



Staff Reports

File #: 94-2021, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Tiffany Carranza, City Clerk

Prepared By: Tiffany Carranza, City Clerk

TITLE:

Agenda and Meeting Management Software Subscription and Services

RECOMMENDED ACTION:

Authorize the City Clerk to execute Amendment 1 to City Agreement number C2020-145 with Granicus, LLC in the increased amount of \$18,714.41, for a total Agreement amount not to exceed \$284,906.96 to provide additional products and services related to the agenda and meeting management of City of Napa public meetings.

DISCUSSION:

On June 16, 2020 City Council approved a 5-year agreement with Granicus, LLC to continue the software subscription and upgrade the hardware which provides agenda and meeting management services for the City of Napa's City Council, Housing Authority Board, Planning Commission, and various other City Board, Commission, and Committee meetings.

The technology provided by Granicus allows City staff to easily manage the entire legislative process from drafting staff report files and publishing full agendas to running live meetings, recording votes, indexing meeting video and drafting minutes.

This technology also allows public meetings to be viewed online, live, and archived, through the City's website.

With the approval of Amendment 1 to C2020-145, the City will be purchasing additional hardware and software that will allow the City Clerk and Information Technology Manager the ability to pursue and implement a second, online, live, and archived meeting platform to accommodate the addition of live Spanish language interpretation for future meetings.

FINANCIAL IMPACTS:

There will be no impact on budget or fund balance for FY2020-21.

There is adequate funding in the current FY21 budget to cover the one-time hardware purchase of \$4,500 under 63001-56107 (IT Replacement - IT Equipment < \$5K) and in 41141-55001 (City Clerk - Other Purchased Services) to cover the \$3,300 in subscription fees for the remainder of the fiscal year.

Funding for the future software fees will be included in the annual budgeting process for future years.

CEQA:

The City Clerk has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c)

DOCUMENTS ATTACHED:

ATCH 1 - Amendment

NOTIFICATION:

None.