



## Legislation Text

---

**File #:** 19-0004, **Version:** 1

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Liza Tamura, City Clerk

George Gabriel, Senior Management Analyst

**SUBJECT:**

Resolution No. 19-0001 Approving Amendment No. 1 to the Professional Services Agreement with Granicus Inc. to Extend the Term for Legislative and Broadcast Services in the Amount of \$41,020.87 (City Clerk Tamura).

**ADOPT RESOLUTION NO. 19-0001**

---

**RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No. 19-0001 approving Amendment No. 1 to the Professional Services Agreement with Granicus Inc., extending the term for legislative and broadcast services until December 31, 2019 in the amount of \$41,020.87.

**FISCAL IMPLICATIONS:**

Sufficient funds are budgeted and available in the City Clerk's and Information Technology Services' Fiscal Year 2018-2019 budget to provide all services described in Amendment No. 1 of the agreement.

**BACKGROUND:**

The City has utilized the services of Granicus Inc. since August 2011 to provide streaming media solutions that include hardware, software, automated indexing capabilities, voting systems, City Council agendas webpage integration on the City's website, a meeting minutes module, and related support services. On January 20, 2012, the City of Manhattan Beach and Granicus Inc. entered into an additional agreement to provide legislative management services, a voting solution, and public participation modules.

Since that time, Granicus Inc. has undergone a variety of structural and organizational changes to the company. As technology evolves, staff continues to monitor market developments that may provide similar or enhanced services. Therefore, on September 15, 2016, the City issued a Request for Information (RFI) seeking proposals for automated agenda management solutions.

The City received nine proposals and received demonstrations from a variety of vendors. Following evaluation of all the proposals, the City ultimately decided to remain with Granicus Inc., due to the familiarity with the software solutions offered and the inability of competing vendors to provide all

services requested.

**DISCUSSION:**

On February 1, 2018, the City of Manhattan Beach and Granicus Inc. entered into an agreement for professional services to continue providing streaming media solutions, legislative management services, a voting solution and public participation modules. Additionally, staff and Granicus agreed to upgrade the City's video streaming capability to High Definition (HD).

Granicus Inc. has satisfied the terms of the contract and staff wishes to extend the term of the contract for an additional eleven months to continue to evaluate competitors that provide media and agenda management service solutions. Manhattan Beach Municipal Code (MBMC) § 2.36.130 states that, "All contracts equaling or exceeding fifty thousand dollars (\$50,000.00) must be approved by the Council." Upon approval of the amendment, the agreement with Granicus Inc. will exceed the City Manager's authority and City Council approval is required.

Staff recommends that the City Council adopt Resolution No. 19-0001 approving Amendment No. 1 to the Professional Services Agreement with Granicus Inc., extending the term for legislative and media broadcast services until December 31, 2019, in the amount of \$41,020.87.

As mentioned earlier in the report, staff has evaluated agenda management solutions vendors and have begun the Request for Proposals (RFP) process to seek proposals for a full legislative suite. The proposed Amendment to the agreement provides staff the flexibility to allow Granicus Inc. to continue performing the services while staff prepares a RFP and potentially transitions to a new service provider.

**LEGAL REVIEW**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

**Attachments:**

1. Resolution No. 19-0001
2. Amendment No. 1 - Granicus Inc.
3. Agreement - Granicus Inc. (2018)