

## Staff Report

**Subject:** Granicus Software Proposal  
**Author:** Stephanie Johnson, County Clerk  
**Department:** Administration  
**Meeting Date:** February 4, 2025  
**Item Description:** Consideration to approve a Proposal from Granicus for a board and committees' module for the Office of the Clerk

**Summary Recommendation:** The Office of the Clerk is responsible for maintaining a record and initiation of items related to appointments/reappointments to boards and committees as approved by the Board of Commissioners.

An instrumental component of this function is to track a listing of boards/committees to include the appointee's name, board served and term of expiration. Other factors are to update the website accordingly whenever necessary, assist with application processing and coordinating with assigned committee/board personnel.

**Executive Summary/Background:** Currently the Office of the Clerk utilizes an excel spreadsheet to record/update the committee listing. The Granicus module will provide a more precise and efficient platform, offering a method for the public to initiate an application online, more precise internal tracking, expiration notification, public viewing of board openings and more.

**Alternatives for Commission to Consider:**

1. To approve the Quote from Granicus as submitted.
2. To not approve the Quote and request additional information.

**Recommended Alternative:** Alternative 1

**Other Alternatives:** Seek quotes from other vendors.

**Department Review:** Administration and Information Technology

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

**Attachments:**

1. Proposal