



County of Lassen
Department of Planning and Building Services

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

September 12, 2025

Gaylon F. Norwood, Director
707 Nevada Street, Suite 5
Susanville, CA 96130-3912
Main Phone: 530 251-8269
Fax: 530 251-8373
email: landuse@co.lassen.ca.us
website: www.co.lassen.ca.us

TO: Lassen County Board of Supervisors
Agenda Date: September 23, 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 \$81,192.98.

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. This contract is being brought back to the Board of Supervisors because Granicus is now requiring that a three-year revised licensing agreement updated for the number of users the Department of Planning and Building Services has. The original agreement only allowed for seven users and the department has had more than that since inception; it currently has seventeen users. The rates are as follows:

October 1, 2025 to September 30, 2026	\$24,529.60
October 1, 2026 to September 30, 2027	\$26,982.56
October 1, 2027 to September 30, 2028	\$29,680.82
Total	\$81,192.98

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-478489
Prepared On: 29 Aug 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.)
Period of Performance: 01 Oct 2025 - 30 Sep 2026

PRICING SUMMARY

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

Terminating Subscriptions		
Solution	Quantity/Unit	Prior Annual Fee
SmartGov - Enterprise	0 Each	\$14,170.26
SG SMARTConnect GIS	0 Each	\$532.91
SG SMARTConnect Merchant	0 Each	\$532.90
SG SMARTConnect Parcel	0 Each	\$532.90
SUBTOTAL:		\$15,768.97

Upon the signing of this Agreement, annual fees for the terminating subscription(s) shall cease. Any pre-paid fees for the terminating subscription(s) after the signing of this Agreement will be prorated from the signing of this Agreement to the end of the Client's then-current billing term, credited, and such credit applied to the annual fees for new subscriptions.

Client will continue to have access to and use the terminating solution until the new subscription(s) is/are deployed.

Upon the deployment of Client's new solution as determined at Granicus' sole discretion, Granicus shall remove access to the Client's terminating subscription(s).

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
SmartGov - Enterprise	Annual	1 Each	\$23,996.70
SmartGov Code Enforcement	Annual	1 Each	\$0.00
SmartGov Licensing	Annual	1 Each	\$0.00
SmartGov Permitting	Annual	1 Each	\$0.00
SmartGov Connector Merchant	Annual	1 Each	\$532.90
SUBTOTAL:			\$24,529.60

Communications Cloud Tier:

0

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	01 Oct 2026 - 30 Sep 2027	01 Oct 2027 - 30 Sep 2028
SmartGov - Enterprise	\$26,396.37	\$29,036.01
SmartGov Code Enforcement	\$0.00	\$0.00
SmartGov Licensing	\$0.00	\$0.00
SmartGov Permitting	\$0.00	\$0.00
SmartGov Connector Merchant	\$586.19	\$644.81
SUBTOTAL:	\$26,982.56	\$29,680.82

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.
SmartGov Code Enforcement	Annual subscription for SmartGov Code Enforcement Module for managing service requests and complaints.
SmartGov Licensing	Annual subscription for SmartGov Licensing Module for contractor registration, rental registration, business licensing.
SmartGov Permitting	Annual subscription for SmartGov Permitting Module for building and planning permits, inspections, and contacts.
SmartGov Connector Merchant	Connection to one merchant in the back office and/or portal from a list of available options. Subscriber remains responsible for the relationship with the provider.

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-478489 dated 29 Aug 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.

BILLING INFORMATION

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

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

The pricing, terms, and conditions of quote Q-478489 dated 29 Aug 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	
Signature:	
Name:	
Title:	
Date:	

Approved as to
SEP 01 2025
Lassen County