

**RESOLUTION NO. 2024-33**

**A RESOLUTION APPROVING THE PROPOSAL FROM GRANICUS FOR SHORT-TERM RENTAL HOST COMPLIANCE SOFTWARE & AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT**

**WHEREAS**, the City seeks to engage with Granicus for assistance in its efforts to manage and monitor short-term rentals; and

**WHEREAS**, the Rockaway Beach Code Chapter 30 provides that the City Council delegates contracting power to the City Manager for items up to \$75,000.

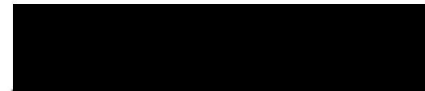
**NOW, THEREFORE, BE IT RESOLVED THAT**

**Section 1.** The City of Rockaway Beach City Council hereby approves the proposal from Granicus for short-term rental software, attached as Exhibit A, and authorizes the City Manager to execute an agreement.

**Section 2.** This Resolution shall be effective immediately upon adoption.

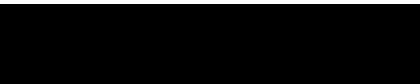
**APPROVED AND ADOPTED BY THE CITY COUNCIL THE 12TH DAY OF JUNE 2024.**

APPROVED



Charles McNeilly, Mayor

ATTEST



Melissa Thompson, City Recorder

**THIS IS NOT AN INVOICE**Order Form  
Prepared for  
Rockaway Beach, OR

## Granicus Budgetary Proposal for Rockaway Beach, OR

This quote is for budgetary purposes only. Please do not submit a Purchase Order against this document. Pricing is subject to change based on the scope, reseller, or contract utilized. Please contact your Granicus representative for an official quote, which will include a period of performance, final pricing, and terms and conditions. Please note: This is not an invoice. This is a budgetary proposal that outlines the products and fees associated with the subscription renewal. Please inform the Granicus Contact listed below if you wish to issue a PO against this budgetary proposal.

### ORDER DETAILS

**Prepared By:** Kyle Salonga  
**Phone:** 415.874.1783  
**Email:** kyle.salonga@granicus.com  
**Order #:** Q-338302  
**Prepared On:** 20 Mar 2024  
**Expires On:**

### ORDER TERMS

**Currency:** USD  
**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)



## PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Address Identification - Setup and Configuration	Up Front	1 Each	\$0.00
Address Identification - Online Training	Up Front	1 Each	\$0.00
Setup and configuration package: OpenForms License	Up Front	1 Each	\$0.00
Training: OpenForms	Upon Delivery	1 Each	\$0.00
24/7 Hotline - Setup and Configuration	Up Front	1 Each	\$0.00
24/7 Hotline - Online Training	Up Front	1 Each	\$0.00
Rental Activity Monitoring - Setup and Configuration	Up Front	1 Each	\$0.00
Rental Activity Monitoring - Online Training	Up Front	1 Each	\$0.00
Mobile Permitting & Registration - Setup and Configuration	Up Front	1 Each	\$0.00
Mobile Permitting & Registration - Online Training	Up Front	1 Each	\$0.00
Tax Collection - Setup and Configuration	Up Front	1 Each	\$0.00
Tax Collection - Online Training	Up Front	1 Each	\$0.00
<b>SUBTOTAL:</b>			<b>\$0.00</b>



<b>New Subscription Fees</b>					
<b>Solution</b>	<b>Period of Performance</b>	<b>Billing Frequency</b>	<b>Quantity/Unit</b>	<b>Annual Fee</b>	<b>Prorated Fee</b>
Address Identification	01 Jul 2024 - 30 Jun 2025	Annual	1 Each	\$9,814.00	\$9,814.00
OpenForms Team License	01 Jul 2024 - 30 Jun 2025	Annual	1 Each	\$4,467.75	\$4,467.75
24/7 Hotline	01 Jul 2024 - 30 Jun 2025	Annual	1 Each	\$3,925.60	\$3,925.60
Rental Activity Monitoring	01 Jul 2024 - 30 Jun 2025	Annual	1 Each	\$4,416.30	\$4,416.30
Enhanced Short-Term Rental Registration Portal	30 Jun 2025 - 30 Jun 2025	Annual	1 Each	\$4,168.30	\$11.42
Mobile Permitting & Registration	01 Jul 2024 - 30 Jun 2025	Annual	1 Each	\$0.00	\$0.00
Tax Collection	01 Jul 2024 - 30 Jun 2025	Annual	1 Each	\$0.00	\$0.00
<b>SUBTOTAL:</b>				<b>\$26,791.95</b>	<b>\$22,635.07</b>



## FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Address Identification	\$10,795.40	\$11,874.94
OpenForms Team License	\$4,914.53	\$5,405.98
24/7 Hotline	\$4,318.16	\$4,749.98
Rental Activity Monitoring	\$4,857.93	\$5,343.72
Enhanced Short-Term Rental Registration Portal	\$4,585.13	\$5,043.64
Mobile Permitting & Registration	\$0.00	\$0.00
Tax Collection	\$0.00	\$0.00
<b>SUBTOTAL:</b>	<b>\$29,471.15</b>	<b>\$32,418.26</b>

## PRODUCT DESCRIPTIONS

Solution	Description
Address Identification	<p>Ongoing monitoring of 60+ Short Term Rental websites including major platforms Airbnb, VRBO, HomeAway, Booking.com, FlipKey, &amp; Expedia. Our machine learning will deduplicate all known Listings into unique Rental Units, where our identification team will provide owner contact information for further enforcement. This product includes:- Ongoing monitoring of all listings in your jurisdiction</p> <ul style="list-style-type: none"> <li>- Updating listing activity and details every 3-5 days</li> <li>- Screenshot activity of every listing</li> <li>- Deduplication of listings into unique Rental Units</li> <li>- Activity dashboard and map to monitor trends and breakdown of compliance</li> </ul>
Address Identification - Setup and Configuration	<p>Setup and configuration of the platform to facilitate the systematic identification of the addresses and owner's contact information for short-term rentals located in a specific local government's jurisdiction.</p> <p><i>Note: The implementation timeline for Client is dependent on Granicus' receipt of all data from Client required to complete the services, including assessor data and registration files, in the format agreed upon by the parties prior to project kick-off. Any fees associated with the collection or receipt of required data will be borne by Client.</i></p>
Address Identification - Online Training	Virtual training session with a Granicus professional services trainer.

Solution	Description
<p>OpenForms Team License</p>	<p>OpenForms is a digital forms builder specifically designed for Government. Government services can be complicated, but the experience for the residents accessing them shouldn't have to be. OpenForms is perfect for the business of government, with capabilities that will help you convert complex, multi-page forms and processes into simple, step-by-step online forms that adjust based on customers responses.</p> <p><b>The Team plan enables powerful form building for up to:</b></p> <ul style="list-style-type: none"> <li>• 5 users, 50 published forms.</li> </ul> <p><b>Key features include:</b></p> <ul style="list-style-type: none"> <li>• Drag and drop form builder</li> <li>• Display logic and calculations</li> <li>• Payments</li> <li>• Insights dashboard</li> <li>• Form analytics</li> <li>• Support team access</li> <li>• Save responses</li> <li>• Unlimited responses</li> <li>• Data connections and API access</li> <li>• Up to: 10GB file uploads, 1,000 web API calls per hour</li> </ul> <p>This package does not include premium features such as workflow, workspaces, form versioning or custom documents. For these features, please consider OpenForms Enterprise.</p>
<p>24/7 Hotline</p>	<p>24/7 web and phone hotline for your community to report short term rental complaints such as parking, trash, noise disturbances, and illegal short term rentals. This product include:- Mobile-enabled online web form for citizens to submit tips or complaints (text, videos, and photos)</p> <ul style="list-style-type: none"> <li>- 24/7 call center for citizens to contact and report complaints verbally</li> <li>- Recordings for all call center complaints</li> <li>- Email notifications to your team when complaints are logged</li> <li>- Automatic outbound IVR calls and SMS messages to permit emergency contacts notifying them of the complaint</li> <li>- SMS support for emergency contacts to mark a complaint as acknowledged or resolved with the ability to send resolution notes</li> <li>- Hotline Dashboard for tracking complaint volumes, trends, and categories</li> <li>- Ability to upload Notes/Comments to each complaint</li> </ul>

Solution	Description
Rental Activity Monitoring	Ongoing monitoring of Short Term Rental listings for signs of rental activity including historical revenue estimates & occupancy. Coupled with our Tax Collection product, users can also compare historical revenue estimates to actual reported revenue to identify those that may be underreporting and underpaying sales tax (i.e. TOT).
Setup and configuration package: OpenForms License	Setup and configuration of OpenForms
Training: OpenForms	1.5 hour OpenForms Training session for up to 25 people, delivered online.
24/7 Hotline - Setup and Configuration	Setup and configuration of the online platform to enable neighbors to report, prove and get instant resolution to non-emergency short-term rental related problems.
24/7 Hotline - Online Training	Virtual training session with a Granicus professional services trainer.
Rental Activity Monitoring - Setup and Configuration	Setup and configuration of ongoing monitoring of Short-term Rental listings for signs of rental activity.
Rental Activity Monitoring - Online Training	Virtual training session with a Granicus professional services trainer.





Solution	Description
Enhanced Short-Term Rental Registration Portal	<p>Mobile-enabled online portal and back-end systems for streamlining the registration/licensing/permitting of individual short-term rental hosts. These registration forms and workflows include:</p> <ul style="list-style-type: none"> <li>· Host Login and Dashboard</li> <li>· Parcel Number lookup and validation</li> <li>· ACH, Debit, and Credit Payments exclusively powered by Stripe.com</li> <li>· Registration Number &amp; Certificate creation</li> <li>· Document Upload</li> <li>· Renewals</li> <li>· Email confirmation</li> <li>· Admin workflow management for approval &amp; denial</li> </ul>
Mobile Permitting & Registration	<p>Mobile-enabled online forms and back-end systems for streamlining the registration/licensing/permitting of individual short-term rental hosts. These registration forms and workflows include:-</p> <ul style="list-style-type: none"> <li>- Parcel Number lookup and validation</li> <li>- E-Signatures</li> <li>- ACH, Debit, and Credit Payments exclusively powered by Stripe.com</li> <li>- Registration Number &amp; Certificate creation</li> <li>- Document Upload</li> <li>- Renewals</li> <li>- Email confirmation</li> <li>- Admin approval &amp; denial</li> </ul>
Mobile Permitting & Registration - Setup and Configuration	<p>Setup and configuration of mobile-enabled online forms and back-end systems for streamlining the registration/licensing/permitting of individual short-term rental hosts and capturing and processing the associated signatures, payments and required documentation</p>
Mobile Permitting & Registration - Online Training	<p>Virtual training session with a Granicus professional services trainer.</p>

Solution	Description
Tax Collection	Tax Collection can be built as a separate mobile-enabled form or coupled with Mobile Permitting & Registration in one single portal allowing your users to:- Report revenue monthly, quarterly, or annually and pay sales tax due (i.e TOT) - Remind users when they are registering for a permit/license to also report any back taxes - Collect ACH, Debit, and Credit Payments exclusively powered by Stripe.com
Tax Collection - Setup and Configuration	Setup and configuration of mobile-enabled online forms and back-end systems for streamlining the monthly/quarterly collection of taxes from individual short-term rental hosts and capturing and processing the associated signatures, payments and required documentation
Tax Collection - Online Training	Virtual training session with a Granicus professional services trainer.