

**TOWN OF WINDSOR
AGENDA REPORT**

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: June 18, 2025

To: Mayor and Town Council
From: Sommer Hageman, Deputy Town Clerk
Subject: Agreement with Granicus, LLC for Agenda, Minutes and Videos Management Services

Recommendation to Council:

Approve a Professional Services Agreement with Granicus, LLC., for management services of hardware and support for public meeting agendas, minutes and videos online for an amount not to exceed \$121,130 and authorize the Town Manager to execute said agreement and approve contract documentation and amendments up to the authorized budget and scope of work on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goal of Organizational Effectiveness. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

Background:

The Town of Windsor initiated an agreement with Granicus, LLC., in January 2010, to establish an integrated webcast of public meetings into our existing legislative processes, software and technical infrastructure. The system has allowed the Town to post to the website all Council and Commission meetings agendas, minutes and live and on-demand videos for public viewing for the past 15 years.

Since implementation, the Town has expanded its use of the system to include closed captioning, and an online agenda management system. These updates have increase staff efficiency and public access.

Discussion:

The Town approves an agreement and purchase order every fiscal year for hardware, licensing, closed captioning services, and maintenance of the Granicus agendas, minutes, live video, recorded, and on-demand streaming system. This Professional Services Agreement renews the Town's contractual relationship with Granicus for a two-year fiscal term (FY25-26 and FY26-27) and makes the terms current with the expanded townwide use of the system.

Fiscal Impact:

The total fiscal impact of the proposed contract will allocate up to \$121,130 for the two fiscal years (2025-26 and 2026-27) based on sufficient appropriations of the General Fund, Water Reclamation Operating Fund, Water Operating Fund, and PEG Funds in the Council proposed fiscal year 2025-27 budget for a total of 2 years.

Funding Source	Amount
General Fund	\$36,135.70
Water Reclamation Operating Fund	\$18,067.85

Water Operating Fund	\$18,067.85
PEG Funds	\$48,858.60

Environmental Review:

The recommended action does not constitute a "project" within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

Attachment(s):

[1. Agreement with Granicus for FYs 2025-27](#)

Prepared by:

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Deputy Town Clerk

Reviewed by:

Irene Camacho-Werby
Town Clerk

Reviewed by:

Nick Walker
Administrative Services Director

Approved by:

Jon Davis
Town Manager