



## REPORT TO CITY COUNCIL

**To: Honorable Mayor and Members of the City Council**

**From: Grant Yates, City Manager**

**Prepared By: Mark Mahan, Deputy City Clerk**

**Date: March 26, 2019**

**Subject: Contract Renewal for the Granicus Agenda Management System**

### **Recommendation**

Approve and authorize the City Manager to execute an Agreement for Professional Services (Agenda Management Software) with Granicus in the amount of \$105,256.71 for the period of January 31, 2019 through November 30, 2021 (three years) in such final form as approved by the City Attorney.

### **Background and Discussion**

In an effort to provide residents accessibility to local government, the City of Lake Elsinore, contracted with Granicus in 2008 for full agenda management and web streaming City Council, Planning Commission, Public Safety Advisory Commission (PSAC), and Citizen Corps meetings for viewing and/or listening anywhere Internet access is available.. The system for live web streaming and archiving video and/or audio recording of the various meetings has been tremendously successful toward government transparency.

Granicus provides complete monitoring and maintenance of the City's on-site hardware and 24/7 technical and user support. The managed service includes all software upgrades, bandwidth and unlimited storage of City Council, Planning Commission, PSAC, etc. Granicus software provides for full text keyword search functionality for the archived meeting agendas and minutes posted to the City's website. Further, the City has had great success with Granicus over the past eleven years, and the addition of a new voting platform upgrade that the Classic Package builds upon.

### **Fiscal Impact**

The City contracts with Granicus for the current system in the amount of \$98,473.20. The contract will increase by \$6,783.51, to the total amount of \$105,256.71, for the next three years.

### **Waiver of Competitive Bidding Procedures**

Pursuant to Section 3.08.070(D) of the Lake Elsinore Municipal Code (LEMC), competitive bidding procedures do not apply to professional services. Pursuant to LEMC Section 3.08.070(B) competitive bidding does not apply to commodities and services that can be obtained from only one vendor. Moreover, the City Council has the discretion to waive the competitive bidding requirement when in the best interest of the City (LEMC Section 3.08.070(G)). Granicus is the City's existing

vendor and the products and services to be purchased are proprietary. The significant investment and disruption required to switch to another vendor far exceed the investment made already with Granicus. Based on the Granicus system benefits outlined above and the projected costs of converting to a different agenda management system, staff recommends that the City Council waive any applicable competitive bidding requirements pursuant to Municipal Code Section 3.08.070(G) and authorize the City Manager to contract directly with Granicus as outlined in this agenda report.

**Exhibits**

- A – Granicus Proposal for the City of Lake Elsinore
- B – Professional Services Agreement