



Staff Report

File #: 25-356, Version: 1

Item #: C-18.

**CC - CONSENT ITEM:** (1) Approval of an Agreement with Granicus to Upgrade the City's Agenda Management Software Suite in an Amount Not-to-Exceed \$45,000; and (2) Authorization of an Expenditure in an Amount Not-to-Exceed \$109,675 for Annual Software Licensing of Granicus Software Modules; and (3) Authorization to the City Manager to Approve Annual Ongoing Expenditures to Granicus in an Amount Not-to-Exceed \$109,675 Allowing for an Annual Increase of Five Percent Until the Agreement is Substantially Changed or Terminated.

**Meeting Date:** October 14, 2024

**Contact Person/Dept:** Michele Williams, Information Technology Department

**Phone Number:** (310) 253-5950

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Attachments:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (10/09/2024)

**Department Approval:** Michele Williams, Chief Information Officer (10/02/2024)

**RECOMMENDATION**

Staff recommends the City Council (1) approve an agreement with Granicus (Denver, CO) to upgrade to their Agenda Management/Government Transparency Software in an amount not-to-exceed \$45,000; (2) approve an expenditure in an amount not-to-exceed \$109,675 for annual software licensing of the Granicus software modules that the City utilizes; and (3) authorization to the City Manager to approve annual ongoing expenditures to Granicus in an amount not-to-exceed \$109,675 allowing for an annual increase of five percent (5%) until the agreement is substantially changed or terminated.

**BACKGROUND/DISCUSSION**

On September 8, 2014, City Council authorized a professional services agreement with Granicus to implement their Government Transparency Software Suite. This suite of software modules included agenda automation, online agendas, boards/commissions automation, meeting minutes

management, automated voting, and live streaming of public meetings. In addition to implementation of the modules, Granicus professional services were also utilized for data conversion of historical agendas into the new system. In 2020 an additional module, E-Comment was added to the city’s suite of software to allow members of the public to provide electronic comments for items on the agenda prior to the public meeting.

Over the years, Granicus also acquired companies that provided software solutions and services that the City used including Website Hosting (formerly Open Cities) and Transparency Email Notification (formerly GovDelivery). With these acquisitions, the City now obtains these services from Granicus.

On August 26, 2024, City Council authorized an agreement with Integrated Media Systems (IMS) to update the Council Chambers audio visual (AV) components. As staff has worked with IMS to update the AV components, it is understood that there is integral functionality such as live meeting streaming and automated voting systems that directly impact the audio visual system. In order to make enhancements in these areas, staff recommends updating the Granicus meeting management software to support integrated voting, public speaker management and enhanced live streaming of public meetings. Upgrading the software would result in a one-time expenditure of \$45,000 which also includes professional services to facilitate setup, configuration and conversion to the new software. Upgrading the software would also include replacement of hardware that is used to live stream the meetings which is currently end-of-life.

Below is a list of the annual software licensing expenditures for the Granicus software products/services that the City uses.

<u>List of Granicus Software Licensing Expenditures</u>	<u>Amount</u>
Agenda Management and Government Transparency	\$48,330
Boards and Commissions	\$ 9,345
Website Hosting Service	\$38,000
Communications Cloud (E-Mail Notification System)	<u>\$14,000</u>
Total Ongoing Annual Expenditures	\$109,675

Pursuant to Culver City Municipal Code (CCMC) Section 3.07.055.E, formal bidding procedures shall not apply where items to be purchased are computer software, hardware maintenance or software maintenance services. This procurement falls within this exception.

**FISCAL ANALYSIS**

Approval of an agreement with Granicus to upgrade the City’s Agenda Management and Government Transparency software would result in a one-time expenditure of \$45,000. Sufficient funding was included in the Adopted Budget for Fiscal Year 2024-2025 in Capital Improvement Program (CIP) Account No. 42080000.730100.PE007 (Council Chambers AV Replacement) to support this expenditure. CIP PE007 can be found in the Capital Improvements Section of the Adopted Budget book under Capital Improvements and Acquisition Fund (Fund 420) on page 478.

Approval of the ongoing annual expenditure for software licensing of modules that are utilized by the City would result in an annual expenditure of \$109,673. Sufficient funding was included in the

Adopted Budget for Fiscal Year 2024-2025 in Account No. 10124100.600200 (Information Technology Department - R&M Equipment) to support this expenditure. This account can be found in the Information Technology section of the Adopted Budget book on page 212.

If there is approval to authorize ongoing annual expenditures until the agreement is substantially changed or terminated, it is expected that the \$109,673 would increase each year given annual increases of approximately three to five percent. Sufficient funding for future years of this expenditure would be included in Account No. 10124100.600200 (Information Technology Department - R&M Equipment) in future fiscal years budgets.

## **ATTACHMENTS**

None.

## **MOTION**

That the City Council:

1. Approve an agreement with Granicus (Denver, CO) to upgrade to their Agenda Management/Government Transparency Software in an amount not-to-exceed \$45,000, and
2. Approve an expenditure in an amount not-to-exceed \$109,675 for annual software licensing of the Granicus enterprise software modules that the City utilizes; and
3. Authorize the City Manager to Approve Annual Ongoing Expenditures to Granicus in an Amount Not-to-Exceed \$109,675 allowing for an annual increase of five percent (5%) until the agreement is substantially changed or terminated; and
3. Authorize the City Attorney to review/prepare any necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.