



# Agenda Item

## City Council

Item #: 3.3.

10/22/2024

File #: 24-0616

**TO:** Honorable Mayor and Members of the City Council

**THRU:** Tom Kisela, City Manager

**FROM:** Pamela Coleman, City Clerk Services Director  
Russell Bunim, Community Development Director

### 1. SUBJECT

Eighth Amendment to Agreement with Granicus, LLC, a Minnesota Limited Liability Company, for a one-year subscription renewal.

### 2. SUMMARY

The original Master Subscription Agreement between the City and Granicus, LLC was for a term of three years, through November 2022, and was extended for one year via a Seventh Amendment. Staff is recommending the Eighth Amendment to extend existing agreement and subscriptions for one additional year.

### 3. RECOMMENDED ACTION

Approve the Eighth Amendment to Master Subscription Agreement with Granicus, LLC for a one-year renewal of annual subscriptions in the amount of \$125,782.08; and authorize the Mayor and City Clerk to execute the agreement on behalf of the City.

### 4. FISCAL IMPACT

The expense for this amendment is \$125,782.08 and will be funded through:

130.0000.51670.00000	PEG Program	\$57,193.96
100.0000.51670.00000	General Fund	\$42,638.87
780.1601.53915.00000	Information Systems	<u>\$25,949.25</u>
	Total	\$125,782.08

### 5. STRATEGIC PLAN GOALS

Goal 4: Provide outstanding public service

c: Enhance technology to improve public accessibility to information and services.

### 6. DISCUSSION AND BACKGROUND

Granicus, LLC, has provided streaming services for City Council, Boards and Commission meetings for many years. In 2019, the City entered into a Master Subscription Agreement with Granicus to

clearly identify all the terms and conditions of the services provided. Currently, the City utilizes the following services from Granicus:

- High-Definition streaming of City Council, Planning Commission, Design Review Committee, City Traffic Commission, Park Planning and Community Events Commission, and Santiago Creek Commisison meetings (additional boards can be added at no cost)
- Legistar agenda management
- Votecast (for dais voting and integration with meeting minutes)
- Boards and Commission management
- eComment
- Website Hosting
- Host Compliance (short-term rental compliance monitoring, 24/7 hotline, and tax and permit fee collection)

The Seventh Amendment expires on November 7, 2024. Due to staff shortage and time constraints, staff is recommending a one-year extension of all existing services. This extension will provide additional time for staff to examine the services provided and determine whether any modifications are needed before negotiating a new Agreement with Granicus. The one-year cost of \$125,782.08, is an increase of \$8,226.59 or 7%. This is in line with the cost of existing services and a reasonable increase over the previous year's cost.

## **7. ATTACHMENTS**

- Eighth Amendment to Master Subscription Agreement with Granicus, LLC