



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/1/2020
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Minh Tran - County Executive Officer
County Executive Office

REPORT BY: Shawn Smith, Supervising Staff Services Analyst - 707.259.8665

SUBJECT: Agreement with Granicus, Inc.

RECOMMENDATION

County Executive Officer, Chief Information Officer, and Clerk of the Board request approval of and authorization for the Chair to sign an agreement with Granicus, Inc. for a maximum of \$313,046 for the term of July 1, 2020 through June 30, 2023 to provide equipment, training, setup and configuration for a Boards and Commission's module, new agenda management system, eComment and closed captioning services, as well as provide ongoing system management of the Granicus internet broadcasting of public meetings.

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.

The requested action today is to approve an agreement with Granicus Inc. for ongoing system maintenance; Legistar and Boards and Commissions modules; eComment and closed captioning services for a total cost of \$313,046 over the next three fiscal years.

Granicus, Inc. is not a local vendor.

FISCAL & STRATEGIC PLAN IMPACT

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| 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. The County plans to utilize applicable Public, Education, and Government (PEG) funding received from local cable providers to pay for portions of the modules. |
| Is the general fund affected? | No |
| Future fiscal impact: | Ongoing costs will be included in the ITS Cost Allocation. |
| Consequences if not approved: | The County will have to update the current in-house built system as it is 16 years old and was built using early 2000's technologies. The existing application will need to be updated to the latest technologies used by Information Technology Services (ITS) development staff, and it will take an ITS staff member about six months to update the application at a cost of up to \$137,000. |
| County Strategic Plan pillar addressed: | Effective and Open Government |
| Additional Information: | |

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 is now a business need to add several significant additions to the current agreement's scope of work, it was decided that drafting a new agreement is warranted. In addition to the services of the current

agreement, the new agreement would also include 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 will seamlessly integrate with the Granicus Live Manager module and the Granicus meeting video streaming, capture and storage solution that is currently utilized at the County. Purchasing and implementing the new Granicus module will remove Information Technology Services' (ITS') current support of custom-built integrations between the custom-built application and Live Manager and the video system. In addition, the new Granicus module will reside in a cloud architecture, which will take away ITS support for the on-premise, custom-built application in use today. The new Granicus modules were vetted by ITS information Security staff and the modules meet County security requirements. The County plans to utilize applicable Public, Education, and Government (PEG) funding received from local cable providers to pay for portions of the modules.

The requested action is to approve a new agreement with Granicus for equipment, training, setup and configuration for a Boards and Commissions module, new agenda management system, closed captioning services, eComment, as well as ongoing system maintenance of the Granicus internet broadcasting of public meetings.

Granicus is not a local vendor. By integrating additional services, Napa County is building upon our current solution, whereas 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.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Samuel Ross