



# City of Riviera Beach Information Technology Division

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## City Manager Memorandum

To: The Honorable Mayor and City Council  
Through: Jonathan Evans, City Manager  
From: Elvis Mella, IT Manager

### Introduction

The intent of this agenda item is to request approval from the Mayor and City Council to enter into a 1 Year Agreement with Accela Agenda Management Solutions to provide the City with a complete Legislative Management Suite.

### Background

#### Legislative Management

The City of Riviera Beach has been currently using the Novus Solutions Legislative Management System. This system has been in place for 4+ years and the City has outgrown the original requirements that this system was able to provide.

The requested solution is a cloud-based solution allowing users to access the software from any internet browser. Below is an executive overview of each component that makes this software the most optimal Legislative Management solution for the City.

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## **Agenda & Minutes System**

The framework of the Meeting Platform. It provides complete functionality to manage all meeting documents, review processes & procedures, agenda packet creation, minute's creation, post-meeting letters & distribution, web publishing, and search functions. It is a software module that will allow the City to facilitate all of its meeting needs, from pre-meeting scheduling to post-meeting publishing and all the information gathering steps in-between. Below are the various features for each part of the Agenda/Minutes Module:

- **Agenda Item Features:**
  - Quick and effective Drafting of Agenda Items/Resolutions with built in templates.
  - Built-in Spell Checker
  - Departments can draft, approve and submit their own resolutions with a single click
  - Complete Revision Tracking
  - Topics can go through a sophisticated but intuitive approval process with full audit log
  - Agenda Tools grouped under projects hearings for better organization
  - Fiscal impact tracking, document linking, and recipient tracking functions.
  - Full Microsoft Word Integration for simple, intuitive editing.
- **Agenda Compilation Features:**
  - Agendas easily created from approved resolutions with one click.
  - Auto-number agenda topics/resolutions or conduct ad hoc numbering system.
  - Drag and drop agenda items, re-sorting to your needs.
  - Print full and public (summary) agenda at the same time.
  - Automatically publish and Distribute to your citizens via Web Portal.
- **Minutes Features:**
  - One Click Agenda parsing as your starting point for minutes compiling

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- Color coded text clearly highlights errors and items needing editing
  - Simple interface streamlines minute entry and management
  - Automatic time stamping transcribes the minutes
  - Create an index by sponsor, date, number, and category.
  - Search Minutes quickly and easily
  - Can be automatically uploaded to public viewing via Web Portal
  - **Letters Features:**
    - Automatic recipient tracking for letters of resolution, legal notices and more.
    - Create custom letters and emails for recipients with one click.
    - Email custom letters from within the system.
    - Generate hundreds of custom documents in minutes
    - Include sign-off sheets for specific recipients.
    - Record every document each recipient receives with date and time stamp.
  - **Public Information Posting Features:**
    - Complete meeting information automatically uploaded to public web site.
    - Public data is instantly synchronized for citizens to search.
    - Citizens have access to meeting dates, agendas, minutes, legal notices and more.

### **Accela Civic Streaming**

The Civic Streaming application will provide the City with a superior streaming solution, replacing the Swagit system with a Centralized system. Civic Streaming includes several tools that automate recording, uploading and web publishing of meetings and other events. Civic Streaming records the events, timestamps meetings and publishes minutes and media. These will be linked to the City website, or posted with one click, to the citizen web portal. Below are the various features for each part of the Civic Streaming Module:

- **Civic Streaming Encoder:** Simplifies recording of meetings and events. It records and encodes City meetings into a suitable format for streaming

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on the web and broadcasting. The encoder will upload entire files and automatically publish the video for public viewing on the real-time citizen web portal.

- **Streaming Services:** a Turnkey solution that includes streaming services through the Accela content distribution network. Accela utilizes the top streaming providers to ensure that City meetings have 100% availability for public consumption. Accela's reliable providers also manage streaming services for high-profile customers such as FOX, ABC, MSN, and YouTube.
- **Unlimited On-Demand Storage:** Archive capacity offers dependable storage for meeting archives that can last decades. Accela's storage network is capable of storing petabytes of data housed on redundant equipment for reliability and backup.
- **Time Stamping and Indexing:** This powerful feature empowers citizens and stakeholders to simply click on the part of the meeting they are interested in and quickly drill down on the media and all documents associated with this segment of the meeting.
- **Citizen Sign Up and Commenting:** Citizens and stakeholders can register on the web portal to be alerted to topics and projects they have an interest. They can also be empowered to furnish comments (at City Discretion.) This also allows the City to set up Public Comments via Tablet or TouchScreen Devices installed at City Hall Council Chambers.
- **Reporting Tools:** Powerful reporting tools offer the City valuable usage analysis for better understanding of the traffic the site is getting and the audiences we attract.
- **Mobile Board:** Easily convert, archives into all of the popular formats including Windows Media, Quicktime, Flash, Real, MPEG, MP4. The transcoding feature fully automates video available for streaming or downloading soon after the meeting ends while also being available to most of the smart mobile devices in the industry such as Ipad & iPhone.
- **Document Integration:** The unique Webcast solution not only displays agenda and minutes but also synchronizes the video with the individual agenda items. Viewers can search, browse, and open a Resolution, Ordinance, Public Hearing or any agenda item, and then instantly jump

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to the part of the video while displaying any documents and information taken at the meeting.

- **Live Webcasting:** Broadcast live meetings and events 24/7. Civic streaming can be configured to work with the City Network so that video is broadcasted to an unlimited number of viewers, without affecting our network.

## Digital Boardroom

Accela Digital Boardroom is an automated meeting chambers voting and presentation module. It offers the next level of public transparency and meeting process efficiency. The Digital Boardroom system utilizes the current tablet based touch screen and software functionality that brings the highest level of sophistication, efficiency and effectiveness to your board room or council chambers. This module allows meeting organizers to display vote results on flat screens, projectors and other presentation devices as motions are being made in real-time with or supporting documentation including maps, slideshows, and websites are being displayed.

The Accela Minutes Maker collects all the vote results in real-time and saves the vote record with the current agenda items. Below are the various features for each part of the Civic Streaming Module:

- **Real Time Presentation Screen:** The Digital Boardroom allows the meeting organizer to control the meeting from a laptop while displaying important information to a projector or monitor through a real-time Presentation screen that is controlled by Accela's Minutes Maker Tool.
- **Touch Screen Voting:** Use intuitive touch screen technology that empowers elected officials and stakeholders to use next generation tools to drive organization and meeting efficiency.
- **Real Time E-Voting:** When an e-Vote is started, the Presenter window can display all voter's choices in real-time with color-coding for the vote results. Each voter's picture is displayed with his or her name, title and vote. As each vote is cast, the Minute Maker Tool collects the votes and puts them into the vote record that can immediately be saved to the

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internet or used in the Minutes document that the system automatically generates post-meeting.

- **Speaker Queue:** This empowerment feature allows meeting stakeholders to schedule and manage who will be or is speaking and subsequently determine how much time they are allotted. You can even empower citizens to register to speak either before the meeting or as they are entering the building. You can then approve them and allocated the amount of time you allocated. Even more powerful, is you are now capturing all of this information and you are no longer relying on cards and paper.
- **Accela Boards and Commissions:** This paper-free system makes board governance simple by streamlining the entire process of managing board, commission or committee appointments. Define boards, mission statements, meeting frequency, term limitations and special requirements for board placement. Accept online applications for vacant board seats and schedule applicant interviews, confirmation and swearing-in ceremonies. Provide public access to online board member profiles, including their voting history, and then track terms and future vacancies with ease.

## Organizational Goals

This item is consistent with the City's goal of utilizing technology to enhance public services by a implementing a Legislative Management solution that:

- Simplifies the preparation and management of City Meetings
- Promotes accountability and ensures actions are completed
- Improves record retention
- Reduces Paper Usage
- Engages our Citizens
- Provides robust search functionalities providing a clearer transparent picture of City Meeting Business.

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## Budget Impact

This purchase would be a new addition to the City and would be an annual subscription service. The cost to fund this software would be an annual cost of \$30,000. The Information Technology Department requests approval to use Account Fund 001-0203-519-0-3406 to procure the Legislative Management Suite. The Information Technology Department during FY 2019 budget discussions will request to add these fund resources to its Contract Services account for future procurement of this service.

## Recommendation

In order to provide a Legislative Management Suite that contains the necessary search functionalities, easy to use User Interfaces and proper Legislative Management that meets and exceeds the needs of the City, the Information Technology Department recommends the procurement of the Accela Management Suite. With this suite, we will be able to streamline our meeting work flow process, allow our citizens to easily engage and provide a stronger display of transparency as our business processes evolve into the digital age.