



## Legislation Details (With Text)

**File #:** 2024-0955  
**Type:** Agenda Item **Status:** Passed  
**File created:** 3/7/2024 **In control:** City Council  
**On agenda:** 3/19/2024 **Final action:** 3/19/2024

**Title:** Approve one-year software renewal with Granicus, LLC, for Legistar meeting and agenda services in the amount of \$65,614

**Sponsors:**

**Code sections:**

**Attachments:** 1. FOR COUNCIL - 2024 Meeting Services - Granicus, LLC (CCO 240530), 2. CCO 17-001 Legistar Minutes and Agenda Services 04-01-23 to 03-31-24 (CCO 17-001), 3. CCO 17-001 Legistar Minutes and Agenda Services 04-01-22 to 03-31-23, 4. CCO 17-001 Legistar 08-01-21 to 07-31-22, 5. CCO 17-001 Legistar 06-01-21 to 07-31-21 and Training, 6. CCO 17-001 Minutetraq IQM2 Streaming and Transcription 04-1-20 to 03-31-21, 7. CCO 17-001 Minutetraq IQM2 Agenda and Minutes 08-01-20 to 7-31-21, 8. CCO 17-001 Minutetraq IQM2 Streaming and Transcription 04-1-19 to 03-31-20, 9. CCO 17-001 Minutetraq IQM2 Streaming and Transcription 04-1-18 to 03-31-19, 10. CCO 17-001 Granicus Master Subscription Agreement, 11. Original Agreement CCO 17-001 Accela, Inc.

Date	Ver.	Action By	Action	Result
3/19/2024	1	City Council	Approved	Pass

Submitted By: Pamela Omichinski

Presentation By: Angel Jacobs

Department: City Clerk

### STAFF RECOMMENDATION (Motion Ready):

Approve one-year software renewal with Granicus, LLC, for Legistar meeting and agenda services in the amount of \$65,614

### OCALA'S RELEVANT STRATEGIC GOALS:

Operational Excellence

### PROOF OF PUBLICATION:

N/A

### BACKGROUND:

On July 18, 2017, City Council approved a legislative management contract with Accela, Inc. (Accela) for MinuteTraq software including agendas and minutes management. In March of 2018, Granicus LLC (Granicus) purchased Accela and assumed the legislative management contract for our agenda services. The City transitioned from MinuteTraq to Legistar in 2022 for more robust legislative management and agenda services.

Granicus provides the Legistar software which produces the City's agenda and minutes for City Council, and its boards and commissions. This one-year software renewal for Legistar is from April 1, 2024, to March 31, 2025.

Agenda services are provided for:

- Airport Advisory Board
- Audit Committee
- Board of Adjustment
- City Council
- CRA
- Investment Committee
- Municipal Arts Commission
- Municipal Code Enforcement
- Historic Preservation Advisory Board
- Planning & Zoning Commission
- Recreation Commission
- Tree Commission
- Special Magistrate
- East Ocala CRA
- West Ocala CRA
- North Magnolia CRA
- Downtown CRA

The software is used by numerous employees to enable the completion of agendas.

**FINDINGS AND CONCLUSIONS:**

Legistar software is used for the creation of the City Council agenda and minutes for the City of Ocala, and its boards and commissions. The software provides a central source for agenda creation and access throughout departments.

**FISCAL IMPACT:**

The software pricing increased 5 percent this year as stated in the original contract. Funds are budgeted in 001-012-212-512-51-52045 for six months from 4/1/24 through 9/30/24 for \$32,807. Funds are budgeted in 001-155-000-000-75-15500 for six months from 10/1/24 through 3/31/25 for \$32,807.

**PROCUREMENT REVIEW:**

These services were procured in compliance with the City's Procurement Policy.

**LEGAL REVIEW:**

This Agreement will be reviewed and approved for form and legality by City Attorney, William E. Sexton.

**ALTERNATIVE:**

- Approve with Changes
- Table
- Deny

