



CITY OF
HAYWARD
HEART OF THE BAY

**COUNCIL TECHNOLOGY
APPLICATION COMMITTEE
JUNE 17, 2015**

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**CITY COUNCIL TECHNOLOGY APPLICATION COMMITTEE MEETING
WEDNESDAY, JUNE 17, 2015
CONFERENCE ROOM 4A
4:30 PM – 6:00 PM**

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS: *(The Public Comment section provides an opportunity to address the City Council Committee on items not listed on the agenda. The Committee welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Committee is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.)*

1. Approval of Minutes of April 15, 2015

[Minutes](#)

2. Status of Information Technology Director Recruitment - Oral Presentation
3. Council Chambers Broadcast Technology Improvements – Update

[Staff Report](#)

4. Automated Legislative and Meeting Management Services Recommendation

[Staff Report](#)

[Attachment I Revised Solution Scope and Cost Breakdown](#)

[Attachment II iLegislate App Overview.](#)

5. Staff and Committee Member Status Reports/Updates
6. Review Future Agenda Items

COMMITTEE MEMBER ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

NEXT REGULAR MEETING – SEPTEMBER 16, 2015

****Materials related to an item on the agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, City Hall, 777 B Street, 4th Floor, Hayward, during normal business hours. An online version of this agenda and staff reports are available on the City's website.****

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the Assistant City Manager at (510) 583-4300 or TDD (510) 247-3340.

HAYWARD CITY COUNCIL, 777 B STREET, HAYWARD, CA 94541
[HTTP://WWW.HAYWARD-CA.GOV](http://www.hayward-ca.gov)

June 17, 2015





Council Technology Application Committee (CTAC)

Meeting Minutes of April 15, 2015

Members Present: Al Mendall, Sara Lamnin, Elisa Marquez

Staff: Mark Guenther, Tracy Vesely, Nathaniel Roush, Carolyn Saputo, Kelly McAdoo, Maritza Vargas, Linda Mitchell

Guests: None

Public Comments: None

1. Approval of Minutes:

Minutes of February 18, 2015 Approved

2. Network Infrastructure Replacement Project Recommendation

Information Technology Director Mark Guenther introduced the Staff Report submitted that outlines the RFP process and the results. Network Systems Administrator Carolyn Saputo gave the committee an overview of the report and the project. On February 9, 2015, the Network Infrastructure Replacement Project Request for Proposal (RFP) was released. This is a substantial project and will take approximately six months to complete. On February 23, 2015, staff held a mandatory pre-bid meeting and seven qualified vendors attended. Two vendors ultimately responded to the RFP by the deadline and only one response was deemed fully qualified to meet the requirements. The two responding vendors were SmartWave and LookingPoint. The LookingPoint response met and exceeded the requirements; the SmartWave proposal did not meet the minimum requirements. The City has two years of experience with LookingPoint. Information Technology Director Mark Guenther informed the committee that staff will negotiate low rate, and possibly 0%, lease purchase financing for five years; we will own the equipment after five years.

Network Systems Administrator Carolyn Saputo described a related project to upgrade the free downtown wireless. SmartWave is the selected vendor for that separate project, which was negotiated using San Jose's competitive procurement process and contract. The committee urged staff to explore the feasibility of providing free wifi in other areas of the city, potentially the Tennyson area among others. IT staff will work with Public Works staff to look into expanding the wifi further.

3. Information Technology Future Direction

Information Technology Director Mark Guenther gave the committee an overview of the staff report submitted. The staff report is broken into two parts, strategic direction and staffing study results. It explains some current technology trends and attempts to address how the City was using those different technologies or where we might improve upon the use of those technologies or expanding them in the future. An overarching trend in the technology space today is referred

to as the “Consumerization of IT” with a new term “GenMobile.” It refers to the proliferation of smartphones and tablets and how that’s altering the expectations of end users requesting services. The goal will be to allow constituents online access to request those services and to find the data to solve their own problems which allow us to save staff time for requests that actually require staff expertise. In the Public Safety space, there is Next Generation (texts to) 9-1-1. Although the industry feels that the best way to communicate with operators is over the telephone, it likely that’s not going to happen 100% of the time. Our existing New World vendor says they’re working on a partnership that can provide integrated texts to 9-1-1 capability. Related is an initiative called First Net. Currently we share the public cellular network, and the connectivity to our fire trucks and police cars share the same cellular network. If that gets overloaded, it’s a problem. There’s a nationwide effort underway to build a cellular network that’s dedicated only to Public Safety, which is years away from implementation (2020), but we need to be involved in the planning currently underway.

Other enterprise mobility initiatives include Community Preservation Staff using iPads for an application called GoEnForce. Munis has a field inspection application which hasn’t been implemented. A strategic decision from this point forward is that everything that is purchased from this day forward needs to be enterprise mobile capable.

On the consumer side, Access Hayward has been a mobile application since 2010. Frank Holland responds to people on the City’s Facebook page, so that’s a way of interacting. The Police Department has implemented Nixel, which are community alerts and a related application called My PD, which is a simple mobile application. The goal is to pick one of the applications and make it active. Nixel has been out about 18-24 months. For mobility, we still need to do some work and focus on external as well as internal.

Open data is basically public access to internal data. There are a number of providers out there that will help us, so we are not writing it from scratch. Our goal is that when we launch our primary website, we’ll have at least open data capability.

Constituent engagement is the idea to replace the concept of a general public meeting where we’re providing information on a general project. We have an online portal for this to publish what we want to get feedback on and when want to receive the feedback. Ideally, if we can do that for a Council item in a way that works, isn’t anonymous, and is moderated, this would be the direction. A new system in the Council Chambers that is compatible with Skype for Business as part of the Council Technology upgrade is planned.

Cloud Computing and Software as a service (SAAS) has actually been around for a while. Access Hayward was completely implemented in the Cloud in 2009. Cloud/SAAS forces you away from making a large capital expenditure and not really adequately budgeting for the operational side as most of these systems are all subscription modeled. Cyber security is a top concern of City I.T., we are looking at implementing regular end user education on a regular basis and making it a requirement.

Business Resiliency used to be called business continuity and in the old days it was called Disaster Recovery. So, Business Resiliency really refers to the rapid resumption of business activities after either a computer problem or a data center problem or a natural disaster. We always do offsite storage, were looking at starting cloud storage of Data. Network Systems Administrator Carolyn Saputo informed the committee that we’re currently looking at a cloud storage option.

Server virtualization refers to consolidating all those formerly separate servers into one. The only difference is, they still retain their own individual server identities. For future applications that require on premise servers they will be virtual servers.

Agile Development, Agile Operations, and Agile DevOps could be applied to configuring commercially available software and speed the process of implementation.

Regarding the staffing study, it had two components, one was organizational and one was position classification. Part of the methodology was surveying comparable cities; we worked together to select cities based on their size and to make sure their Information Technology Department supported all like functions. From internal staff, we collected position inventory questionnaires and workload logs. From the cities we surveyed, we collected data about the number of devices and the staffing levels. Private companies were not included. What we found was that the staff here in Hayward supported more customers and more devices per full-time employee than the average of the comparable cities by a significant margin. A further recommendation is that we reorganize in a way that would emphasize business functions and create manager positions over those business functions. Those were infrastructure which includes network servers, Geographic Information systems (GIS) and all of our enterprise systems, primarily Munis. Another business function is customer support which is your basic customer facing and primarily internal users, help desk, desktop, laptop support and then create a separate business function for Public Safety.

After the organizational recommendations were made and largely accepted, the consultants went on to do the classifications for the outdated job descriptions. The classifications do include a broader range of knowledge, skills and abilities with the provision and that depending on the area assigned it would create more flexibility. The structure includes I/II levels, allows for growth and the entry level person starting at level I moving up then promote to the level II.

The other business function that was called out in the report is Technology Solutions; this is where we're attempting to have a position that can look outward at different technologies that are out on the market, make recommendations about what would make sense to implement effectively and assist in managing that. It is hoped that with the addition of a Public Safety IT Manager, the Technology Solutions Analyst can start looking at projects that are outside of Public Safety. Currently all IT staff work projects in addition to maintaining current systems. The organization needs to maintain that balance and there is a rotation; it's not formal and it's not every six months because there is a pretty steep learning curve for some of the technologies. A goal is to work on formalizing and institutionalizing the cross training of IT staff. Great progress was made with the positions that were added at mid-year budget. Information Technology is talking with Finance about one additional position which is a GIS Technician, We could also be making more progress with GIS if we had an additional resource there and that was recommended by the consultant. This is something additional for FY16 and was not included in the mid-year budget.

We're converting a contract support position for the ERP system to permanent. It's been a long term contract position that the bargaining groups are also supportive of making it full time. It's the same person and is already trained to fix the payroll and in this group there is a lot of cross training because it's all one system. We're going to repurpose the existing Web Specialist position to support infrastructure with the new classifications that have been drafted that will facilitate that as well. The next step, we already talked about expanding the scope of the

Technology Solutions Analyst position. The organization should look at creating a project manager position citywide to drive the projects and move them forward. In that position, it's very difficult to support the operational side of the business and to work on implementing new systems. We've been doing it for years, it is possible, but it's not optimal. Staff has made great strides these past few years implementing the Computer Aided Dispatch Records Management System (CAD RMS) and the new financial system (ERP), but the effort has relied on heroes. In order to speed up that process, more capacity is needed.

We need to finish the Munis implementation and start making requests online.

The next phase will be the adoption of the 2016 budget and afterwards look to get a project manager position in 2017. The immediate task is getting people hired for the new positions and getting them trained up and working. Then, gauging what capacity we have with that level of staff to make progress on further implementations and see in a related way whether we need to really look at hiring that high level project manager to push things. There will be opportunities within the department for promotions.

Staff Updates

Rolling Orange is doing a great job, a new website will be hosted in the cloud. They spoke with Government Outreach about modernizing what they supply that will fit in with the website and reducing the content that is there. Technology Solutions Analyst Nathaniel Roush will be handling the fire connectivity. Fire is installing new technologies in the rigs, they're waiting for the mounts to come in. Information Technology and Fire agreed to wait for the mounts to arrive, so that it will go more smoothly. Information Technology Director Mark Guenther informed the committee that they are still finishing up the Council Chamber Technology upgrade RFP and were going to get that on the street, evaluate their responses in May or early June and return to this committee at the June 17th meeting with a recommendation. Staff will also report on the Agenda Management System vendor recommendation at that meeting.

Suggestions for Future Topics: None

Member comments: None

Next Meeting: June 17th @ 4:30pm

Meeting adjourned at 6:20pm



DATE: June 17, 2015

TO: Council Technology Application Committee

FROM: Director of Information Technology

SUBJECT: Council Chambers Broadcast Technology Improvements Project Update

RECOMMENDATION

That the Committee reviews and comments on this report.

BACKGROUND

The City of Hayward City Council meetings are public meetings and as such are broadcast and recorded for the public. The audio video technology currently in the City Hall Council chambers broadcasts live meetings to local government access television channels, streams the live video on the internet, and records the content for later playback and archiving. The Council Chambers also has a projector-based display system and a controller system to manage all of the A/V technology during a meeting. In addition, City Hall Conference Room 2A is setup to display live meeting video to overflow audiences. These are critical and necessary elements of the City Council’s public meetings. The City Council chambers are also utilized by other government agencies, such as the Hayward Unified School District for public meetings.

The current Audio Video system is outdated for today’s technology and was last upgraded during a two year period from 2005 to 2006. While this equipment has performed well over the years, most of the equipment is no longer supported by manufacturers, and has become a challenge to repair or replace. Additionally, as the City engages in upgrading its agenda management system, the current, outdated technology (analog) will not support the newer digital systems.

This project is a complete replacement of the audio and video technology in our broadcast, recording and presentation systems.

DISCUSSION

The goal of this upgrade is to improve the overall audio and video quality of the system, providing the Mayor and Council, City staff and other meeting presenters with the best available tools to communicate effectively. Most importantly, the upgrade provides the citizens of Hayward, who comprise the meeting audience and viewers at home, with the best possible audio video experience and tools by which to view these public meetings. The new system will also allow for the

implementation of a significantly improved agenda management system that includes video streaming, archiving and indexing functionality that we currently do not have.

The new system will replace the current standard definition technology with high definition video and digital audio equipment including all recording and display technologies. This will position the City well for the future as audio video technology continually advances. This upgrade will also improve the usability of the system with fully integrated components replacing the existing stand-alone equipment with limited workflow.

Specific equipment that will be replaced includes: broadcast and document cameras and camera control systems; video routing equipment; projectors and other video displays; the main controller system including all control panels; and audio equipment including microphones and speakers, and audio mixers.

In the planning stages of this project, the Information Technology Department met with City staff stakeholders to determine a list of desired features and system improvements. In doing so, staff considered the positive attributes and shortcomings of our existing system, the needs of the newly planned agenda management system, current industry standards, and recent audio video technology upgrades completed by neighboring municipalities. We also identified audio video system integrators (vendors) who had successfully completed similar public agency upgrade projects and polled our list of California municipal information technology departments for vendor recommendations in our pre-qualification process.

On May 1, 2015, the City issued a Request for Proposal (RFP) to qualified companies to design, install and configure a complete Audio Video Broadcast System. A mandatory pre-bid conference was held on May 21, 2015, and eight qualified A/V Integrators attended. In accordance with the instructions and specifications contained within the RFP, the selected proposers were required to design, equip, implement, and provide administrator and user training, and system maintenance for a lump sum purchase price. The proposals in response to the RFP were due June 12, 2015. Staff will present a verbal update on proposals received at this meeting.

FISCAL IMPACT

The FY 2016 Capital Improvement Program includes project funding totaling \$800,000.

NEXT STEPS

The proposals will be reviewed and evaluated based on the selection criteria in the RFP. We will select the A/V Integrator by June 19, and present to City Council on June 30 a recommendation authorizing the City Manager to negotiate and execute an agreement with the selected Audio Video Integrator to design, install and configure a complete Audio video Broadcast Technology System.

If approved, the project kickoff would commence in mid to late July 2015 following the conclusion of the contract process. A design will be produced based on the integrator's proposal, and equipment orders will begin. Installation and configuration of the new system in both the Council Chambers and Conference Room 2A will occur during the 2015 August Council Recess. This

implementation will take place concurrently with the new Agenda Management System, which will include such technologies as a new voting system, meeting management tools, and meeting video streaming, indexing and archiving.

The goal is that the new system will be functional for a “go-live” on September 15, 2015, which is the first Council meeting after the recess. Due to this tight deadline, there may be completion of final tasks and fine tuning of the system that will occur after September 15, before the final acceptance of the project. Staff will provide new system training for the Mayor, Councilmembers and City staff, prior to the September 15 meeting.

Prepared by: Mark Dostal, Information Technology Manager, Customer Support

Recommended by: Tracy Vesely, Acting Information Technology Director

Approved by:



Fran David, City Manager



DATE: June 17, 2015

TO: Council Technology Application Committee

FROM: Assistant City Manager

SUBJECT: Automated Legislative and Meeting Management Services Recommendation

RECOMMENDATION

That the Committee reviews and comments on this report and recommends to Council the selection of Granicus as the new provider of the City's automated legislative and meeting management services (a replacement to the current agenda management system).

BACKGROUND

The City has been using Laserfiche Agenda Manager for the creation of Council Agendas since 2009. Over the last six years, the system has become outdated and cumbersome to use.

In February, staff released a Request for Proposals (RFP) for Automated Agenda Management Systems. In total, the City received eight responses. The City Clerk, Assistant City Manager, former Director of Information Technology, and one of the IT Managers all reviewed and ranked the proposals. The top three ranked companies were invited to City Hall for an on-site demonstration to the City Clerk, Assistant City Manager, Director of Information Technology, and various City staff members. Following the completion of the comprehensive review process, staff ranked the top three candidates and unanimously selected Granicus as a finalist. Staff invited Granicus to return for a second demonstration for the City Manager and several other staff members. Following this, the City officially notified Granicus of their successful proposal.

DISCUSSION

The selection of Granicus is a direct result of their solutions functionality and easy to use interface. These solutions will simplify, streamline and provide significantly enhanced functionality in the agenda creation process. The software also provides a robust meeting management function with much easier interfaces for elected officials and the public.

Granicus is the largest provider of automated legislative and meeting management services in the country. Granicus services over 1,100 governmental entities including 239 in California, including Stockton, Mountain View, Walnut Creek, Riverside, Rialto, and Long Beach. Granicus Legistar, the

legislative management suite solution, has over 30 years of experience in governmental agenda/legislative management.

Granicus will provide several of their solutions under this contract, all of which relate to the creation, distribution, operation, production, and broadcast of every Council, Committee, and Board meeting for the City.

Legislative Management Suite (Legistar) - This solution provides complete automated agenda creation which includes the drafting, approving, and publishing of all agenda documents. Staff will primarily interact with this software. This piece will replace a majority of the components with our current Agenda Manager software.

Meeting Efficiency Suite - This solution includes iLegislate, which will allow Council Members to view and annotate meeting documents, watch archived meeting videos, and vote on agenda items—all from their iPads or other mobile computing platform. Additionally this suite will capture and publish meeting minutes. An overview of the iLegislate App can be found in Attachment II at the end of this report.

Government Transparency Suite - This solution will allow for the live streaming of all meetings as well as index and archive those videos. Additionally, this suite connects video streams with agendas and other supporting documents. This suite, in particular, will save significant amounts of staff time in the video production and broadcasting activities related to Council and Board meetings.

Given the current status of the council chambers technology upgrade, staff will move forward with the implementation of the Legislative Management Suite and Meeting Efficiency Suites first. Staff may also opt to include additional stationary voting devices or computers for Council Members at the dais as backup precaution. That decision will be made during the chambers technology upgrade implementation.

FISCAL IMPACT

The Capital Improvement Program (CIP) budget has set aside \$100,000 for this project in fiscal year 2016. The total year one cost is \$53,650 (\$24,250 in upfront costs + \$29,400 in annual software costs). The CIP will be able to fully fund the first two years of this service, after which the annual costs will be included in the Information Technology Internal Service Fund operating budget and added to internal service charges to city departments. Staff will be re-evaluating current agreements with other entities that use the City's Council Chambers to identify additional funding streams for this service.

By bundling the three suites together, the annual software costs were discounted. A breakdown of the costs of this service can be found in Attachment I.

NEXT STEPS

If the Committee approves this recommendation, this item will be placed on the Consent Calendar of the June 30, 2015 City Council meeting for full Council approval.

The system will be implemented during the upgrade of the City Council Chambers broadcast technology system. The intent is to go-live with the new systems on September 15, 2015, which is the first Council meeting after the recess. Staff will provide new system training for the Mayor, Councilmembers and City Staff, prior to the September 15 meeting.

Prepared by: John Stefanski, Administrative Analyst

Recommended by: Kelly McAdoo, Assistant City Manager

Approved by:



Fran David, City Manager

Attachments:

- Attachment I Granicus Revised Solution Scope and Cost
- Attachment II iLegislate Overview



City of Hayward, CA

PRESENTED BY: Lindsay Gabster, Granicus

PRESENTED TO: City of Hayward, CA

DELIVERED ON: May 18, 2015

Managed Services

Granicus provides a comprehensive Managed Services package with every solution to ensure long-lasting success with our technologies while maximizing your solution's performance. Our fully managed and hosted infrastructure offers unlimited bandwidth, storage and the highest security standards of your data through a cloud-based platform. Our remote, proactive systems monitoring guarantees faster response time, predicts problems before they arise, and helps reduce the cost of IT support and maintenance.

The Granicus team works around-the-clock to ensure your applications are protected and operating smoothly. You also receive continual access to advanced learning tools and the hands-on support, knowledge, and expertise of our skilled Support Engineers and Customer Advocacy professionals.

Pricing Breakdown for your Solution

Hardware			
Name	Quantity	Unit (Upfront)	Total (Upfront)
Granicus SDI Encoding Appliance Hardware - Government Transparency Suite	1	\$3,500.00	\$3,500.00
Shipping - Large Item	1	\$125.00	\$125.00
Total Hardware Upfront:			\$3,625.00

Software as a Service			
Name	Quantity	Unit (Monthly)	Total (Monthly)
Open Platform	1	\$0.00	\$0.00
Government Transparency Suite	1	\$750.00	\$750.00
Meeting Efficiency Suite	1	\$700.00	\$700.00
Legislative Management Suite	1	\$900.00	\$900.00
Granicus Encoding Appliance Software - Government Transparency Suite	1	\$100.00	\$100.00
Total Software Monthly Cost:			\$2,450.00

Professional Services (Training & Installation)			
Name	Quantity	Unit (Upfront)	Total (Upfront)
Legislative Management Suite - Administrator Training Package	1	\$1,700.00	\$1,700.00
Server Configuration - Meeting Efficiency Suite	1	\$1,200.00	\$1,200.00
Templates Configuration - - Meeting Efficiency Suite	1	\$1,000.00	\$1,000.00
Training and Workflow Analysis - Meeting Efficiency Suite	1	\$1,700.00	\$1,700.00
Legislative Management - ATS Package Project Management	12	\$150.00	\$1,800.00
Legislative Management - Approvers and Drafters Training Services	4	\$212.50	\$850.00
Legislative Management - Needs Analysis and Workflow Configuration Services	1	\$1,900.00	\$1,900.00
Deployment Services - Legislative Management Suite	4	\$1,000.00	\$4,500.00
Onsite Training Day - Legislative Management Suite	3	\$1,700.00	\$5,100.00
Total Training Upfront:			\$20,625.00

Professional Services (Training & Installation)			
Name	Quantity	Unit (Upfront)	Total (Upfront)
Encoding Appliance Hardware Configuration - Government Transparency Suite	1	\$875.00	\$875.00
Total Training Upfront:			\$20,625.00

Total Upfront Cost:	\$24,250.00
Total Monthly Cost:	\$2,450.00

Granicus® Open Platform

The Granicus® Open Platform is the cloud-based foundation for all Granicus applications. It allows government organizations to manage and store an unlimited amount government public meeting data. It is the core of our content management, administration and distribution tools and includes free access to our APIs and SDKs, helping you seamlessly connect your Granicus solution to systems in place. The Granicus Platform includes the ability to upload and publish content including videos and documents. [Click here \(http://www.granicus.com/Solutions/Granicus-Open-Platform.aspx\)](http://www.granicus.com/Solutions/Granicus-Open-Platform.aspx) for more information on the Granicus Open Platform.

- Unlimited content storage and distribution
- Open architecture and SDK
- Archived video editing and indexing
- Citizen web portal
- Live and on-demand streaming to mobile devices
- Create a paperless agenda environment with iLegislate® for the iPad

Government Transparency Suite

The Government Transparency Suite gives your citizens greater access to public meetings and records online. Take the next step towards transparency and stream meetings and events live, link related documents to your video, and provide advanced searching of archives. The Government Transparency Suite gives you unlimited cloud bandwidth and storage as well as local live and on-demand streaming for up to 50 concurrent viewers. This Suite also allows you to connect agenda data to the iPad to review agendas and supporting documents, take notes, and more through the iLegislate® application. Click here for more information on the Government Transparency Suite.

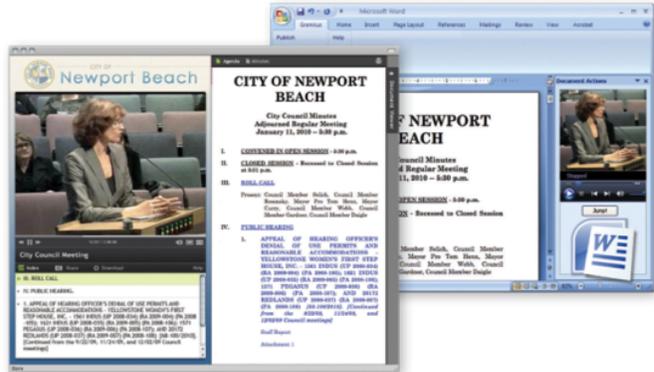
- Give citizens convenient access to live and archived streaming through your website
- Reduce public inquiries with searchable, self-service access online
- Import agendas and index video live to eliminate hours of work
- Manage and distribute unlimited meetings and events—all completely automated
- Reach a broader audience - integrate closed captions with video
- Understand and measure public participation with in-depth video analytics



Meeting Efficiency Suite

The Meeting Efficiency Suite is a live meeting workflow solution that combines minutes with a meeting's recording. Capture and publish minutes, saving staff time and cutting administrative costs. Record roll-call, agenda items, speakers, motions, votes, and notes through a simple interface. After the meeting, finalize minutes quickly and easily in Microsoft Word™. Integrate VoteCast with iLegislate® to enable real-time meeting voting on the iPad. With VoteLog, allow the public to track legislation, ordinances, and even voting member records through your website. This Suite also allows you to seamlessly integrate with agenda solutions already in place. Click here for more information on the Meeting Efficiency Suite.

- Meeting preparation tools
- Live minutes automation
- Quick notes and text expansion
- Minutes editing and publishing
- Generate linked minutes
- Real-time meeting voting on the iPad



Legislative Management Suite

The Legislative Management Suite offers a complete and automated agenda workflow solution. Create agenda items and assign them to the appropriate agenda, making agenda creation seamless. Item approvals are done automatically – approvers are notified when it's their turn to review. Seamlessly connect agenda data to an iPad or Android tablet device to review agendas and support documents, take notes and more through the iLegislate application. Capture all meeting actions after the meeting into the public record. Plus, you can organize and store electronic documents of any file format in one repository. All documents are automatically tagged and indexed, making search and retrieval easy. This Suite also allows you to track legislation from inception through approvals and actions taken. [Click here for more information on the Legislative Management Suite.](#)

- Agenda item drafting
- Electronic approval process
- Agenda packet generation and publication
- Organize, store and retrieve documents
- Continuous legislative workflow
- Track and search legislative data



Granicus Differentiators

- World's most experienced provider of government transparency, citizen participation, meeting efficiency, and legislative management solutions with:
 - Over 1,000 clients in all 50 states, at every level of government
 - Over 31 million government webcasts viewed
 - More than 265,350 government meetings online
- First fully integrated legislative workflow management system for local government
- Open API architecture and SDK allow for seamless integrations with systems already in place
- Certified integrations provide flexibility and choice of agenda workflow solutions
- Exclusive provider of the iLegislate iPad application that allows users to review agendas and supporting materials, bookmark and take notes on items, stream archived videos, and review community feedback
- Only government webcasting service to provide encoding, minutes annotation, transcription, and closed captioning services
- Truly unlimited storage and distribution for all meeting bodies and non-meeting content
- Indefinite retention schedules for all archived meeting and non-meeting content
- Only provider of both government webcasting and citizen engagement services
- 24/7/365 customer service and support
- 97% customer satisfaction rating, 98.5% client retention rating
- One of the 100 companies that matter most in online video by Streaming Media magazine
- Ranked 185 on Deloitte 500 fastest growing companies
- Ranked 419 on Inc 500 fastest growing companies
- Client Success stories are available here: <http://www.granicus.com/customers/case-studies/>

Proposal Terms and Conditions

- Sales tax may apply depending on your organization's tax status and the tax laws unique to your state, county and/or municipality
- If Client's solution requires any onsite training, Client agrees to pay travel expenses for Granicus employees (including but not limited to airfare, lodging, meals) not to exceed two thousand dollars (\$2,000.00) per trip.



iLegislate®

The leading tablet application for paperless agendas on iPad and Android

Granicus' tablet agenda application, iLegislate®, enables governments to review meeting agendas, supporting documents, and archived videos over iPad® or Android tablet. Proven to save staff hours in their pre-meeting workflow while improving efficiencies, government agencies no longer need to spend thousands of dollars annually printing, copying, and binding meeting materials, not to mention the staff costs for collecting, organizing, and distributing these materials. Eliminate these time and material costs by introducing a completely paperless environment for agendas.

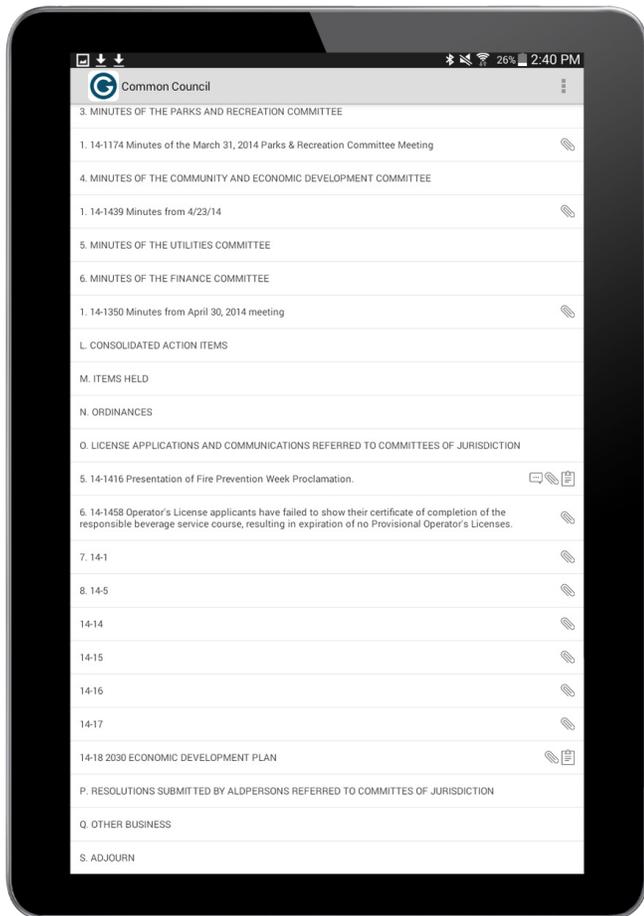
iLegislate seamlessly connects all agenda data to the tablet, automatically updating it with the latest information when online, and available for review when offline. Elected members and staff can review agendas and PDF attachments, and bookmark items of interest, while offline. All these changes are automatically backed up to the Granicus cloud when an internet connection is established.

- Convenient access to meeting agendas and supporting documents
- Reduce paper consumption and move to a paperless environment
- Review agendas and attachments offline and on-the-go
- Easily take notes and email agenda items
- Review indexed, archived meeting videos
- Public opinion placed at elected officials' fingertips

Benefits & Functionality

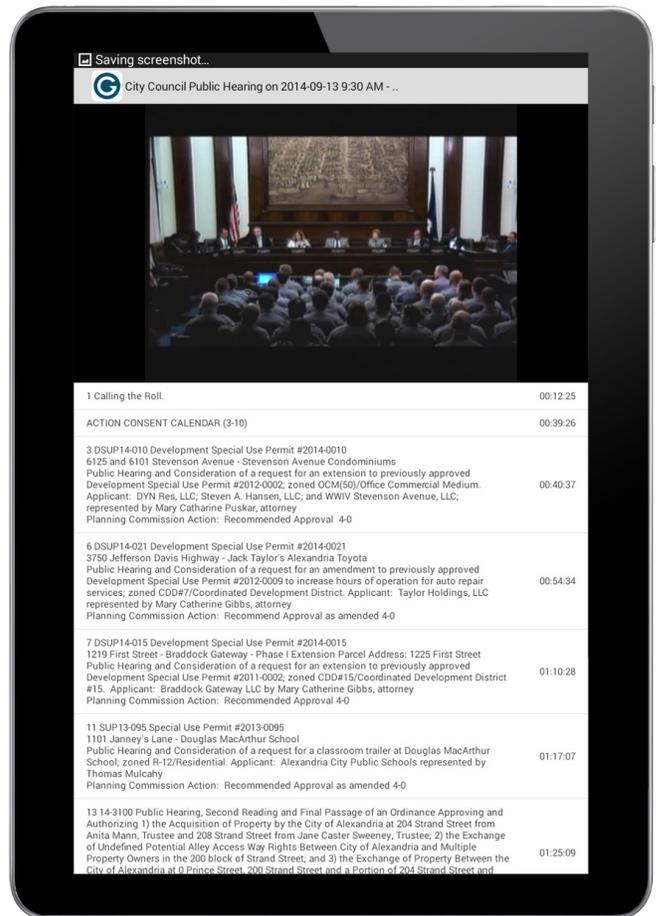
Review meeting agendas with supporting documents

Easily review upcoming and previous meeting agendas through a tablet. Read agenda item details, including the suggested action, by simply clicking on the item within the agenda. Download the agenda and review the complete packet without an internet connection.



Stream indexed archived videos

Using H.264 technology, watch archived videos within the iLegislate application. Simply click on the videos tab and choose from the same list of archived videos available through your website including meetings, Public Service Announcements, events and more. Archived videos are indexed, making it easy to jump directly to items of interest.



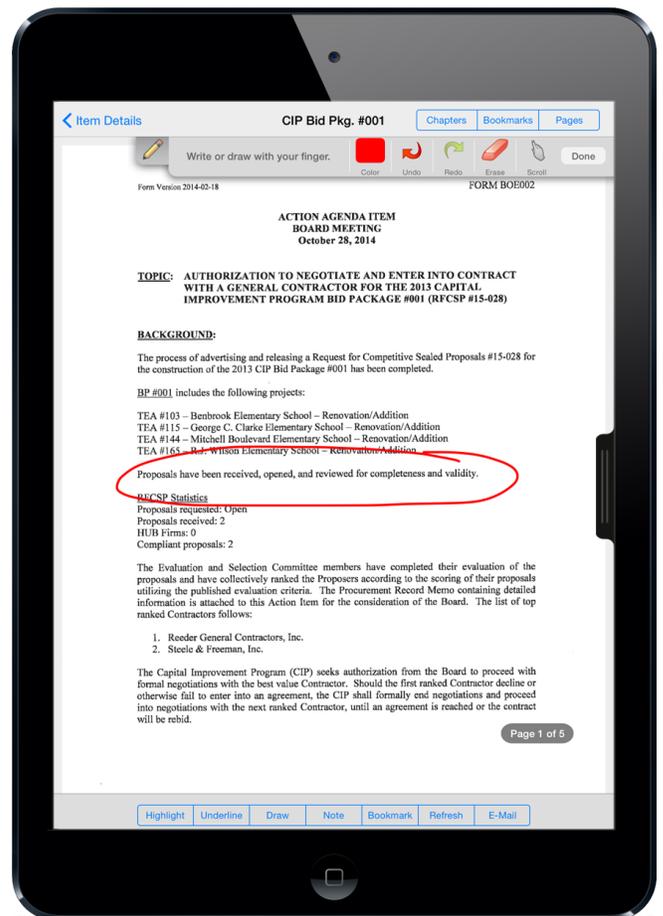
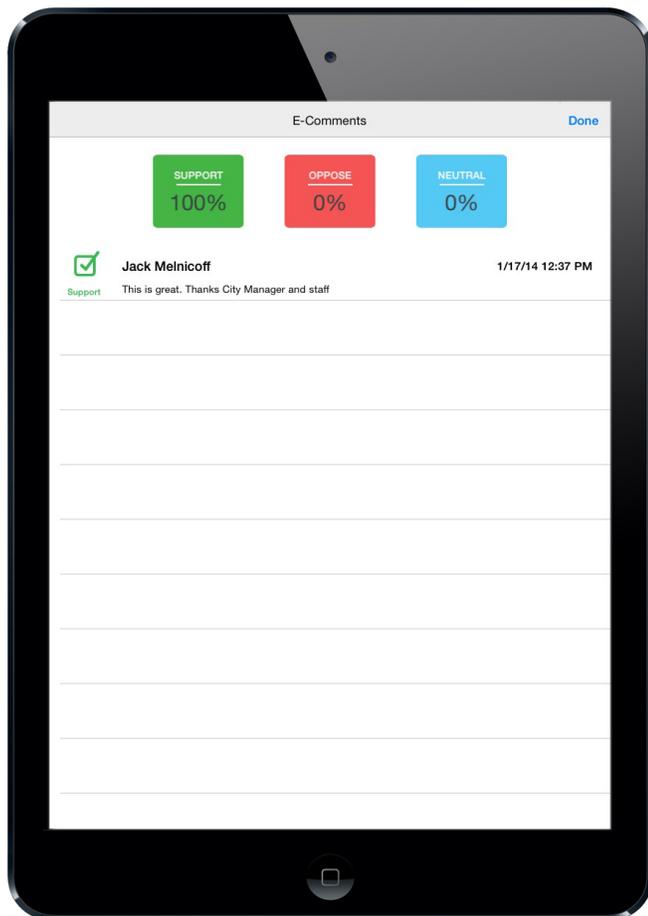
Put public opinion at elected officials' fingertips

More than digital agendas, the integration with the Citizen Participation Suite provides easy access to ideas coming from the community, as well as feedback from the public on specific agenda items. Make community leaders more effective by placing public support percentages and community comments on agenda items, maps of community idea contributors, civic participant demographics, community improvement ideas, and more at their fingertips.

Take notes, annotate, and bookmark specific agenda items*

When reviewing an agenda item's details, users can add personal notes to an item or bookmark it for future review. Users can take typed notes, or mark up agendas and supporting documents with highlighting, drawing, and underlining tools. We've even made note and bookmark review easier by allowing users to see all notes or all bookmarked items at once.

* Available only on the iPad



FEATURE LIST

Review complete paperless agenda packets
Take notes on agenda items and supporting documents
Bookmark items of interest
View archived meeting videos specific to agenda items
Review agendas for various meeting bodies
Automatically backup data to the cloud
Supports the Granicus API
Integrates with 3rd party agenda management systems
Integrates with the Citizen Participation Suite

IPAD ONLY FEATURES

Email agenda items with annotations
Review and annotate agendas offline
Save, delete, and annotate previous agendas

DEPENDENCIES

Free to any Granicus Platform and Suite users
Apple iPad or iPad Mini (any generation)
Android Device (Version 4.3 and greater)

