



Agenda Report

MEETING DATE: Tuesday, December 12, 2023

TO: City Council

FROM: CITY CLERK ORTIZ

THROUGH: CITY MANAGER MENDEZ

**SUBJECT: APPROVAL OF THIRD AMENDMENT TO AGREEMENT WITH
eSCRIBE SOFTWARE LTD. IN AN AMOUNT NOT TO EXCEED
\$67,177.78 OVER THREE (3) YEARS**

RECOMMENDED ACTION:

Staff recommends that the City Council approve a resolution approving the third amendment to the agreement with eScribe Software LTD., for meeting agenda management services, increasing the amount by \$67,177.78 by exercising the option to renew for an additional three (3) years, and authorizing the City Manager to execute same.

BACKGROUND:

In January 2020, the City Clerk determined that the existing agenda management software used by the City was deficient and causing issues. The City Clerk contacted several vendors, received quotes, and learned about available products. eScribe was selected as the best fitting software as it met City Clerk and Innovation & Technology Department requirements. The City entered into a three (3) year contract with eScribe with an option to renew for an additional three (3) years. The total cost for the initial three (3) years was \$63,750.03, which is within the City Manager's authority.

After signing the initial contract, the City signed an amendment to add additional licenses to allow Council and staff to review agenda items on their respective devices. This increased the contract amount by \$150.00 per year, which would be adjusted by a 5% increase each year. A second amendment was signed to accept a six (6) month credit as compensation for delays in implementing the software.

DISCUSSION:

eScribe is one of the leading agenda management platforms in California and has provided the City with great support over the past three years. The platform has provided the public access to meeting documents as well as live streaming and archiving of meeting recordings. The software is stable, and their staff is available any time to remedy

any issues. City Staff believes it is in the City's best interest to retain eScribe services to continue to provide the public with the same great access it has had. The City now wishes to exercise the additional three (3) year option as eScribe has continued to support the City in a positive manner. Approving the amendment would increase the total contract amount from \$63,750.03 to \$130,927.81 requiring Council authorization.

STRATEGIC PLAN:

This recommendation is consistent with the following Council Strategic Goal:

- 7-Efficient and High Performing Government – Renewing the agreement with eScribe Software Ltd. will allow for continued use of the agenda management platform, which has enhanced efficiency of the City's process for providing the public with timely documents as well as allow residents to stream and access meeting recording online.

FINANCIAL IMPACT:

Total cost of the renewal would increase the total contract amount from \$63,750.03 to \$130,927.81 over three years beginning in 2024.

ALTERNATIVE ACTION:

Council could elect not to approve renewal of eScribe Software LTD., and direct staff to explore other agenda management systems.

ATTACHMENTS AND/OR REFERENCES (If any):

None.