



AGENDA

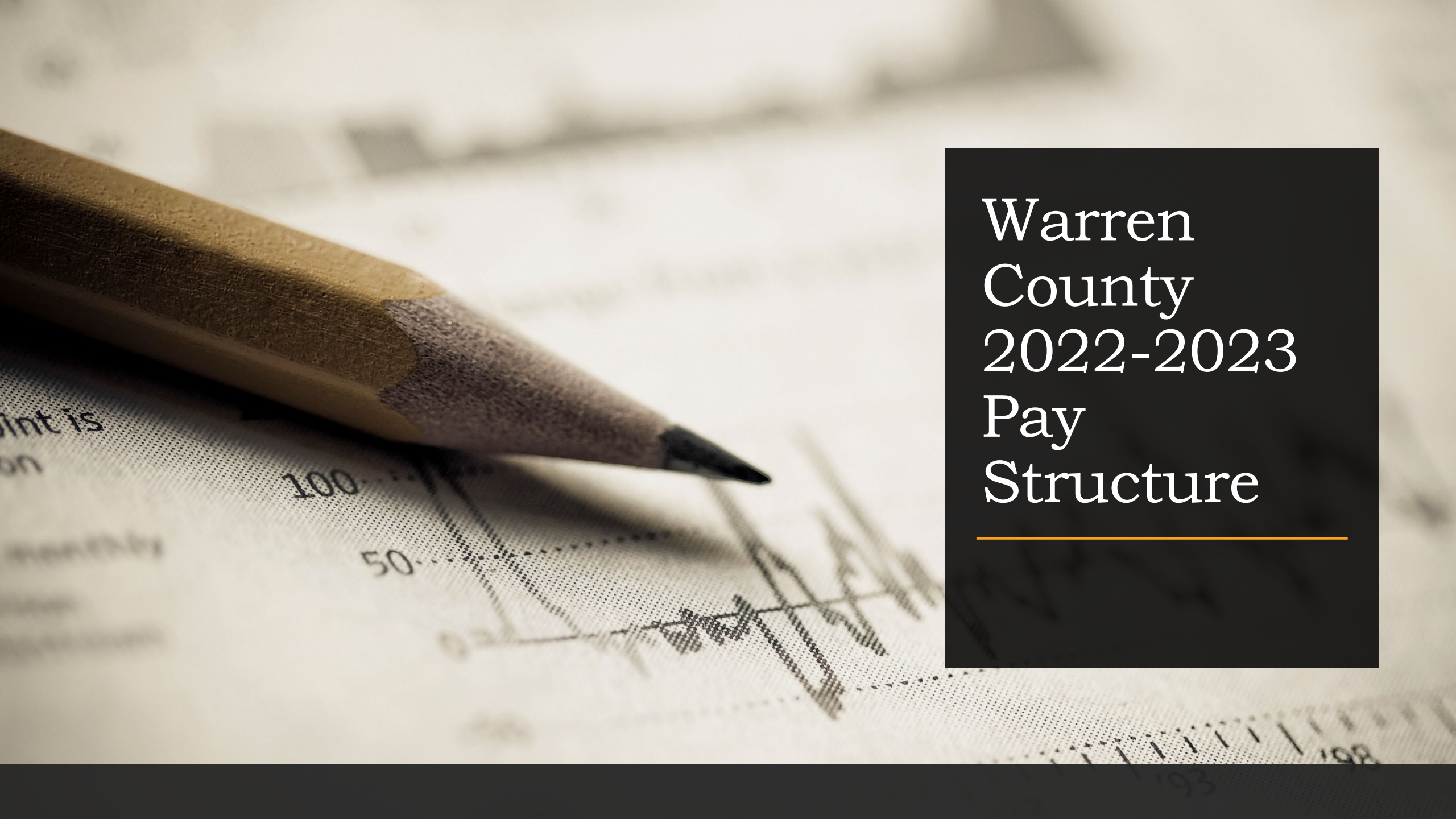
Board of Supervisors Work Session

July 12, 2022

4:00 PM

Call to Order

- A. Skydive Front Royal – Vicky Cook
- B. Salary Increases and Holiday Payouts – Jane Meadows
- C. Presentation – Electronic Packet Proposals – Emily Ciarrocchi
- D. Adjournment



Warren County 2022-2023 Pay Structure

Pay Structure Components

FY 2022-2023
PAY RATE INCREASES

PAY STRUCTURE

MERIT INCREASES

Date: August 1, 2022

Current System: Step/Grade

Date: January 1 (annually)

Compensation Board Funded Positions – 5% increase (65 FT EE's)

Proposed System: Pay Band

Employees who demonstrate exceptional performance in the previous year.

County Funded FT Employees – 5% Increase (2.5% Scale Increase (COLA) + 2.5% Step Increase)

Competitive Pay Structures

Merit Increase up to 2.5%

2022-2023 Pay Rate Increases

2022-2023 PAY RATE INCREASES

Effective August 1, 2022

Compensation Board Funded Positions – 5% increase (65 FT EE's)

County Funded FT/PT Employees – 5% Increase (2.5% Scale Increase (COLA)
+ 2.5% Step Increase) (267 FT/PT EE's)

The 5% increase has been budgeted into the FY 2022-2023 budget.

Pay Structure Method

Pay Bands

Current System: Hybrid Grade/Step Structure – Pay Structure is more controlled with fewer opportunities to offer increases. Increases result from time with organization and adequate performance.

Proposed System: Pay Band Structure– Focus compensation on the position and value to the organization rather than the person in the position.

Create clearly defined upper and lower pay limits for specific position. Clear determinants (experience, education, performance, increased complexity, new/higher level skills) to indicate where employee is placed within the band and process for promotion to higher band.

Pay Band system will aid in offering competitive salaries in our market and compensating employees for the skills they bring to the County or attain while working for the County.

Merit Increases

MERIT INCREASES

Date: January 1 (annually)

Employees who demonstrate exceptional performance in the previous year based upon the annual employee performance evaluation.

Merit Increase up to 2%

Additional Compensation Discussion

2018 MARKET STUDY			ALS PAY INCENTIVE			HOLIDAY TIME PAYOUT		
Overview of Study			Current Approach			Current Situation		
Current Needs			Proposed Stipend			Resolution of current Holiday Balances		
Recommendation			Future Resolution			Future Approach		

Market Study

2018 MARKET STUDY

Focus of 2018 Market Study:
Classification of Positions
Compensation Update
Standards for Maintenance

Current Situation:
Market Compensation Update is necessary – all other facets from the 2018 study are current and maintained.

Rather than utilizing a 3rd party vendor to complete a Market Study of our competitors (Shenandoah, Frederick and Fauquier Counties) we will complete the study internally.

ALS Pay Incentive

ALS PAY INCENTIVE

Date: July/August 2022

Employees who maintain additional Advanced Life Saving certifications are eligible to receive ALS stipend.

Advanced Level Provider - \$3,000

Intermediate Level Officer - \$4,500

Paramedic Level Officers - \$6,000

Holiday Time Payouts

HOLIDAY TIME PAYOUTS

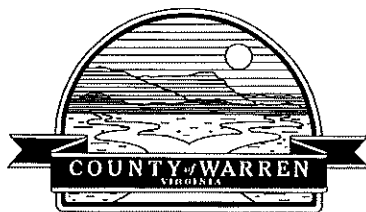
Current Policy, Holiday pay for non-exempt employees who are scheduled or called into work on designated County holidays, shall be paid for the hours worked. Sheriff's Office employees who work designated holidays shall receive a maximum of eight (8) hours compensatory time classified as holiday pay. Fire Department employees shall receive overtime payment rather than compensatory or holiday time.

Current situation, we have 84 employees with holiday leave balances that were not used in FY 2021-2022. To pay out the accrued holiday leave balances, it will be \$144k if paid prior to August 1, 2022.

Recommendation for funding payment – Carryover request from FY 2021-2022.

Plan for future holiday time, revise policy to allow employees who are required to work on the holiday to utilize the holiday within a 30-day period or be paid out for the time.

COUNTY OF WARREN



Department of Fire and Rescue Services

200 Skyline Vista Drive, Suite 200

Front Royal, Virginia 22630

Phone: (540) 636-3830

FAX: (540) 636-9986

Email: jbonzano@warrencountyfire.com

James G. Bonzano, II
Fire Chief

Memorandum

BOARD OF SUPERVISORS

CHAIR

Cheryl L. Cullers
*South River
District*

VICE CHAIR

Delores R. Oates
*North River
District*

Jerome K. Butler
*Happy Creek
District*

Vicky L. Cook
*Fork
District*

Walter J. Mabe
*Shenandoah
District*

Dr. Edwin C. Daley
County Administrator

TO: Dr. Edwin Daley, County Administrator
Jane Meadows, Human Resources Manager

FROM: James G. Bonzano, Fire Chief

DATE: May 18, 2022

SUBJECT: ALS Incentive for Advanced Level Providers and ALS Officers

WCFR included the appropriation of \$30,000 in the FY21/22 Budget for incentive pay for advanced level providers and advanced life support officers within the Department.

After review of the program, the Department recommends the following one-time incentive pay:

- Advanced Level Providers / \$3,000
- Intermediate Level Officer / \$4,500
- Paramedic Level Officers / \$6,000

The following employees shall receive the following one-time incentive payment:

- Paramedic Captain Kevin Catlett / \$6,000
- Paramedic Lieutenant Austin Cucciardo / \$6,000
- Intermediate Captain Raymond Cross / \$4,500
- Advanced Lieutenant Rick Farrall / \$3,000
- Advanced Lieutenant Aaron Miller / \$3,000
- Advanced Firefighter Matthew Hunt / \$3,000

The total cost of the program is \$25,500. It is the recommendation this one-time payment be made in the last fiscal pay cycle of the FY21/22 Budget Period.

Should you need any additional information, please let me know.

First Name	Last Name	Cost Centers	Hourly Pay	Hours Holiday Banked	Payout Total 07/2022	Department Total
Cindy	Fahnestock	Commonwealth's Attorney	\$33.33	16	\$533.31	
Leslie	Williams	Commonwealth's Attorney	\$20.92	7	\$146.42	
		Commonwealth's Attorney				\$679.73
Stacy	Swain	Extension Service	\$26.38	4	\$105.51	
		Extension Service				\$105.51
Ivy	Thompson	Finance Office	\$24.84	1.5	\$37.26	
		Finance Office				\$37.26
Adrian	Farrall	Fire and Rescue	\$34.06	103	\$3,508.34	
Kevin	Catlett	Fire and Rescue	\$29.10	76	\$2,211.69	
Raymond	Cross	Fire and Rescue	\$29.10	76	\$2,211.69	
Joseph	Jock	Fire and Rescue	\$26.31	93	\$2,447.09	
Michael	Sirna	Fire and Rescue	\$25.72	100	\$2,572.12	
Gerry	Maiatico	Fire and Rescue	\$48.04	46	\$2,209.87	
Andrew	Levdahl	Fire and Rescue	\$22.21	6	\$133.28	
Aaron	Miller	Fire and Rescue	\$22.21	44	\$977.36	
Adam	Embrey	Fire and Rescue	\$20.67	88	\$1,819.03	
Andrew	Feldhauser	Fire and Rescue	\$20.17	100	\$2,016.67	
Melissa	Henry	Fire and Rescue	\$22.53	37	\$833.46	
		Fire and Rescue				\$20,940.60
Marcus	Burke	Parks & Recreation Maint.	\$17.00	8	\$135.97	
Robert	Martin	Parks & Recreation Maint.	\$17.42	4	\$69.69	
Debra	Cook	Parks and Recreation Admin	\$20.40	2	\$40.80	
		Parks & Recreation				\$246.46
Donna	Shackelford	Public Works	\$29.53	51	\$1,505.84	
Marlene	Wines	Public Works	\$17.64	5	\$88.18	
Nicholas	Davis	Public Works	\$17.83	26.25	\$468.09	
Clarence	Moats	Public Works	\$20.68	2	\$41.36	
James	Kerns	Public Works	\$20.68	1	\$20.68	
Travis	Jones	Public Works	\$22.23	17	\$377.88	
Brian	Marshall	Public Works	\$18.78	100	\$1,877.79	
Melvin	Frazier	Public Works	\$18.73	56	\$1,049.15	
Jan	Vile	Public Works	\$17.83	57	\$1,016.43	
James	Lentz	Public Works	\$27.70	71.5	\$1,980.47	
Jacob	Snider	Public Works	\$21.68	7.75	\$168.02	
		Public Works				\$8,593.89
Diana	Orye	Sheriffs Office	\$28.13	81.5	\$2,292.85	
Narlisha	Nickens	Sheriffs Office	\$16.98	44	\$747.07	
VANESSA	SUTTON	Sheriffs Office	\$20.92	11.5	\$240.56	
Patti	Ball-Baggarly	Sheriffs Office	\$28.02	100	\$2,802.15	
Jessica	Teague	Sheriffs Office	\$20.18	92	\$1,856.80	
Kristin	Hajduk	Sheriffs Office	\$22.50	92	\$2,070.36	
Jason	Lombard	Sheriffs Office	\$27.42	100	\$2,741.89	
Clark	McDaniel	Sheriffs Office	\$26.75	99	\$2,648.26	
Laura	Nelson-Haas	Sheriffs Office	\$29.53	88	\$2,598.39	
Charles	Brogan	Sheriffs Office	\$35.98	84	\$3,021.98	
Stephen	Collins	Sheriffs Office	\$32.59	100	\$3,259.24	
Michael	Glavis	Sheriffs Office	\$31.02	92	\$2,854.02	
Michael	Henry	Sheriffs Office	\$33.41	100	\$3,340.73	
Jeremiah	Laing	Sheriffs Office	\$31.80	100	\$3,179.75	
Christopher	Anderson	Sheriffs Office	\$28.10	100	\$2,810.44	
Christopher	Powell	Sheriffs Office	\$26.10	100	\$2,610.00	
James	Beatty	Sheriffs Office	\$26.75	100	\$2,675.01	
Cade	Brown	Sheriffs Office	\$29.53	100	\$2,952.71	

First Name	Last Name	Cost Centers	Hourly Pay	Hours Holiday Banked	Payout Total 07/2022	Department Total
Cynthia	Burke	Sheriffs Office	\$30.27	43	\$1,301.41	
Calvin	Clatterbuck	Sheriffs Office	\$27.42	100	\$2,742.00	
TERRY	FRITTS	Sheriffs Office	\$26.10	32	\$835.13	
John	Gregory	Sheriffs Office	\$26.10	100	\$2,609.77	
Karenann	Negron	Sheriffs Office	\$29.53	73.75	\$2,177.63	
Gary	Phillips	Sheriffs Office	\$31.80	100	\$3,179.75	
Michael	Robinson	Sheriffs Office	\$28.81	92	\$2,650.24	
Laura	Bridges	Sheriffs Office	\$21.96	92	\$2,019.87	
Debra	Church	Sheriffs Office	\$22.50	27.5	\$618.86	
George	Cornwell	Sheriffs Office	\$24.23	100	\$2,423.43	
Aaron	Dawson	Sheriffs Office	\$20.90	100	\$2,089.72	
Brandon	Dofferemire	Sheriffs Office	\$21.42	100	\$2,141.96	
Zachary	Fadely	Sheriffs Office	\$22.50	21	\$472.58	
Omar	Fuentes	Sheriffs Office	\$24.84	100	\$2,484.00	
Sean	Gagliardo	Sheriffs Office	\$22.50	99	\$2,227.89	
Matthew	Griffith	Sheriffs Office	\$28.81	100	\$2,880.70	
Daniel	Henry	Sheriffs Office	\$27.42	99.75	\$2,735.03	
Kollette	Henry	Sheriffs Office	\$20.90	4.5	\$94.04	
Donald	Lawson	Sheriffs Office	\$20.90	6.5	\$135.83	
Gregory	Long	Sheriffs Office	\$22.50	64	\$1,440.25	
Devin	Miceli	Sheriffs Office	\$28.10	100	\$2,810.44	
Henry	Molina	Sheriffs Office	\$21.96	32	\$702.56	
Dallas	Neely	Sheriffs Office	\$21.42	100	\$2,141.96	
Jonathan	Price	Sheriffs Office	\$23.07	100	\$2,306.66	
Charles	Ruckman	Sheriffs Office	\$23.64	100	\$2,364.32	
Willis	Shifflett	Sheriffs Office	\$23.07	14	\$322.93	
Axl	Ulibarri	Sheriffs Office	\$23.07	96	\$2,214.39	
Jonathan	Vallen	Sheriffs Office	\$21.42	80	\$1,713.57	
Christopher	Wigington	Sheriffs Office	\$22.50	93	\$2,092.87	
Paul	Bernd	Sheriffs Office	\$26.10	92	\$2,400.99	
Paul	Brenner	Sheriffs Office	\$26.75	100	\$2,675.01	
Tyler	Poe	Sheriffs Office	\$22.50	98	\$2,205.39	
Logan	Atchison	Sheriffs Office	\$16.98	59.5	\$1,010.25	
Sean	Deem	Sheriffs Office	\$18.74	100	\$1,874.16	
Carrie	Gibson	Sheriffs Office	\$16.98	91.5	\$1,553.57	
Dominic	Guizar	Sheriffs Office	\$17.84	96	\$1,712.49	
Madelyne	Riggs	Sheriffs Office	\$16.98	76	\$1,290.40	
					Sheriff's Office	\$113,354.26
					County Total	\$143,957.71



COUNTY OF WARREN, VIRGINIA

BOARD OF SUPERVISORS WORK SESSION ITEM

DATE	ITEM	SUBJECT:	PAGE 1 OF 1
July 12, 2022	C	Presentation – Electronic Packet Management Proposals	

EXPLANATION & SUMMARY:

Staff delivered a presentation to the Board of Supervisors at a work session on January 4, 2022 about the benefits of transitioning to electronic packet management for boards and commissions. The Deputy Clerk, in collaboration with the Director of Technology and the Deputy Finance Director, contacted multiple vendors that provide such solutions, watched demonstrations of the various products, and have now received two proposals from interested and responsive vendors:

CivicPlus: CivicClerk
Granicus: govMeetings

Both proposals are included in the packets, and the Deputy Clerk will be delivering a presentation overviewing the two options. The County's Technology Review Committee will also be reviewing the two options and will provide a recommendation to the Board for software and hardware.

COST & FINANCING:

Funding will be through the "Technology Board" line item in the County's Asset Replacement Fund.

CivicPlus Total Investment	Year One:	\$7,110
CivicPlus Recurring Costs:		\$4,578
Granicus Total Investment	Year One:	\$11,000
Granicus Recurring Costs	Year Two:	\$11,700
	Year Three:	\$12,593.90
	Year Four:	\$13,475.47
	Year Five:	\$14,418.76

PROPOSED MOTION:

No motion needed. However, staff would like the Board to come to a consensus regarding with which company/product to move forward. The selected proposal will be placed on the July 19th regular meeting agenda for formal consideration and approval.

SUBMITTED BY:	DISPOSITION OF BOARD: ☐ APPROVED ☐ OTHER (DESCRIBE)	PROCESSED BY:
Emily Ciarrocchi, Deputy Clerk of the Board		

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-24095-1

Date:

4/4/2022 10:21 AM

Expires On:

7/2/2022

Product:

CivicClerk

Client:

Warren County VA - CivicClerk

Bill To:

Warren County VA - CivicClerk

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Chris McCann	x	chris.mccann@civicplus.com		Net 30

CivicClerk - Statement of Work

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	CivicClerk Annual Fee	CivicClerk Annual Fee - Agenda and Minutes Management	Renewable	USD 4,360.00
1.00	CivicClerk Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable	USD -1,090.00
1.00	CivicClerk Premium Implementation Package	Premium Implementation Package – Up to # of Boards		USD 0.00
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	One-time	USD 2,220.00
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	One-time	USD 420.00
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	One-time	USD 480.00
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time	USD 720.00
1.00	CivicClerk Historical File Import (up to 7,500 files – PDF / MP3 / MP4)	CivicClerk Historical File Import (up to 7,500 files – PDF / MP3 / MP4)	One-time	USD 0.00

List Price - Year 1 Total	USD 10,825.00
Total Investment - Year 1	USD 7,110.00
Annual Recurring Services - Year 2	USD 4,578.00

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the CivicClerk Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.
2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Total Investment - Year 1 will be invoiced at signing of this SOW. Client will pay all invoices within 30 days of the date of invoice.
4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service.
5. Client shall have sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Client shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.
6. The scope of the initial implementation services to be delivered by CivicPlus are as listed above. Client is responsible for providing all information required for the configuration of the services in accordance with the scope and project timeline.
7. Upon Go-Live, any unused implementation services (ie: board configuration) will expire. Any configuration of additional boards by CivicPlus after Go-Live may incur additional one-time charges based on the scope of the desired configuration, design, and training services.
8. Completion of implementation services will be determined by Go Live status. The parties agree to cooperate in a timely manner to complete all implementation tasks and deliverables in order to obtain Go-Live status of the services. CivicPlus will make reasonable efforts to confirm Go Live status with the Client, but reserves the right to deem Client's use of the services in the intended course of business as Go Live. "Go-Live" is defined as the Client's use of the services implemented by CivicPlus under this SOW for the intended purpose and with the intended audience.

Signature Page to follow.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization

URL

Street Address

Address 2

City

State

Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for
ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact

E-Mail

Phone

Ext.

Fax

Billing Address

Address 2

City

State

Postal Code

Tax ID #

Sales Tax Exempt #

Billing Terms

Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [] or N []

Please list all external sources: _____

Contract Contact

Email

Phone

Ext.

Fax

Project Contact

Email

Phone

Ext.

Fax



CIVICCLERK®

Agenda Management System Premium Implementation

civicplus.com | 302 South 4th Street, Suite 500 | Manhattan, KS 66502 | 888.228.2233

 **CIVICPLUS®**

PS-04062022



Company Overview



At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the residents they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our customers, including solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, talent management, 311 and citizen relationship management, codification, and licensing and permits.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We consider it a privilege to partner with municipal leaders and provide them with solutions that will serve their needs today and well into the future.

CivicClerk, a CivicPlus company, delivers years of experience in agenda and meeting management software as a service technology that has been designed specifically to meet the needs of municipalities and their staff and officials.

Primary Office

302 S. 4th Street, Suite 500
Manhattan, KS 66502

Toll Free: 888.228.2233 | Fax: 785.587.8951

7,500 +

local government customers across
the United States and Canada

20 +

years of experience with a focus to
help local governments

550 +

employees, many with experience
in local government

Recognition



11-time Inc.
5000 Honoree



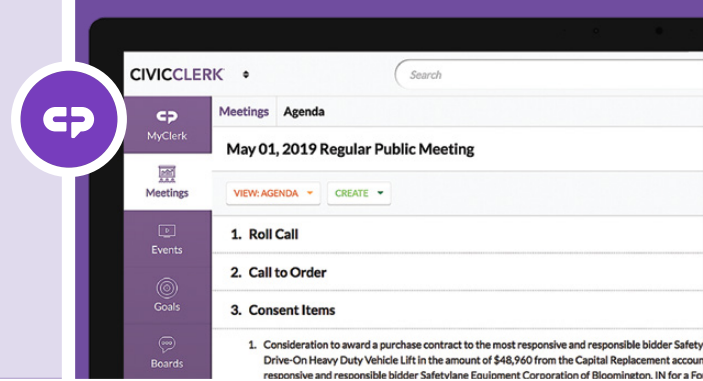
govtech.com/100

Technical Support



Recognized with
multiple, global
Stevie® Awards
for sales and
customer service
excellence

Why CivicClerk?



Clerks & Agenda Administrators

As the primary point of contact and documentation facilitator, clerks benefit from time-saving process automation without having to sacrifice control.

- Custom configurations based on business processes
- Total visibility into the agenda, meeting, and video content from one system
- Assign tasks to stakeholders
- Access to ongoing product education and industry-specific webinars, blog posts, and newsletters

Elected & Appointed Officials

Elected leaders benefit from a reliable and accessible interactive tool to prepare for and participate in public meetings.

- Secure, individual access to meeting materials with full-text search
- Pre- and during meeting annotation and note-taking functionality
- Device agnostic
- Electronic voting (additional fees apply)

Agenda Contributors

Item Submitters benefit from an easy-to-use interface that makes it faster to collaborate on agendas.

- Pre-formatted staff reports
- Versioning control
- A dashboard display for a quick review of outstanding task assignments
- In-application support

Managers & Administrators

As approvers, department managers and community administrators benefit from accessible collaboration tools and visibility into staff work.

- A user-friendly, intuitive system for all staff members
- Automated workflows
- Versioning control
- Customizable reporting

Information Technology Leaders

Internal IT stakeholders benefit from peace-of-mind and the near-elimination of system questions and complaints.

- Secure, cloud-based hosting
- Unlimited users and storage
- Automatic upgrades
- Built-in integrations with Dropbox, Microsoft's One Drive and Google Drive, and API availability
- 24/7/365 U.S.-based support

Residents

Members of your community benefit from transparency and accessibility to public meeting content.

- PDF downloads of agendas, packets, minutes, notices, and other documents
- Dedicated citizen portal with email subscriptions and full-text search
- Side-by-side agenda and video display using CivicPlus Media (additional fees apply)
- Accessibility portal designed to WCAG 2.0 A and AA standards

AGENDA & MEETING MANAGEMENT

CivicClerk is a comprehensive, collaboration tool to help aggregate information, reports, approvals, and notes in a single, transparent, cloud-based repository. CivicClerk brings teams together, fosters dialogue, and expedites reviews and approvals, offering the critical functionality needed by every stakeholder at their crucial point in the review and approval process.



Meeting Preparation and Item Submission

- Create agenda items and draft staff reports
- Upload attachments
- Submit for approval



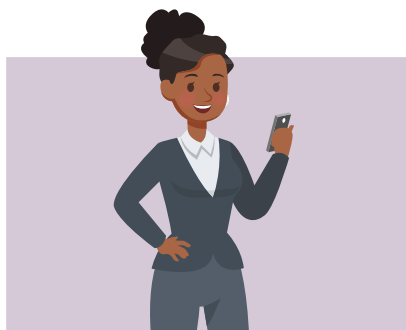
Review and Approval from Collaborators

- Receive, review, and revise agenda items
- Assign tasks with due dates
- Visually track item status



Agenda Generation and Publication

- Publish to web and send to board members and subscribed residents
- Easy last-minute additions and agenda revisions



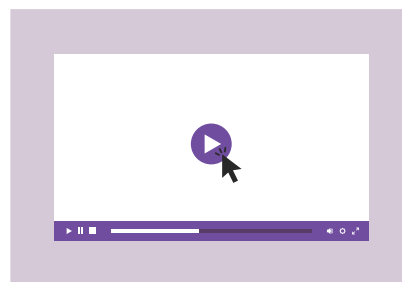
Meeting Participant Preparation

- Board members and residents view agenda and meeting packet on any device
- Board members create annotations
- Available accessibility portal designed to meet WCAG 2.0 A and AA requirements



Meeting Day

- Add and call speakers and run speaker timer
- Capture motions, votes, comments, and discussion from the meeting
- Create video bookmarks using CivicPlus Media (if applicable)



Post-Meeting

- Make any necessary revisions to meeting actions and discussion recorded during the meeting
- Generate and distribute or publish draft and final meeting minutes
- Use preformatted text snippets to populate your minutes document



Features & Functionality



CivicClerk is the fastest, most intuitive way to streamline the entire agenda management process — from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with CivicClerk is easy with customized workflows, version tracking, and built-in communication tools.

Our innovators designed CivicClerk to offer configuration flexibility so that the system can be scaled from the most simple agenda process to the most complex. Built-in integrations and a suite of APIs make working with other internal applications easy. CivicClerk's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- User-friendly, modern interface
- Unlimited users
- Unlimited storage
- Highly configurable to your agenda and meeting management processes
- Adaptable permission settings
- Confidential attachments
- Field-level versioning
- Built-in integrations with Dropbox, Microsoft's One Drive and Google Drive and API availability
- Single sign-on through the CivicPlus Platform
- Secure Cloud-Based Hosting
- Automatic Updates
- Customer-Defined Roadmap
- Enhanced Analytics for Data Visibility

Part of the Integrated CivicPlus Platform

Our powerful CivicPlus Platform is the foundation on which all our CivicPlus solutions are built, allowing them to work seamlessly and securely, leveraging existing data, and reducing information silos so your administrative staff can collaborate efficiently. Administrators can take advantage of authentication using our identity provider integrations to provide a single sign-on experience for internal users. The entire system is cloud-based, eliminating the need for internal application management. CivicClerk is hosted in Microsoft's Azure cloud service, providing a stable multi-user environment while ensuring high availability and uptime.

Agenda Management

Flexible, Customized Templates

Standardized templates throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

Efficiently Manage Agenda Packets of Any Size

CivicClerk compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

Convenient, Anytime Agenda Modifications

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically rennumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

Agenda Timeline

JUL 2019

JUL 22

Christina Kim at 05:25PM



Sent to Folder City Council Meeting

SENT TO
GOOGLEDRIVE

JUL 21

Julie Wood at 05:00PM



Email Sent to MAYOR@CITY.GOV With
Agenda Attached: Final-AGENDA-7-27.docx

EMAIL SENT
WITH AGENDA
ATTACHED

TB

Todd Bradley at 4:45PM



City Council Agenda

PUBLISHED AGENDA
TO PUBLIC PORTAL

TB

Todd Bradley at 3:00PM



Council Packet

PUBLISHED AGENDA PACKET
TO BOARD PORTAL

Christina Kim at 11:30AM



City Council Special Meeting

UPDATED AGENDA
EVENT



Create Agenda Items in Seconds

CivicClerk's easy-to-use item entry allows staff members to enter agenda items, upload attachments, and send through the workflow with a few clicks. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for CivicClerk to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

Automate Your Approvals Process

The workflow engine in CivicClerk streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

Item Fields



INFORMATION

Item Title
Ordinance No. 1234: An Ordinance to Amend the Zoning Code

VERSION HISTORY 1

Short Name
Ord. 1234- Zoning Code Changes

Item ID
2019-608

Custom Tags to Group Like Agenda Items

CivicClerk allows administrators to set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.

Agenda Management Features

- Custom-developed agenda and staff report templates
- Bulk and single item actions to easily copy, move, and initiate agenda items
- Pre-formatted text snippets to save time and provide consistency
- Flexible workflow and approvals engine with visual progress indicators
- Automated PDF file conversion
- In-app messaging
- Task assignment
- Full-text search functionality
- Tags to link together like agenda items for greater visibility and enhanced searching capability

Meeting Management

Automated Minutes Setup

CivicClerk's fully integrated Minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the Live Meeting Manager module with a single click.

Keep Up with the Meeting Action

Meetings move fast. CivicClerk's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls.

Speaker Manager

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

Easy, Intuitive Minutes-Taking

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

Minutes Module Features

- No prep work required – agenda content automatically pulls over into the Minutes module
- Single screen access to all meeting controls
- Record comments and discussion, roll call, motions and votes, speakers
- Bulk copy available to quickly apply motions and the associated votes to multiple agenda items
- Choice of pre-configured or custom-developed minutes templates
- Pre-formatted text snippets to save time formatting and entering data
- Integrated board portal with electronic voting (if applicable)
- In-chamber display pages show a welcome screen, current item name, current speaker with countdown timer, motion made on the item, vote count recorded for the item (if applicable)
- Integrated video bookmarking with CivicPlus Media live streaming and on-demand video service (if applicable)
- Multiple concurrent video streams with CivicPlus Media (if applicable)
- Integrated live and on-demand closed captioning services with optional CivicPlus Media (if applicable)

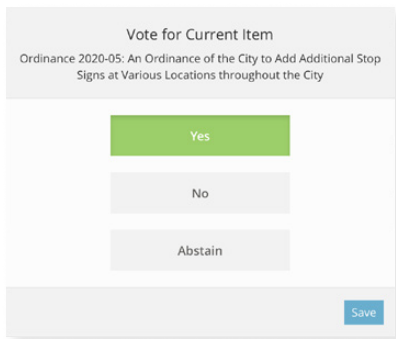
Board Portal

Flexible Access

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, OneDrive, Google Drive, or post to the Board Portal. CivicClerk is optimized for all devices, including desktops, laptops, tablets, and smartphones. No separate application required.

A Personal Meeting Repository

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

A screenshot of a mobile application interface for voting. At the top, it says "Vote for Current Item" followed by "Ordinance 2020-05: An Ordinance of the City to Add Additional Stop Signs at Various Locations throughout the City". Below this are three large buttons: "Yes" (green), "No" (grey), and "Abstain" (grey). At the bottom right is a blue "Save" button.

Interactive Meeting Tool

During live meetings, the Board Portal integrates with Live Meeting Manager to allow officials to refer to their review notes and annotations, capture notes within a dedicated field, receive visual cues as the agenda progresses from item to item, see speaker information instantly, and enter electronic votes (additional fees apply for electronic voting). Chair View can also be enabled to allow the meeting presider to call speakers and advance agenda items.

Find What You Need– Faster

CivicClerk automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate past items, attachments, minutes, and agendas by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.

Elected/Appointed Officials Board Portal Features

- Secure, individual access to meeting materials
- Annotation and note-taking ability that you can use in pre-meeting preparation as well as in-meeting note-taking
- Optimized for all devices, including desktops, laptops, tablets, and smartphones. No separate application required
- Live speaker name and countdown timer visible for each item
- Visual cues and one-touch access to the current discussion item
- Electronic voting from any device (if applicable)
- Chair View to allow the meeting chair to call speakers and advance agenda items
- Full-text search functionality provides visibility into past meeting content including notes made within the individual's private notes field
- Minutes summary view enables officials to see motions, votes, and any comment or discussion recorded in the meeting minutes for individual items

Citizen Portal

Content Accessibility

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

CivicClerk has a dedicated accessibility portal that gives members of the public complete access to your meeting content. Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video (if applicable).

Content Transparency

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.



Citizen Portal Features

- Citizen portal iframe to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Side-by-side agenda and video display with CivicPlus Media (if applicable)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Accessibility portal designed to WCAG 2.0 A and AA standards

The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized citizen interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CivicPlus Portal

CivicPlus Portal empowers residents to be more engaged and informed about progress in your community. Portal streamlines the resident user experience as they interact with the CivicPlus products leveraged by you – driving revenue, trust, and satisfaction.

With a single username and password, they can watch a public meeting recording, submit a public works request, pay a utility bill, or register for an upcoming event. The result is more engaged and informed voters and fewer phone calls, walk-ins, or emails to your department asking how to find documents or submit records requests.

Citizen Benefits

- Anytime, anywhere access to digital citizen services
- A personalized dashboard that provides link cards to the services they use most frequently

Administrator Benefits

- A low-maintenance tool that increases accessibility, access, transparency, and trust with residents
- Reduced phone calls, walk-ins, and emails from residents searching for information
- Opportunities to increase revenue and foster civic participation

Integration Hub

Your time is too valuable to be spent downloading finalized meeting documents and data to share across varied communication channels. With the new CivicPlus Integration Hub, you can create custom integrations to connect CivicClerk with other products on the CivicPlus Platform to automate the delivery of that information just about anywhere.

With the easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus products or with third parties (for an additional fee) without the need for a developer. You can even easily create integrations using manual import, polling, and webhooks (for an additional cost).

The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with CivicClerk today:

- Automatically add agenda or minute files to the Document Center to be displayed on a CivicEngage® Central website after they are published in CivicClerk.
- Set-up a workflow to post in the CivicEngage Central News Flash once you've published your CivicClerk meeting documents.

Shorten your pre-meeting to-do list and send your meeting information instantly with a custom integration using the Integration Hub.



Project Timeline

Ten to Fourteen Weeks

While every CivicClerk implementation is unique, the following timeline can provide you information about the different implementation stages and what you can expect at each stage.

PROJECT START

1

PHASE 1

Project Kickoff

- Project Kickoff call to review the timeline and deliverables and provide access to project tracking software
- Your staff complete a questionnaire to capture information needed for CivicClerk configuration

PHASE 2

Consulting

- Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options

2

3

PHASE 3

Configuration

- Premium system configuration is completed and handed off for review, testing, and feedback
- Configuration adjustments made per submitted feedback

PHASE 4

Finalization

- Access is enabled for all users in preparation for training
- Custom IDP Integration setup (if applicable)
- Complete file import (if applicable)
- Complete CivicPlus Media configuration and testing (if applicable)
- Provide access to Boards and Committees Module (if applicable)

4

5

PHASE 5

Training

- Live, virtual training sessions are conducted within configured site

GO LIVE

Premium Implementation Plan

Implementation & Support Experience Designed for You

CivicClerk has the experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for automating manual or inefficient agenda and meeting processes. It is designed for organizations with less than 50 internal users and a desire for a guided implementation experience. A dedicated and knowledgeable implementation consultant will manage your project from end-to-end—consulting and collaborating with your team, configuring the system to automate your process, and delivering live virtual training to your user groups. Key project staff will have online access to the timeline and all expected checkpoints and deliverables for a fully transparent implementation.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning CivicClerk Technical Support team.

Consulting

Up to 2 Hours of Virtual Consultation

During this consulting session, your CivicClerk implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your custom template designs and discuss the configurations that will be made to ensure your CivicClerk workflows match your current agenda and meeting processes.

Configuration

Our team will configure your system with Premium customization options to map existing processes to CivicClerk. Additional custom configurations can be made by Administrative users at any time using Help Center resources.

Design

We will design up to 5 custom templates to ensure consistency in system-generated meeting documents: Agendas, Item/Staff Report, Minutes, Agenda Script.

Training

Up to 4 hours of Virtual Training

Your CivicClerk implementation consultant will guide user groups through live, virtual training sessions using your custom configured CivicClerk site. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.



Ongoing Services

Award-Winning Support

Over the past three years, CivicPlus Technical Support has been recognized by the globally respected Stevie® Awards for Sales and Customer Service. CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 100 Employees, and Most Valuable Response by a Customer Service Team (COVID-19).

The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

Around-the-Clock Service & Support

Technical & Ongoing Support

- Live support personnel based in the U.S.
- Weekday business hours: 8 a.m. – 6 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency support for named points of contact
- Self-Service CivicPlus Help Center for tutorials and user guides
- Assigned Customer Success Manager to ensure your complete and ongoing satisfaction

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades, fixes, enhancements, and OS patches

Hosting & Security

- Fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model
- All processing and data storage is done within this environment using a mix of Azure Virtual Machines and Storage Accounts
- 24/7/365 system monitoring with guaranteed 99.9% uptime (excluding maintenance)
- Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions
- All data is written to a GRS account which creates copies of that data in data centers across multiple Azure regions - data is always accessible
- Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines



Disclaimer



Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

Enhancement Options

CivicPlus Media: Live Streaming & On-Demand Video

Increase citizen engagement and participation by sharing high-definition live video feeds of your meetings directly from CivicClerk and CivicPlus Media. Stream up to 3 concurrent live proceedings and seamlessly integrate all video content directly into your meeting agendas. Videos feature clear bookmarking and navigation so viewers can quickly find discussions of interest. Viewers can watch videos from any device with no software or application downloads necessary. Integrated closed captioning services are available at an additional cost.

Boards & Committees Module

The CivicClerk Boards and Committees module tracks vacancies, applications, and appointments. Interactive dashboards give you quick access to actionable information. Easily manage rosters and generate communications using customized templates. Store system-generated communications and other necessary documentation at the board or individual member level. Track training and other internal requirements. Display board information through the Citizen Portal, including member rosters if desired, post vacancies, and accept online applications.

Live Meeting Manager

CivicClerk's fully integrated Live Meeting Manager will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. One-click control allows you to update your in-chamber display screens, set your video bookmarks, and queue items in the Board Portal for your elected and appointed officials.

- **Automatic Video Bookmarking** – Automatically timestamp agenda items to their corresponding discussion in the meeting video so those watching the recording can quickly access topics of interest.
- **Display Pages** – Keep meeting participants informed and engaged by displaying the current item, speaker, or vote results automatically to the constituents attending the meeting.
- **Flexible Voting** – Minutes takers can record motions and votes instantly in Live Meeting Manager or initiate electronic voting when desired. Apply motions and votes to individual agenda items or multiple agenda items as a group.

Historical File Import

As part of your implementation project, CivicClerk will import up to 7,500 PDF, MP4, or MP3 documents to your new system. The process includes indexing your imported agendas for keyword searching and retrieval. You and your residents will still have access to this historical information with increased functionality. Historic meeting documents imported into CivicClerk by your Implementation Consultant will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.



408 Saint Peter Street, Suite 600
Saint Paul, MN 55102
United States

THIS IS NOT AN INVOICE

Order Form
Prepared for
Warren County VA

Granicus Proposal for Warren County VA

ORDER DETAILS

Prepared By:	Payton Owen
Phone:	240-694-5156
Email:	payton.owen@granicus.com
Order #:	Q-176587
Prepared On:	06/10/2022
Expires On:	07/29/2022

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance:	The term of the Agreement will commence on the date this document is signed and will continue for 60 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Peak - Setup & Configuration	Up Front	1 Each	\$0.00
Peak Online Group Training	Upon Delivery	8 Hours	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
Send Agenda (Peak) Set up and Config	Up Front	1 Each	\$0.00
govDelivery for Integrations Set Up and Config	Up Front	1 Each	\$0.00
SUBTOTAL:			\$0.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Peak Agenda Management	Annual	1 Each	\$11,000.00
Open Platform Suite	Annual	1 Each	\$0.00
Send Agenda (Peak)	Annual	1 Each	\$0.00
govDelivery for Integrations	Annual	1 Each	\$0.00
SUBTOTAL:			\$11,000.00

FUTURE YEAR PRICING

Solution(s)	Period of Performance			
	Year 2	Year 3	Year 4	Year 5
Peak Agenda Management	\$11,770.00	\$12,593.90	\$13,475.47	\$14,418.76
Open Platform Suite	\$0.00	\$0.00	\$0.00	\$0.00
Send Agenda (Peak)	\$0.00	\$0.00	\$0.00	\$0.00
govDelivery for Integrations	\$0.00	\$0.00	\$0.00	\$0.00
SUBTOTAL:	\$11,770.00	\$12,593.90	\$13,475.47	\$14,418.76

PRODUCT DESCRIPTIONS

Solution	Description
Peak Agenda Management	Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes: • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to up to one (1) Peak Agenda Management site
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Send Agenda (Peak)	Send Agenda is dependent on an active subscription to the relevant govMeetings agenda.
Peak - Setup & Configuration	Setup and Configuration for Peak Agenda Management includes implementation of: • Up to one (1) meeting body's Standard Agenda, Cover Page and Minutes report template • Up to one (1) public view page portal
Peak Online Group Training	Peak Agenda Management - Online Group Training is for Group training of Peak Agenda Management, which allows clients to have up to six (6) users participate in online Group sessions with a Granicus trainer and other client users, to learn how to use the system.
Open Platform - Setup and Configuration	Setup and configuration for Open Platform

Solution	Description
govDelivery for Integrations	Send notification bulletins directly to constituents who subscribe to receive updates directly through Granicus (powered by govDelivery). Recieve a monthly metrics report delivered via email to show subscriber growth and engagement activity for the past month of bulletin sends, and grow subscribers through access to the Granicus Advanced Network. Note: govDelivery intergrations is dependent on an active subscription to the relevant govMeetings agenda or govAccess CMS solutions.

GRANICUS ADVANCED NETWORK AND SUBSCRIBER INFORMATION

- **Granicus Communications Suite Subscriber Information.**
 - o Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ('Direct Subscriber'), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
 - o Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- **Data obtained through the Granicus Advanced Network.**
 - o Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the 'Advanced Network'). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a 'Network Subscriber' to the agency it subscribed to through the Advanced Network.
 - o Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
 - o Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

UPDATES TO SHARED SHORT CODES FOR SMS/TEXT MESSAGING (US CLIENTS ONLY):

- Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee.
- Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.

TERMS & CONDITIONS

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Warren County VA to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-176587 dated 06/10/2022 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Warren County VA	
Signature:	
Name:	
Title:	
Date:	

The background of the slide features a blurred image of hands typing on a laptop keyboard. Overlaid on this are several semi-transparent white graphics: a line graph with circular markers in the upper left, a network diagram with nodes and connecting lines in the upper right, and a series of horizontal bars of varying lengths on the far right. At the bottom, there are large, flowing white wave-like shapes.

Meetings Management

Granicus

Priorities vs Results



Granicus has built a platform trusted by over 4000 government organizations nationwide, at all levels of government.

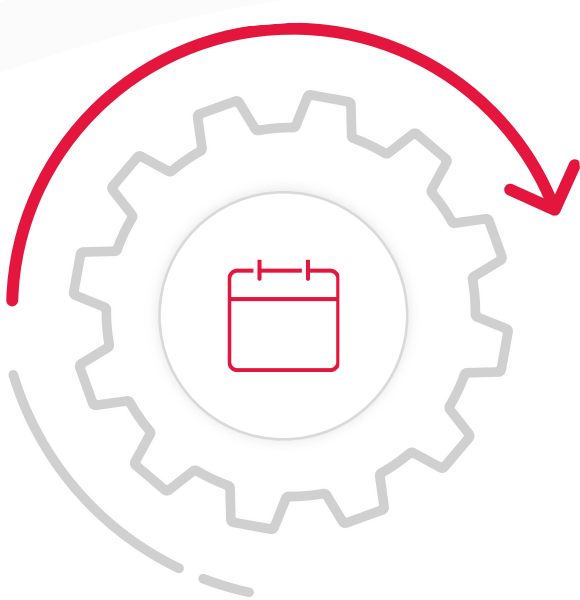
Your Goals	How You'll Do it	Proven Results
Bring on new technology to help staff do their job more efficiently, preferably a Web-Based Solution	Moving Manual Processes to the Cloud	After seeing five vendor demonstrations to compare functionality and cost, Emmaus, PA determined Granicus' Peak Agenda Management solution was the best fit for meeting their needs. A completely cloud-based software, Peak helps streamline and improve the drafting, approval and publishing of agenda items and files for public meetings with configurable approval workflows, drag-and-drop editing and real-time agenda compilation. Read More Here
Automate the internal process for board application, interviewing, and development	Easily Manage Boards & Commissions, and increase citizen engagement in virtual meeting participation to help make better decisions for the community	"Once we started using Granicus, we saw an enormous increase in the number of applicants to our citizen boards. And, importantly, the pool of applicants was more diverse and representative of the city" Anh Tran, Deputy Clerk for the City of San Jose Read More Here





Solutions Fit For You

govMeetings: Meeting and Agenda Software for Government



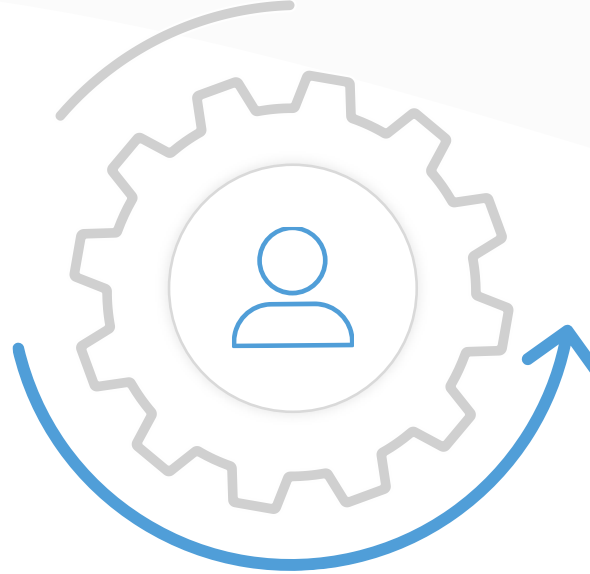
PRE-meeting

Automated preparation

Simplify Boards & Commissions
Position Management

Automate Agenda Creation &
Approvals

Collect Feedback Online



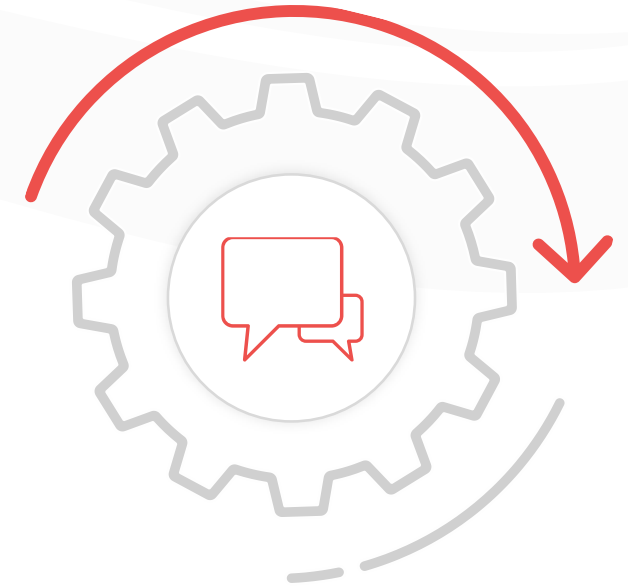
IN-meeting

Streamlined facilitation

Capture Meeting Actions & Votes

Live Stream & Record
Comprehensive Public Record

Go Paperless with Digital Board
Agendas & Meeting Materials



POST-meeting

Simplified sharing

Finalize Meeting Minutes Quickly

Automate Publishing to a Citizen
Portal

Enable Social Sharing &
Notifications

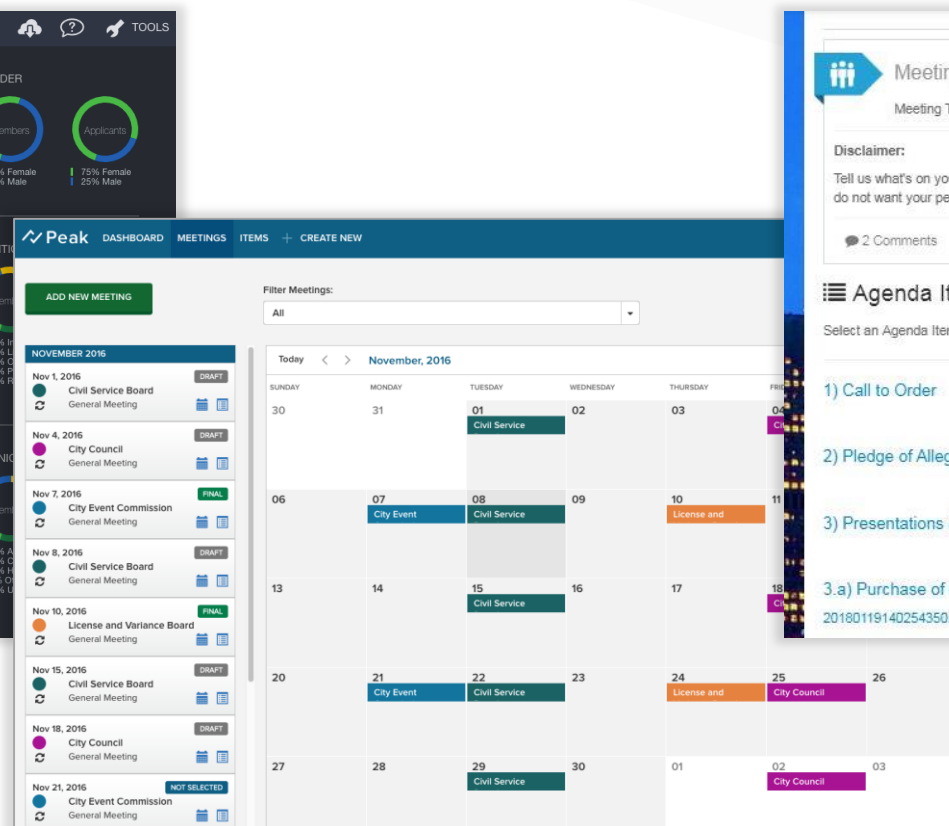


PRE-Meeting Solutions

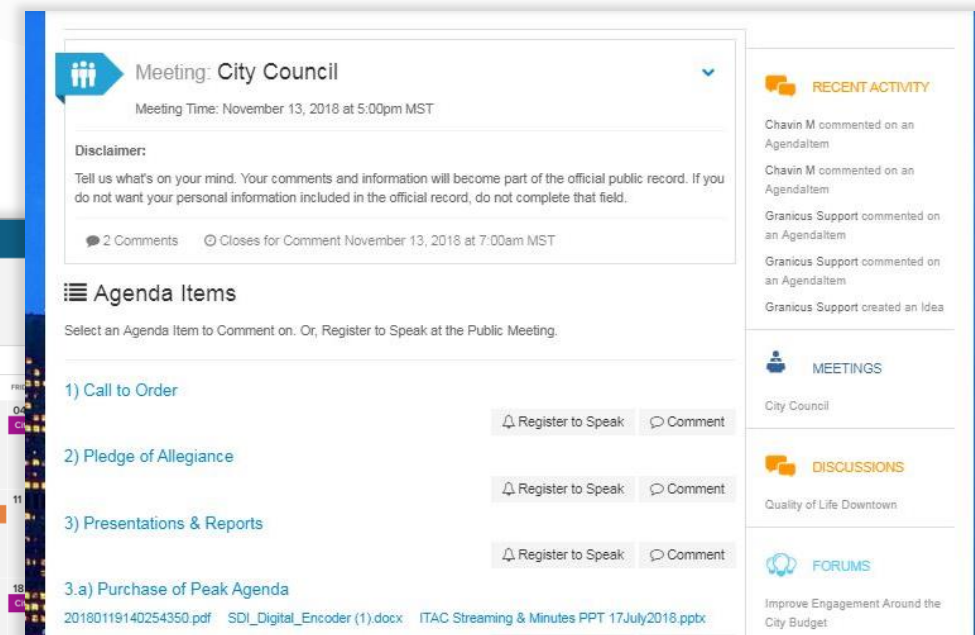
Automated preparation



Manage Board Seats
track and manage your
board positions



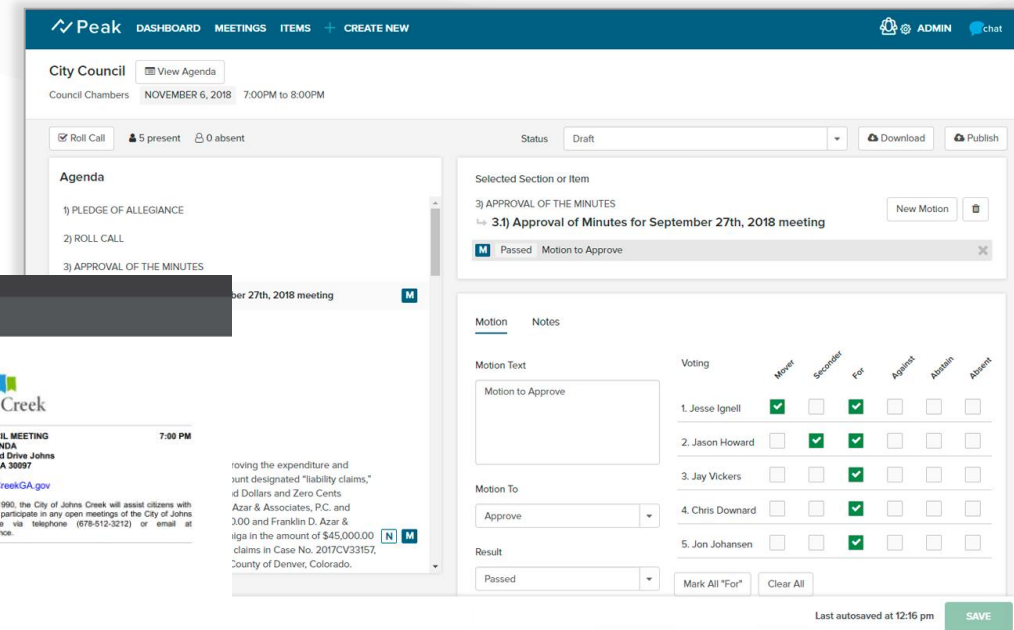
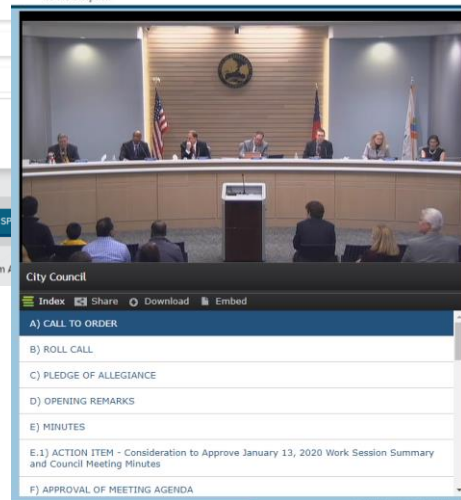
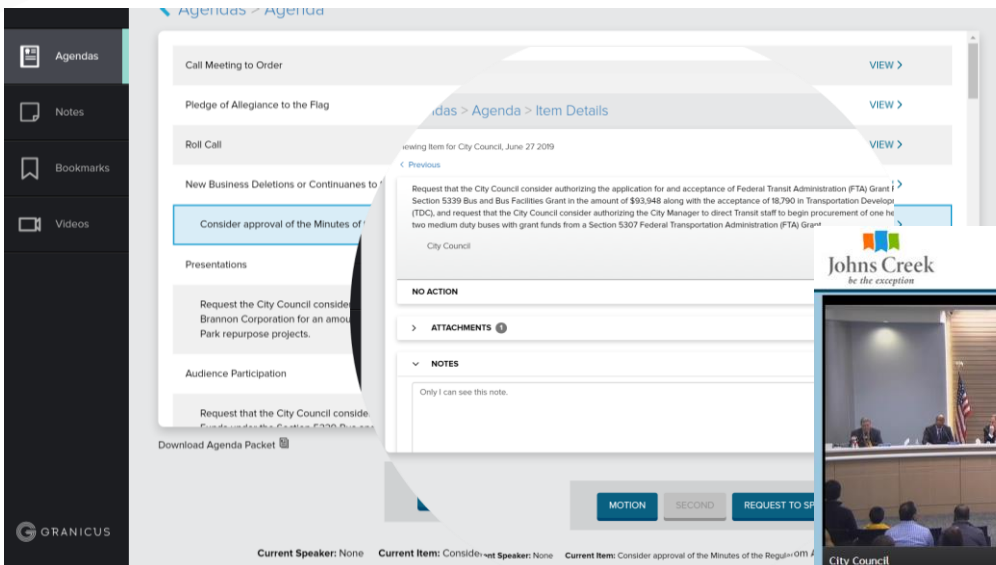
Automate Agenda Preparation
streamline item submittals and simplify
the approval process



Capture Citizen Feedback
collect input from the
community and
include citizens unable to
attend meetings

IN-Meeting Solutions

Streamlined meetings



Run Seamless Meetings
by accessing agendas and
materials through an intuitive
council member app

Livestream Meetings

via a seamless live and on-demand
streaming experience across all devices

Electronically Capture
Meeting Minutes

instantly recording motions and
capturing votes in real time

POST-Meeting Solutions

Simplified Sharing

Finalize Meeting Minutes
*easily with an auto-generated
layout matching your
look and feel*

NAME	MEETING DATE	MEETING TIME	MEETING LOCATION	MEETING DETAILS	AGENDA
Council	12/11/2018	9:00 AM	Council Chambers	Meeting details	Agenda
Committee of the Whole	12/4/2018	9:00 AM	Council Chambers	Meeting details	Agenda
Council	11/27/2018	9:00 AM	Council Chambers	Meeting details	Agenda Minutes Video
Council	11/13/2018	9:00 AM	Council Chambers	Meeting details	Agenda Minutes Video
Council	11/8/2018	9:00 AM	Council Chambers Cancelled - Budget Presentations Items 21, 2.2, and additional Item 2.3, Smart Parkland were presented at the November 7, 2018 Budget Presentations Meeting.	Meeting details	Agenda Not available Not available
Council	11/7/2018	9:00 AM	Council Chambers	Meeting details	Agenda Minutes Video

Provide Citizen Access
*to a searchable meeting library
of agendas, minutes and videos*

From: City of Saint Paul <cityofsaintpaul@public.govdelivery.com>
Subject: January 8, 2019 Legislative Hearing Agenda
Attachments: 1-8-19 LH Agenda.pdf

Tuesday, January 8, 2019 at 9:00 a.m. in Room 330 City Hall.

NOTE: Agenda items are subject to change.

Please contact Mai Vang at 651-266-8563 or mai.vang@ci.stpaul.mn.us for further questions.

- [1-8-19 LH Agenda.pdf](#)

SHARE



Questions? [Contact Us](#)

STAY CONNECTED:



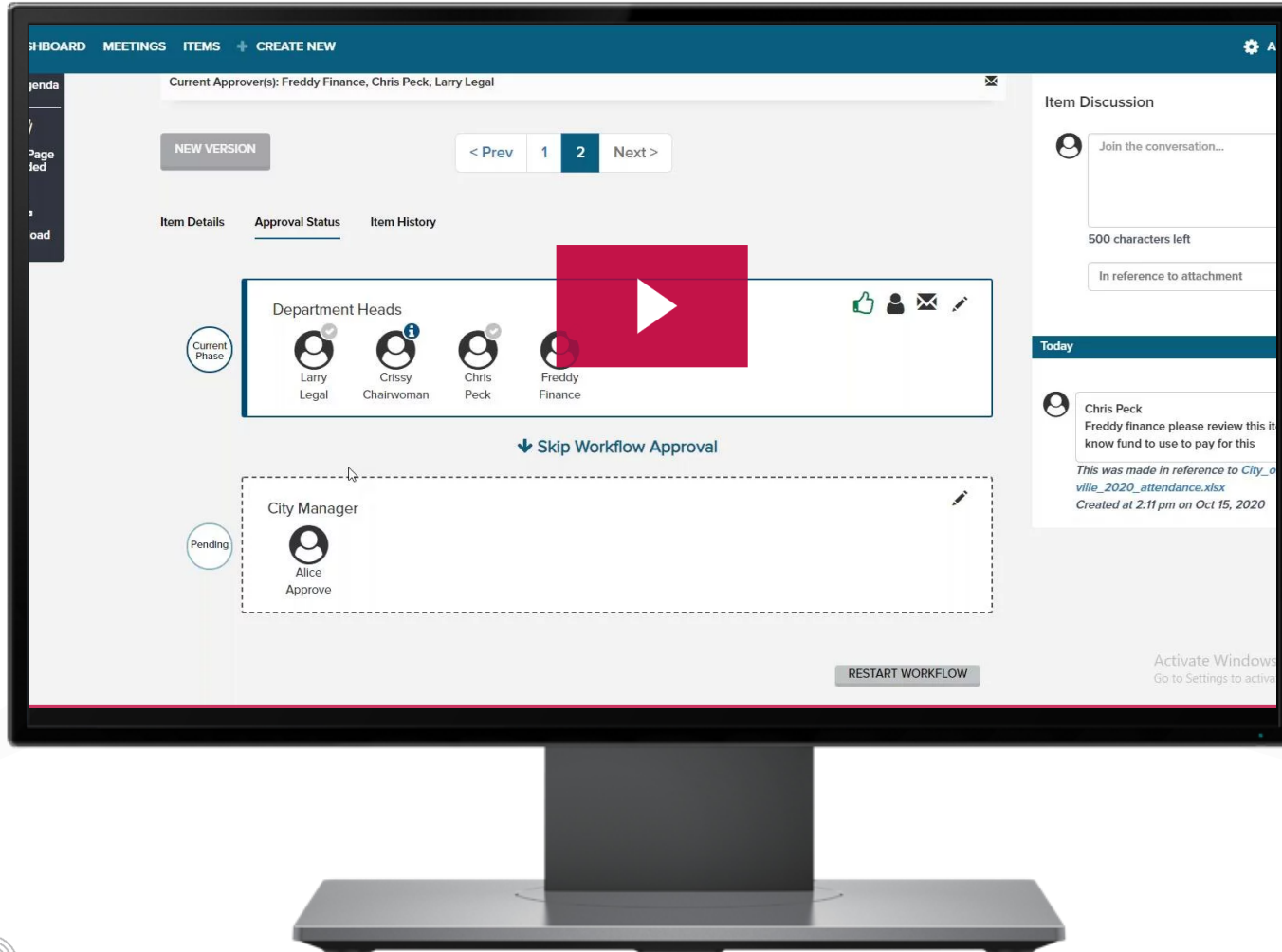
SUBSCRIBER SERVICES:

[Manage Preferences](#) | [Unsubscribe from ALL](#) | [Help](#)

Notify Stakeholders
*automatically & proactively
communicate when new
meeting materials are
posted*

Quick Demonstration

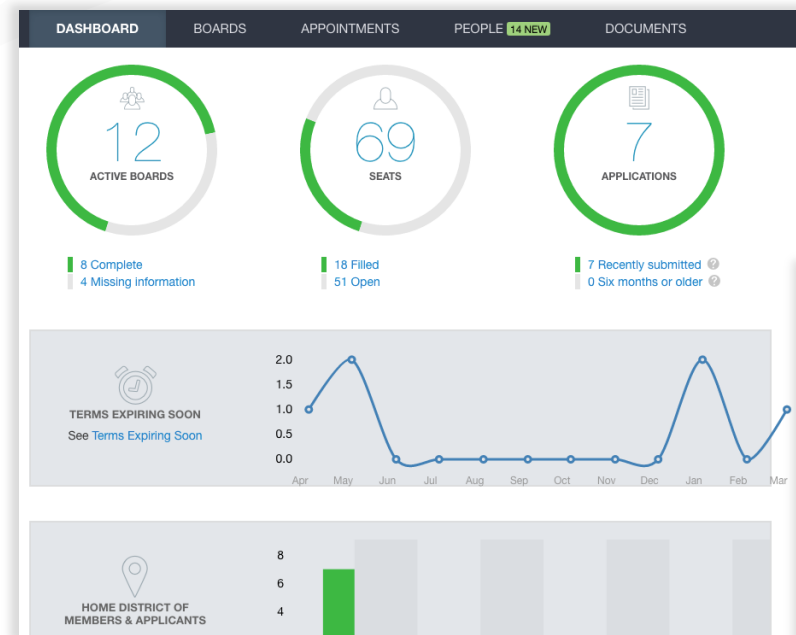
A Virtual Walkthrough of our Meetings Solution



[Click Here](#) to Watch
the Video

Boards and Commissions

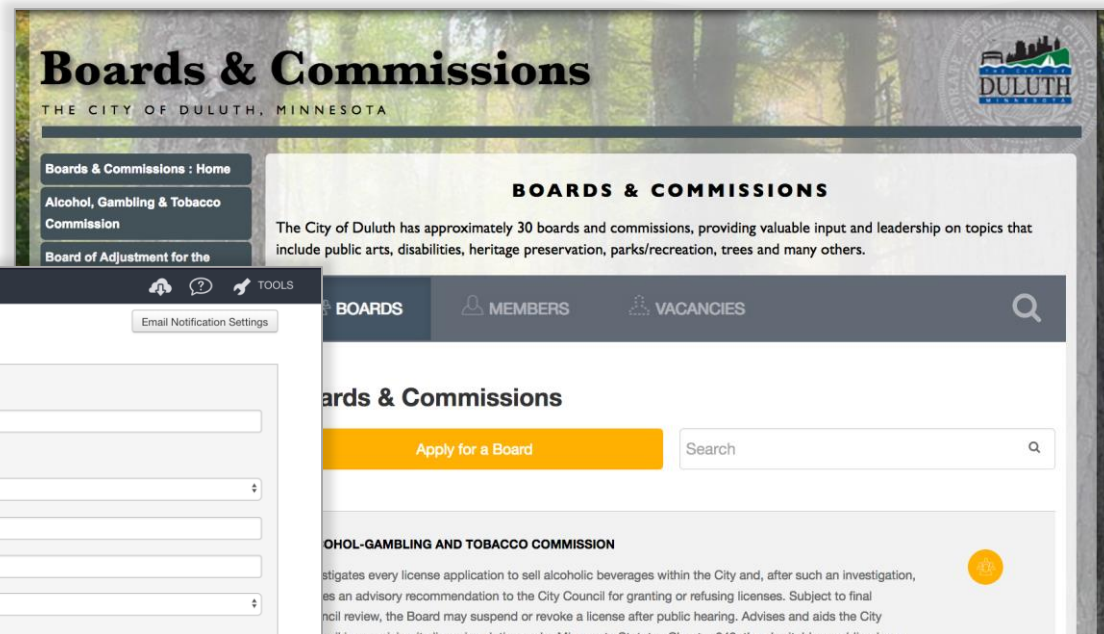
Automated board management



Manage Board Seats
track vacancies, boards &
demographics on a well-
organized dashboard

This interface allows for the configuration of automated email notifications. It includes a 'SENT EMAILS' section with a list of email types such as 'In Process', 'Reminder Emails', 'Other Emails', and 'CUSTOM EMAILS'. A 'Reapply to Board' form is also visible, with fields for Name, Trigger, Subject, Reply-To, To, Cc, and Body. The 'Body' field contains a pre-written email template for reapplying to a board.

Accept Digital Applications
accept applications and track
qualified candidates



Display Board & Member
Info
update your website with timely
and accurate board and
member info

Boards & Commissions – Demonstration



Watch the Demo [Here](#)