

### INTEROFFICE MEMORANDUM

June 10, 2013

**MEMO TO:** J. Russell Allen  
City Manager

**FROM:** Louis Buonpane  
Sr. Enterprise Programs Manager

**SUBJECT:** Budget Note 38 – Legislative Management & Board Agenda Software

This is in response to Councilor Stephenson's request for information on the Legislative Management & Board Agenda Software. This issue is related to an item previously referred to the Council's Technology and Communications Committee (Item 11-06, Legislative Management Suite, 4/3/12) and reported out of committee at the October 2, 2012 City Council meeting:

#### **REPORT AND RECOMMENDATION OF THE TECHNOLOGY AND COMMUNICATION COMMITTEE**

#### **DIGITAL MINUTES – WEBSITE/LEGISLATIVE MANAGEMENT SUITE – DIRECTION GIVEN**

Chairperson Gaylord reported the Technology and Communication Committee recommends that staff be directed to look at the feasibility of moving forward with a computer software solution that will allow for the creation of agendas in an efficient manner, more efficient search capability, and boards and commissions management for consideration of funding in next year's budget. On behalf of the Committee, Mr. Gaylord moved the recommendation be upheld. His motion was seconded by Mr. Stephenson. Mr. Crowder asked that staff make sure they work with the Clerk's office to coordinate this recommendation. The motion as stated was put to a roll call vote which resulted in all members voting in the affirmative. The Mayor ruled the motion adopted on an 8-0 vote.

It is anticipated that during the next citywide technology strategic planning process, this initiative would be submitted for consideration for authorization and funding as an enterprise technology project.

During Committee discussion, a cost estimate for the "Legislative Management Suite" was provided as follows. IT Department staff has verified that the costs remain valid estimates as provided by Granicus, a San Francisco based company with whom the City currently contracts for live streaming to the internet and other services.

#### Investment

- Upfront cost- \$24,000
- Maintenance - \$14,400 annually
- Implementation is 120 days and includes 7 days of training (2 days online and 5 days onsite)

#### Benefits

- Reduction of staff time

- Fillable forms
- Combining the agenda
- Committee Items
- Public Records Requests

It should be noted that an investment in this type of technology would necessitate a significant change to the way the City does business. For example, the City would not gain the efficiencies provided by such a technology unless Council members would be willing to receive and use meeting information electronically. In addition, consideration should be given to requiring that this technology be utilized by all Council Committees, as well all appointed Boards and Commissions, committees and task forces.

Also of note is the presence of numerous providers of similar software and services in the government market. The City should consider a Request for Proposals and an evaluation of responses prior to committing to expand the products and services for which we currently contract with Granicus. This would ensure effective pricing as well as evaluation of alternatives and the suitability of the proposed products with the needs of the City.

There is no funding in the proposed budget or the proposed CIP for an initiative to address this need. Please advise if additional information is required.