



City of Oregon City

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Staff Report

File Number: 16-405

Agenda Date: 7/6/2016

Status: Consent Agenda

To: City Commission

Agenda #: 8h.

From: City Recorder Kattie Riggs

File Type: Report

SUBJECT:

Personal Services Agreement with Granicus, Inc. for Government Transparency, Boards and Commissions Monitoring, and Agenda Workflow Solutions for a 2-year Term

RECOMMENDED ACTION (Motion):

Staff recommends the City Commission approve a personal services agreement (PSA) with Granicus, Inc. and authorize the City Manager to sign the two-year agreement for a government transparency, boards and committees monitoring, and agenda workflow solutions.

BACKGROUND:

On April 4, 2012, the City Commission approved an agreement with Granicus, Inc. to fully integrate the Web streaming and electronic voting and agenda packet creation into the organization. The City Commission's Goal #4 for seek opportunities to maintain communications with citizens and facilitate citizen participation was one of the driving forces for approval of the agreement.

The City's sustainable practice efforts and desire for government transparency and citizen participation have continued. Since Web streaming began with Granicus, Inc., ten boards and commissions have begun streaming their meetings, providing continued transparency and communication with the public. The public response to the added communication services has been positive, and the verbatim, video recording of the meetings has developed a first-rate records management system for the City's permanent records. Granicus has new and improved features that add additional transparency and citizen participation, and the new contract includes one added module.

Granicus recently launched a "Boards & Commissions Suite" which is designed to help manage government body appointments, vacancies, and citizen applications online. With this module, the public can easily see what boards and commissions exist and take the opportunity to apply for open seats quickly from the web.

Some of the key features it includes:

- *Easily publish and promote open vacancies on our website and across social networks
- *Customize and design the citizen application template and leverage a seamless integration to our website
- *Filter and qualify applicants using simple and effective search tools
- *Auto-generate communications and follow-up for all steps of the application & appointment

process

*Intelligent dashboard for monitoring terms and vacancies with built-in alert system

Approval of the new PSA will continue the current services plus implement the "Boards and Commissions Suite," along with upgrading our current encoder to a digital-compatible version, which does work with our current cameras, but can be used if or when we decide to upgrade those to digital. The upgraded encoder will allow MP4 and High-Definition (HD) recording.

The costs are broken down as follows:

Monthly payment for current/already existing services - \$3,000.00
Monthly cost for additional Boards and Commissions Suite - \$300.00
Monthly cost for additional Granicus Encoding Appliance Software - \$100.00

One-time cost for the purchase of the new Encoding hardware - \$2,100.00
One-time cost for the shipping of the Encoder - \$125.00

One-time cost for the Encoder rack mounting - \$100.00
One-time cost for the Encoding application Hardware configuration - \$875.00

Granicus has also offered a promotion to the City of 6 free months of the Boards and Commissions Suite, which will be a cost savings of \$1,800.00.

Pursuant to ORS 279B.070 on public procurements, the City obtained three bids for the combined service modules and evaluated each individually and comparatively. The low bid did not provide the extensive interconnectivity that the City needs for maintenance of records electronically. The lower and higher bids would require a costly migration of data from Granicus. The Granicus bid would keep operations running smoothly and would provide easy integration of any added software modules and interconnectivity of all processes.

This is why staff recommends the City Commission approve a personal services agreement (PSA) with Granicus, Inc. and authorize the City Manager to sign the two-year agreement for a government transparency, boards and committees monitoring, and agenda workflow solutions.

BUDGET IMPACT:

Amount: Not to Exceed \$81,000.00

FY(s): 2015-2017 and 2017-2019

Funding Source: General Fund