



Lake Havasu City

Lake Havasu City
Municipal Courthouse
Council Chambers
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Legislation Details (With Text)

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File created: 11/1/2022 **In control:** City Council
On agenda: 11/22/2022 **Final action:**
Title: Approve Master Subscription Agreement for Public Information Request, Redaction and Discovery Software with Granicus (Chief Doyle)
Sponsors:
Indexes:
Code sections:
Attachments: 1. Master Subscription Agreement, 2. Granicus Proposal

Date	Ver.	Action By	Action	Result
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COUNCIL COMMUNICATION

TO: Honorable Mayor and Council
FROM: Daniel P. Doyle, Chief of Police

SUBJECT:

Approve Master Subscription Agreement for Public Information Request, Redaction and Discovery Software with Granicus (*Chief Doyle*)

FUNDING SOURCE:

General Fund

PURPOSE:

To approve the Master Subscription Agreement for products and services with Granicus in accordance with City Code §3.10.010.3.A.16.

BACKGROUND:

The City has been using Granicus software since 2009. In Fiscal Year (FY) 2013-14, the City initiated a Granicus Services Agreement (Agreement) 500150 for the Legislative Management Suite and VoteCast Meeting Efficiency Suite to provide a complete and automated agenda and meeting workflow solution while also offering a central and searchable public portal for citizens and staff.

The Police Department desires to purchase additional Granicus software to streamline the public records request and redaction process from an individualized, manual process to an electronic method which will

increase efficiency in staff preparation time as well as provide the public the ability to request information and provide payment for services electronically. A Discovery module will also be implemented that will provide electronic tracking and accountability for items of evidentiary value.

COMMUNITY IMPACT:

Providing public access to police department records through an electronic, centralized platform will streamline the public records request process and allow Police Department Records staff to be more efficient by reducing the turnaround time for public records requests.

FISCAL IMPACT:

Appropriation in the amount of \$31,234 for the first year is included in the FY 2022-23 Police Department budget within the General Fund. Appropriation for the renewal in the second year (\$34,357.40) and third year (\$36,762.42) will be included in future budget requests.

ATTACHMENTS:

Master Subscription Agreement
Granicus Proposal

SUGGESTED MOTION:

I move to approve and authorize the City Manager to sign the Master Subscription Agreement with Granicus for one year with two additional annual renewals at a cost of \$31,234 for the first year, \$34,357.40 for the second year renewal, and \$36,762.42 for the third year renewal, plus applicable taxes.