



AGENDA MEMORANDUM

Action Item for the City Council Meeting June 25, 2024

DATE: May 31, 2024

TO: Peter Zanoni, City Manager

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Agenda Management Software – Granicus

CAPTION:

Motion authorizing execution of a one-year co-op agreement, with two one-year options and an auto-renew provision, with Carahsoft Technology Corporation, of Reston, Virginia, through the Texas Department of Information Resources, for \$100,429.83 and a potential amount up to \$335,532.26 if options are exercised, for Granicus agenda management software and support, with FY 2024 funding of \$100,429.83 from the General Fund.

SUMMARY:

This agenda item is to execute a co-op agreement with Carahsoft Technology Corporation for the Granicus agenda management software, Legistar, and future upgrade to a new agenda management software known as OneMeeting, which provides agenda automation, approval tracking, integration with the City's website, live streaming video and video playback, and electronic voting.

BACKGROUND AND FINDINGS:

In 2006, the City of Corpus Christi contracted with Granicus to provide live video streaming and on-demand replay of City Council meetings.

In 2012, services, including the Granicus Agenda Management system, were added to streamline and automate the agenda approval process and publish the agenda on the City's website. In addition, the iLegislate app provides electronic access to the agenda and supporting documents for Council members and management staff from an iPad, tablet, or laptop.

Also included is the Meeting Efficiency Suite that enables City Secretary's office to timestamp agenda items for playback and complete the meeting minutes to be approved by council and made available to the public on the City's website.

In 2015, the Boards and Commissions management module was added, consolidating and streamlining the City Secretary's management of vacancies and appointments to the City's numerous boards and commissions into one web-based system and enabling citizens to submit applications online directly into the module.

In 2021, the City re-procured a three-year agreement for Granicus Agenda Management Software through Carahsoft Technology Corporation's agreement with the Texas Department of Information Resources. This agreement expires in 2024. During the pursuit of the contract renewal, staff was notified that Granicus has stopped all future development and updates to the Legistar software currently being used and will only be developing their new agenda management software, OneMeeting.

Granicus first released OneMeeting in 2018 and has continued to develop the program since then. Many municipalities across the nation have already made the transition to the new software. Texas local government entities that have transitioned include El Paso County, the City of San Antonio, and the City of Midland.

The software design aims to seamlessly connect the agenda-building, meeting, and post-meeting processes into one user-friendly program. OneMeeting is a web-based program that promotes efficiency in creating and reviewing agenda items using Office365 integration. This will allow staff and Councilmembers to edit and review items as needed from any device with internet access. Aside from easier access, additional key features are listed below:

- Automated translation of Agenda and Agenda materials
- Ability to designate items on the agenda available for public comment sign-up
- Integrated Public Comment sign-up and Agenda display for Councilmembers
- Simplified Minute creation
- Keyword search on the City website suite
- Eliminate the need for additional devices to allow Councilmembers to view the iLegislate application during Council meetings

If approved, the transition will take approximately 38 weeks to complete. During this period, the Legistar application will still be used for all agenda management needs at the stated contract price of \$100,429.83. Once the transition is completed in FY 2025, staff will pay \$124,958.06 for the training and upgrades received and \$110,102.20 in FY 2026.

PROCUREMENT DETAIL:

This procurement is through the Texas Department of Information Resources. Contracts awarded through the DIR Cooperative have been competitively procured in compliance with the Texas Local and State procurement requirements. Texas Department of Information Resources is offering the City an additional 36% discount, resulting in annual savings of \$215,401 off the contract. In a review of these savings through the DIR Cooperative, it is the recommended method of purchase for the City.

| Coop | Percentage Discount |
|-------------|------------------------------|
| GSA | 1.3% |
| DIR | 2% + 36% additional discount |

ALTERNATIVES:

Move to multiple alternative vendors for an increased cost, including the conversion of archived video from 2006.

FISCAL IMPACT:

The fiscal impact for the General fund in FY 2024 is \$100,429.83, with \$50,214.92 coming from the City Manager’s org and \$50,214.91 from Communications. The price will increase to \$124,958.06 in FY 25 and \$110,102.20 in FY 26, to be budgeted during future budget processes.

FUNDING DETAIL:

Fund: 1020 General Fund
 Organization/Activity: 10100 City Manager
 Department: 55
 Project # (CIP Only):
 Account: 540037 E-Gov Applications
 Cost: \$50,214.92

Fund: 1020 General Fund
 Organization/Activity: 11475 Call Center
 Department: 30 Support Software Applications
 Project # (CIP Only):
 Account: 540037 E-Gov Applications
 Cost: \$50,214.91

RECOMMENDATION:

Staff recommends approval of this motion authorizing a one-year co-op agreement with two one-year options for Granicus agenda management software with Carahsoft Technology Corporation, as presented.

LIST OF SUPPORTING DOCUMENTS:

- Co-op Agreement
- Price Sheet
- Presentation