



*County of Lassen*  
**Department of Planning and Building Services**

• Planning • Building • Environmental Health • Code Enforcement • Surveyor • Surface Mining

August 6, 2025

**Gaylon F. Norwood, Director**  
 707 Nevada Street, Suite 5  
 Susanville, CA 96130-3912  
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 email: landuse@co.lassen.ca.us  
 website: www.co.lassen.ca.us

TO: Lassen County Board of Supervisors  
 Agenda Date: August 12, 2025

Zoning and Building  
 Inspection Requests  
 Phone: 530 257-5263

FROM: Gaylon F. Norwood, Director *GFN*

SUBJECT: Contract between Lassen County and Granicus to provide SmartGov licensing for a three-year period of October 1, 2025 through September 30, 2028 with a not to exceed amount of \$57,414.77.

**ACTION REQUESTED:**

1. Receive report; and
2. Authorize the Chairman to sign the contract.

***Summary:***

The purpose of this meeting is for the Board to consider approval of the above referenced contract.

The Lassen County Planning and Building Services Department is currently using Granicus' SmartGov software for Planning, Building, Surveying, and Environmental Health permitting as well as for Code Enforcement tracking and has been since FY 15/16. The licensing for SmartGov has been paid on a year-to-year basis in the past. Granicus had purchased SmartGov towards the end of fiscal year 2023/2024 and for their first year Lassen County paid the annual 24/25 licensing fee of \$15,768.97. Granicus is now requiring that a three-year licensing agreement be signed. The rates are as follows:

October 1, 2025 to September 30, 2026	\$17,345.85
October 1, 2026 to September 30, 2027	\$19,080.44
October 1, 2027 to September 30, 2028	\$20,988.48
Total	\$57,414.77

The first annual fee has been budgeted in the 2025/2026 Fiscal Year budgets for Planning, Building Surveyor, and Environmental Health.

GFN:bes

Enclosure: Proposed contract with Granicus



THIS IS NOT AN INVOICE

Order Form  
Prepared for  
Lassen County, CA

## Granicus Proposal for Lassen County, CA

### ORDER DETAILS

**Prepared By:** Pedro Arguedas  
**Phone:**  
**Email:** pedro.arguedas@granicus.com  
**Order #:** Q-458935  
**Prepared On:** 27 Jun 2025  
**Expires On:** 30 Sep 2025

### ORDER TERMS

**Currency:** USD  
**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)  
**Current Subscription End Date:** 30 Sep 2025  
**Initial Order Term End Date:** 30 Sep 2028  
**Period of Performance:** 01 Oct 2025 - 30 Sep 2026



Order Form  
Lassen County, CA

## PRICING SUMMARY

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

Renewing Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
SmartGov - Enterprise	Annual	1 Each	\$15,587.29
SG SMARTConnect GIS	Annual	7 Each	\$586.18
SG SMARTConnect Merchant	Annual	1 Each	\$586.19
SG SMARTConnect Parcel	Annual	1 Each	\$586.19
<b>SUBTOTAL:</b>			<b>\$17,345.85</b>



## FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	01 Oct 2026 - 30 Sep 2027	01 Oct 2027 - 30 Sep 2028
SmartGov - Enterprise	\$17,146.02	\$18,860.62
SG SMARTConnect GIS	\$644.80	\$709.28
SG SMARTConnect Merchant	\$644.81	\$709.29
SG SMARTConnect Parcel	\$644.81	\$709.29
<b>SUBTOTAL:</b>	<b>\$19,080.44</b>	<b>\$20,988.48</b>



## PRODUCT UPDATES

FOR INFORMATION ON RECENT AND UPCOMING PRODUCT ENHANCEMENTS ACROSS THE GRANICUS PORTFOLIO, PLEASE REFER TO THE SEMIANNUAL UPDATE INFORMATION ON THIS WEBPAGE:  
: [HTTPS://GRANICUS.COM/SEMIANNUAL-UPDATES/](https://granicus.com/semiannual-updates/)

## PRODUCT DESCRIPTIONS

Solution	Description
SmartGov - Enterprise	Annual subscription to SmartGov software for: Permitting, Licensing, and Code Enforcement. Subscription includes the Public Portal.
SG SMARTConnect GIS	SG SMARTConnect GIS
SG SMARTConnect Merchant	SG SMARTConnect Merchant
SG SMARTConnect Parcel	SG SMARTConnect Parcel



## TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-458935 dated 27 Jun 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Lassen County, CA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.



Order Form  
Lassen County, CA

## BILLING INFORMATION

<b>Billing Contact:</b>		<b>Purchase Order Required?</b>	[ ] - No [ ] - Yes
<b>Billing Address:</b>		<b>PO Number:</b> <i>If PO required</i>	
<b>Billing Email:</b>		<b>Billing Phone:</b>	

**If submitting a Purchase Order, please include the following language:**

*The pricing, terms, and conditions of quote Q-458935 dated 27 Jun 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.*

## AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Lassen County, CA	
<b>Signature:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	

Approved as to Form  
JUL 16 2025  
Lassen County Counsel