



City of Orange

Legislation Text

File #: 21-0493, Version: 1

TO: Honorable Mayor and Members of the City Council

THRU: Rick Otto, City Manager

FROM: Pamela Coleman, City Clerk

1. SUBJECT

Fifth Amendment to Agreement with Granicus LLC, a Minnesota Limited Liability Company, for Boards and Commissions Management system.

2. SUMMARY

The City currently manages the Boards, Commissions, and Committees application and appointment process manually, making it cumbersome to maintain. The Granicus solution uses modern technology and provides the necessary functionality to meet the needs of the City. Staff is recommending the Fifth Amendment to the existing agreement with Granicus to incorporate the electronic Boards and Commissions Management system.

3. RECOMMENDED ACTION

Approve the Fifth Amendment to Master Subscription Agreement No. 6858 with Granicus LLC for the purchase of the Boards and Commissions Management system; and authorize the City Manager to execute on behalf of the City.

4. FISCAL IMPACT

The total expenditure for this agreement in Fiscal Year 2021-2022 is \$11,250 and will be funded through General Fund (100).

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

The City currently accepts paper copies of boards, commissions, and committees ("board") applications, as well as electronic submissions through the City's website. Once received, staff takes the following steps: the application is scanned and distributed to Council; the applicant is manually entered in a table with the date received and committee they applied for; and finally, the application is filed for three years (per the City's adopted retention schedule). If the application is received electronically through the website, the complete application is printed and processed using the same manner above. Once applicants are appointed to a board, a separate document is maintained to track appointment dates and expiration of terms.

Evolving needs, such as the transition to districts and creation of additional advisory boards, have made it increasingly challenging to manage the City's boards, commissions, and committees' application, review, and appointment process. Granicus' Boards and Commissions module will enable staff to efficiently manage and track applications, the appointment process, and current board member terms; provide on-line information about applications and appointments; generate rosters and other information; and retain a historical archive of all past board members. The module also interfaces with Legistar, the City's current agenda management software.

In addition, implementation of this module provides the City with a customizable Boards and Commissions site allowing interested members of the public to view board information and member data, current vacancies, and submit board specific applications, all without leaving the City website. Once completed, applications will be immediately available for Councilmember review.

The agreement includes a one-time set up fee of \$2,250, and an annual subscription fee of \$9,000.

Staff recommends amending the existing agreement with Granicus to incorporate the electronic Boards and Commissions Management system.

7. ATTACHMENTS

- Fifth Amendment to the Master Subscription Agreement with Granicus LLC