



**THE PORT
OF LOS ANGELES**
Executive Director's
Report to the
Board of Harbor Commissioners

DATE: FEBRUARY 9, 2017

FROM: INFORMATION TECHNOLOGY

**SUBJECT: RESOLUTION NO. _____ - FIRST AMENDMENT TO
AGREEMENT NO. 14-3256 WITH GRANICUS, INC. FOR STREAMING
MEDIA AND ARCHIVING HARDWARE AND SOFTWARE**

SUMMARY:

Staff requests approval of the First Amendment to Agreement No. 14-3256 (Agreement) with Granicus, Inc. (Granicus) for streaming media services and archiving hardware and software used by the City of Los Angeles Harbor Department (Harbor Department) for the Board of Harbor Commissioners (Board) meetings. The proposed First Amendment will extend the existing Agreement by three additional years, for a total of six years, with no change in the total not-to-exceed amount.

The recommendation to enter into Agreement 14-3256 was based on a cooperative arrangement between the Harbor Department and the Office of the City Clerk for the utilization of the services Granicus provides under City of Los Angeles (City) Contract Number C-109835 with Granicus. The Harbor Department will continue to be financially responsible for payment of services rendered under the Agreement.

RECOMMENDATION:

It is recommended that the Board:

1. Find that the Director of Environmental Management has determined that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Approve the First Amendment to Agreement No. 14-3256 to extend the existing Agreement for an additional three years, for a total of six years;
3. Direct the Board Secretary to transmit the First Amendment to Agreement No. 14-3256 to the Los Angeles City Council for approval pursuant to Section 373 of the Charter of the City of Los Angeles and Section 10.5 of the Los Angeles Administrative Code;

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4. Authorize the Executive Director to execute and the Board Secretary to attest to the First Amendment to Agreement No. 14-3256, upon approval by the City Council; and
5. Adopt Resolution No. _____.

DISCUSSION:

Background and Context– The Granicus software and hardware services are used by the Harbor Department’s Commission Office staff to stream and archive the Board meeting videos through the Port of Los Angeles’ website. Agreement 14-3256, which the Board approved at its May 1, 2014 meeting, has been used for services including Stream Replicator, Encoding Services (local meetings and remote meetings), Streaming Software and the Enterprise Software License for the Government Transparency Suite. Agreement 14-3256 does not include personal services. The services provided are for the use of the Granicus hardware and software, which are operated by Harbor Department staff. The Agreement also includes technical support for the Granicus hardware and software.

Agreement 14-3256 was for a term of three years and a not-to-exceed amount of \$195,000. The total amount spent to date is approximately \$65,400. The remaining balance of approximately \$129,600, less approximately \$20,000 for anticipated expenses for the remainder of the term of the existing Agreement, will be used to fund the proposed First Amendment.

Proposed First Amendment– The proposed First Amendment will extend the existing Agreement by three additional years, for a total of six years. The total not-to-exceed amount will remain unchanged at \$195,000. Funding for the three additional years is available within the Agreement’s existing not-to-exceed amount because of less than anticipated use of Granicus services.

Procurement Process– Agreement No. 14-3256 is based on a cooperative arrangement between the Harbor Department and the Office of the City Clerk for the utilization of the services Granicus provides under City of Los Angeles (City) Contract Number C-109835 with Granicus. City contract C-109835 expires on June 1, 2019. Piggy-backing on the City contract provides the Harbor Department with discounted City-wide volume pricing and reduced administrative costs.

ENVIRONMENTAL ASSESSMENT:

The proposed action is approval of a First Amendment to Agreement No. 14-3256 with Granicus to extend the length of the agreement, which is an administrative activity. As

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such, the Director of Environmental Management has determined that the proposed action is exempt from the requirements of CEQA in accordance with Article II, Section 2(f), of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

The proposed First Amendment is to extend the existing Agreement by three additional years with no change in the total not-to-exceed amount. As part of the annual budget process, Fiscal Year 2016/2017 funds in the amount of \$65,000 were budgeted in the IT Division (Center 0640, Account 54310, Program 000); of this amount \$4,400 is allocated for the remainder of this fiscal year. Other Divisions requiring Granicus services may also provide funding from their respective Division's account when Granicus services are requested, as long as the total authority amount of \$195,000 is not exceeded. Upon Board approval, future fiscal year funds, as shown below, will be requested to be budgeted as part of the annual budget adoption process.

Fiscal Year	Amount
17/18	\$29,000
18/19	\$29,000
19/20	\$29,000

The actual expenditures may differ from the estimated amounts in any given fiscal year. However, the total expenditures under the proposed Agreement will not exceed \$195,000.

Office space will not be required. Agreement 14-3256 does not include personal services.

A Termination for Non-Appropriation of Funds Clause (also known as a Funding Out Clause) is included in the Agreement.

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CITY ATTORNEY:

The Office of the City Attorney has prepared and approved the First Amendment of Agreement 14-3256 with Granicus, Inc..

TRANSMITTAL:

1. Agreement 14-3256 with Granicus, Inc.
2. First Amendment to Agreement 14-3256 with Granicus, Inc.

FIS Approval: MB (initials)
CA Approval: MB (initials)



LANCE KANESHIRO
Chief Information Officer



THOMAS E. GAZSI
Chief of Public Safety and
Emergency Management

APPROVED:



EUGENE D. SEROKA
Executive Director

LK:KC