

## Staff Report

**Subject:** Granicus Agreement  
**Author:** Stephanie Johnson, County Clerk  
**Department:** Administration  
**Meeting Date:** February 4, 2025  
**Item Description:** Consideration to approve to ratify and affirm the Proposal with Granicus for the GovQa Open Records Program

**Summary Recommendation:** This module is used for intake, tracking and processing of open records request. The program has proven to promote efficiency related to the tasks associated with open records.

**Background:** The current agreement expires June 30, 2025. The renewed agreement will be effective July 1, 2025 – June 30, 2026. The renewing subscription fees for this cycle is \$10,817.99.

**Alternatives for Commission to Consider:**

1. To approve to ratify and affirm the renewal of the Proposal from Granicus as submitted.
2. To not approve Proposal.

**Recommended Alternative:** Alternative 1

**Department Review:** Administration and Information Technology

**Funding Source:** as allocated via the budget for Department 11

**Attachments:**

1. Proposal