



# CITY COUNCIL STAFF REPORT

DATE: May 17, 2017 Consent Calendar

SUBJECT: AGREEMENT WITH DESTINY SOFTWARE INC. FOR AN AGENDA MANAGEMENT SYSTEM IN THE AMOUNT OF \$42,810 FOR FIVE YEARS, INCLUDING INSTALLATION, SETUP, TRAINING, AND UNLIMITED SUPPORT

FROM: David H. Ready, City Manager

BY: Office of the City Clerk  
Information Technology Department

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## SUMMARY

Request to approve an agreement with Destiny Software Inc. for an agenda management system in the amount of \$42,810 for five (5) years.

## RECOMMENDATION:

1. Authorize the single source procurement of an agenda management system from Destiny Software Inc.
2. Approve an agreement with Destiny Software Inc. for an agenda management system in the amount of \$42,810 for five years, including installation, setup, training, and unlimited support.
3. Authorize the City Manager to execute all necessary documents.

## STAFF ANALYSIS:

The City Council Audio/Visual System Upgrade ad hoc subcommittee members Councilmembers Mills and Roberts and staff have been working on the Council Chamber Audio/Visual System Upgrade Project. On April 5, 2017, the City Council awarded the contract for the City Council Chamber Audio/Visual System Upgrade Project, CP 15-06, which included VoteLynx and Swagit, the voting system and webcast streaming, respectively.

Triton Technologies, audio/visual consultant, recommends utilizing Agenda Quick by Destiny Software Inc. for agenda management to ensure cohesiveness of design, functionality, and compliance with design intent of the integration between Intent Digital VoteLynk (voting system) and Swagit (webcast streaming and archiving system). Due to the unique interface of the applications, staff concurs with the recommendation of the

city's consultant on this project and requests the single source award to Destiny Software Inc., as allowed pursuant to Section 7.04.020 of the Procurement Ordinance.

Upon approval staff will finalize the training schedule and commence training the week of June 12, 2017.

FISCAL IMPACT:

1st Year Cost: \$15,250

The first year costs includes installation, setup, staff training, integration with the voting and webcast streaming and archiving system.

2<sup>nd</sup> Year Cost: \$6,500

3<sup>rd</sup> Year Cost: \$6,500


4<sup>th</sup> Year Cost: \$7,280

5<sup>th</sup> Year Cost: \$7,280

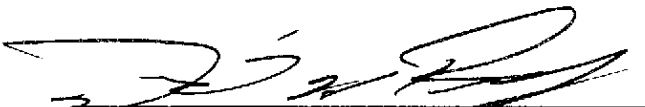
Funds are currently available in Account 001-1150-43200 for the first year's cost. Staff will include appropriate funds in the future budgets to accommodate the cost of years two through five.



Kathleen D. Hart, MMC  
Interim City Clerk



Arron Brown  
Director of Information Technology



David H. Ready, Esq., Ph.D.  
City Manager

Attachments:

- Letter from Triton Technology (audio/visual consultant)
- Proposed Agreement with Destiny Software



April 12, 2017

City of Palm Springs  
Attn: Ms. Kathie Hart  
3200 E. Tahquitz Canyon Way  
Palm Springs, CA 92262

I recommend that AgendaQuick be procured, sole source through the respective company, to ensure cohesiveness of design, functionality and compliance with design intent of the integration between the Intent Digital VoteLynx, Swagit and AgendaQuick systems.

As specified in the design and functionality requirements for the above areas, the combination of voting, agenda/minutes management and video streaming works only with:

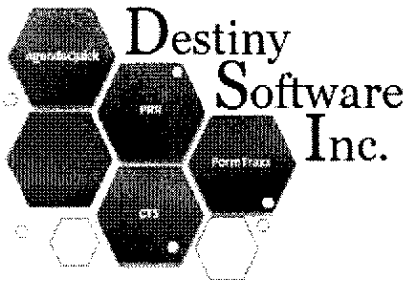
- VoteLynx XLG, by Intent Digital(voting)
- AgendaQuick, by Destiny Software, Inc (agenda management system)
- Swagit (webcast streaming / archiving system)

In combination with one another, as there are specific "application program interface" , API's, that enable tight coordination, allowing all three systems to work together as an integrated system. Intent Digital (ID) and Destiny Software Inc. have developed a fully integrated voting and agenda management system by combining the best of Intent Digital's 'VoteLynx' system and AgendaQuick.

Sincerely,

*Kristen Tetherton*

Kristen Tetherton  
President



# AGENDA QUICK

OUR WEB-BASED  
AGENDA MANAGEMENT SYSTEM

FOR

The City of Palm Springs, CA

APRIL 11, 2017

EASY-TO-USE

ADAPTABLE

COST-EFFECTIVE

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# System Design

AgendaQuick™ is a Web-based agenda software application designed to simplify the agenda management process from start to finish. You might call it an electronic agenda or e-agenda, but no matter what you call it, AgendaQuick™ will make creating and distributing agendas quick and easy.

## QUICK OVERVIEW

- AgendaQuick is our easy-to-use web-based Agenda Management product and it is offered as either a Client Installed or a Hosted solution.
- It is easy to set up, simple to use, yet powerful enough to handle all of your meeting types. Several of our city clients have over 30 different meeting types in the system.
- It was designed for and inspired by city & county clerks. It's loaded with the kind of time-saving features that are important to those who prepare agendas and minutes.
- AgendaQuick is easy to maintain. You control virtually every aspect of the look and feel of the program as well as the ability to make changes whenever you want – without the need for additional programming costs.
- Our training is thorough but done in an easygoing, slow-paced manner that makes it enjoyable to learn the system. Most admin training is completed within 4 to 5 weeks by conducting very manageable 60 to 90 minutes sessions once or twice a week – all centered on your schedule.
- You'll never feel neglected or left to figure out things on your own. We encourage our clients to contact us with any questions or concerns. Our customer support is designed to immediately deal with any issue presented and we are often able to resolve all concerns in that first call.
- And, when coupled with our own video service or integrated with other video providers, AgendaQuick becomes your single source for accessing all of your agendas, minutes and video recordings.

**We are exceptionally proud of what our clients have to say:**

“The program will ultimately save me 2-3 days of agenda work per week. It will pay for itself within six months in time saved alone. It is also saving our staff significant time in preparing and routing items for our agendas.”

**– City of Flagstaff, AZ**

“I just wanted to let you know that we have been very happy with the program - it's really easy to use from both an administrator and user standpoint and the customer service from Destiny Software is simply fantastic”

**– Yavapai County, AZ**

“Destiny Software has been wonderful to work with and help us not only with training needs, but other minor edits that improve the way the program works for our city.”

**– The City of Puyallup, WA**

“I like it! This is so much easier...Thank you very much for being so great to work with.”

**– The City of Edmonds, WA**

“The program is very easy to use and staff acceptance and utilization has been terrific. What used to take 2 people several very long days to complete one agenda now takes a few hours... It's been a huge time saver made creating agendas much easier on everyone.”

**– Collin County, TX**

## CREATING TEMPLATES

To begin, AgendaQuick™ is a web-based and very customizable application. You create the look and feel of each template to match your needs. It is designed so that you can minimize training and transition time by replicating your current paper form.

Agenda Item Templates									
Agenda Item Template:		Palm Springs Staff Report			<input type="button" value="Print"/> <input type="button" value="Preview"/> <input type="button" value="Copy"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>				
Template Name:		Palm Springs Staff Report			TemplateID: 263				
Routing Map:		Agenda Item w/Fiscal Impact			Choose the specific routing you wish this Agenda Item to take.				
<input type="button" value="Text/Input Boxes"/> <input type="button" value="Template Options"/> <input type="button" value="Display Options"/> <input type="button" value="User Defined"/> <input type="button" value="User Def. Values"/>									
Text/Input Boxes									
Label Format: Size: <input type="text" value="Medium"/> <input checked="" type="checkbox"/> Bold <input type="checkbox"/> Underline <small>Text box text size is controlled by the Agenda Template</small>									
	Label	Display	Copy	Display	Required?	Context Sensitive?	Admin Only?	To Minutes?	
		<small>on Agenda Item?</small>		<small>on Agenda?</small>					<input type="button" value="Clear"/>
Box 1:	SUBJECT <small>HELP DEFAULT</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Box 2:	RECOMMENDATION <small>HELP DEFAULT</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Box 3:	STAFF ANALYSIS <small>HELP DEFAULT</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Box 4:	BACKGROUND <small>HELP DEFAULT</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Box 5:	FISCAL IMPACT <small>HELP DEFAULT</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Box 6:	ADMIN ONLY <small>HELP DEFAULT</small>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Box? <input checked="" type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Box? <input checked="" type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Box 7:		<input type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Agenda Item Fiscal Impact Setup									
Fiscal Impact Format: <input type="radio"/> Horizontal <input type="radio"/> Columnar <input type="radio"/> Table Left <input type="radio"/> Table Right <input checked="" type="radio"/> Stacked <input type="radio"/> Detailed 1 (Collin) <input type="radio"/> Detailed 2 <input type="radio"/> Detailed 3 (HCDE) <input type="radio"/> Detailed 4 (Yolo) <input type="radio"/> Detailed 5 (Yolo Revised) <input type="radio"/> Detailed 6 (Madford)									
		Sort By: <input type="text" value=""/>		<input type="checkbox"/> Print on Agenda?		<input type="checkbox"/> Fiscal Impact Required?			
	Label	Required?	Context Sensitive?	Size					
Text Box:	FISCAL IMPACT <small>HELP</small>	<input type="checkbox"/>	<input type="checkbox"/>						
Input 1:	Fiscal Year <small>HELP</small>	<input type="checkbox"/>	<input type="checkbox"/>	10 <small>default is 10</small>					
Input 2:	Budgeted Y/N <small>HELP</small>	<input type="checkbox"/>	<input type="checkbox"/>	10 <small>default is 10</small>					
Input 3:	Account # <small>HELP</small>	<input type="checkbox"/>	<input type="checkbox"/>	10 <small>default is 10</small>					
Input 4:	Amount Requested <small>HELP</small>	<input type="checkbox"/>	<input type="checkbox"/>	10 <small>default is 10</small>					
Input 5:		<input type="checkbox"/>	<input type="checkbox"/>	<small>default is 10</small>					
Input 6:		<input type="checkbox"/>	<input type="checkbox"/>	<small>default is 10</small>					
Use the clear button to erase your changes on the screen by line. You will still need to press the 'Add' or 'Update' button for the Agenda Item line to be affected.									
<input type="button" value="Update"/>									

CREATING AGENDA ITEMS

Once your agenda item templates are created, users simply log onto the system and begin entering information into the template for a particular meeting date. You can even create mandatory fields that require information before the form can be routed!

City of  
Palm Springs, CA

# AgendaQuick

by Destiny Software

you are logged in as destiny [Help](#)

### Create New Agenda Item

<input type="button" value="Print: No Save"/>	<input type="button" value="Print"/>	<input type="button" value="Word"/>	<input type="button" value="PDF"/>	Staff Report: 2494	<input type="button" value="Search"/>	<input type="button" value="Status"/>	<input type="button" value="History"/>
*Meeting Date: 08/26/2015 - Palm Springs City Council: <input type="button" value="v"/>				Meeting Type: Palm Springs City Council <input type="button" value="Delete"/>			
Cut Off Date: 08/19/2015 05:00 PM							
FROM: Frank Jones <input type="button" value="v"/>		BY: Dean Dickinson, Analyst					
Department: Economic Development <input type="button" value="v"/>							
*Title: Medical Cannabis Cooperative							

### Information

Click on the LABEL or the TEXT to get to the Editor Box to edit the contents.  
 Click on the SHOW button to VIEW the full contents.  
 Click on the OPEN ALL button to open all of the Editor Boxes at once.

\* **SUBJECT:**  
 REVIEW AND EVALUATION OF APPLICATIONS AND AWARD A FIFTH AND SIXTH PERMIT FOR A MEDICAL CANNABIS COOPERATIVE OR COLLECTIVE AND CEQA EXEMPTION DETERMINATION

**RECOMMENDATION**  
 Open the public hearing and receive public testimony and evaluate the qualified applications from the 2014 permit process, and consider an award up to two additional permits to operate a medical cannabis cooperative and/or collective.

**STAFF ANALYSIS**

**BACKGROUND**  
 The City has a comprehensive regulatory program for medical cannabis cooperatives and/or collectives in the City. Earlier this year, the City adopted Ordinance Nos. 1876 and 1879 amending the City's regulatory program and expanding cannabis cultivation opportunities to permitted medical cannabis

**FISCAL IMPACT**  
 All medical cannabis collectives or cooperatives will be required to pay the applicable cannabis and marijuana tax of 10% on all proceeds, approved by the voters in 2013.

Agenda Item Template: Palm Springs Staff Report

**ATTACHING DOCUMENTS**

Supporting documents in a variety of formats can easily be attached to the agenda item for any meeting type with the 'Attachment' feature. The system allows you to define the type permitted; such as .doc, .xls, .jpg, .pdf and others.

You can add any number of attachments and order them in the sequence you'd like to have them presented on the agenda by using the 'Sort Sequence' feature.

There is also a 'Confidentiality' feature that can be used to limit access to certain documents. You determine the labels to be used as well as who has access.

You can track expiration dates of contracts and other time sensitive documents within the Attachment feature.

					
You are logged in as destiny Help					
<b>Create New Agenda Item</b>					
<input type="button" value="Print, No Save"/> <input type="button" value="Print"/> <input type="button" value="Word"/> <input type="button" value="PDF"/>		Staff Report: 2494 <input type="button" value="Search"/> <input type="button" value="Status"/> <input type="button" value="History"/>			
*Meeting Date: 08/26/2015 - Palm Springs City Council		Meeting Type: Palm Springs City Council <input type="button" value="Delete"/>			
Cut Off Date: 08/19/2015 05:00 PM					
FROM: Frank Jones Planning & Development Director		BY: Dean Dickinson, Analyst			
Department: Economic Development					
*Title: Medical Cannabis Cooperative					
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Phrases"/> <input type="button" value="Return"/>					
<b>Staff Report Contains: Attachment Information</b>					
<input type="button" value="Information"/> <input type="button" value="Attachments"/> <input type="button" value="Fiscal Impact"/> <input type="button" value="Int. Comments"/> <input type="button" value="Routing"/>					
<b>Attachments</b>					
Use the button below to select a document to be attached to this form. then press the ADD button to add it to the list of documents. Once a document is selected to be attached, it is uploaded to the server when this form is Saved or Submitted.					
Select file(s) to be attached:		<input type="button" value="Browse..."/>			
*Link Name: Vicinity Map		Short name: <input type="text"/> <input type="button" value="Update"/>			
Confidentiality:		Sort Sequence: 1			
Document Type:		Expiration Date:			
Click on an Attachment Sort Sequence Number to update the Link Name, Confidentiality Group or Sort Sequence. Click on the Attachment Link Name to view the attachment. If you do not have access to the associated Confidentiality Group, these links will not be available.					
To update a document which has already been automatically converted to PDF format, click on the Original Document Name in the Original Document column. Make changes to the document, then remove the existing attachment line and reattach the document.					
Sort	Link Name	PDF Attachment	Confidentiality	Original Document	Remove
1	Vicinity Map	2477_staffRep.pdf Date: 08/07/2015 By: destiny			<input type="checkbox"/>

ADDING FISCAL INFORMATION

Additionally, we have an optional separate area for presenting fiscal information – called the ‘Fiscal Impact’ tab. Like the other areas of the application, this is also something that can be customized to reflect your needs. Below is an example:

City of  
Palm Springs, CA

## AgendaQuick

by Destiny Software

you are logged in as destiny - [Help](#)

Create New Agenda Item

Print, No Save
Print
Word
PDF

Staff Report: 2494
Search
Status
History

\*Meeting Date: 08/26/2015 - Palm Springs City Council ▼

Meeting Type: Palm Springs City Council Delete

Cut Off Date: 08/19/2015 05:00 PM

FROM: Frank Jones ▼  
 Planning & Development Director

BY: Dean Dickinson, Analyst

Department: Economic Development ▼  
\*Title: Medical Cannabis Cooperative

Submit
Save
Phrases
Return

Staff Report Contains: Attachment, Fiscal Impact Information

Information
Attachments
Fiscal Impact
Int. Comments
Routing

Fiscal Impact

Fiscal Year: 2015-16  
Budgeted Y/N: Y  
Account #: General

← ← The labels and layout are designed by you.

Amount Requested: 10,000

**FISCAL IMPACT:**

See attached for further fiscal impact ...

Update

Edit	Fiscal Year	Budgeted Y/N	Account #	Amount Requested	FISCAL IMPACT	Remove
↓	2015-16	Y	General	10,000	See attached for...	☐

\* Indicates a required field.  
 The form cannot be submitted until all required fields are entered.  
 AgendaQuick by Destiny Software, Inc.

Within this ‘Fiscal Impact’ area you can have a variety of layouts, from radio buttons to text fields – all with custom labels. Again, the idea is to provide the user with a very intuitive, easy to use layout that doesn’t require a lot of training.

ROUTING AND APPROVAL

Once the information has been entered, it's time to send it to those that need to see it. **The routing of an agenda item can follow a predetermined route as well as allow the User to determine the routing.** Subsequently, any person in the approval process can modify the routing sequence by adding additional stops or send it back to the Originator.

City of  
Palm Springs, CA

## AgendaQuick

by Destiny Software

You are logged in as destiny Help

### Create New Agenda Item

Print, No Save
Print
Word
PDF

Staff Report: 2494 Search Status History

\*Meeting Date: 08/26/2015 - Palm Springs City Council ▼

Meeting Type: Palm Springs City Council Delete

**Cut Off Date: 08/19/2015 05:00 PM**

**FROM:** Frank Jones ▼  
 Planning & Development Director

**BY:** Dean Dickinson, Analyst

**Department:** Economic Development ▼

**\*Title:** Medical Cannabis Cooperative

Submit Save Phrases Return

**Staff Report Contains: Attachment, Fiscal Impact Information**

Information
Attachments
Fiscal Impact
Int. Comments
Routing

Request Review

**Preliminary Routing Status**

STATUS	INBOX	APPRVL DATE	ARRIVAL DATE	BY
FIRST STOP	Community Development Director Bill Winters Economic Development Finance Director Attorney City Manager			
	← Variable Stops			
	← Fixed Route Map Stops			

Add Inboxes

**Routing**

**\*\*\* Please remember to click the save button before leaving this page \*\*\***

Enter a number in the box(s) to indicate the sort order for routing.

Save Variable
Cancel

**Currently Selected Inboxes.**

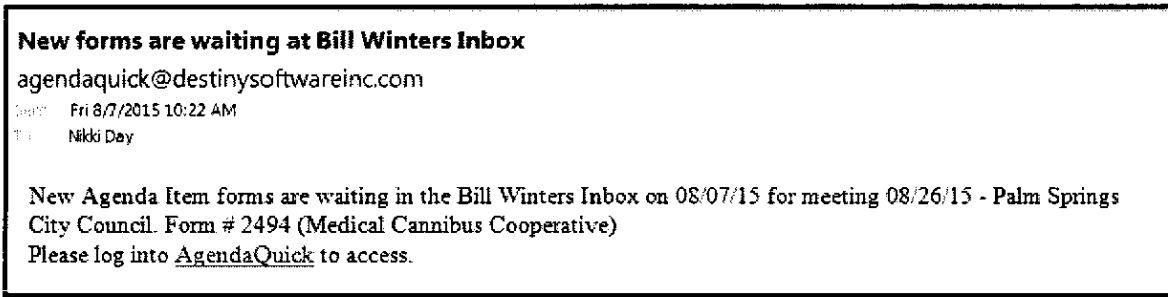
Community Development Director	1	Bill Winters	2
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**Department:** Economic Development ▼

**Economic Development (Originator)**  
 Karl Cassell

**Jayne Swanson**

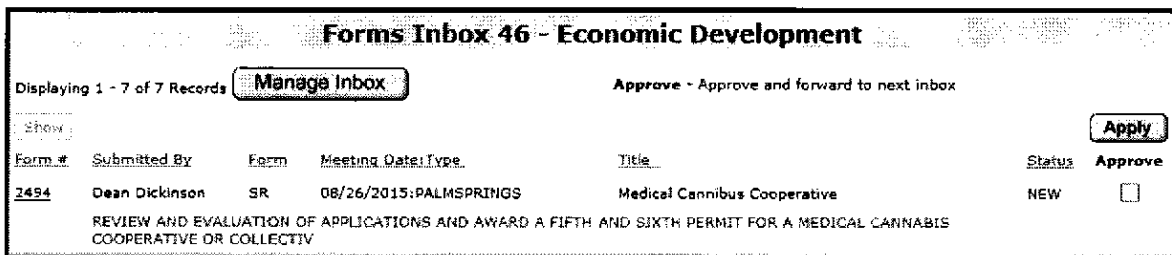
**When a form is in routing**, the individuals in the routing process receive an email through your regular email system, indicating that a form is in their **"Forms Inbox"** for review



There is a hyperlink in the text of the email that directs them to the login screen of the application. After logging in, they simply click on the form they want to review, and the system brings it up. Depending on authorization levels and your procedures, the form can be edited or made to be read only.

### Inbox Features

After reviewing, the form is then 'Approved' and sent to the next approval stop, or 'Returned' to the sender for further clarification or changes.



You can also add additional route stops to the routing and approval process when you open forms from within your Inbox.

**Inboxes can be shared** by several people or access can be granted to others by the Inbox owner. This allows agenda items to be reviewed and approved by others in the event the primary Inbox owner is ill, on vacation or simply not available.

In the event of a problem, Inboxes can be accessed through an administrative login.

MONITORING THE STATUS OF ITEMS

The system provides a 'Status' feature that tracks the approval process and indicates where the item is at any point in time. It's not only good information, but it can help speed up that process by showing exactly where the items are held up and then giving the administrator of the program the information they need so they can contact those individuals to complete the routing process.

Inbox Economic Development - Create New Agenda Item																																																															
Print, No Save		Print	Word	PDF	Staff Report: 2494	Status	History																																																								
* Meeting Date: 08/26/2015 - Palm Springs City Council				Meeting Type: Palm Springs City Council																																																											
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<div style="border: 1px solid black; padding: 5px;"> <p>Routing Status - Internet Explorer, optimized for Bing and MSN</p> <p>Agenda Item Routing Status, Form: 2494 08/26/2015 Palm Springs City Council (PALMSPRINGS)</p> <table border="1"> <thead> <tr> <th>STATUS</th> <th>INBOX</th> <th>ARRIVAL DATE</th> <th>SUBMIT/APPROVAL DATE &amp; TIME</th> <th>DAYS IN INBOX</th> <th>APPROVED BY</th> <th>VARIABLE INBOX?</th> </tr> </thead> <tbody> <tr> <td>CREATED</td> <td></td> <td></td> <td>08/07/2015 10:00 AM</td> <td></td> <td>destiny</td> <td></td> </tr> <tr> <td>APRV</td> <td>Community Development Director-ID: 24 SEQ: 1</td> <td>08/07/2015 10:01 AM</td> <td>08/07/2015 10:22 AM</td> <td>&lt;1</td> <td>destiny</td> <td>Yes</td> </tr> <tr> <td>APRV</td> <td>Bill Waters-ID: 11 SEQ: 2</td> <td>08/07/2015 10:02 AM</td> <td>08/07/2015 10:22 AM</td> <td>&lt;1</td> <td>destiny</td> <td>Yes</td> </tr> <tr> <td>NEW</td> <td>Economic Development (Originator)-ID: 46 SEQ: 3</td> <td>08/07/2015 10:02 AM</td> <td></td> <td>&lt;1</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Finance Director-ID: 14 SEQ: 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Attorney-ID: 25 SEQ: 5</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>City Manager-ID: 56 SEQ: 6</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>								STATUS	INBOX	ARRIVAL DATE	SUBMIT/APPROVAL DATE & TIME	DAYS IN INBOX	APPROVED BY	VARIABLE INBOX?	CREATED			08/07/2015 10:00 AM		destiny		APRV	Community Development Director-ID: 24 SEQ: 1	08/07/2015 10:01 AM	08/07/2015 10:22 AM	<1	destiny	Yes	APRV	Bill Waters-ID: 11 SEQ: 2	08/07/2015 10:02 AM	08/07/2015 10:22 AM	<1	destiny	Yes	NEW	Economic Development (Originator)-ID: 46 SEQ: 3	08/07/2015 10:02 AM		<1				Finance Director-ID: 14 SEQ: 4							Attorney-ID: 25 SEQ: 5							City Manager-ID: 56 SEQ: 6					
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<b>FISCAL IMPACT</b>																																																															
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# CREATING THE AGENDA

As **agenda items are created**, they flow automatically to the agenda template for that meeting date. The agenda items are placed on the agenda based on template settings. **Red text** tells you that the form is in routing; **blue** that the item is approved.

The screenshot shows a detailed agenda template with multiple rows. Each row contains an agenda item description, a status indicator (red or blue), and a 'Done' button. The items include:

- Item 1:** CITY COUNCIL AND AGENDA ITEM TO THE PUBLIC HEARINGS COMMUNITY REDEVELOPMENT... (Status: Red)
- Item 2:** David H. Hooper, Esq., Ph.D., City Manager James Thompson, Chief of Staff... (Status: Red)
- Item 3:** CITY COUNCIL AND AGENDA ITEM TO THE PUBLIC HEARINGS COMMUNITY REDEVELOPMENT... (Status: Red)
- Item 4:** PUBLIC HEARINGS COMMUNITY REDEVELOPMENT... (Status: Red)
- Item 5:** PUBLIC HEARINGS COMMUNITY REDEVELOPMENT... (Status: Red)
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- Item 100:** PUBLIC HEARINGS COMMUNITY REDEVELOPMENT... (Status: Red)

Agenda Items are automatically placed in the proper sections of your agenda template. For instance, Consent items would flow to the 'Consent' section of the agenda where they can be re-numbered and re-ordered. Same thing applies with 'Public Hearings' or any other fixed agenda topic. When a user initiates an agenda item, the agenda item template will provide these agenda sub-areas in drop down tables for them to select. You can even make these mandatory fields to complete!

VIEW MEETINGS FEATURE

AgendaQuick has several features that give individuals access to the agendas as they are being created and after they are finalized. 'View All Agendas' allows anyone with the appropriate security level access the ability to get a 'Heads Up' on upcoming agendas.

**View All Agendas**


Meeting: 08/12/2015 - Palm Springs City Council

**PRELIMINARY AGENDA**  
Agenda has not been finalized

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**CITY COUNCIL**  
AND AS SUCCESSOR AGENCY TO THE PALM SPRINGS COMMUNITY REDEVELOPMENT AGENCY  
**CITY OF PALM SPRINGS, CALIFORNIA**  
Council Chamber, 3200 East Tahquitz Canyon Way, Palm Springs, California 92262  
[www.palmspringsca.gov](http://www.palmspringsca.gov)

**AGENDA**

August 12, 2015		4:30 PM CLOSED SESSION 6:00 REGULAR MEETING
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Steve Pougnet, Mayor  
Paul Lewin, Mayor Pro Tem  
Ginny Foat, Councilmember  
Rick Hutcheson, Councilmember  
Chris Mills, Councilmember

*City of Palm Springs Vision Statement: Palm Springs aspires to be a unique world class, desert community, where residents and visitors enjoy our high quality of life and a relaxing experience. We desire to balance our cultural and historical resources with responsible, sustainable economic growth and to enhance our natural desert beauty. We are committed to providing responsive, friendly and efficient customer service in an environment that fosters unity among all our citizens.*

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James Thompson, Chief of Staff/City Clerk  
Marcus Fuller, Assistant City Manager/City Engineer  
Douglas C. Holland, City Attorney  
Geoffrey S. Kiehl, Director of Finance and Treasurer

Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the "Public Comments" portion of the agenda must file a "Speaker Card" with the City Clerk BEFORE that portion of the agenda is called. Although the City Council values your comments, pursuant to the Brown Act, it generally cannot take any action on items not listed on the posted agenda.

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Please note, any agenda item which has not been initiated by 10:00 P.M. may be continued to a subsequent meeting.

City Council meetings are webcast live on the City's website [www.palmspringsca.gov](http://www.palmspringsca.gov) and cablecast live on PSC TV Channel 17 and 26.103. Meetings are re-broadcast (following the meeting) on Thursday at 8:00 P.M., Saturday at 1:30 P.M. and Tuesday at 7:00 P.M.

It is the intention of the City of Palm Springs to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact the Office of the City Clerk, 323-8204, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.

**4:30 P.M. CLOSED SESSION**

**CALL TO ORDER (Council Chamber):**

## UPDATING FINALIZED AGENDAS

The 'Update Agenda' feature allows for those last minute changes to the agenda that always come up - to be made quickly and without the need for routing. **These changes are immediately made to your website as well** – so you don't have to keep worrying about having the latest copy on the web.

**Update Finalized Agendas**

Meeting: 06/12/2019 Palm Springs City Council

Agenda For: Palm Springs City Council

Meeting Name: Palm Springs City Council

Default Document Structure: 321PALMSPRINGS20190612 321

Status:

**Agenda Items**

Agenda Item:

Item # 1

Item Name: [Empty]

Item Description: [Empty]

Item Category: [Empty]

Item Sub-category: [Empty]

Agenda Category and Sub-category:

Category: [Empty]

Sub-category: [Empty]

Last minute items can be quickly and easily added to your agenda.

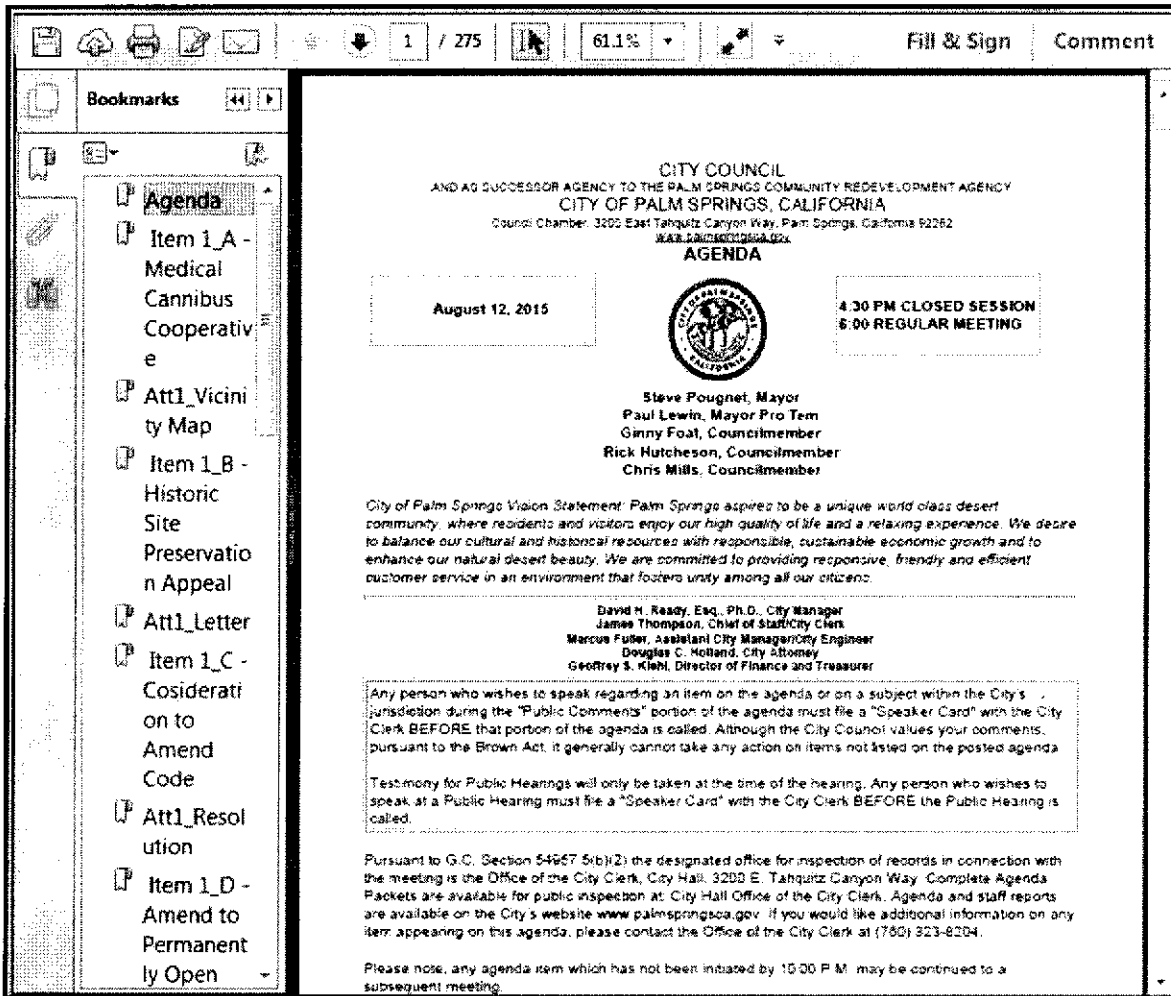
WARNING: This screen is used to update the agenda. It is not intended for use as a document editor. All changes are made directly to the agenda. If you are having trouble with the agenda, please contact the system administrator.

Item #	Item Name	Item Description	Item Category	Item Sub-category	Item Status	Item Action
1	KITY COUNCIL AND AS SUCCESSOR AGENCY TO THE PALM SPRINGS COMMUNITY REDEVELOPMENT AGENCY CITY OF PALM SPRINGS, CALIFORNIA Council Chamber, 3200 East Tahquitz Canyon Way, Palm...				Final	<input type="button" value="Edit"/>
2	Steve Pognat, Mayor Paul Lewis, Mayor Pro Tem Cindy Post, Councilmember Rick Hutchison, Councilmember Chris Hill, Councilmember City of Palm Springs Vision Statement...				Final	<input type="button" value="Edit"/>
3	David R. Reedy, Esq., Ph.D., City Manager James Thompson, Chief of Staff City Clerk Marcus Folter, Assistant City Manager/City Engineer Douglas L. Holland, City				Final	<input type="button" value="Edit"/>
4	Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the "Public Comments" portion of the agenda...				Final	<input type="button" value="Edit"/>
5	4:30 P.M. CLOSED SESSION				Final	<input type="button" value="Edit"/>
6	CALL TO ORDER (Council Chamber)				Final	<input type="button" value="Edit"/>
7	PUBLIC COMMENT (Council Chamber) This time has been set aside for members of the public to address the City Council on items contained only on the Closed Session Agenda				Final	<input type="button" value="Edit"/>
8	RECESS TO CLOSED SESSION (Small Conference Room) See Closed Session Agenda				Final	<input type="button" value="Edit"/>
9	6:00 P.M. REGULAR MEETING				Final	<input type="button" value="Edit"/>
10	CALL TO ORDER				Final	<input type="button" value="Edit"/>
11	DEFENSE OF AN ORDINANCE				Final	<input type="button" value="Edit"/>
12	INVOCATION: Rabbi Sally Gans, Temple Isaiah				Final	<input type="button" value="Edit"/>

With the 'Publish Agenda' button, you control when agendas get posted to your website.

## PRINTING AGENDA PACKETS

Once the agenda is completed, you can prepare to print the entire packet with the **Packet Collator** feature. This feature creates a file where the agenda, the individual agenda items and their corresponding documents are collated for you. This file is then converted to a single PDF and completely bookmarked – all with a single click.



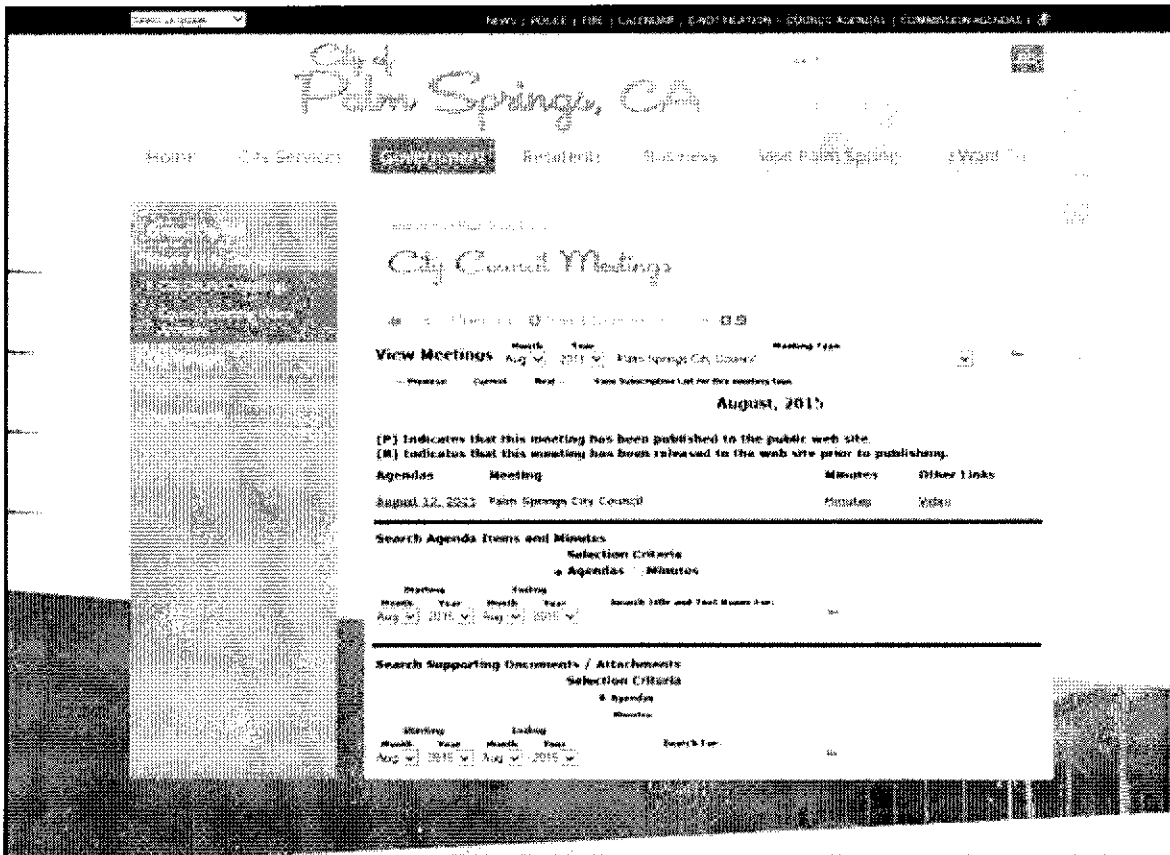
AgendaQuick also works with Adobe Acrobat Professional to create additional features and functions within the PDF. One of the features you can activate at the time you create the PDF is the ability to give individuals, such as board and council members, **annotation tools to create their own notes for the meeting.**

They can do this with the FREE Adobe Reader; it does not require individual copies of Adobe Acrobat.

## PUBLISHING TO THE WEB

**You control when agendas get published and when they become available to staff.** With a simple click, agendas and supporting documentation are available on your website or removed just as easily.

Public access is easy to understand and it quickly allows the person to select the month and meeting date of the meeting they wish to see. They get the choice of viewing the agenda in HTML or downloading a PDF.



AgendaQuick can fit nicely within the framework of your existing website or your webmaster can elect to have users be directed to a new page – you have the choice.

Here are a couple of nice client examples:

[Town of Addison Texas](#)

[The City of Edmond Oklahoma](#)

## HTML Version of the Agenda

Download PDF Packet PDF Print Agenda Return

**CITY COUNCIL**  
AND AS SUCCESSOR AGENCY TO THE PALM SPRINGS COMMUNITY REDEVELOPMENT AGENCY  
**CITY OF PALM SPRINGS, CALIFORNIA**

East Tahquitz Canyon Way, Palm Springs, California 92262  
[www.palmspringsca.gov](http://www.palmspringsca.gov)

In addition to the html version, you can download the entire agenda packet in a pdf format.

### AGENDA



**4:30 PM CLOSED SESSION**  
**6:00 REGULAR MEETING**

**Steve Fougnet, Mayor**  
**Paul Lewin, Mayor Pro Tem**  
**Ginny Foat, Councilmember**  
**Rick Hutcherson, Councilmember**  
**Chris Mills, Councilmember**

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#### 4:30 P.M. CLOSED SESSION

**CALL TO ORDER (Council Chamber):**

**PUBLIC COMMENT (Council Chamber):** This time has been set aside for members of the public to address the City Council on items contained only on the Closed Session Agenda

**RECESS TO CLOSED SESSION (Small Conference Room):** See Closed Session Agenda

#### 6:00 P.M. REGULAR MEETING

**CALL TO ORDER:**

## VIDEO INTEGRATION

AgendaQuick is designed to work with a variety of video solutions – Granicus, Swagit and others.

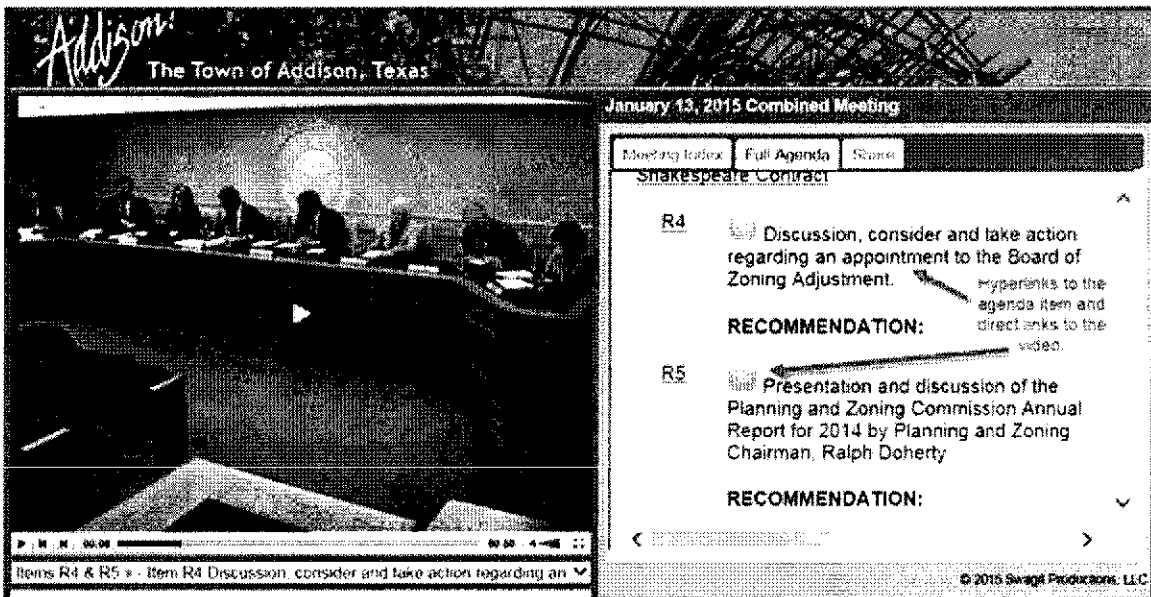
However, working with the Swagit engineers, we've developed a software interface that allows the Swagit editors direct access to the AgendaQuick meeting information. We are their **only** agenda partner with this innovative integration.

The result is a seamless, completely hands-free video streaming service that automatically links to the agenda items created within AgendaQuick. For an example click here:

<http://addisontx.swagit.com/play/01132015-1162/#11>

You can view both an 'Overview' of the agenda as well as the completely linked HTML version of the 'Full Agenda', which gives you instant access to the agenda item and its supporting attachments.

### Full Agenda with HTML hyperlinks to the Agenda Items and attachments



The screenshot shows a video player interface for a meeting agenda. The top left corner features the logo for "Addison! The Town of Addison, Texas". The main video area displays a meeting room with several people seated around a long table. The video player controls at the bottom show a progress bar at 00:00 and a title "Items R4 & R5 - Item R4 Discussion, consider and take action regarding an".

On the right side, there is a navigation menu with tabs for "Meeting Index", "Full Agenda", and "Status". Below the menu, the agenda items are listed:

- Shakespeare Contract**
- R4** Discussion, consider and take action regarding an appointment to the Board of Zoning Adjustment. *Hyperlinks to the agenda item and direct links to the video.*
- RECOMMENDATION:**
- R5** Presentation and discussion of the Planning and Zoning Commission Annual Report for 2014 by Planning and Zoning Chairman, Ralph Doherty
- RECOMMENDATION:**

At the bottom right, there is a copyright notice: "© 2015 Swagit Productions, LLC".

**ROLL CALL & TAKING MINUTES**

**AgendaQuick** allows you to move seamlessly into the actual meeting and take minutes. The 'Roll Call' feature is accessed through the '**Minutes Module**'. The Roll Call window appears when you click on the 'Roll Call' button.

This list of attendees is a table which you maintain by meeting type. A flag on each entry will determine if their name appears in the VOTE window. Notice that you can record unlimited additional meeting attendees at the bottom of the screen. Your attendance is automatically displayed in your meeting minutes.

Name		Title	Sort	Votes? <input type="checkbox"/>	Add
<b>Roll Call</b>					
Present	Voter	Name	Title	Sort	Del
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Foat	Councilmember	1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hutcheson	Councilmember	2	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mills	Councilmember	3	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tem Lewin	Mayor Pro	4	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pougnel	Mayor	5	<input type="checkbox"/>
<input type="button" value="Update"/>					
Staff Name		Title	Sort	Add	
<b>Also Present</b>					
Name		Title	Sort	Select All	Delete
Cinty Clerk Thompson		City Clerk	1	<input type="checkbox"/>	<input type="checkbox"/>
Ready		City Manager	2	<input type="checkbox"/>	<input type="checkbox"/>
Holland		City Attorney	3	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Update"/>					
<b>Additional Meeting Attendees</b>					
Name		Purpose	Sort		
<input type="button" value="Add"/>					

**The 'Roll Call' feature** also determines who is available to make motions, second and vote on agenda items. The meeting attendees who were flagged as present are now in the list of persons who may make a motion or a second, as well as vote: Aye, Nay, and Abstains. You can enter the Minutes during the meeting for quick summaries or wait until you have the time to add all of the detail.

# Vote Tally Screen

Close Window Preview

**SR-2477 13.A.**

**Vote Tally**

Record Time:  08/07/2015 09:55 AM

Name	Motion	Second	Aye	Nay	Other	Explanation	Sort
Councilmember Foat	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1
Councilmember Hutcheson	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		2
Councilmember Mills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	ABSENT	3
Mayor Pro Tem Lewin	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		4
Mayor Pougnet	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		5

Update Vote/Motion Cancel

**Motion Information**

to approve the application for medical cannabis.

Motion/Second	Time	Status	Description	<input type="button" value="Delete"/>
Hutcheson, Councilmember/ Tem Lewin, Mayor Pro	08/07/2015 09:55 AM	Aye-4, Nay-0	to approve the application for medical cannabis.	<input type="checkbox"/>

You can create your own custom layouts by choosing from a variety of options:

Save

Text Size: Agenda Default Text Size

Display Vote?  Yes  No

Vote Label:

Display Vote Time Stamps?  Yes  No

Display Motion?  Yes  No

Motion By Label: Moved by

Motion By Label Format: Medium Size  Bold  Underline

Motion Text Follows?  Motion  Second  Neither

Display Time Stamps?  Yes  No

Use:  Name  Title  Both

Motion/Second Format:  Horizontal

Position: Indented

Print Vote?  Yes  No

Width Percentage for Vote Print on PDF: 100%

Print Vote Time Stamps?  Yes  No

Print Motion?  Yes  No

Second By Label: Seconded By

Motion TextBox Size:

Print Time Stamps?  Yes  No

Include Approval Status?  Yes  No

Motion By: Meeting Official 1, Second By: Meeting Official 2

Stacked

Motion By: Meeting Official 1  
Second By: Meeting Official 2

**Format**

Summary Only

Vote: 3 - 1 Passed

Horizontal

Ayes: County Judge Dan A. Gattis; Commissioner, Precinct 1 Lisa Birkman; Commissioner, Precinct 2 Cynthia Long  
Nays: Commissioner, Precinct 3 Valerie Covey  
Other: Commissioner, Precinct 4 Ron Morrison  
Passed

Once the Minutes of the individual agenda items are complete, clicking the "PDF" button automatically generates a PDF of all your minutes. This document can then be printed and/or archived. You can publish directly to you website by clicking the 'Publish Minutes' button.

Update Finalized Minutes	
Meeting: 08/12/2015 - Palm Springs City Council	Roll Call Status Print
Delete	Blue indicates that the minutes have been published. Red indicates that the minutes process has begun for that meeting.
PDF Word	
Highlight Document Type:	
Document Directory: 2015/PALMSPRINGS/20150812_921/	
Minutes #: 249 Agenda #: 920	
Publish	
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Description:	
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CITY COUNCIL  
CITY OF PALM SPRINGS, CALIFORNIA

**MEETING MINUTES**  
**WEDNESDAY, DATE**  
**CITY HALL COUNCIL CHAMBER**

Present: Councilmember Foat  
Councilmember Hutcheson  
Mayor Pro Tem Lewin  
Mayor Pougnet

Absent: Councilmember Mills

Also Present: City Clerk Cindy Clerk Thompson; City Manager Ready; City Attorney Holland

**4:30 P.M. CLOSED SESSION**

CALL TO ORDER (Council Chamber):

PUBLIC COMMENT (Council Chamber): This time has been set aside for members of the public to address the City Council on items contained only on the Closed Session Agenda.

RECESS TO CLOSED SESSION (Small Conference Room): See Closed Session Agenda.

**6:00 P.M. REGULAR MEETING**

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

INVOCATION: Rabbi Sally Olins, Temple Isaiah.

ROLL CALL:

1.	CALL TO ORDER (Council Chamber):	□		Att	Task	
2.						
3.	PUBLIC COMMENT (Council Chamber): This time has been set aside for members of the public to address the City Council on items contained only on the Closed Session...	□		Att	Task	□

**The Minutes feature can also integrate with other systems if you have a Minutes program currently in use that you would like to keep.**

## SEARCH ENGINE

The search engine allows searching through the agenda items and attachments of your agendas. Based on the directory the document is found in, you can quickly determine which meeting agenda item to review. This is a very powerful and quick search tool.

**View Meetings**    Month:     Year:     Meeting Type:     Go

— Previous    Current    Next —    [View Subscription List for this meeting type.](#)

**August, 2015**

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(P) Indicates that this meeting has been published to the public web site.  
 (R) Indicates that this meeting has been released to the web site prior to publishing.

Agendas	Meeting	Minutes	Other Links
<a href="#">August 12, 2015</a>	Palm Springs City Council	<a href="#">Minutes</a>	<a href="#">Video</a>

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**Search Agenda Items and Minutes**

Selection Criteria  
 Agendas     Minutes

Starting    Ending  
 Month    Year    Month    Year    Search Title and Text Boxes For:    Go

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**Search Supporting Documents / Attachments**

Selection Criteria  
 Agendas  
 Minutes

Starting    Ending  
 Month    Year    Month    Year    Search For:    Go

KEYWORD SEARCH

**Search Results**

[Return to Search Parameters](#)

Displaying 1 to 1 of 1 Records

Submitted to	Meeting Date/Time	Date	Prepared by	Submitted by
Dean Dickinson	08/12/2015:PALMSPRINGS	Medical Cannabis Cooperative	Economic Development	Brian Maxwell

**REVIEW AND EVALUATION OF APPLICATIONS AND AWARD A FIFTH AND SIXTH PERMIT FOR A Medical Cannabis COOPERATIVE OR COLLECTIVE AND CEQA EXEMPTION DETERMINATION: RECOMMENDATION:** 1) Open the public hearing and receive public testimony and evaluate the qualified applications from the 2014 permit process, and consider an award up to two additional permits to operate a Medical Cannabis cooperative and/or collective; and 2) Adopt a resolution or resolutions awarding permits for Medical Cannabis for up to two additional cooperatives or collectives, subject to conditions of approval

***And, it can be used for searching non-agenda documents; such as resolutions, ordinances and other important documents.***

## SECURITY SETUP

**Security and access levels are created and controlled** at the administrative level. Individuals and departments throughout the organization can be given access to all parts of the application – meaning all meeting types, confidential documents, all meeting dates etc. **Or they can be restricted** to various sections of the application depending upon what it is they need to see and do or the specific meeting type they are involved with.

An example of this might be department heads. They could have access to all document and meeting types. Conversely, a particular individual might only need access to 1 or 2 types of meetings and they might be restricted to just seeing documentation from their department. The system allows for a great deal of access flexibility.

### User Security

Group Security
User Security
Menu Security

\*Username: NEW  Username Password Confirm

\*Employee: First Name Last Name

Title:

\*Departments: Select...

Division: N/A

Default Inbox:

Email:

Phone: Ext:

Editor Toolbars: Default

Include in Submit For List

Originates for Other Depts?

Manage Dept/Div Inboxes

Super User

Can Always View Comments?

Can Skip Required Fields?

Has access to Recall Feature?

Meeting Type Permission	Manager	Variable Routing Options				Application Access						
		Mtg Mgr	All	Dept	Div	None	Application	Admin	All	Dept	Div	User
<input type="checkbox"/> AB 939 Local Task Force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Airport Land Use Commission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bicycle & Pedestrian Advisory Comm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Board of County Commissioners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**User Group Confidentiality**

ADMIN  EXEC

USER

CLERK

TRACKING TOOLS

**Term Tracker**

Term Tracker allows you to input background information about all your meeting officials, including when their terms are due to expire. The system can even send you an email reminder shortly before their terms are due to end.

**Term Tracker Setup**

**Meeting Officials**

Meeting Type(s): Palm Springs City Council

District/Position:  Title: Councilmember

First Name:  Last Name: Hutcheson

Term Starts:  Term Ends:

Address 1:  Address 2:

City:  State/Zip: WA

**Minutes Module Information**

Can Vote in Minutes?:  Yes  No

Sort Order for Minutes List:

Include in Minutes Roll Call?:  Yes  No

You can then run a detailed report about your officials:

Term Tracker Report						
Meeting Type:	Board of Adjustment City Council Executive Committee					Active: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> All
Date From:		To:		<input type="button" value="Quick List"/>		
Column Label	Filters	Include in Report?				
First Name:		<input checked="" type="checkbox"/>				
Last Name:		<input checked="" type="checkbox"/>				
Title:		<input checked="" type="checkbox"/>				
Address 1:		<input checked="" type="checkbox"/>				
Address 2:		<input checked="" type="checkbox"/>				
City:		<input checked="" type="checkbox"/>				
State and ZIP:	AK AL AR					<input checked="" type="checkbox"/>
Quick List						
Meeting Type	Position	Name / Title		Start	End	Active?
PALMSPRINGS		Foat / Councilmember				Y
PALMSPRINGS		Hutcheson / Councilmember				Y
PALMSPRINGS		Mills / Councilmember				Y
PALMSPRINGS		Tem Lewin / Mayor Pro				Y
PALMSPRINGS		Pougnat / Mayor				Y

**Task Tracker**

Often during the course of a meeting or even beforehand a request comes up that requires follow up action on the part the clerk or a staff member. The Task Tracker is designed to provide you with a tool for initiating, tracking and recording the outcome of various tasks. Utilizing the routing feature of AgendaQuick, you can send attachments, add comments and even email requested information. It can be used for items related to specific agenda items or for anything that comes up during the meeting.

### Update Finalized Agendas

Meeting: **5/5/2010 - Palm Springs City Council** [Status] [Print]

Agenda Template: **Palm Springs City Cod** [Read] [PDF]

Meeting Name: **Palm Springs City Cod**

Default Document Directory: **J:\15\PALMSPPRINGS**

This adds tasks to the agenda as a whole.

Agenda Form 920

[Agenda Items]
[External Links]
[Options]
[Agenda Padding]
[Task Tracker]

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#### Agenda Items

Agenda Level:  Needs List  Priority  Left Priority

Agenda Category and Sub category:   
 Category:    
 Sub category:

Size: Medium   Box  Display Name  Color:

[Previous] [Next] [New] [Create New Staff Report] [Save Agenda Item]

Description:

---

Don't Remember [Save Agenda Item]

Number 1 indicates that the item is not for the Task Tracker.   
 Green indicates individual tasks that are based on the item.   
 Green with a checkmark indicates the item is a priority item.   
 Green with a checkmark and a plus sign indicates the item is a priority item.

Item #	Agenda	SR #	Copy	Apply	Delete
1	CITY COUNCIL AND AS SUCCESSOR AGENCY TO THE PALM SPRINGS COMMUNITY REDEVELOPMENT AGENCY CITY OF PALM SPRINGS, CALIFORNIA Council Chamber, 3200 East Tahquitz Canyon Way, Palm...			[Task]	
2	Steve Pagnon, Mayor Paul Lewis, Mayor Pro Tem Ginny Foss, Councilmember Rick Hutchens, Councilmember Chris Mills, Councilmember City of Palm Springs Vice Mayor...			[Task]	
3	David R. Ready, Esq., Ph.D., City Manager James Thompson, Chief of Staff/City Clerk Harriet Futer, Assistant City Manager/City Engineer Douglas C. Hilland, City...			[Task]	
4	Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the "Public Comments" portion of the agenda...			[Task]	
5	4:00 P.M. CLOSED SESSION			[Task]	
6	CALL TO ORDER (Council Chamber):			[Task]	
7	PUBLIC COMMENT (Council Chamber): This item has been set aside for members of the public to address the City Council on items contained only on the Closed Session Agenda.			[Task]	
8	RECESS TO CLOSED SESSION (Small Conference Room): See Closed Session Agenda.			[Task]	

This adds tasks specific to this item.

## Task Tracker (New)

Meeting: 08/12/2015 - Palm Springs City Council

**3. PUBLIC COMMENT (Council Chamber):** This time has been set aside for members of the public to address the City Council on items contained only on the Closed Session Agenda.

Form #:	<input type="text" value="Search"/>			
Department:	Administration	Division:	None	
Task:	<input type="text"/>			
Start Date:	<input type="text"/>	Deadline:	<input type="text"/>	
Task Status:	New	Reminder Date:	<input type="text"/>	
		Reminder Email:	Marj Smith Jim Perkins Desta Dickinson	
Description:	<input type="text"/>			
Required Action:	<input type="text"/>			

- 

### Attachments

File to attach:	<input type="text"/>	<input type="button" value="Browse..."/>
Link Name:	<input type="text"/>	<input type="button" value="Add"/>

*No files attached.*

AgendaQuick by Destiny Software, Inc.

### Current Tasks

*No Tasks for this item have been created yet*

## REFERENCES

<b>Cypress, CA</b>	<b>Denise Basham – City Clerk</b>	<b>714 229-6683</b>
<b>Brea, CA</b>	<b>Karen O’Leary – Asst. City Clerk</b>	<b>714 990-7756</b>
<b>Yolo County, CA</b>	<b>Beth Gabor- PIO</b>	<b>530 666-8042</b>
<b>Contra Costa County, CA</b>	<b>Julie Enea- Sr. Deputy Administrator</b>	<b>925 335-1077</b>
<b>O’Fallon, MO</b>	<b>Pam Clement – City Clerk</b>	<b>636 379-5555</b>
<b>Walla Walla, WA</b>	<b>Kammy Hill – City Clerk</b>	<b>509 524-4348</b>
<b>Baytown, TX</b>	<b>Leticia Brysch – City Clerk</b>	<b>281 420-6504</b>
<b>Texas City, TX</b>	<b>Justin Herter – Asst. to City Secretary</b>	<b>409 643-5926</b>
<b>Laredo, TX</b>	<b>Elsa Hinojosa – City Clerk’s Office</b>	<b>956 791-7466</b>
<b>Addison, TX</b>	<b>Ronnie Lee – IT</b>	<b>972 450-2854</b>
<b>Collin County, TX</b>	<b>Georgia Shepherd– Admin</b>	<b>972 548-4634</b>
<b>Del Rio, TX</b>	<b>Amelia Moreno – Admin</b>	<b>830 774-8558</b>
<b>Sherman, TX</b>	<b>Pam Cloer – Asst. to City Manager</b>	<b>903 892-7200</b>
<b>Gila County, AZ</b>	<b>Marian Sheppard – Chief Clerk</b>	<b>928 402-8757</b>
<b>Yuma County, AZ</b>	<b>Christy Isbell – Clerk of the Board</b>	<b>928 373-1107</b>
<b>Flagstaff, AZ</b>	<b>Liz Burke – City Clerk</b>	<b>928 213-2076</b>
<b>Marana, AZ</b>	<b>Jocelyn Bronson – Town Clerk</b>	<b>520 382-1999</b>
<b>Oro Valley, AZ</b>	<b>Mike Standish – Deputy Town Clerk</b>	<b>520 229-4741</b>
<b>Greenburgh, NY</b>	<b>Joan Dudek – Deputy Clerk</b>	<b>914 993-1504</b>
<b>Coon Rapids, MN</b>	<b>Cathy Sorensen – City Clerk</b>	<b>763 767-6493</b>
<b>Clay County, FL</b>	<b>Dawn Schull – ICT Division</b>	<b>904 541-5862</b>
<b>Broward County, FL</b>	<b>Jo Bieber –Documents Manager</b>	<b>954 357-5444</b>

*We recently added the cities of Chino Hills and Redlands. They are now up and running...*

# PRICING

## HOSTED

### AgendaQuick - Hosted Plan

#### HOSTED – UNLIMITED MEETING TYPES – UNLIMITED USERS – SITE LICENSE

Annual Hosting Fee – Unlimited Meeting Types	\$6,500
Installation and Setup	\$2,750
Initial Admin & User Training	Included*
Onsite Admin and User Training - Two days	\$3,500
Swagit Video Integration	Fee Waived
Intent Digital Voting Integration	Fee Waived
Active Directory Integration – if requested	\$2,500**
<b>YEARLY HOSTING, MAINTENANCE &amp; SERVICE</b>	
Year 2	\$6,500
Year 3	\$6,500
Year 4	\$7,280
Year 5	\$7,280

**Unlimited Meeting Types refers to the ability to use AgendaQuick for all of your boards, committees, commissions, and council meetings. We have several clients using the program for over 30 meeting types.**

\*Ongoing, unlimited support calls are always available as part of the annual maintenance and support agreement at no additional charge.

Video Integration refers to the ability we have to work directly with Swagit so that the agenda information is loaded directly into the video streaming programs.

Intent Digital Voting Integration refers to the ability we have to work directly with Intent Digital so that the agenda information is loaded directly into the voting programs.

\*\*Active Directory integration is a process that varies quite a bit from client to client and requires additional programming time.