



# Memorandum

**TO:** Board of Administrations for the  
Federated City Employees' Retirement  
System

**FROM:** Shilpi Dwivedi

**SUBJECT:** 5<sup>th</sup> Amendment to Granicus Agreement

**DATE:** September 21, 2023

**Approved:**

*B. Hayman*

**Date:** 9/13/2023

## RECOMMENDATION

Discussion and action to authorize the CEO to negotiate and execute a fifth amendment to the agreement between Granicus Inc. and the Boards (Board of Administration for the Police and Fire Department Retirement Plan and the Board of Administration for the Federated City Employees' Retirement System) for Agenda Management Software and Services to extend the term of the agreement through October 31, 2024 for an annual cost of \$8,056.45 (this cost split 50/50 with the Police and Fire Department Retirement Plan).

## BACKGROUND

Granicus Agenda Management Software is a specialized solution to streamline the process of creating, managing, and sharing meeting agendas. It offers comprehensive features for agenda creation, meeting scheduling, collaboration, and public access.

In October 2012, the Boards authorized the Secretary to negotiate and execute an agreement with Granicus for Agenda Management Software as outlined in the Request for Proposal #11-01-2011-MC dated November 2, 2011. The resulting agreement between the Boards and Granicus was executed in February 2013. The Boards began using the Granicus Agenda Management Software in June 2013.

Office of Retirement Services (ORS) staff uses the Granicus Agenda Management Software to create and publish the Board and committee agendas, post meeting details, distribute meeting materials, and post audio/video recordings of the meetings. The system seamlessly integrates agenda data with iPads via the iLegislate application, facilitating agenda review, access to supporting documents, note-taking, and more.

The current Granicus agreement will terminate on October 31, 2023. The proposed fifth amendment will extend the agreement term by an additional year, until October 31, 2024, for an annual cost of \$8,056.45, representing a 3% increase from the previous year. This cost will be split 50/50 between the Board of Administration for the Police and Fire Department Retirement Plan and the Board of Administration for the Federated City Employees' Retirement System.

The ORS is requesting the Boards extend the contract agreement termination date for Granicus to October 31, 2024, to allow the Boards to continue using the software for their Board agenda management.

### **CONCLUSION**

Staff recommends that the Board approve the extension of the Granicus Agenda Management Software agreement term through October 31, 2024.

*Shilpi Dwivedi*

---

Shilpi Dwivedi  
Department IT Manager