



SUNSHINE ORDINANCE TASK FORCE

Legislative Management System Update

April 5, 2023

SOTF INNOVATIONS

Complaint Filing	Pre-Hearing Tracking	Agendas	Minutes	Post-Hearing Tracking
<p>Intuitive Online Public Portal to submit complaints.</p> <p>Automatic file creation when complaints deemed ripe for filing.</p>	<p>System to automatically track and notify parties of deadlines working up to the Hearing</p>	<p>Agenda creation done in system.</p> <p>Agendas available in Online Public Portal.</p> <p>Complaint files tracked for agendizing before deadlines.</p>	<p>Minutes generated and completed in system.</p> <p>Minutes available in Online Public Portal.</p> <p>Tracking of complaints through the process via Online Public Portal.</p>	<p>Deadlines for follow-up or post-hearing actions will be automatically tracked through the system and parties notified of deadlines or completion.</p> <p>Orders of Determination (Ods) will be indexed and fully searchable.</p>

Step 1 — RFP Process and Contract Approval

Step 2 — COB to work with new Contractor to configure the system to SOTF specifications and process. This may occur after the BOS portion of the system is up and running.

Step 3 — Roll out, testing and execution of new system for public access and administrator's use.

Step 4 — Digitization of old files for inclusion in the new system.