



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JANUARY 23, 2018

FROM: CITY CLERK WARDS: ALL
CHIEF INNOVATION OFFICER

**SUBJECT: SOFTWARE SERVICE AGREEMENT AMENDMENT WITH GRANICUS, INC.,
FOR BOARD AND COMMISSION ADMINISTRATION AUTOMATION
SOFTWARE AND DIGITAL VIDEO ENCODER FOR \$8,100 ONE-TIME AND
\$13,200 ANNUALLY FOR TOTAL ANNUAL CONTRACT OF \$40,908**

ISSUE:

Approve purchase of board/commission automation software and digital video encoder from Granicus, Inc., and execution of agreement amendment with Granicus, Inc.

RECOMMENDATIONS:

That the City Council:

1. Purchase a new SDI digital video encoder for \$4,500 one-time cost and an additional \$1,200 annually for the additional service;
2. Approve the amended contract with Granicus, Inc., for purchase of board/commission administration automation software for \$3,600 one-time and \$12,000 annually for a total of \$40,908 annually for all services; and
3. Authorize the City Manager, or his designee, to execute the Agreement.

BACKGROUND/LEGISLATIVE HISTORY:

The City's current agreement with Granicus, Inc., for agenda management, eComment, video streaming, and related software services. Twenty-six legislative bodies, including the City Council, agendas publish through the Granicus Legistar system. The City Council, Board of Public Utilities, Community Police Review Commission, Budget Engagement Commission, and Planning Commission stream and replay meeting video using the Granicus product.

The City Clerk's Office administers the recruitment, selection, and appointment process for fifteen City boards and commissions. Related administrative functions include tracking of required training, attendance, and annual reports to the City Council. The current manual process includes an Access database, PDF and paper copies of applications, spreadsheets, and Word documents. The board/commission application is available in a fillable PDF online, but its use requires printing and scanning back to the City Clerk's Office. An automated system to print needed reports on vacancies, rosters, application status, etc., and, most importantly, to offer a user-friendly online application submittal would greatly improve customer service to the public and provide significant administrative efficiencies.

Only two vendors have been identified offering automation of board and commission management, Granicus and Accela. The attached chart summarizes feature needs and how each product meets/does not meet the requirements. The data shows the Granicus product as superior in eight critical features.

The below listed proposals for the Granicus product purchased by other agencies support the pricing quoted for the City of Riverside implementation. Although the Accela product is priced lower, the feature deficiencies render the software far inferior to Granicus. A request to Granicus to reduce pricing resulted in a 33% decrease in the annual license fee proposal from \$18,000 to \$12,000.

Granicus: \$3,600 - Custom reports, templates, and training (one-time cost)
 \$12,000 - Annual licensing (reduced from initial quote of \$18,000)
 \$15,600 - Total first year cost

Accela: \$11,280 - Annual licensing

ANNUAL COST COMPARISONS	
City of Santa Clara (128,983 pop.; 2017 purchase)	\$9,000
County of Sonoma (part of five-product purchase)	\$14,400
City/County of San Francisco (874,228 pop.)	\$26,000
City of Sacramento (493,025 pop.)	\$15,000
City of Oakland (426,074 pop.; 2015 purchase)	\$16,800

The Purchasing Manager approved the sole source purchase of board/commission administration software from Granicus, Inc.

The Granicus web streaming system utilizes two separate streaming servers. One server, which streams the various governmental meetings, has already been upgraded from the previous analog versions. In an effort to improve the RiversideTV channel's live streaming picture quality, a new encoder is to be purchased which will replace the remaining analog encoder. This will allow higher quality digital video for the RiversideTV live web streaming service and allow all streaming video to be unified in wide screen digital quality. This also allows a future transition to HD quality video if we see fit to upgrade at a future date. Hardware costs are \$4,500 with an additional \$1,200 a year for increased service costs.

FISCAL IMPACT:

First-year board and commission software costs of \$15,600 will be absorbed into the current City Clerk's Office Budget. The City Manager's Office of Communication will absorb the \$4,500 server costs. Annual licensing will be included in future budgets. With the added services, the total annual contract with Granicus will increase to \$40,908.

Prepared by: Colleen J. Nicol, City Clerk
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Approved by: Marianna Marysheva, Assistant City Manager for
John A. Russo, City Manager

Certified as to

Availability of funds: Adam Raymond, Chief Financial Officer/Treasurer

Approved as to form: Gary G. Geuss, City Attorney

Attachments:

Agreement

Granicus Proposal

Feature comparison chart