

## Request for Committee Action

**To:** Committee of the Whole  
**Date:** 7/22/2015  
**From:** City Clerk's Office  
**Prepared by:** Casey Joe Carl – City Clerk  
**Presented by:** Casey Joe Carl; Grant Johnson; Anissa Hollingshead; Peter Ebnet  
**File type:** Receive & File  
**Subcategory:** Update

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**Subject:**

Legislative Information Management System – Interim Solution Demonstration

**Description:**

Receiving a status report on acquisition of an enterprise Legislative Information Management System (LIMS), a demonstration of the interim solution developed in-house, and a presentation on various process and system improvements to expand access for internal and external users.

**Previous Directives:**

In 2012, a project to acquire an enterprise-wide Legislative Information Management System was established in the Office of City Clerk. A business needs analysis was completed and an RFP released to identify potential responsive bidders to provide an end-to-end solution meeting the City's requirements. As part of the 2013 budget process, Council directed remaining year-end funds from ward budgets to be rolled over into the LIMS project account.

The first LIMS RFP was released September 25, 2013, based on input from a cross-departmental team the included representation from the Clerk's Office and the Information Technology, Communications, and Neighborhood & Community Relations departments. On June 27, 2014, Council authorized execution of a three-year contract with Granicus, Inc., in an amount not to exceed \$210,000 to provide its automated legislative workflow solution. On April 3, 2015, the contract with Granicus, Inc., [C-38376] was terminated for breach of deliverables.

A revised LIMS RFP was issued Thursday, April 23, 2015.

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**Ward/Neighborhood/Address:**

Not Applicable

**Background/Analysis:**

In FY 2013, the City Council authorized a project using year-end savings from the Clerk's Office to acquire and deploy an enterprise-wide Legislative Information Management System (LIMS) to consolidate and automate legislative support processes, including the production and publication of meeting notices, agendas, and reports.

**PROJECT GOALS OVERVIEW**

Key project goals include the following:

1. Improve the availability of data required to serve decision-making needs;
2. Consolidate legislative support functions, including internal workflows, report and document production, and the ability to search and retrieve data;
3. Leverage technology to enhance the overall transparency and accessibility of the City's policy-making processes; and
4. Establish a permanent digital portal to official legislative and policy-related data.

### **STATUS UPDATE**

A revised RFP was released April 23 and closed June 3, 2015. Interviews with selected vendors are scheduled June 22–24. It is hoped a contract with the selected vendor will be ready by September, with work beginning soon after. The current project timeline is to work with the selected vendor to develop and launch a permanent solution during 2016 with planned roll-out in early 2017.

### **INTERIM SOLUTION & DEMO**

Using existing systems and tools, the Clerk’s Office developed an interim solution, based on lessons learned to-date. Particular emphasis was placed on improving comprehensive access to accurate and timely information about the legislative process; this includes—

- Transitioning from a committee-based process that requires familiarity with the standing committee structure to an issues-based process that is more intuitive and accessible to all users, both internal and external, and is not dependent on knowledge of the committee system;
- Providing full legislative histories for all items using a unique file number for tracking purposes, which also improves the ability of users to monitor items through the process;
- Publishing committee reports which summarize the actions and recommendations of the standing committees on all matters referred to them, which forms the basis of formal action by the City Council;
- Publishing scans of the “Official Acts” of the City Council, including the voting block, mayoral action, dates, and attestation;
- Providing quarterly statistical analyses of Council and Committee workloads and performance, including access to open data sets used to generate these reports;
- Supporting a customized search function that supports both general and advanced search and retrieve options with configurable parameters.

Staff plans to launch the interim LIMS solution in conjunction with the regular Council cycle beginning Monday, August 10, 2015.

### **Financial Review:**

**No additional appropriation required, amount included in current budget.**

### **Attachments:**

1. Interim LIMS Demonstration – PowerPoint