

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the City Council:**

**SUBJECT: Recommendation for authorization to Furnish and Install Granicus Inc. VotingSystem.**

**Anticipated Expenditure: \$42,664.00 (includes contingency)**

**Anticipated Annual Expenditure: \$ 10,200.00**

**RECOMMENDATION**

The City Manager recommends that City Council: 1) appropriate \$40,632.00, plus 5% contingency \$2,032.00 to furnish and install Granicus Inc. VotingSystem and provide training; 2) appropriate \$10,200.00 annually for management, upgrades, and support.

**Funding**

Funding is available in Cable and Community Relations fund balance.

**BACKGROUND**

At the request of the Mayor and with the concurrence of the City Council, staff began research and design for an electronic voting system to be installed in the Torrance City Council Chambers for use during City Council meetings. The system would allow for automated logging, counting, and recording of all votes during meetings of the City Council and other legislated bodies as deemed appropriate by the Council.

On July 3, 2007, the Council approved Phase I; appropriate funding, furnish and install a wireless and Wired Local Area Network (WLAN), annual support, and capital replacement. On August 7, 2007, the Council approved Phases II and III; appropriate funding, furnish and install custom modifications to the Council Chamber dais and desks, installation and integration of LCD video and clock panels, purchase of computers, and funding for their capital replacement.

**ANALYSIS**

Staff began the project by enlisting the assistance of various departments including: City Clerk, General Services, and Communications and Information Technology. Staff received product demonstrations from three highly qualified vendors. Based on existing hardware and software integration with existing equipment and systems, future needs integration of an electronic agenda process and the performance requirements needed to substantially support the complexity of the existing Council meeting process and procedures, staff narrowed the selection to Granicus, Inc. Granicus is the current provider of the video streaming and archiving system, meeting minutes, and agenda display.

The City Council Voting System project has five phases:

**COUNCIL VOTING SYSTEM**

PHASE	DESCRIPTION	COST	ESTIMATED ANNUAL	TIMELINE
I	Design and Installation of the <u>Network and Communications</u> ;	\$ 20,240.03	\$ 8,000.00	2 weeks
II	Design and Modification of the <u>Council Dais Desks</u> ;	\$ 13,972.00	\$ -	2 weeks
III	Installation and Integration of <u>LCD Panels, Clocks, PC's &amp; Server's</u> ;	\$ 114,510.00	\$ 6,763.00	4 weeks
IV	Selection and Installation of the <u>Voting System</u> ; and	\$ 37,432.00	\$ 10,200.00	2 days
V	Staff and City Council Training	\$ 3,200.00	\$ -	2 days
	<b>GRAND TOTAL</b>	<b>\$ 189,354.03</b>	<b>\$ 24,963.00</b>	

This item addresses the fourth and fifth phases of the project; selection and installation of the voting system and training for staff and the City Council.

**Phase IV**

The Granicus VotingSystem provides a secure and simple platform for managing public meeting proceedings. The Granicus VotingSystem workflow is integrated tightly with the Granicus MinuteMaker Workflow software, which together allows legislative action (motions/votes) to be recorded directly from the individual meeting members into the meeting minutes. In addition, voting results will not only be displayed to the Council on their personal computers, but also to the seated audience on the four 46" LCD panels, and to the television viewing audience through the on-screen graphics computer.

**Phase V**

After the VotingSystem has been installed and tested, staff and the City Council will receive training from the Granicus staff. Training is scheduled for the Council September 17, 2007, at 5:00 p.m., with the September 18, 2007 regular meeting as the "go-live" date. Granicus personnel will be on-site during the Council meeting to provide assistance if needed.

Respectfully submitted,

LeRoy J. Jackson  
City Manager

By:   
Michael D. Smith  
Cable & Community Relations Manager

CONCUR:

  
Richard Shigaki  
Director, Communications and Information Technology Department

  
LeRoy J. Jackson  
City Manager