



# Napa County

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## Legislation Text

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**TO:** Board of Supervisors  
**FROM:** Jon Gjestvang, Chief Information Officer - Information Technology Services  
**REPORT BY:** Elena Guzman, Staff Services Analyst  
**SUBJECT:** Amendment No. 1 to Agreement No. 210093B with Granicus, Inc.

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### **RECOMMENDATION**

Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 210093B with Granicus, Inc. increasing the contract maximum by \$10,000 for a new total of \$323,046, with an amendment term of March 28, 2023 through March 28, 2024, for consulting services including advanced training, template creation and report development associated with the Legistar solution.

### **EXECUTIVE SUMMARY**

Napa County originally entered into an agreement with Granicus, Inc. on June 1, 2007, to provide training, installation, configuration and ongoing system maintenance for software, video and data storage services that allow residents to watch Board of Supervisors, Board of Equalization, Napa County Housing Authority and various other district meetings online, live and archived, through the County's website. The agreement has been amended six times to add the streaming of the Planning Commission meetings, LAFCO meetings, for development of the County's Granicus webpage, add the Granicus Encoding Appliance and Word Add-In, and extend the term for ongoing system maintenance.

Today's requested action is to approve Amendment No. 1 to Agreement No. 210093B with Granicus, Inc. to increase the contract by \$10,000 for a new total of \$323,046, with an amendment term of March 28, 2023 through March 28, 2024, in order to provide consulting services for Legistar project management and deployment services.

Granicus, Inc. is not a local vendor.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Information Technology Services
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: This technology allows residents to watch the Board of Supervisors', the Board of Equalization, Napa County Housing Authority, and various other district meetings online, live and archived, through the County's website. It provides public information, government transparency, and improved services to residents. All meeting videos contain relevant supporting documentation, like meeting agendas and minutes, allowing the public to stay well-informed on the decisions affecting their community.

Is the general fund affected? No

Future fiscal impact: Ongoing costs will be included in the ITS Cost Allocation.

Consequences if not approved: If not approved, ITS will not have the resources available for any unexpected maintenance and the Board of Supervisors will be unable to access to additional agenda templates.

County Strategic Plan pillar addressed: Effective and Open Government

## **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

Napa County originally entered into an agreement with Granicus, Inc. on June 1, 2007, to provide training, installation, configuration and ongoing system maintenance for software, video and data storage services that allow residents to watch Board of Supervisors, Board of Equalization, Napa County Housing Authority and various other district meetings online, live and archived, through the County's website. The Agreement has been amended six times to add the streaming of the Planning Commission meetings, LAFCO meetings, for development of the County's Granicus webpage, add the Granicus Encoding Appliance and Word Add-In, and extend the ongoing maintenance term through FY 2021-2022.

Since there was a business need to add several significant additions to the agreement's scope of work, it was decided that drafting a new agreement was warranted. In addition to the services of the original agreement, the new agreement No. 210093B also included the Boards and Commissions module, new agenda management system (Legistar), as well as closed captioning services. Legistar is an enterprise-level agenda management platform that provides a variety of automated features including the iLegislate app for iPad, VoteCast

Electronic Voting, pre-formatted Meeting Minutes templates, post-meeting Agenda Packet Processing including eSignature compatibility, Constant Contact Agenda Distribution e-mail lists and the eComment public correspondence service. As a virtual solution hosted entirely in the cloud, Legistar substantially reduces the County's maintenance and operational footprint by flexibility supporting workplace collaboration and meeting participation in both on-site and remote environments.

The Legistar module seamlessly integrated with the Granicus Live Manager module and the Granicus meeting video streaming, capture and storage solution that was utilized at the County. Purchasing and implementing the Granicus module removed Information Technology Services' (ITS') previous support of custom-built

integrations between the custom-built application and Live Manager and the video system. In addition, the Granicus module resides in a cloud architecture, which took away the ITS support for the on-premise, custom-built application previously in use. The Granicus modules were vetted by ITS Information Security Staff and the modules met County security requirements.

The requested action is to approve Amendment No. 1 to Agreement 210093B with Granicus, LLC. for consulting services in Legistar project management and deployment services, including advanced training, additional report development and template creation.

Granicus is not a local vendor. However, Granicus is the leading software-as-a-service provider of government transparency public meeting efficiency, and citizen participation solutions in the U.S. Granicus hosts the world's largest government exclusive webcasting network, streaming over 23 million webcasts and serving more than 4,500 government customers and over 200 million citizens. There is no local vendor that provides the same technology.