



**ITEM ID:** 2024-146-0

**TRANSMITTAL DATE:** March 22, 2024

**MEETING DATE:** March 29, 2024

**TO:** Board of Directors

**FROM:** Noelia Rodriguez, Chief of Staff

**SUBJECT:** Adjustment of Annual Authorization for Service Agreement - Granicus, LLC

**Issue**

Staff is requesting an adjustment to the Annual Authorization for the Service Agreement with Granicus, LLC which supports the Agency's agenda management system and meeting software.

**Recommendation**

Contracts, Operations, Maintenance and Safety Committee recommended (4-0) the Board authorize the Chief Executive Officer to amend the Annual Authorization for Service Agreement No. LI119 with Granicus, LLC from \$38,500 to \$46,000.

**Strategic Commitment**

This report aligns with the Strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on subsidy, while bringing our system into state of good repair and investing in the development of employees. The electronic agenda management system allows for transparency to the public and facilitates real-time streaming of committee and Board meetings.

**Background**

During the June 23, 2023 Regular Board Meeting, the Board approved the FY2023-24 Annual Authorization for Software License, Maintenance, and Support Agreements. Included in the list of agreements approved was Agreement No. LI119 with Granicus, LLC in the amount of \$38,500.

### **Discussion**

The agreement with Granicus, LLC is renewed at the end of May each year and staff was not informed of the \$6,000 price increase until after the budget for FY24 was adopted. Staff would also like to implement a single sign on option to increase IT security and create username consistency agencywide, which will be a one-time cost of \$1,500. Therefore, staff requests an additional authorization of \$7,500 to this agreement.

### **Budget Impact**

The amount for which contract authority is requested is included in the FY24 Operating Budget. The \$1,500 for the single sign-on option to increase IT security and the \$6,000 contract increase will be paid from the IT budget in which sufficient funds were included in the FY24 Budget.

### **Next Steps**

Upon Board Approval, staff will amend the authority for the agreement with Granicus, LLC until the agreement expires on May 29, 2024. This agreement will be included in the FY2024-25 Annual Authorization for Software License, Maintenance, and Support Agreements later this spring.

Prepared by: Michelle Pena, Board Secretary

Approved by: Noelia Rodriguez, Chief of Staff