

DATE: February 3, 2020
TO: Matt Jordan, General Manager
FROM: Michelle Stom, Chief Communications Officer *MS*
SUBJECT: Granicus Government Meeting Technology Update – *Status Update*

SUMMARY

Staff is providing an implementation schedule for Granicus government meeting technology. The board approved staff to purchase Granicus government meeting technology at its October 2019 board meeting. Granicus solutions move the agency's current agenda and minutes processes to a digital cloud platform and include technology to ensure public meetings run smoothly, increase internal efficiency, document decisions proficiently and ensure the process is open and transparent to the public.

RECOMMENDATION

Receive and file

COST/FUNDING SOURCE

N/A

DISCUSSION

The board approved staff to purchase Granicus government meeting technology at its October board meeting. Granicus solutions move the agency's current agenda and minutes processes to a digital cloud platform and include technology to ensure public meetings run smoothly, increase internal efficiency, document decisions proficiently and ensure the process is open and transparent to the public.

These solutions include an agenda management platform; a system to manage meetings with electronic voting, so meeting minutes are mostly complete before the meeting ends; and a live streaming solution that improves and automates the way the agency delivers live and archived meeting videos.

- **Peak Agenda Management** allows staff to easily manage the agenda creation process from start to finish without the traditional paper process. The system includes configurable templates and customized workflows to streamline the work of departments and users.
- **Granicus Minutes** streamlines minutes creation by electronically capturing roll-call, agenda items, speakers, motions, votes, and notes through a software interface. When a meeting ends,

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the tool transfers captured content to a minutes document, allowing users to finalize minutes quickly and easily.

- **Granicus Video** improves the efficiency of recording and live streaming meetings while building a library of archived public meeting webcasts to meet modern transparency demands.
- **Live audio captioning** services to meet Americans With Disabilities Act (ADA) accessibility requirements.

Staff is implementing the solution in a phased approach beginning with agenda management for internal staff and ending with meeting management and electronic voting for board members. Board members will access agenda items, notes and vote electronically using a software application on an agency-provided tablet at the dais. Full training will be provided by agency staff.

Implementation Schedule

- February 2020
 - Hardware and software configuration*
 - Software administrator online training
- March 2020
 - Software user online training
 - Software administrator onsite training
 - **Board member training opportunity at March 16 Executive Committee meeting**
- April 2020
 - Soft launch with Peak Agenda Management and webcasting for April 20 board meeting
 - **Board member training opportunity following April 20 board meeting**
- May 2020
 - **Board member training opportunity at May 18 Executive Committee meeting**
- June 2020
 - Go live with all components at the June 15 board meeting

*The implementation schedule depends on successful hardware and software configuration in February; otherwise, dates may change. Staff will keep the board updated throughout the process.