



To: Dave Hulseberg  
Village Manager

From: Larry McGhinnis  
I.T. Manager

CC: Timothy Sexton  
Finance Director

Date: July 29, 2011

Subject: Legistar Upgrade

The Legistar team has met on two occasions for demos of the new Legistar software upgrade. Attached is a memo from Barb Johnson, Deputy Village Clerk, outlining the team's findings and recommendation.

IT also participated in these demos. The new version is .NET-based internet backbone as opposed to client-server. Our current version uses a client/server configuration that requires IT to load software on any users PC that needs access to Legistar. This version of the software is no longer available and eventually support for our current version will end. In the new version there is no need for the application to be loaded on each PC. The Legistar program uses a web browser to gain access via a web page.

From IT's perspective, the new hosted version of the software offers many new and improved features that will make accessing and deploying information for the residents much easier.

Some of the upgrade positives that IT recognized:

- Legistar now provides a built-in document management system
- The software has better information delivery processes for end-users
- Easier access to all modules (One Click)
- Better labeling administration functions
- Larger field lengths up to 200 pages
- Integrated to Microsoft Office 2010 Word for data entry
- Can track document changes
- Scan documents directly into the Legistar system
- Document versioning was added
- More reporting functions
- Certified Copy creation improvements
- Much easier to pull up past meeting documents
- Documents can be exported to Microsoft Word and Excel

- The text in attachments can now be searched, consistent with the direction that has been requested in the Website Transparency Policy
- More robust search functions
- Users can send email directly from the software/web application
- Better TAB and Bullet functions
- Approval tracking
- Ability to include digital signatures for documents
- Ad hoc/on-the-fly changes to reports
- Ability to sort by any information
- Convert to calendar display
- Create text file direct from program
  - Gives residents ability to print agendas if they wish using their own printer & paper
- Simple/advanced search capabilities
  - Save searches for later queries
- Board members can make personal/private comments just for their own use/view
- Board members get their own login credentials

Legistar is now part of Granicus which is another application the Village currently uses for displaying video on our web site. Daystar (developers of Legistar) was purchased by Granicus earlier this year.

During the FY2012 budget process \$30,000 was allocated for the Legistar upgrade. The current version of Legistar runs on a server that the Village currently owns. This server is already 4 years old and will need to be replaced this year if we maintain the Legistar software in-house. Replacement of the in-house server hardware costs approximately \$7,000. In addition, IT will have to upgrade the Microsoft SQL license that costs approximately \$4,000. In three to four years the server hardware and the SQL licensing would have to be upgraded again.

The new version of Legistar being proposed is a hosted system by Granicus. The hosted version eliminates the need for any server equipment or SQL licenses at the Village. A major benefit of Granicus hosting is their ability to provide multiple off-site backup capabilities. All future upgrades or enhancements will be done by Granicus on their servers. The up-front cost of this conversion is \$29,500. The current support costs for Legistar are \$8,068 a year. There will be an increase in the monthly support costs of \$110.00 a month, resulting in annual support costs of \$9,388.

IT concurs with the Legistar Team and recommends this upgrade.