improve transparency and provide a fully-integrated system, staff recommends implementation of the full suite. Further, Granicus' quoted prices include a discount for full suite implementation. For these reasons, staff recommends implementing the full suite.

Other Cities' Experiences

Locally, the cities of Beverly Hills, Santa Monica, and West Hollywood have all implemented the full suite. Staff has been in contact with our counterparts in these cities (including our City Manager), all of whom report high levels of satisfaction with Granicus' products.

Next Steps

Should the City Council approve the recommended actions, staff will work with Granicus to implement the new system. It is expected system implementation will take a number of months and involve training of staff and members of the City Council and the City's commissions, committees, and board. The workflow process will necessitate a change in procedure related to staff report creation, approval, and adherence to deadlines. The current goal is to have the system up and running no later than July 1, 2015 (but, earlier implementation is possible given earlier than planned achievement of interim milestones).

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FISCAL ANALYSIS:

The complete costs for the full five year agreement (three year base term plus two one year extensions subject to the approval of the City Manager) are \$198,530 (\$28,590 in one time set-up costs, \$29,988 annually for each year of the five year proposed agreement - \$149,940 in total, and \$20,000 in data conversion/unforeseen circumstances costs). It is recommended the City Council approve a budget amendment appropriating \$78,578 from the General Fund Reserve to cover the Fiscal Year 2014/2015 costs in account 10124100.600200 (Information Technology Department – R&M Equipment). Subsequent annual costs will be included in future budgets.

Via the cost allocation plan, over time, the City's departments and enterprise funds will be charged their proportionate share of these costs. Also, as the implementation of the Granicus system moves forward and older systems (like SIRE) are retired, the City will realize some savings. Such savings are estimated to be approximately \$10,000 per fiscal year.

ATTACHMENTS:

List of Components and Associated Costs

MOTION:

That the City Council:

- (1) Approve a budget amendment appropriating \$78,578 from the General Fund Reserve to account 10124100.600200; and,
- (2) Approve a Professional Services Agreement with Granicus, Inc. for a term of three years with two one year optional extensions in an amount not-to-exceed \$198,530 (\$28,590 in one time set-up costs, \$29,988 annually for each year of the five year proposed contract - \$149,940 in total, and \$20,000 in data conversion costs) for Granicus' "Government Transparency Suite" to provide web-based access to City Council meeting information; and,
- (3) Authorize the City Attorney to review/prepare the necessary documents; and,
- (4) Authorize the City Manager to execute such documents on behalf of the City.