Granicus Opportunities

Governmental Operations Committee
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WHAT DOES GRANICUS DO?

1. Document Management
   Includes workflows.

2. Meeting and Agenda Management
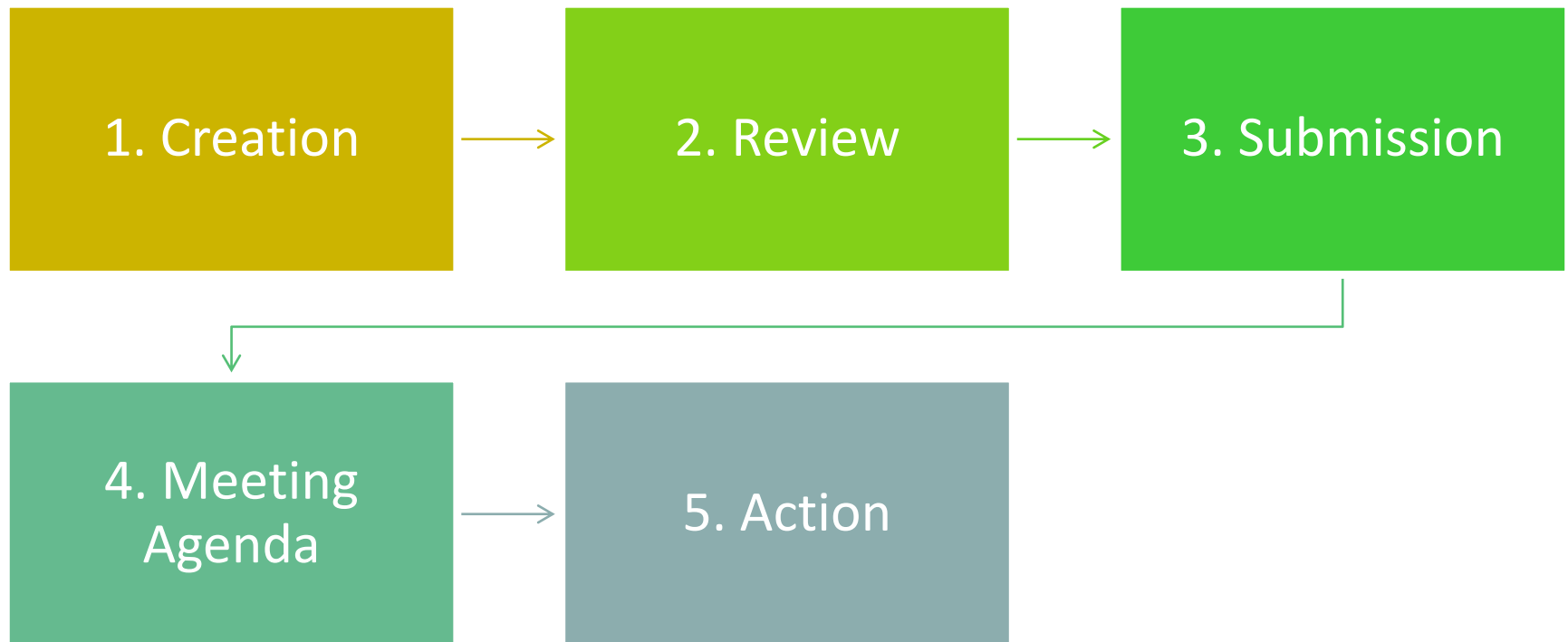
3. Records Management

4. Publishing: Public Access

5. Appointments to Boards and Commissions
   Rosters, vacancies listings, applications

Document Management

Simple Example:

1. Creation →	**2. Review** →	**3. Submission**
4. Meeting Agenda →	**5. Action**	

Multiple lifecycle workflows can be created to suit the organization's needs.

WORKFLOW PROCESS

Must all work related to a document be inside the tool?
No. For example, when a document reaches the step for legal review, the City Attorney's Office can download the document from Granicus and follow present review processes. When the final document is ready for official delivery to the next step, put it back into Granicus and send it on its way.

Key assumption:

IF	Working papers related to creation of ordinances and resolutions are records under Public Information Act or otherwise subject to FOIA,
THEN	City must already release those records upon request or as required.

Changing storage from today's methods (emails, shared drives, SharePoint etc.) to Granicus should not make a difference.

MEETING MANAGEMENT - EXAMPLES

1. Agenda preparation
2. Attendance (Roll Call)
3. Real-time action tracking
4. Document presentation via video display
5. Electronic Voting
6. Minutes
7. Video streaming and recording

Next Steps?