



City of San Leandro

Meeting Date: July 20, 2020

Staff Report

File Number: 20-309

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.J.

TO: City Council

FROM: Jeff Kay
City Manager

BY: Jeff Kay
City Manager

FINANCE REVIEW: Not Applicable

TITLE: Staff Report for the City of San Leandro City Council Resolution Approval of the Annual Renewals for Fiscal Years 2020-21, 2021-22, and 2022-23 with Granicus for Software and Support of the Legistar System, Website, and More for the Combined Amount of \$165,172.31 (Approves One Annual Renewal of \$61,717.65 in Fiscal Year 2020-21; One Annual Renewal of \$49,978.10 in Fiscal Year 2021-22; and One Annual Renewal of \$53,476.56 in Fiscal Year 2022-23)

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve the annual renewals with Granicus to support and maintain software, including the legislative service, known as Legistar; the City website; the Form 700 system; Boards & Commissions module and more. The combined three-year cost is \$165,172.31, billed annually as follows:

- One Annual Renewal of \$61,717.65 in Fiscal Year 2020-21
- One Annual Renewal of \$49,978.10 in Fiscal Year 2021-22
- One Annual Renewal of \$53,476.56 in Fiscal Year 2022-23

BACKGROUND

The City of San Leandro has maintained an annual contract with Granicus since 2010.

Analysis

The City of San Leandro subscribes to a suite of products from Granicus, including the following:

- Open Platform Suite: agenda and records archives;
- Government Transparency Suite: streaming of meetings;
- Website Hosting (Civica): City's website content management system (CMS)

- Boards and Commissions: a module for managing appointments and applications to City Boards and Commissions;
- Meeting Efficiency Suite: managing minutes and meeting information;
- Legistar: legislative agenda management software;
- Campaign Docs & Disclosure Docs: a software system for managing elections filing and Form 700 conflicts of interest filing.

Together, this suite of products is vital to the operations of the City Council, City Clerk, and City Manager's Offices for creating, managing, approving, maintaining, and archiving accurate legislative records and files, in addition to the reliance by all City departments for creating and approving materials for legislative meeting agendas. In addition, the Civica CMS is the core system for managing and hosting the City's website.

In light of current budget and economic constraints related to the COVID-19 pandemic, staff reduced the annual contract by approximately \$10,000 per year in Fiscal Years 2021-22 and 2022-23 by eliminating support for portable encoders, which were previously used to record Committee meetings. Staff plans to develop an alternative and less expensive method for recording meetings when normal meetings resume at some point in the future. At staff's request, Granicus also extended a 10% discount on certain items in the FY 2020-21 renewal period reducing the cost from \$66,380.50 to \$61,717.65 for a savings of \$4,662.85.

The current agreement with Granicus will expire on June 30, 2023. In order to maintain these products and services beyond that time, a new agreement with Granicus would need to be approved.

Legal Analysis

The City Attorney's office reviewed and approved the annual renewals and current agreement with Granicus.

Fiscal Impacts

The total combined cost of the annual renewals is \$165,172.31, billed annually as follows:

- One Annual Renewal of \$61,717.65 in Fiscal Year 2020-2021 due 7/1/2020
- One Annual Renewal of \$49,978.10 in Fiscal Year 2021-2022 due 7/1/2021
- One Annual Renewal of \$53,476.56 in Fiscal Year 2022-2023 due 7/1/2022

Budget Authority

The Finance Director has determined there are sufficient funds in the IT operating budget, Account 688-13-001-5311, for payment of the annual renewals.

PREPARED BY: Tony Batalla, Chief Technology Officer, City Manager's Office
2600546.1



City of San Leandro

Meeting Date: July 20, 2020

Resolution - Council

File Number: 20-310

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Jeff Kay
City Manager

BY: Jeff Kay
City Manager

FINANCE REVIEW: Not Applicable

TITLE: RESOLUTION of the City of San Leandro City Council to Approve Annual Renewals for Fiscal Years 2020-21, 2021-22, and 2022-23 with Granicus for Software and Support of the Legistar System, Website, and More for the Combined Amount of \$165,172.31 (Approves One Annual Renewal of \$61,717.65 in Fiscal Year 2020-21; One Annual Renewal of \$49,978.10 in Fiscal Year 2021-22; and One Annual Renewal of \$53,476.56 in Fiscal Year 2022-23)

WHEREAS, a proposal for the annual renewals from Granicus has been presented to this City Council; and

WHEREAS, the City Council is familiar with the contents thereof; and

WHEREAS, the City Manager recommends approval of said agreement.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

The renewals are approved and the City Manager is hereby authorized and directed, on behalf of the City Council of the City of San Leandro, to execute payment on behalf of the City, in a form approved by the City Attorney; and

The City Manager is authorized to take all actions necessary or appropriate to carry out and implement the terms of the agreement and to administer the City's obligations, responsibilities, and duties to be performed under the agreement; and

The City Manager is, per the current agreement with Granicus, further authorized to approve up to one annual renewal in Fiscal Year 2020-21; one annual renewal in Fiscal Year 2021-22; and one annual renewal in Fiscal Year 2022-23;

That said renewal for Fiscal Year 2020-21 is in the amount of \$61,717.65;

That said renewal for Fiscal Year 2021-22 is in the amount of \$49,978.10;

That said renewal for Fiscal Year 2022-23 is in the amount of \$53,476.

And that said amounts will all be in the Operating Budget Account 688-13-001-5311.

Attachment(s) to Resolution

- CA_San Leandro_revised_Q-107799_2020JUNE23.pdf

Granicus Proposal for San Leandro, CA

Granicus Contact

Name: Maxwell Buccelli

Phone:

Email: maxwell.buccelli@granicus.com

Proposal Details

Quote Number: Q-107799

Prepared On: 6/23/2020

Valid Through: 6/30/2020

Filers: 160.0

Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

Period of Performance: 7/1/2020 - 6/30/2021

Contract End Date: 6/30/2023

Annual Fees for Renewing Subscriptions (7/1/2018-6/30/2019)

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Portable Encoder	Annual	1 Each	\$4,800.00
Portable Encoder	Annual	1 Each	\$4,800.00
SUBTOTAL:			\$9,600.00

Annual Fees for Renewing Subscriptions (7/1/2019-6/30/2020)

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Portable Encoder	Annual	1 Each	\$5,040.00
Portable Encoder	Annual	1 Each	\$5,040.00
SUBTOTAL:			\$10,080.00

Annual Fees for Renewing Subscriptions			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Open Platform Suite	Annual	1 Each	\$4,158.00
DisclosureDocs Subscription	Annual	1 Each	\$3,050.00
Government Transparency Suite	Annual	1 Each	\$5,670.00
Hosting (CIVICA)	Annual	1 Each	\$5,040.00
Civica Self-Hosting Maintenance and Support	Annual	1 Each	\$4,105.50
Boards and Commissions	Annual	1 Each	\$6,300.00
CampaignDocs Subscription	Annual	1 Each	\$2,950.00
Meeting Efficiency Suite	Annual	1 Each	\$0.00
Legistar	Annual	1 Each	\$15,435.00
CampaignDocs Web Publishing Subscription	Annual	1 Each	\$0.00
DisclosureDocs Web Redaction Subscription	Annual	1 Each	\$0.00
CampaignDocs Public Kiosk Subscription	Annual	1 Each	\$0.00
DisclosureDocs Public Kiosk Subscription	Annual	1 Each	\$0.00
eCampaign Subscription	Annual	1 Each	\$0.00
DisclosureDocs Ethics Subscription	Annual	1 Each	\$0.00
DisclosureDocs Full Review Subscription	Annual	1 Each	\$0.00
DisclosureDocs Conflict of Interest Subscription	Annual	1 Each	\$0.00
eDisclosure Contact Person Subscription	Annual	1 Each	\$0.00
DisclosureDocs - Hosting	Annual	1 Each	\$0.00
CampaignDocs - Hosting	Annual	1 Each	\$0.00
SUBTOTAL:			\$46,708.50

Remaining Period(s)		
Solution(s)	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023
Open Platform Suite	\$4,449.06	\$4,760.49
DisclosureDocs Subscription	\$3,263.50	\$3,491.95
Government Transparency Suite	\$6,066.90	\$6,491.58
Hosting (CIVICA)	\$5,392.80	\$5,770.30
Civica Self-Hosting Maintenance and Support	\$4,392.89	\$4,700.39
Boards and Commissions	\$6,741.00	\$7,212.87
CampaignDocs Subscription	\$3,156.50	\$3,377.46
Meeting Efficiency Suite	\$0.00	\$0.00
Legistar	\$16,515.45	\$17,671.53
CampaignDocs Web Publishing Subscription	\$0.00	\$0.00
DisclosureDocs Web Redaction Subscription	\$0.00	\$0.00
CampaignDocs Public Kiosk Subscription	\$0.00	\$0.00
DisclosureDocs Public Kiosk Subscription	\$0.00	\$0.00
eCampaign Subscription	\$0.00	\$0.00
DisclosureDocs Ethics Subscription	\$0.00	\$0.00
DisclosureDocs Full Review Subscription	\$0.00	\$0.00
DisclosureDocs Conflict of Interest Subscription	\$0.00	\$0.00
eDisclosure Contact Person Subscription	\$0.00	\$0.00
DisclosureDocs - Hosting	\$0.00	\$0.00
CampaignDocs - Hosting	\$0.00	\$0.00
SUBTOTAL:	\$49,978.10	\$53,476.56

Product Descriptions	
Name	Description
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
DisclosureDocs Subscription	DisclosureDocs™ is your robust desktop application that provides numerous features to help you manage your Filers, Conflict of Interest Code changes, Full and Facial Reviews, generate Letters, Emails, business process Reports and manage your corresponding Public Access and Electronic Filing components.
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, and indexing of events.
Hosting (CIVICA)	Civica - Hosting
Civica Self-Hosting Maintenance and Support	Maintenance and support for self -hosted clients.
Boards and Commissions	<p>Boards and Commissions is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the citizen application and appointment to boards process of the clerk's office. Boards and Commissions includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited boards, commissions, committees, and subcommittees • Unlimited storage of citizen applications • Access to up to one (1) Boards and Commissions site • Access to customizable, embeddable iFrame websites for displaying information to citizens • Access to a customizable online citizen application form including board-specific questions • Customizable forms for board details, appointment details, and internal tracking details • Pre-designed document PDFs for applications, board details and rosters, and vacancy reports • Downloadable spreadsheets for easy reporting <p><i>Optional custom templates for document or report generation may also be purchased for an additional fee.</i></p>
CampaignDocs Subscription	CampaignDocs™ is a powerful desktop system used by the ROV staff that provides numerous features to help you manage your Campaign Filers, generate letters, emails, run reports on Filings, scan paper filing and receive Electronic Filings submitted by the filers that use eCampaign Module.

Product Descriptions	
Name	Description
Meeting Efficiency Suite	<p>Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk’s office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, use LiveManager to record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word, and publish online with the click of a button. Meeting Efficiency includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies • Unlimited storage of minutes documents • Access to the LiveManager software application for recording information during meetings • Access to the Word Add-in software component for minutes formatting in MS Word if desired • Up to one (1) MS Word minutes template (additional templates can be purchased if needed)
Legistar	<p>Legistar is a Software-as-a-Service (SaaS) solution that enables government organizations to automate the entire legislative process of the clerk’s office. Clerks can leverage Legistar to easily manage the entire legislative process from drafting files, through assignment to various departments, to final approval. Legistar includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies and meeting types • Unlimited data storage and retention • Up to one (1) Legistar database • Up to one (1) InSite web portal
CampaignDocs Web Publishing Subscription	<p>CampaignDocs WebPublisher™ module the public has access to redacted copies of the filings on the web. The public is able to search, view and print from their own computer without the need of using your agency’s resources.</p>
DisclosureDocs Web Redaction Subscription	<p>Allows redacting and publishing the filed forms to your website. You are able to publish both – the Electronic as well as the Paper Filings. Public is given a robust Online eRetrieval System that helps them find the information they are searching for.</p>
CampaignDocs Public Kiosk Subscription	<p>Public access to your filings is available through your Public Kiosk in an unredacted form using our CampaignDocs Public Access™ module. The Public is able to search for filings in your office without the need of taking staff time to pull the original records. This is not only a cost savings for your staff, but eliminates the risk of the original filing disappearing or becoming misfiled when it’s returned. If the Public wants a copy of a filing, they order it at the kiosk and pay for it at the counter where they will pick up their copy.</p>
DisclosureDocs Public Kiosk Subscription	<p>Public Kiosk – The Public is able to search for filings in your office without the need of taking staff’s time to pull the original records using your Public Kiosk.</p>
eCampaign Subscription	<p>eCampaign™ system is a benefit to your filers. Your filers will be able to use our data screens to enter their contributions / expenditures as they occur and file their forms by the due date. The system will validate the information and summarize all the information on the forms. There are several tools that will help your Filer properly file their filings.</p>

Product Descriptions	
Name	Description
DisclosureDocs Ethics Subscription	Ethics Training Tracking - Ethics and Sexual Harassment Prevention Training Tracking Modules work hand in hand with our DisclosureDocs /eDisclosure System. This Module allows tracking the Ethics Certificates and notifying Filers of their Ethics Training requirements.
DisclosureDocs Full Review Subscription	Filer Review – allows the Filing Officer to perform the required tasks of verifying the accuracy of forms and if needed requesting necessary Amendments. 20% on time and 100 % late filings. 10 % needs to be picked at random.
DisclosureDocs Conflict of Interest Subscription	Conflict of Interest Code Module - allows your departments to simplify and automate the creation and collaboration of the Biennial Reviews and the Code Amendments (Exhibit A and B). This process streamlines the acceptance of the Code and drastically improves the productivity of the entire organization.
eDisclosure Contact Person Subscription	eDisclosure™ Contact module is a web based system that engages your Filing Officials or Contact Persons at the Department Level and provides tools for them to perform their responsibilities of managing their Department.

Terms and Conditions

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of San Leandro, CA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-107799 dated 6/23/2020 are incorporated into this Purchase Order by reference.
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Billing Information

Name:

Phone:

Email:

Address:

San Leandro, CA

Signature:

Name:

Title:

Date: