



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Julia H. Cooper

SUBJECT: SEE BELOW

DATE: September 24, 2012

Approved

Date

10/2/12

SUBJECT: FIRST AMENDMENT TO THE AGREEMENT FOR WEBSTREAMING SOFTWARE AND HOSTING SERVICES BETWEEN THE CITY OF SAN JOSE AND GRANICUS, INC.

RECOMMENDATION

Adopt a resolution authorizing the City Manager to execute the First Amendment to the Agreement for Webstreaming Software and Hosting Services to enhance existing services and to add additional functionality for a total one-time cost of \$23,050, a recurring subscription cost of \$2,550 per month, and a 10% contingency of the revised contract amount, and increasing the amount of total compensation by \$137,750 for the initial term of the agreement ending August 15, 2015, from \$171,000 to \$308,750.

OUTCOME

Approval of this action will greatly enhance the ability for the public to access seven years of City archived data. In addition, a "Legislative Suite" will be added which will provide a complete automated agenda workflow solution, and also allow the tracking of legislation from inception through approvals and actions taken.

BACKGROUND

In 2005, the City conducted a competitive RFP process for webstreaming services. Through this process, Granicus was selected and awarded a five-year agreement.

In 2010, a second RFP was conducted and Granicus was awarded a five-year agreement with three, two-year options to renew.

September 24, 2012

Subject: First Amendment to the Agreement for Webstreaming Software and Hosting Services

Page 2

The services provided by Granicus under this agreement have improved public outreach with live and archived online streaming media. The City has implemented streaming media for Council meetings plus more than ten commissions and committees to assist residents in staying connected to their local government from their homes or businesses.

ANALYSIS

This first Amendment will add the Legislative Management Suite module that will improve the City's workflow and allow the public to search actions taken during meetings, and enable them to track legislation and topics of interest. Specific upgrades and functionality will include:

- A searchable voting database.
- Improved signal quality and the addition of streaming of meetings on mobile devices such as smartphones and tablets.
- Electronic document approvals including digital signatures.
- Electronic agenda packet on iPad for Councilmembers through the free Granicus iLegislate application.
- Improved efficiency of the Clerk's Office, City Manager's Office Agenda Services Division/document workflow.
- Increased accuracy of text recognition of agenda materials by screen readers.
- Replacement of obsolete equipment in CivicCenter TV back-end operations areas.

Improvements are consistent with those outlined in the Mayor's 2012-2013 June Budget Message as approved by the City Council which included \$23,000 in one-time funding to support these priorities. Granicus will provide a one-time purchase for the new and enhanced services implementation and training for a one-time fee of \$23,050. Once the services are implemented and live, a recurring fee of \$2,550 per month, or \$30,600 per year, will be assessed in addition to the current monthly fee of \$2,275 for a total monthly cost of \$4,825.

In addition, a contingency of 10% of the total contract value is recommended (\$28,000) to address unanticipated costs associated with the restructuring, implementation, and execution of all services provided by Granicus. Pricing was determined to be fair and reasonable because these prices are consistent with the fees for similar webstreaming services that were established through the City's RFP process.

EVALUATION/FOLLOW-UP

Once "go live" is complete for the added functionality provided under this amendment, the results of the new services will be able to be seen using the Granicus tool on the Civic Center Television page of the City's website: http://sanjose.granicus.com/ViewPublisher.php?view_id=2

PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

Although this item does not meet any of the above criteria, this memorandum will be posted on the City's website for the October 16, 2012 City Council agenda.

COORDINATION

This memorandum has been coordinated with the Information Technology Department, the City Manager's Budget Office, the City Clerk's Office and the City Attorney's Office.

FISCAL/POLICY ALIGNMENT

This action is consistent with the following General Budget Principles: "We must focus on protecting our vital core city services for both the short- and long-term" and "We must continue to streamline, innovate, and simplify our operations so that we can deliver services at a higher quality level, with better flexibility, at a lower cost." It further aligns with the Priority Outcome Mission Statement for Strategic Support from the 2012-2013 Adopted Operating Budget, whose stated goal is: *[...to effectively develop, manage and safeguard the City's fiscal, physical, technological and human resources to enable and enhance the delivery of City services and projects.]*

COST SUMMARY/IMPLICATIONS

Consistent with the actions approved in the Mayor's June 2012-2013 Budget Message as approved by the City Council, \$23,000 in one-time funding was allocated in the 2012-2013 Adopted Operating Budget to fund these activities in the City Manager's General Fund Non-Personal Equipment appropriation. As monthly costs will only be incurred in 2012-2013 upon completion of the implementation and training of these new modules, they are anticipated to be pro-rated for the fiscal year and will be absorbed in the City Manager's Office General Fund Non-Personal during 2012-2013. However, if this memorandum is approved, an increase to the City Manager's Base Budget for 2013-2014 of \$30,600 will be required and included in the development of the

September 24, 2012

Subject: First Amendment to the Agreement for Webstreaming Software and Hosting Services

Page 4

2013-2014 Forecast as full implementation is anticipated to be achieved by the 2013-2014 fiscal year. Additional monthly costs are associated with new services as outlined in the Analysis section of this memo, existing services will continue as outlined in the original agreement with Granicus with no change in costs. The Agreement has the option for three two-year extensions. Although, the existing agreement expiring in August 2015 has no cost adjustments, the contract allows for a maximum increase of 3% in each of the two-year extension periods.

BUDGET REFERENCE

The table below identifies the fund and appropriations recommended to fund the amendment of the agreement recommended as part of this memorandum.

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract*	2012-2013 Proposed Operating Budget Page	Last Budget Action (Date, Ord. No.)
001	0112	Non-Personal/Equipment (City Manager's Office)	\$991,226	\$137,750	VIII - 50	06/19/2012; 29102

* This reflects the increase in contract amount. Funds will be expended, subject to annual appropriation, over the term of the contract which ends August 2015.

CEQA

Not a Project, File No. PP10-066(a), Purchase of Supplies, Equipment & Professional Services with no changes in the physical environment

/s/
JULIA H. COOPER
Acting Director of Finance

For questions please contact Mark Giovannetti, Purchasing Division Manager, at (408) 535-7052.