

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: ERIC MCHENRY, CHIEF INFORMATION OFFICER  
INFORMATION TECHNOLOGY DEPARTMENT  
SUBJECT: FIFTH AMENDMENT OF THE PUBLIC MEETING VIDEO  
STREAMING, ARCHIVING AND AGENDA MANAGEMENT  
AGREEMENT WITH GRANICUS, INC.

AGENDA ACTION: MOTION

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RECOMMENDATION

It is recommended by the Information Technology Department that the Council, by motion, approve a Fifth Amendment to General Services Agreement Number F000308, with Granicus, Inc., San Jose, CA, to add Closed Captioning services, and extend the contract for an additional five (5) years, for a cumulative contract total of \$590,615.

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EXECUTIVE SUMMARY

The City utilizes several products from Granicus, which are key to legislative agenda creation, public meeting streaming, archiving and public access to legislative documents. This amendment adds Closed Captioning services as well, and extends the current agreement by an additional five years.

BACKGROUND

Not applicable

PRIOR CITY COUNCIL REVIEW

Not applicable

## ANALYSIS

The City currently utilizes several products from Granicus key to legislative agenda creation, public meeting streaming, archiving and public access to legislative documents.

- Media Manager – agenda creation, video streaming and video archiving
- Live Manager – meeting management
- Legistar – legislative tracking and public access portal.

The Information Technology and Finance departments agree that it is in the best interest of the City to extend the contract with the current vendor, and bypass a competitive bidding process, based on the following:

- To move to a new infrastructure for public meeting scheduling, planning, archiving and meeting management, would consume over one year of a dedicated project team comprised of personnel from the City Clerk's office, Information Technology, and several representatives from departments supporting other Boards & Commissions. Such an extreme effort is impossible with current City staff.
  - Additional funding would be required of roughly 2-3 people for one year (\$250,000 - \$350,000, plus professional services of a similar level expense.)
- The City has invested several hundred hours of staff time, and over \$200,000 to-date on the existing infrastructure.
- Replacing the existing infrastructure at this point in time would be too costly within our current budget constraints.

## FISCAL IMPACT

Funds for these services are included in the Information Technology Department Fiscal Year 2016-17 adopted budget, and as a regular operating expenditure, will be budgeted in future fiscal year budgets when presented to the Council.

## ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

## BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Fifth Amendment

CONTACT

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