



Citywide Legislative Management System (CLMS)

COUNCIL BRIEFING SEPTEMBER 23, 2013

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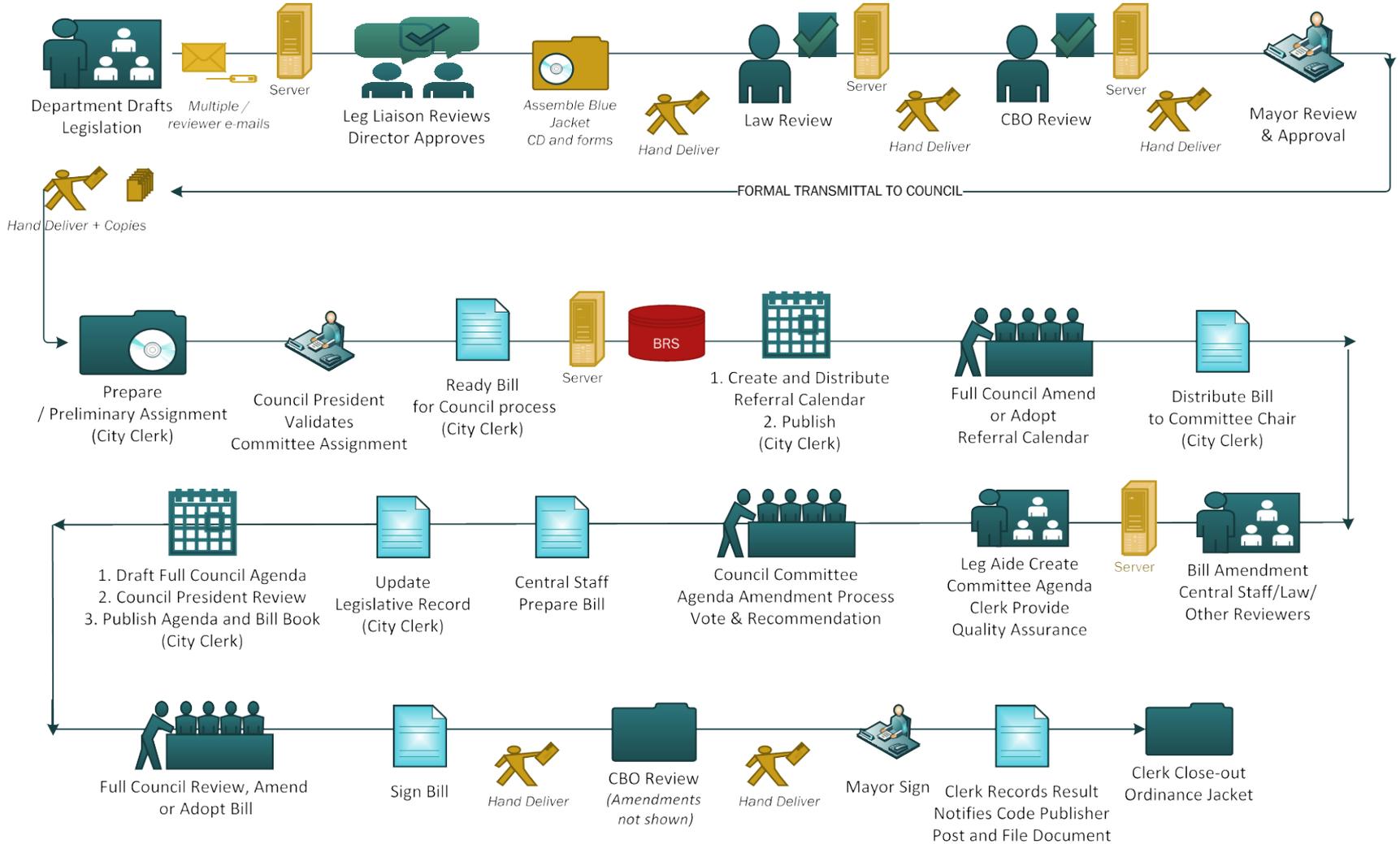


Current Challenges

- **Complexity:** Lack of uniformity, many reviewers/approvers, and lengthy feedback cycles
- **Inefficiency:** No systemized tracking or version control, inefficient use of limited network space
- **Outdated process:** Use of jackets, discs and paper is not “green” or efficient

LEGISLATION WORKFLOW

MANUAL DRAFTING AND REVIEW PROCESS



CLMS: Opportunity

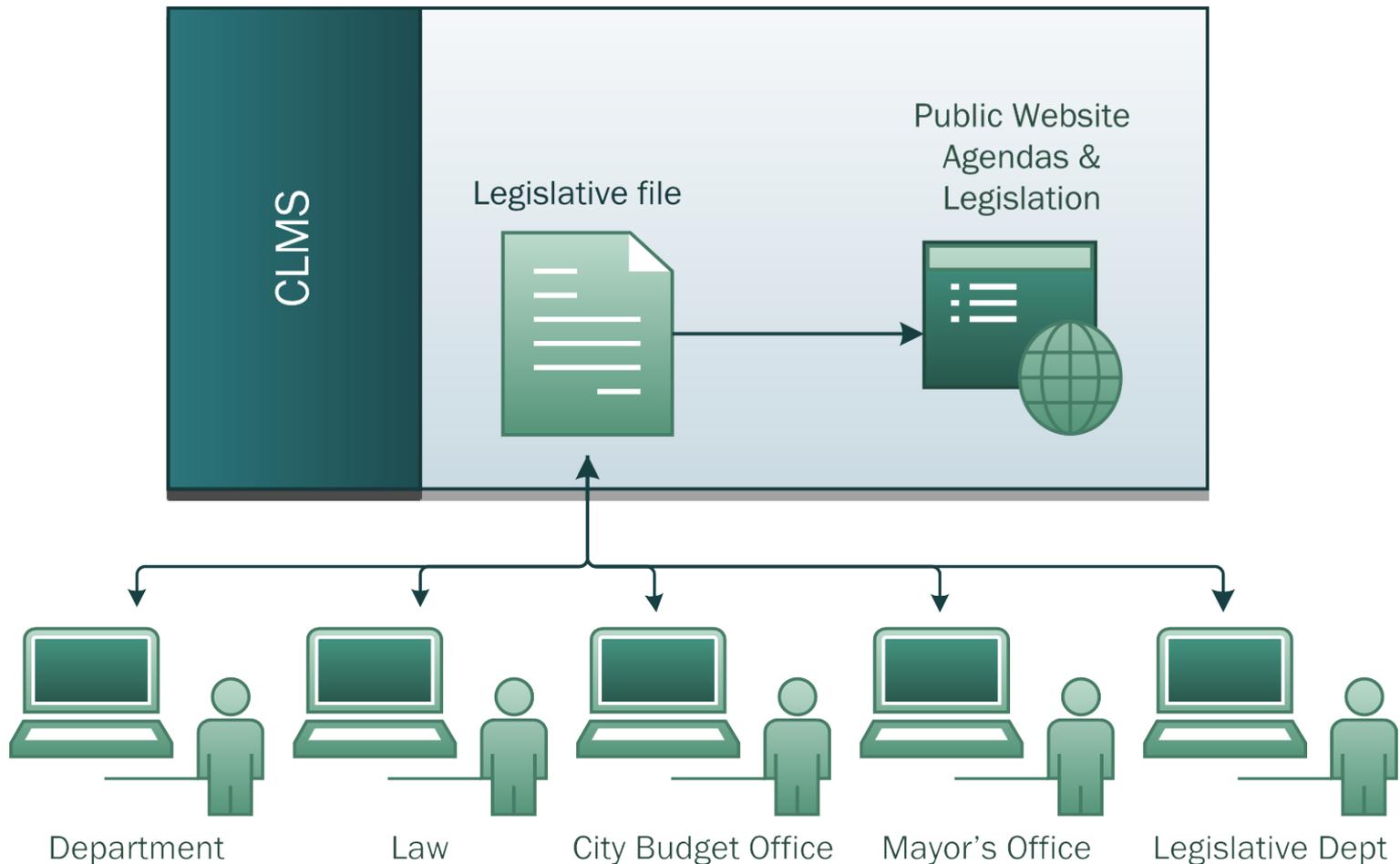


A workflow system can:

- Track status of legislation and show next step in the cycle
- Manage electronic approval workflows
- Show current version with version control and revision history
- Automate publication of Council agendas
- Minimize paper copies – comply with green objectives
- Automate Boards and Commissions process (joint dev with vendor)



One System, Automated Workflows





CLMS: Progress to Date

- Project team includes Citywide representation
- Project team completed thorough analysis of current processes in 27 requirements sessions
- Request for Proposal published in June 2013
- Vendor selected in September 2013
- Intent to award sent to Granicus, with contract to be finalized early October



Phased Approach to Implementation

Set Up Stages

Committee
& Agenda
Process

- City Clerk
- Council Staff

Legislation
Review &
Submittal

- Law
- CBO
- Mayor's Office
- Leg Liaisons

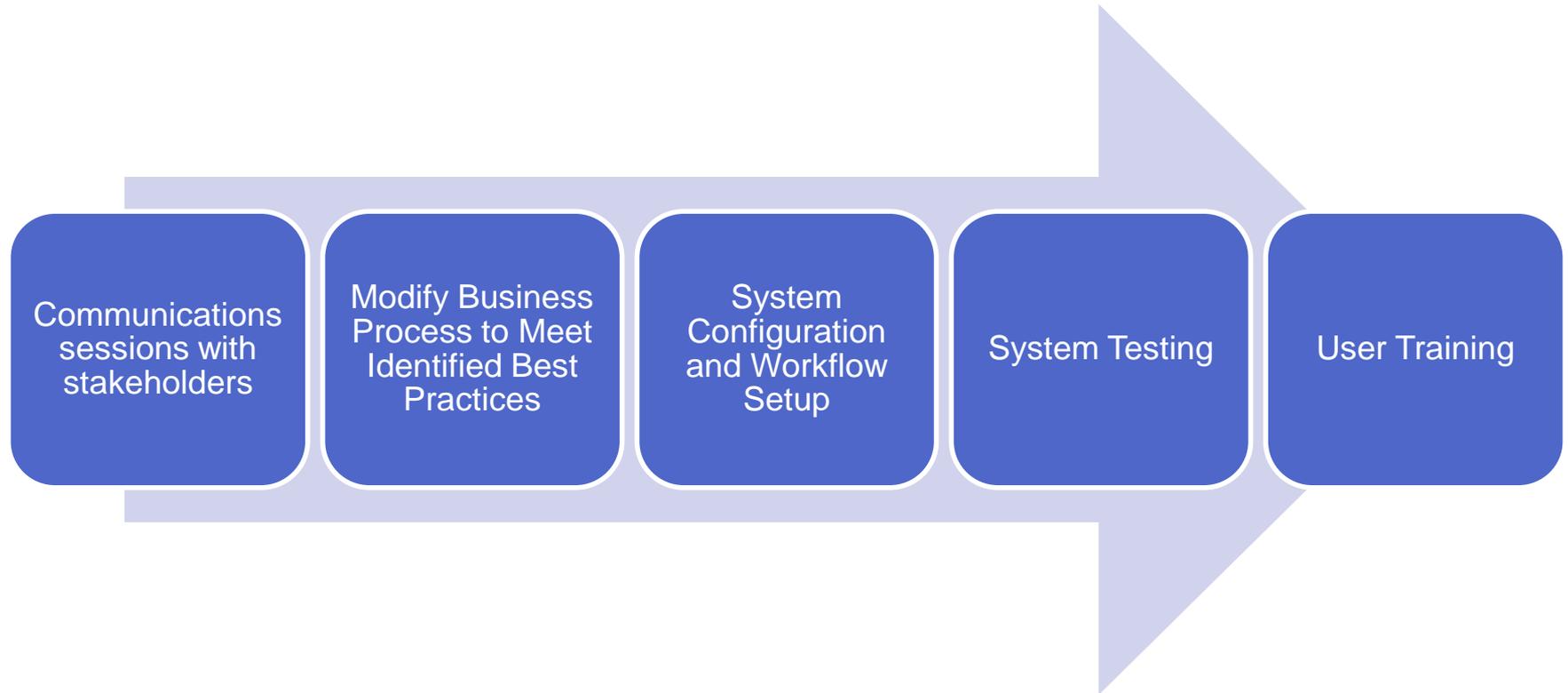
Drafting

- Individual
Departments

Target Q2 2014



Next Step – Implementation





Critical success factors

- **System benefits will be accompanied by:**
 - Changes in business process
 - Changes in how internal staff researches and accesses legislation
 - Changes in the public interface

- **In order to succeed, we must have:**
 1. Committed and collaborative leadership in driving the change
 2. A Communication Plan addressing the impacts to users
 3. Well-defined messaging for public consumers, ensuring ease of access in the new format

Communication



- **Communication Plan will include:**
 - User meetings to explain the project plan
 - Instructions showing department participants how to review their process and prepare for setup
 - Brown bag meetings to provide project progress
 - Online project status reports (TBD format)



Questions?