

April 17, 2024

ITEM TITLE: RESOLUTION NO. 2024-019 AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A SUBSCRIPTION AGREEMENT WITH ESCRIBE FOR MEETING AND AGENDA AUTOMATION SOFTWARE AND LIVESTREAMING OF CITY COUNCIL MEETINGS. (0180-20)

ORIGINATING DEPARTMENT:

City Clerk

EXECUTIVE SUMMARY:

The current Subscription Agreement with eSCRIBE, for meeting and agenda automation software and livestreaming of City Council meetings, expires in April 2024. Therefore, it is necessary to renew the agreement.

RECOMMENDATION:

Adopt Resolution No. 2024-019 authorizing the City Manager to negotiate and execute a Subscription Agreement with eSCRIBE for meeting and agenda automation software and livestreaming of City Council meetings.

OPTIONS:

- Adopt Resolution No. 2024-019; or
- Direct staff to return with additional information.

BACKGROUND/ANALYSIS:

The City of Imperial Beach entered into a Subscription Agreement in 2021 with eSCRIBE for a web-based meeting and agenda management system. Throughout the current agreement, City staff successfully created, edited, and published agendas and live-streamed City Council meetings. The eSCRIBE agenda management system is also used for all City Boards and Committees. A renewal of the Subscription Agreement is required in April 2024. Resolution No. 2024-019, authorizes the City Manager to negotiate and execute the agreement.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

FISCAL YEAR: 2024/2025

BUDGETED: YES

ACCOUNT NO(S).: 503-1923-419.2006 "Professional Services"

FISCAL ANALYSIS: The approved FY 2024 - FY 2025 Budget includes agenda management software in the Information Technology Fund. The cost for Annual Software and support Fees is: \$17,194.77 (Year 1), \$17,872.10 (Year 2), and \$18,576.62 (Year 3) with an option for an annual extension for a total of 2 years.

CURRENT BUDGET: \$23,100

ANTICIPATED EXPENDITURE: \$17,194.77

ATTACHMENTS:

ATT 1 – Resolution No. 2024-019