



Staff Report

City of Manhattan Beach

TO: Honorable Mayor Tell and Members of the City Council

THROUGH:  David N. Carmany, City Manager

FROM: Liza Tamura, City Clerk 
 Bruce Moe, Finance Director
 Leilani Flores Emnace, Information Systems Manager
 Clay Curtin, Management Analyst 

DATE: January 3, 2012

SUBJECT: Purchase of Additional Software Technology Suites from Granicus in the Amount of \$54,900 for Open Government Initiatives and Public Meeting Efficiencies

RECOMMENDATION:

Staff recommends that the City Council: a) waive formal bidding per Municipal Code Section 2.36.140 (waivers); b) award an order for the purchase and installation of the Granicus Legislative Management, Electronic Voting and Displays, and Citizen Participation Suites in the amount of \$54,900; c) appropriate \$34,200 from the unreserved PEG (Public, Educational and Government Access) Franchise Fees Fund balance and \$25,700 from City Council Contingency account; and d) authorize the City Manager to execute any necessary agreements (i.e. license agreement, etc.) in support of this purchase.

FISCAL IMPLICATION:

The purchase of the Granicus Legislative Management, Electronic Voting and Displays, and Citizen Participation Suites are not budgeted items. The total cost for this project is \$59,900. This includes \$54,900 for the Granicus suite of products and \$5,000 for infrastructure upgrades (electrical and wiring work). A portion of these costs (\$34,200) can be funded by the PEG Franchise Fees Fund. The balance of the funds will come from City Council Contingency account (\$25,700). The monthly cost for the Granicus suites will be budgeted in the Information Systems Fund in Fiscal Year 2012-2013 (PEG funds may not be utilized for the on-going fees). After this purchase, \$18,542 will remain in the City Council Contingency account and \$313,800 will remain in PEG Funds.

BACKGROUND:

The Ad Hoc Open Government Subcommittee has identified several initiatives and topics that will maximize Open Government for the City of Manhattan Beach. These topics include, but are not limited to:

- Voting System
- Community Discussion Board
- Electronic Agenda Packets
- City Meeting Broadcasts
- Timely Posting of Meeting Minutes

On October 12, 2011, The Ad Hoc Open Government Subcommittee held a nearly three hour meeting at which time Granicus presented several technology options that would be useful in addressing some of these issues and needs, discussed in further detail below.

DISCUSSION:

In an effort to provide residents accessibility to local government, the City of Manhattan Beach contracted with Granicus in 2005. Granicus provides live streaming video, on demand webcasts and podcasts of City Council and Planning Commission meetings for viewing and listening anywhere Internet access is available (including mobile devices).

At present, the City pays a monthly fee of \$1,826.69 to Granicus for their managed service. This fee includes complete monitoring and maintenance of the City's on-site hardware and 24/7 technical and user support. The managed service includes all software upgrades, bandwidth and unlimited storage of City Council and Planning Commission Meetings. Granicus software provides for full text keyword search functionality for the archived meeting agendas and minutes posted to the City's website.

As part of the Open Government initiative, staff reviewed competitive products for this technology. While other vendors are capable of providing similar products, staff believes that Granicus is the leader in the market with proven technologies. Further, the City has had great success with Granicus over the past six years, and the addition of these suites builds upon that foundation.

Granicus offers the following solutions:

LEGISLATIVE MANAGEMENT SUITE (\$24,200 UP-FRONT COST, \$680 MONTHLY COST)

The Legislative Management Suite offers a complete and automated agenda workflow solution which will replace the manual process. Agenda items can be created and assigned to the appropriate agenda, making agenda creation seamless. Item approvals are done electronically; approvers are notified when it is their turn to review. Once the agenda is generated, a minutes report is automatically created with the same data. All attendance, actions, motions/seconds, votes and notes can be captured for the public record. This suite also allows the City to track legislation from inception through approvals and actions taken.

ELECTRONIC VOTING AND DISPLAYS (\$29,200 UP-FRONT COST, \$519.75 MONTHLY COST)

The Electronic Voting and Display Suite gives elected officials (and commissioners) a new way to participate in public meetings using touch-screen displays to record motions and votes simultaneously as well as requests to speak. It provides viewing of full agendas, supporting materials, the current item, speakers and vote results from the touch-screen display. The City Clerk will be able to record City Council actions directly to ensure greater accuracy. The audience will be able to view vote results as well.

The Granicus Electronic Voting and Display system will require some infrastructure upgrades for network connectivity, cabling and electricity in the area around the dais. A portion of these upgrades (not to exceed \$5,000) may be supported using PEG funds. As a result, staff has recommends a total appropriation from available PEG funds of \$34,200 (\$29,200 for the voting system and \$5,000 for infrastructure upgrades).

PEG fees can be used for capital costs incurred in or associated with PEG access facilities. In this case, the Electronic Voting and Display Suite and its associated hardware (i.e. monitors, etc.) and software would enhance and further enable the broadcasting of public meetings through the City's cable channel. PEG funds can also be used for the capital costs of new hardware and infrastructure required by the implementation of this module.

CITIZEN PARTICIPATION SUITE (\$1,500 UP-FRONT COST, \$180 MONTHLY COST)

The Citizen Participation Suite allows agencies to collect feedback from citizens on items tied to upcoming meetings through agenda integration. It reduces the administrative overhead of collecting, organizing and managing citizen feedback through an online form available on the City's website. It produces and distributes a consolidated report of comments to help Council members better understand the opinions of citizens before making policy decisions.

While the addition of these modules will create some efficiencies, and will enhance open government efforts, the operation of these systems may require additional staff resources at meetings. Those potential needs are yet to be determined.

Public-Education-Government (PEG) Franchise Fees

The City receives PEG funds from the two franchised cable television companies operating in Manhattan Beach (Time Warner and Verizon) which may be used only for capital PEG support costs. The Federal Communications Commission ("FCC") has ruled that "capital costs" are "those costs incurred in or associated with the construction of PEG access facilities." By contrast, non-capital costs are "payments in support of the use of PEG access facilities. PEG support payments may include, but are not limited to, salaries and training." As a result, the City's accumulated PEG funds may be used to improve broadcasting hardware, and, in this case, for voting software which will enhance the display of voting results for cable viewers. However, PEG funds cannot be used for support staff to perform broadcasting, recording, editing or other functions associated with programming, for the other Granicus products recommended, or for on-going service costs associated with any of the Granicus products.

Currently, the City has a total of \$348,700 in PEG funds accumulated. Annual revenue from these fees currently totals an estimated \$95,000. These funds may be used for capital costs associated with providing certain cable broadcasting infrastructure. For example, the funds could be used for the purchase of equipment needed to record and broadcast public meetings from the Police/Fire facility, Joslyn or the new library.

If the use of PEG Funds is approved for this project (\$34,900) the estimated PEG Fund balance will be \$313,800.

WAIVER OF COMPETITIVE BIDDING PROCEDURES

Granicus has been the City's streaming media service provider since 2005 and its distinct services are widely used by municipalities throughout the state of California. The Granicus integrated solution of the Legislative Management, Electronic Voting and Displays, and Citizen Participation Suites products are proprietary software products and only available directly from Granicus. The purchase of these products will be seamlessly integrated with the City's existing live streaming platform (also provided by Granicus) and its platform is already familiar to the City Clerk's office. Moreover, these products provide additional benefits to both staff and the public.

The Legislative Management Suite offers the automation of agenda processes that is normally done manually and would create operational efficiencies in the current work-flow of producing agenda packets as well as efficiency in the conduct of meetings. The electronic voting and display system provides additional system benefits that will further enhance public awareness by broadcasting votes and actions as they occur via a touch screen voting system. Finally, the citizen participation module provides a new way for residents to be involved and modernizes how resident comments are collected. This system seamlessly integrated with our online agendas will work together to more productively engage our residents in the public meeting process.

Pursuant to Section 2.36.140 of the Municipal Code, the City Council has discretion to waive the competitive bidding requirement that would otherwise be utilized for this purchase. Because of the system benefits outlined above and the fact that these products are available only from Granicus, staff recommends that the City Council waive the competitive bidding pursuant to Municipal Code Section 2.36.140 and allow the City Manager to contract directly with Granicus as outlined in this agenda report.

CONCLUSION:

City Staff recommends the purchase of these suites to leverage the existing Granicus solution and meet the objectives of the City Council's Open Government Initiative. The total cost of purchase, installation, integration and training for the Granicus Suites is \$59,900; the monthly fee of \$1,826.69 will increase by \$1,379.75 to \$3,206.44. However, should the City bundle the purchase of all three suites (the Granicus Legislative Management, Electronic Voting and Displays, and Citizen Participation Suites), the monthly fee will be \$900.00, which is a savings of \$479.75 a month. In that case, the City's current monthly fee of \$1,826.69 will increase by \$900 to \$2,726.69. Further, contracting with Granicus at this time will enable the City to save an additional \$5,400 on the monthly fee this fiscal year. Granicus has a special offer of free monthly services through July 1, 2012 on these new suites.

Agenda Item #: _____

In conclusion, staff recommends that the City Council waive formal bidding per Municipal Code Section 2.36.140 (waivers), approve the purchase from Granicus in the amount of \$54,900, appropriate the necessary funds and authorize the City Manager to execute any necessary agreements (i.e. license agreement, etc.) in support of this purchase. If approved, the project will be completed within 6 months.

