

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: August 10, 2026

FROM: Molly Mehner, Town Administrator

SUBJECT: Annual Contract Renewal with Granicus at Carahsoft

INTRODUCTION:

This request is to renew the annual software subscription and managed services contract for the Town's public meeting services and agenda management platform through Carahsoft Technology Corp.

BACKGROUND:

The Town utilizes Granicus software solutions to manage public meeting workflows, produce and distribute digital agendas and minutes, broadcast live and archived video, provide public comment access, and maintain ADA accessibility compliance through closed captions. The current subscription period ends September 12, 2026.

DISCUSSION:

Renewal of this annual contract ensures uninterrupted municipal operations for public meetings and transparent civic engagement. The renewal package covers the following core modules for the period of September 13, 2026, through September 12, 2027:

- **Open Platform Suite & Peak Agenda Management:** Provides digital agenda creation, minutes recording, document archiving, and public viewpage indexing.
- **eComment:** Facilitates public engagement by allowing citizens to submit agenda comments online or sign up to speak ahead of scheduled meetings.
- **CaptionPM:** Delivers post-meeting closed captioning (100 hours) to ensure compliance with digital accessibility standards.
- **Avior™ 50 Managed Service & Control Software:** Supports remote video switching and broadcast management for up to 50 public meetings annually.

BUDGET IMPACT:

FY 2027

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Balance	Budget Impact
110	41300	255	Software Maintenance	\$72,533.00	\$0.00	\$58,346.66	\$14,186.34	N/A

ATTACHMENTS:

[OMNIA Software Solutions and Services Contract: R240303.pdf](#)

PROPOSED MOTION:

To approve renewal of the software subscription contract with Granicus at Carahsoft.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						