



City Hall
45 Lyon Terrace
Bridgeport, CT 06604

City of Bridgeport City Council Meeting Agenda

Monday, June 15, 2026

6:30 PM

City Council Chambers

CALL TO ORDER

ROLL CALL

City Council meetings are streamed live on YouTube, to view meetings, please visit the link below:

<https://www.youtube.com/channel/UCcRV6ZHL1FS2cc9PhHQH0fw>

MINUTES FOR APPROVAL:

COMMUNICATIONS TO BE REFERRED TO COMMITTEES:

[26-035](#) Purchase of new laptops and monitors for all the staff!

RESOLUTIONS TO BE REFERRED TO BOARDS, COMMISSIONS, ETC.:

26-046 Enter Item Title Here

Test Section

[26-031](#) Purchase of new office chairs for staff

[26-035](#) Purchase of new laptops and monitors for all the staff!

MATTERS TO BE ACTED UPON:

City Council Citation:

[26-027](#) Approval of City Council Minutes: February 17, 2026 - test text added

[26-040](#) Proposed Resolution regarding homeland security

ADJOURNMENT

THE FOLLOWING NAMED PERSON HAS REQUESTED PERMISSION TO ADDRESS THE CITY COUNCIL ON [add meeting date here] AT 6:30 P. M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, 45 LYON TERRACE, BRIDGEPORT, CT 06604.



Bridgeport, CT

Council Chambers

Staff Report

File #: 26-035

Agenda Date: 6/15/2026

Agenda #:

Purchase of new laptops and monitors for all the staff!

To: Communications

From: City Clerk

Date: 6/1/2026

SUBMITTER

Manny Sanchez, Granicus

LOCATION

Long Island, NY

PURPOSE

We all need purpose, am I right?

SUMMARY & RECOMMENDATION

This item should be approved immediately!!

FINDINGS OF FACT

Facts please, findings later

**WORKSHOP PUBLIC MEETING
MAY 17, 2025**

I. Salute to the Flag

II. Presiding Officer's Meeting Notice Statement

"I hereby call to order the Workshop Public Meeting of the Teaneck Board of Education, held on Wednesday, February 5, 2025, in person at Teaneck High School located at 100 Elizabeth Avenue, Teaneck, NJ and virtually via Zoom app, at 7:00 PM. Adequate notice of this meeting has been sent to the Record and The Star Ledger, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on January 9, 2025."

III. Roll Call

Board Member	Present	Absent
Dr. David Gruber		
Mrs. Nadia Hosein		
Dr. Gerald Kirshenbaum		
Mrs. Jennifer Levy		
Mrs. Kassandra Reyes - Vice President		
Mr. Jonathan Rodriguez		
Mrs. Clara Williams		
Mr. James Wolff		
Mr. Edward Ha - President		
Student Liaison	Present	Absent
Blake Ricketts - 12th Grade		
Angel Porras - 11th Grade		
Mostafa Abouganba - 10th Grade		
Matias Wouters - 9th Grade		

Board Member	Present	Absent
David Gruber		
Nadia Hosein		
Gerald Kirshenbaum		
Jennifer Levy		
Kassandra Reyes - Vice President		
Jonathan Rodriguez		
Clara Williams		
James Wolff		
Edward Ha - President		

IV. Reaffirmation of District Goals

Mission: The Teaneck Public School District educates and empowers students by providing a

high quality, rigorous educational experience which prepares students for success within a diverse, global society.

Vision: The Teaneck Advantage: Educational Excellence for All

Board Goals

GOAL 1: Teachers and administrators in the Teaneck Public Schools will further elevate academic programs by creating varied learning pathways and by improving student supports.

GOAL 2: The Teaneck Public Schools will continue to improve facilities and technology in support of 21st Century learning opportunities.

GOAL 3: The Teaneck Public Schools will execute effective communications and solidify quality relationships with educational partners within and throughout the community.

GOAL 4: The Teaneck Public Schools will create equitable and inclusive learning opportunities for all students.

GOAL 5: The Teaneck Public Schools will ensure operational excellence in hiring, developing and retaining staff.

V. Superintendent's Report

- NJSLA PRESENTATION
- SPRING REPORTING

VI. Audit Presentation SY ending June 30, 2024

VII. Public Comment I (Agenda Items Only)

Thank you all for being here tonight. This portion of the meeting is open to residents for comment.

Residents are to state their name, the town they live in, and subject matter. Comments are limited to three minutes per person. The Public Comment session I will last for thirty-minutes and is limited to comments on agenda items **only**. The Public Comment session II is open to comments on other matters of public concern. Individuals may not give their time to another individual. Groups speaking on the same topic should combine their message into one. Members of the public are discouraged from speaking negatively about an employee or a student. Do not call an employee or student by name, otherwise the conversation will be discontinued. The Board bears no responsibility for comments made by the public. Comments regarding employees or students cannot be legally responded to by the Board. The Superintendent may respond to some questions at the conclusion of the public comment session. If you have a question or comment that requires a direct response, we encourage you to put your questions in an email to the Board secretary. All meetings are recorded and, therefore, statements made during public participation cannot be altered or amended and shall be included in the minutes as presented.

Motion to **Open** the Public Comment Session I:

Motion by Board Member _____ , seconded by Board Member _____ , Opened at ____ P.M.

Motion to **Close** the Public Comment Session I:

Motion by Board Member _____ , seconded By Board Member _____ , Closed at ____ P.M.

VIII. Agenda Items

IX. POLICY

X. BOARD OPERATIONS

THEREFORE BE IT RESOLVED that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the Theodora Smiley Lacey School grade level configuration to pre-school (preK3/4 only) and transition all Kindergarten classes to the elementary schools.

NAME	LOCATION	SALARY	NOTES
ANEESA BAIG	CENTRAL OFFICE	90,000	REPLACEMENT

THEREFORE BE IT RESOLVED that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the **For the Record Amendment(s)**:

XI. SCHOOL OPERATIONS AND CURRICULUM

XII. FINANCE AND BUDGET

- **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the Theodora Smiley Lacey School grade level configuration to pre-school (preK3/4 only) and transition all Kindergarten classes to the elementary schools.
- THEREFORE BE IT RESOLVED that the Teaneck Board of Education upon the

recommendation of the superintendent approves the tuition and the 1:1 aide contract for student id#12345 in the amount of \$50,000 for the 2024-2025 school year.

XIII. PERSONNEL

THEREFORE BE IT RESOLVED that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the Theodora Smiley Lacey School grade level configuration to pre-school (preK3/4 only) and transition all Kindergarten classes to the elementary schools.

XIV. Public Comment II (Open Discussion)

Thank you all for being here tonight. This portion of the meeting is open to residents for comment.

Residents are to state their names, the town they live in, and subject matter. Comments are limited to three minutes per person. This Public Comment session will last for thirty minutes. Public Comment session II is open to comments on other matters of public concern. Individuals may not give their time to another individual. Groups speaking on the same topic should combine their message into one. Members of the public are discouraged from speaking negatively about an employee or a student. Do not call an employee or student by name, otherwise the conversation will be discontinued. The Board bears no responsibility for comments made by the public. Comments regarding employees or students cannot be legally responded to by the Board. The Superintendent may respond to some questions at the conclusion of the public comment session. If you have a question or comment that requires a direct response, we encourage you to put your questions in an email to the Board secretary. All meetings are recorded and, therefore, statements made during public participation cannot be altered or amended and shall be included in the minutes as presented.

Motion to Open the Public Comment Session II:

Motion by Board Member _____, seconded by Board Member _____, Opened at ____ P.M.

Motion to Close the Public Comment Session II:

Motion by Board Member _____, seconded By Board Member _____, Closed at ____ P.M.

XV. Old and New Business

XVI. Executive Session (If Needed)

XVII. Adjournment



The background of the slide features a blurred image of hands typing on a laptop keyboard. Overlaid on this image are various digital graphics: a line graph with data points in the upper left, a network of interconnected nodes and lines in the upper right, and several horizontal white bars of varying lengths on the right side. In the lower left, there are faint concentric circles and a small dot.

Legislate

Manny Sanchez, Senior Product Training Specialist
Tuesday, October 22nd, 2024

Session Overview

1

Accessing Legislate

Creating a User Account
in MediaManager
(*MediaManager User Group*
= *Legislate access*)

2

Logging in

Accessing Agendas
Saving Bookmarks
Creating Notes
Annotating Attachments

3

Granicus Support Center:

www.support.granicus.com



Questions? Send a chat!



Feel free to use the chat feature to ask questions throughout the session! I will stop periodically to check in with any participant questions.



Thank you!

If you have questions following today's webinar,
please submit them to university@granicus.com.

1. **3rd level numbering on Agendas – very common gripe among clients (especially coming from IQM2 and/or Novus)**
2. **Adding additional Agenda Item ID's to allow for automated resolution numbering (this has been a huge pain point for many clients, have actually lost a client due to this not being a feature)**
3. **Add a Reject button to approval process. Approve or send a comment is not enough, need a way to send it back to drafter/other stage**
4. Ability to use multi-select as a custom field option. Currently only able to use lookup field. A Lot of clients have strategic goals and need to be able to select more than 1
5. Minutes Packet
6. Automate naming of Peak Packets/cover pages after download
7. Name of the item title in PDF manager indexing.
8. Peak minutes/video integration
9. Better table compatibility- either copy or creation in RTE field
10. Expand Advanced Settings in Meeting Details by default

Peak Agenda – How to Upload Agenda Packet to Media Manager

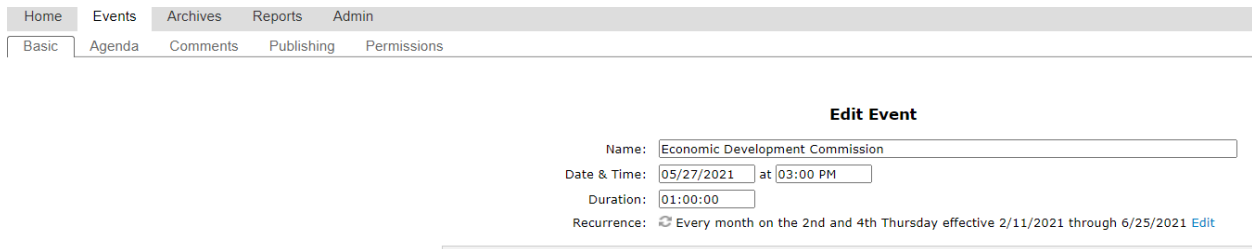
Follow these steps to successfully upload and publish an Agenda Packet

Requirements:

User must have either Platform Administrator role in Granicus Platform

Steps to upload and publish Agenda Packet:

1. Click on Upcoming Event in Granicus Platform Dashboard
2. Once in Event, you see the Basic Tab (See image 1 below)



3. Click on the Agenda tab – (See image 2 below)



4. You will see Link to a web page has text within it. This is your Agenda from Peak. We would now click on Publish a PDF or other file (Option 3 – See image 3 below)

Publish Agenda for May 27, 2021

[Save Changes](#)

Agenda Title:

Publishing Options:

- ☐ Do not publish an agenda
☐ Publish agenda data using the assigned template
☒ Publish a PDF or other file (click Browse to select the file to use):

[Choose File](#) No file chosen

☐ Link to a web page (enter URL below):

Agenda Posted:

Send date: 05/20/2021 at 3:34 PM

[View Agenda](#)

[Print Agenda](#)

[Send Agenda](#)

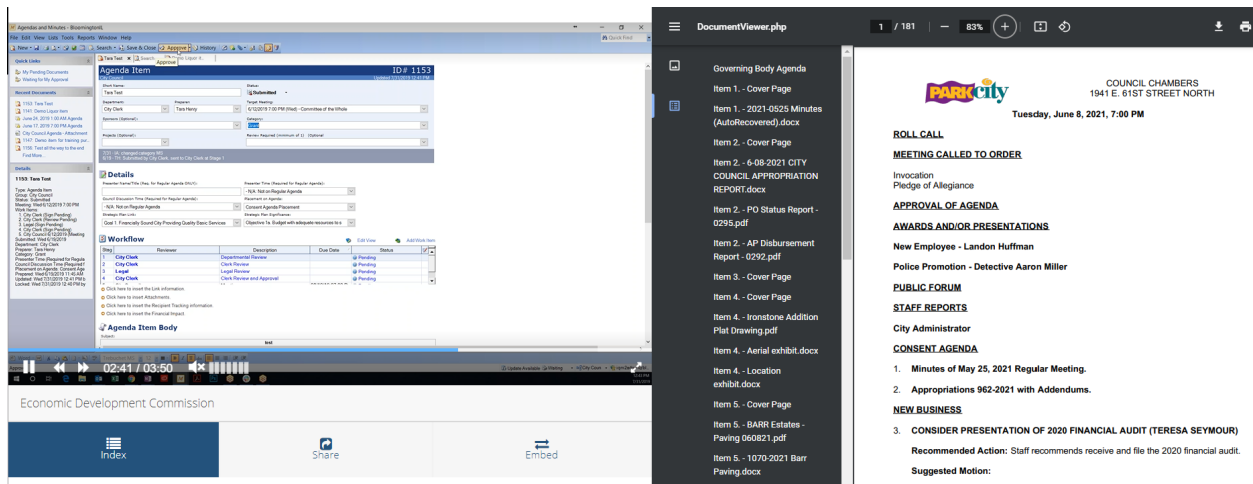
5. Once you click on Choose file, select the desired Packet and Click Open to select it.

Now that you have Added the file, be sure to click Save Changes. This will now change the document viewers would see when they click on Agenda link and will also be what they see when watching the video on the web. (You will have essentially published the Packet twice on your view page, but now it is visible on the Player as well)

Here is the View page look (See image 4 below)

Economic Development Commission					
2021	2020				
Meeting Name	Date	Agenda	Summary	Audio/Video	Agenda Packet
Economic Development Commission	June 15, 2021 - 9:36 AM	Agenda		Video	
Economic Development Commission	March 9, 2021 - 1:40 PM	Agenda	Minutes	Video	

6. If you click on the Agenda link, it will now show the Packet we recently uploaded. If you click the Video link it will open the video player and show the video on the left and that Agenda Packet we just uploaded, instead of the Agenda that is published by default from Peak. (see image 5 below)



The screenshot shows the Granicus interface. On the left, the 'Agenda Item' details for 'Economic Development Commission' are visible, including the date 'June 15, 2021 - 9:36 AM' and the agenda link. The main content area displays the 'Document Viewer' for the agenda item, showing a list of agenda items and a video player. The video player shows a meeting agenda for 'Tuesday, June 8, 2021, 7:00 PM' with items such as 'ROLL CALL', 'MEETING CALLED TO ORDER', 'APPROVAL OF AGENDA', 'AWARDS AND/OR PRESENTATIONS', 'PUBLIC FORUM', 'STAFF REPORTS', and 'CONSENT AGENDA'.

We hope this document helps to guide you in your Agenda/Packet publishing concerns.

CITY OF SEGUIN



It's real.

To: City Council
From: Steven Purchase Fleet Manager, Fleet Services.
On behalf of the Water Utilities Department
Date: April 1, 2025
Subject: Resolution authorizing Purchase of two vehicles
for the Water Utilities Department replacement of
unit 504 in the amount of \$76,686 & unit 518 in
the amount of \$76,686

Historical Background

Currently, Water Utilities is requesting to replace unit 504. This is a 2015 Ford F250 single cab 3/4 ton utility truck with a current odometer of 130,969 miles, that has surpassed its expected useful life of approximately 7 years. The department requires a 3/4 ton crew cab four-wheel drive truck upfitted with a utility toolbox bed, advance work warning lighting, and running boards. Utilizing the city's various vendors, we acquired a Buy Board participants quote for a vehicle matching our specification from Rockdale Ford for a 2025 Ford F-250 crew cab 4X4 work truck package and utility tool box bed, In the amount of \$76,686.00.(quote reflects all upfitting requirements) This unit is like other vehicles currently in the fleet and would service the department and the city well for its useful service life.

Water Utilities is also requesting to replace unit 518. This is a 2015 Ford F250 single cab 3/4 ton utility truck with a current odometer of 127,301 miles, that has surpassed its expected useful life of approximately 7 years. The department requires a 3/4 ton crew cab four-wheel drive truck upfitted with a utility toolbox bed, advance work warning lighting, and running boards. Utilizing the city's various vendors, we acquired a Buy Board participants quote for a vehicle matching our specification from Rockdale Ford for a 2025 Ford F-250 crew cab 4x4 work truck package and utility tool box bed, In the amount of \$76,686.00.(quote reflects all upfitting requirements) This unit is like other vehicles currently in the fleet and would service the department and the city well for its useful service life.

(Attached quote reflects total cost for both replacement units)

Action Requested

Seeking approval by the city's council for the purchase of two vehicles for the Water Utilities Department

Procurement Methodology & Funding Source

Funding for this project has been secured in 2025 Water Utilities Capital Project Funds

Staff Recommendation

Staff recommend the agreement be executed with Project number WWW25TWOCREW CAB.

ATTACHMENTS

1. Rockdale Country Ford Buy Board quote for two 2025 F250 Crew Cab trucks including upfitting



Bridgeport, CT

Staff Report

File #: 26-046

Agenda Date: 6/15/2026

Agenda #:

June 6, 2024

NOTICE

There will be a meeting of the **CITY HALL COMMITTEE** to be held on Monday, June 24, 2024 at 3:00 p.m. in the **Wheeler Room, Side A** at City Hall, 45 Lyon Terrace, Bridgeport, Connecticut, 06604.

Agenda

Approval of Committee Minutes of April 24, 2024.

Approval of Committee Minutes of May 20, 2024 (Special Meeting).

1. Request from Robert Marrero, Acting Fire Marshal re: Request to use the empty office space located on the 2nd floor of City Hall directly across from the Fire Marshal's office between rooms 210 and 214 to accommodate growing team. **(Item# CHC-41)**.

Attest:

Lydia N. Martinez
City Clerk

LNM:fo

Ec: A. Nieves, Council President
K. Flatto, Finance Director
R. Marrero, Acting Fire Marshal
D. Reyes, Deputy Chief Administrator

E. Lance, Acting Fire Chief



Bridgeport, CT

Council Chambers

Staff Report

File #: 26-031

Agenda Date: 6/15/2026

Agenda #:

Purchase of new office chairs for staff

To: Finance
From: City Clerk
Date: 6/10/2026

SUBMITTER

Click or tap here to enter text.

LOCATION

Click or tap here to enter text.

PURPOSE

Click or tap here to enter text.

SUMMARY & RECOMMENDATION

Click or tap here to enter text.

FINDINGS OF FACT

Click or tap here to enter text.



Bridgeport, CT

Council Chambers

Staff Report

File #: 26-027

Agenda Date: 6/15/2026

Agenda #:

Approval of City Council Minutes: February 17. 2026 - test text added

To: Mayor's Office
From: Town Clerk
Date: 6/15/2026

PETITIONER

Manny Sanchez

LOCATION

City Hall

PURPOSE

To approve the Minutes

SUMMARY & RECOMMENDATION

The Minutes are attached for the City Council to review, and Staff recommends they be approved

FINDINGS OF FACT

N/A

Legistar Approving Agenda Items/Files

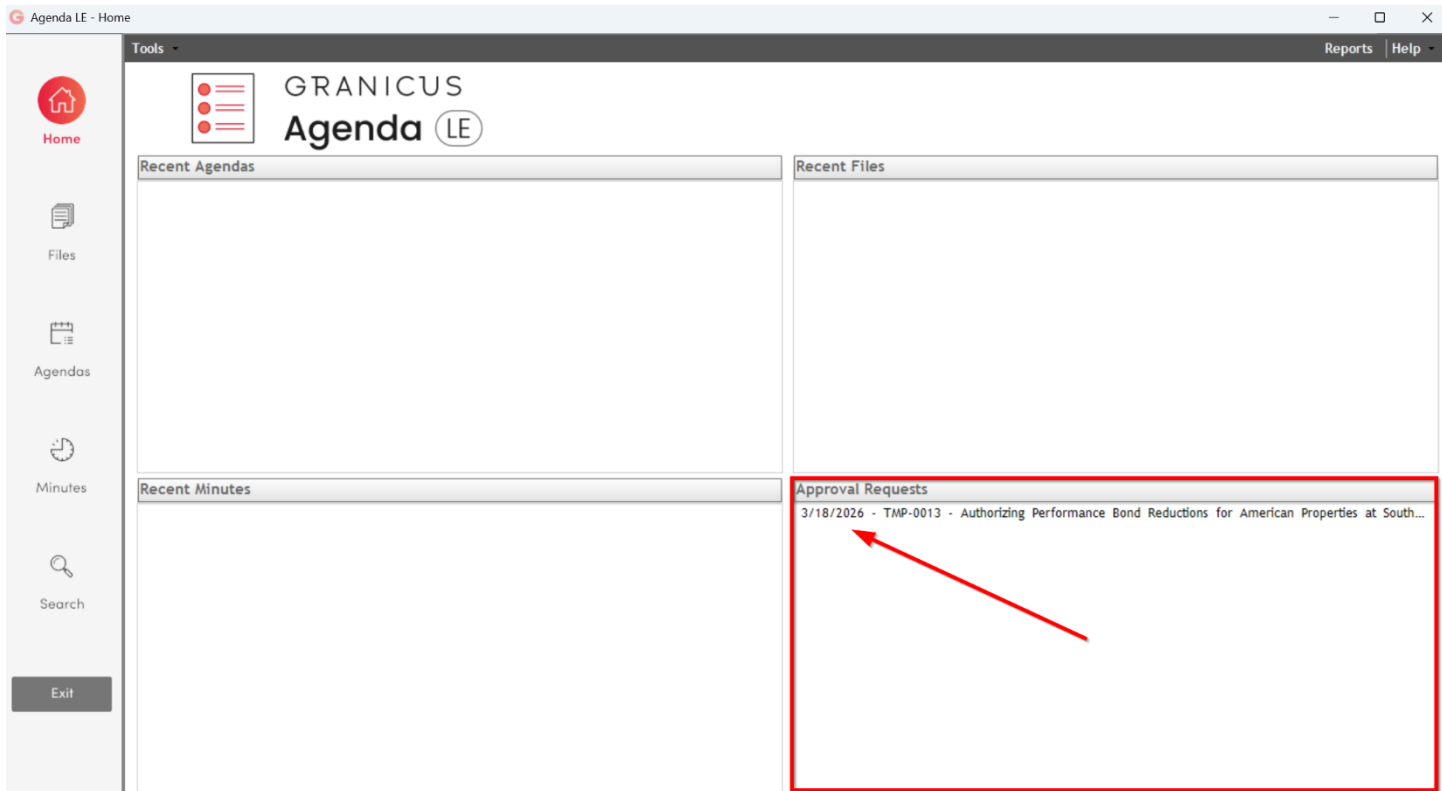
Bridgeport, CT

Overview

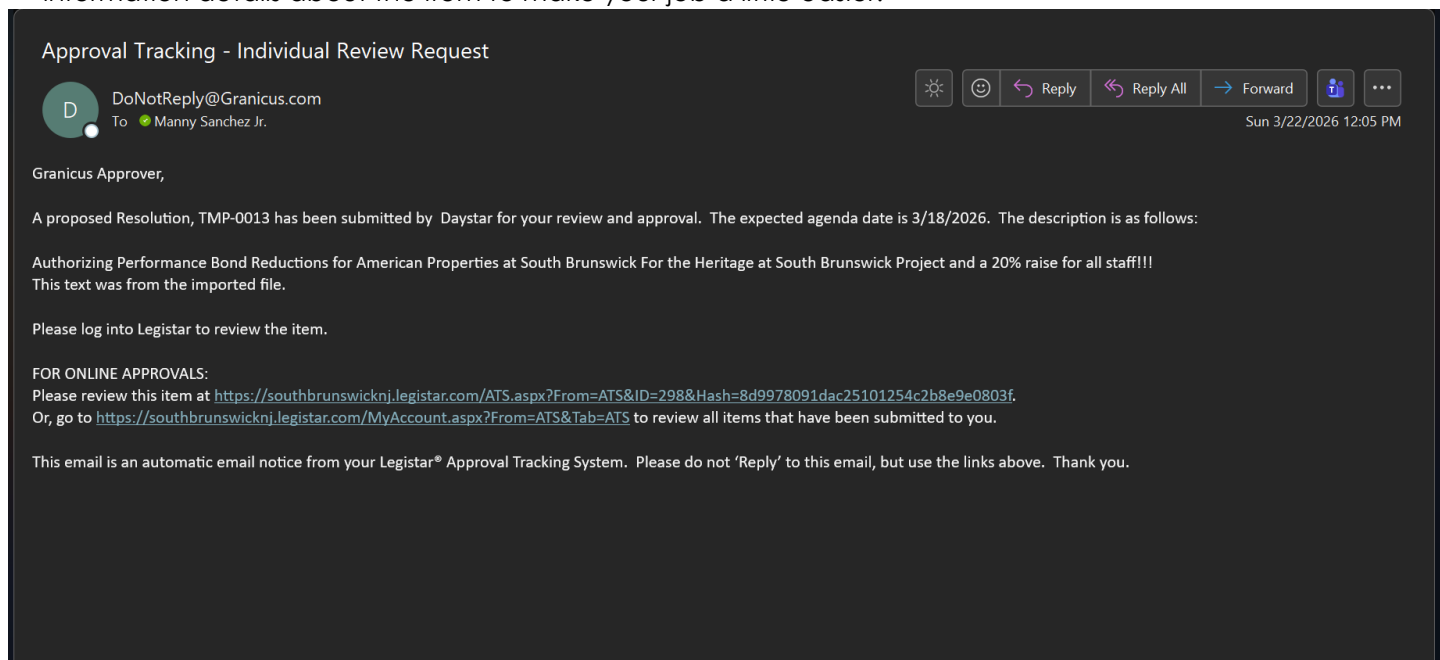
This quick reference guide provides instructions on how to review and Approve Agenda Items/Files. Most Files require review and approval prior to being added to an Agenda. Approvers will log into Legistar to review a File and act on it. Within the Legistar workflow, anyone who is part of an approval workflow is called an “Approver”.

Step 1: Reviewing an Agenda Item/File in Legistar

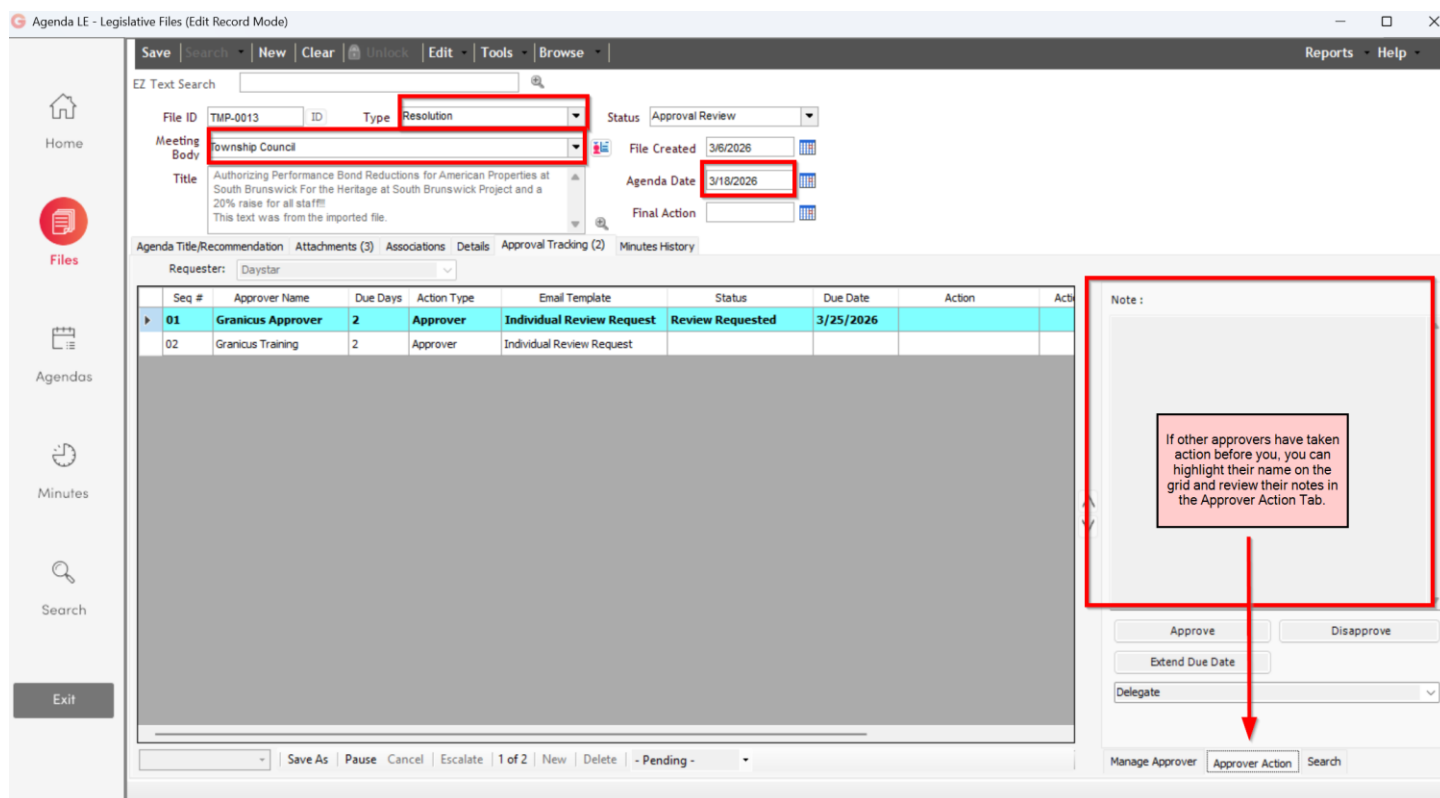
1. From the Home module, select the File to review and approve by double-clicking the item from the **Approval Requests** pane in the lower right quadrant of the screen. You will be taken to the **Approval Tracking tab**.



- You will receive an email letting you know there is an item for you to review. It gives you specific information details about the item to make your job a little easier.



- If applicable, review the **Type**, **Meeting Body**, and **Agenda Date** fields at the top of the screen. If you are *not* the first Approver in the sequence, you can also review any notes or actions from previous Approvers on the Approver Action tab. If you *are* the first Approver, there will not be any Approver or workflow history to review yet.



- Click the **Agenda Title/Recommendation** tab. You can review the Agenda Item text by scrolling through the window at the bottom of the screen. **If edits to the Text File are required**, click **Edit** to access and open the Microsoft Word template to make changes. When changes are complete, click the **Save** icon in Word and **close** out of Word to save your changes to Legistar and return to the Files module.

NOTE: If changes are made to the **..title** section of the template, a pop-up box appears asking you to confirm the **Title** changes. Click **OK** to continue and update the Title field with the new template text.

NOTE: It may also be possible for Approvers to Import a new version of the Text File, rather than update the existing Text File. Please see Step 2, Option 2 of the South Brunswick, NJ Drafting Guide for instructions to Import a new Text File.

Agenda LE - Legislative Files (Edit Record Mode)

Save Search New Clear Unlock Edit Tools Browse Reports Help

EZ Text Search

File ID: TMP-0013 ID: Type: Resolution Status: Approval Review

Meeting Body: Township Council File Created: 3/6/2026

Title: Authorizing Performance Bond Reductions for American Properties at South Brunswick For the Heritage at South Brunswick Project and a 20% raise for all staff!! This text was from the imported file. Agenda Date: 3/18/2026 Final Action:

Agenda Title/Recommendation Attachments (3) Associations Details Approval Tracking (2) Minutes History

Edit New Delete View Import...

Version: 1 1 [Current] Set as Current

..title

Authorizing Performance Bond Reductions for American Properties at South Brunswick For the Heritage at South Brunswick Project and a 20% raise for all staff!!

This text was from the imported file.

..body

WHEREAS, American Properties Realty Inc. has requested a reduction of the performance bonds posted for the Heritage at South Brunswick project, which consists of the construction of three hundred forty-nine (349) single family/townhome/apartment units (72 affordable) located at the intersection of Ridge Road, Schalks Crossing Road, and Perrine Road; and

WHEREAS, currently, the Township has the performance bonds listed below from American Properties Realty Inc, in the amounts of

	90% Performance Bond	10% Letter of Credit
Phase 1M	\$1,169,971.99	\$129,996.89
Phase 1S	\$450,460.28	\$50,051.14
Phase 2M	\$560,844.00	\$62,316.00
Phase 2S	\$996,299.89	\$110,699.99
Phase 3M/4M	\$451,333.08	\$50,148.12

- Click the **Attachments** tab to review the attached documentation. To open a document, **double-click on the attachment name** in the grid, or highlight the attachment and click **Launch** from the bottom left toolbar.

After opening or launching an editable format attachment, you can edit the document. To save your changes back to Legistar, click the **Save** icon and **close** out of the attachment.

NOTE: Changes made to attachments in Legistar do NOT update the local copy saved to your local drive.

Other actions you can take on this tab are:

- Click **Attach** to add additional documentation.
- Rename attachments in the **Name** field, then click the **Update Attachment Details** button.
- Update or add notes for a specific attachment in the **Internal Notes** field, then click the **Update Attachment Details** button.
- Replace** attachments with the **Replace** button.
- Delete** attachments by clicking the **Remove** button; the arrow on this button will also give you the option to **Remove All** attachments at once.
- Reorder** the attachments list with the up and down arrows next to the grid.

Agenda LE - Legislative Files (Edit Record Mode)

Save Search New Clear Unlock Edit Tools Browse Reports Help

EZ Text Search

File ID: TMP-0013 ID Type: Resolution Status: Approval Review

Meeting Body: Township Council File Created: 3/6/2026

Title: Authorizing Performance Bond Reductions for American Properties at South Brunswick For the Heritage at South Brunswick Project and a 20% raise for all staff! This text was from the imported file. Agenda Date: 3/18/2026 Final Action:

Agenda Title/Recommendation Attachments (3) Associations Details Approval Tracking (2) Minutes History

Sort	Attachments
1	South Brunswick NJ - Approving It...
2	Legistar - How to create new peop...
3	User Management - Active Users 12...

Internal Notes: Legistar - How to create new people.docx
Notes are internal and not visible on any document or report. Also not on InSite for the public to see.

Attached On: 3/6/2026 Time: 4:19 PM
File Type: DataFile File Size: 453 KB

☒ Print With Packet 
☒ Show On Internet

[GRAN-JR7Y554]C:\Users\Manuel.Sanchez\OneDrive - Granicus, Inc\Legistar Docs\Legistar - How to create new peop

Attach Launch Replace Remove Update Attachment Details

- Click the **Associations** tab to review any potential selections. If any Associations need to be added or removed, click **Edit** for that section, move Associations left or right as needed. Click **Save**, then **Close**.
- Review the **Details** tab for any pertinent information. Update the tab as needed.

Step 2: Acting on a File

After reviewing a File and making any potential edits, Approvers are ready to act on the File. The actions Approvers can take are [Approving, Disapproving, or Delegating]. Each Approver can only take one action.

Approving a File

To **Approve** a File:

1. Click the **Approval Tracking** tab in the lower right when you are done reviewing and editing and are ready to act on the Agenda Item. Confirm that your name is green in the list, indicating that you are the active Approver. **Highlight your name in the grid** with a single click.
2. Click the **Approver Action** tab in the lower right. From this tab you can enter a **Note** (optional for Approving), then click the **Approve** button to approve the File. Click **Yes** in the confirmation pop-up to complete your Approver Action.

Agenda LE - Legislative Files (Edit Record Mode)

Save | Search | New | Clear | Unlock | Edit | Tools | Browse | Reports | Help

EZ Text Search

File ID: TMP-0013 | ID: | Type: Resolution | Status: Approval Review

Meeting Body: Township Council | File Created: 3/6/2026

Title: Authorizing Performance Bond Reductions for American Properties at South Brunswick For the Heritage at South Brunswick Project and a 20% raise for all staff! | Agenda Date: 3/18/2026

This text was from the imported file. | Final Action:

Agenda Title/Recommendation | Attachments (3) | Associations | Details | Approval Tracking (2) | Minutes History

Requester: Daystar

Seq #	Approver Name	Due Days	Action Type	Email Template	Status	Due Date	Action
01	Granicus Approver	2	Approver	Individual Review Request	Review Requested	3/25/2026	
02	Granicus Training	2	Approver	Individual Review Request			

Note :
Add a note before clicking on an action below. A note is optional when approving, but always recommended. Other users will be able to see your notes on this tab.

Approve | Disapprove

Extend Due Date

Delegate

Manage Approver | Approver Action | Search

After you confirm your action, you can no longer edit this File. If there are more Approvers after you, the status of the File will remain **Approval Review** and the next Approver in the sequence is the only Approver that has access to edit and act on the File or Approval Sequence.

If you were the last Approver in the sequence, the status of the item will change to **Agenda Ready**.

Disapproving a File

If you **Disapprove** a File, Legistar requires you to enter notes about why you're disapproving the Agenda Item. The status of the File will change back to **Draft**. Legistar will send emails to the Drafter and previous Approvers informing them that the File has been Disapproved. After the Drafter has received the disapproved Agenda Item back, they can read the Approvers' notes, make the necessary changes, add a new Approval Sequence, and re-submit the File for approval. To **Disapprove** a File:

1. On the Approval Tracking tab, click the **Approver Action** tab in the lower right. Confirm that your name is green in the list, indicating that you are the active Approver. **Highlight your name in the grid** with a single click.
2. **Entering a Note is required when Disapproving.** In the **Notes** field, enter details as to why you are disapproving and what changes need to be made. Be as detailed as possible.
3. Click the **Disapprove** button.

Agenda LE - Legislative Files (Edit Record Mode)

Save Search New Clear Unlock Edit Tools Browse Reports Help

EZ Text Search

File ID: TMP-0013 ID: Type: Resolution Status: Approval Review

Meeting Body: Township Council File Created: 3/6/2026

Title: Authorizing Performance Bond Reductions for American Properties at South Brunswick For the Heritage at South Brunswick Project and a 20% raise for all staff! This text was from the imported file. Agenda Date: 3/18/2026 Final Action:

Agenda Title/Recommendation Attachments (3) Associations Details Approval Tracking (2) Minutes History

Requester: Daystar

Seq #	Approver Name	Due Days	Action Type	Email Template	Status	Due Date	Action	Act
01	Granicus Approver	2	Approver	Individual Review Request	Review Requested	3/25/2026		
02	Granicus Training	2	Approver	Individual Review Request				

Note : Adding a note is required when disapproving an item. Enter in detailed notes about why you are disapproving the item and what needs to be changed before the sequence is ready to be restarted.

Approve Disapprove

Extend Due Date

Delegate

Manage Approver Approver Action Search

Save As Pause Cancel Escalate 1 of 2 New Delete - Pending -

Agenda LE - Legislative Files (Edit Record Mode)

Save Search New Clear Lock Edit Tools Browse Reports Help

EZ Text Search

File ID: TMP-0013 ID Type: Resolution Status: **Draft**

Meeting Body: Township Council File Created: 3/6/2026

Title: Authorizing Performance Bond Reductions for American Properties at South Brunswick For the Heritage at South Brunswick Project and a 20% raise for all staff! Agenda Date: 3/18/2026

This text was from the imported file. Final Action:

Agenda Title/Recommendation Attachments (3) Associations Details Approval Tracking (1) Minutes History

Requester: Daystar

Seq #	Approver Name	Due Days	Action Type	Email Template	Status	Due Date	Action	Acti
01	Granicus Approver	2	Approver	Individual Review Request	Disapproved	3/25/2026	Disapprove	3/22/2

Note:

Adding a note is required when disapproving an item. Enter in detailed notes about why you are disapproving the item and what needs to be changed before the sequence is ready to be restarted.

Approve Disapprove

Extend Due Date

Delegate

Manage Approver **Approver Action** Search

- Add Sequence - Save As Start Cancel Escalate 1 of 1 New Delete - Pending -

- Click **Yes** at the confirmation pop-up message. The status will change from Approval Review to **Draft**, and the Drafter will be notified via email. The Drafter will be in control of the File until a new Approval Sequence is started.

NOTE: Any Approvers who were coming up in the sequence and had not yet been notified of the Agenda Item will be removed from the workflow. Only Approvers who had previously taken an action will have their historical record and notes retained in the workflow grid.

Delegating a File

Approvers can Delegate their turn to review, edit, and take an action on the Agenda Item to another eligible Approver in the database. To **Delegate** a File:

1. On the Approval Tracking tab, click the **Approver Action** tab in the lower right. Confirm that your name is green in the list, indicating that you are the active Approver. **Highlight your name in the grid** with a single click.
2. Entering a **Note** is optional when Delegating; however, it is *highly recommended* to provide the delegate Approver with as much information as possible. In the **Notes** field, enter details about why you're delegating the Agenda Item and any applicable instructions.

Agenda LE - Legislative Files (Edit Record Mode)

Save | Search | New | Clear | Unlock | Edit | Tools | Browse | Reports | Help

EZ Text Search

File ID: TMP-0013 | ID | Type: Resolution | Status: Approval Review | File Created: 3/6/2026 | Agenda Date: 3/18/2026 | Final Action:

Meeting Body: Township Council

Title: Authorizing Performance Bond Reductions for American Properties at South Brunswick For the Heritage at South Brunswick Project and a 20% raise for all staff! This text was from the imported file.

Agenda Title/Recommendation | Attachments (3) | Associations | Details | Approval Tracking (3) | Minutes History

Requester: Daystar

Seq #	Approver Name	Due Days	Action Type	Email Template	Status	Due Date	Action	Act
01	Granicus Approver	2	Approver	Individual Review Request	Disapproved	3/25/2026	Disapprove	3/22/2026
02	Granicus Approver	2	Approver	Individual Review Request	Review Requested	3/25/2026		
03	Granicus Training	2	Approver	Individual Review Request				

Note:

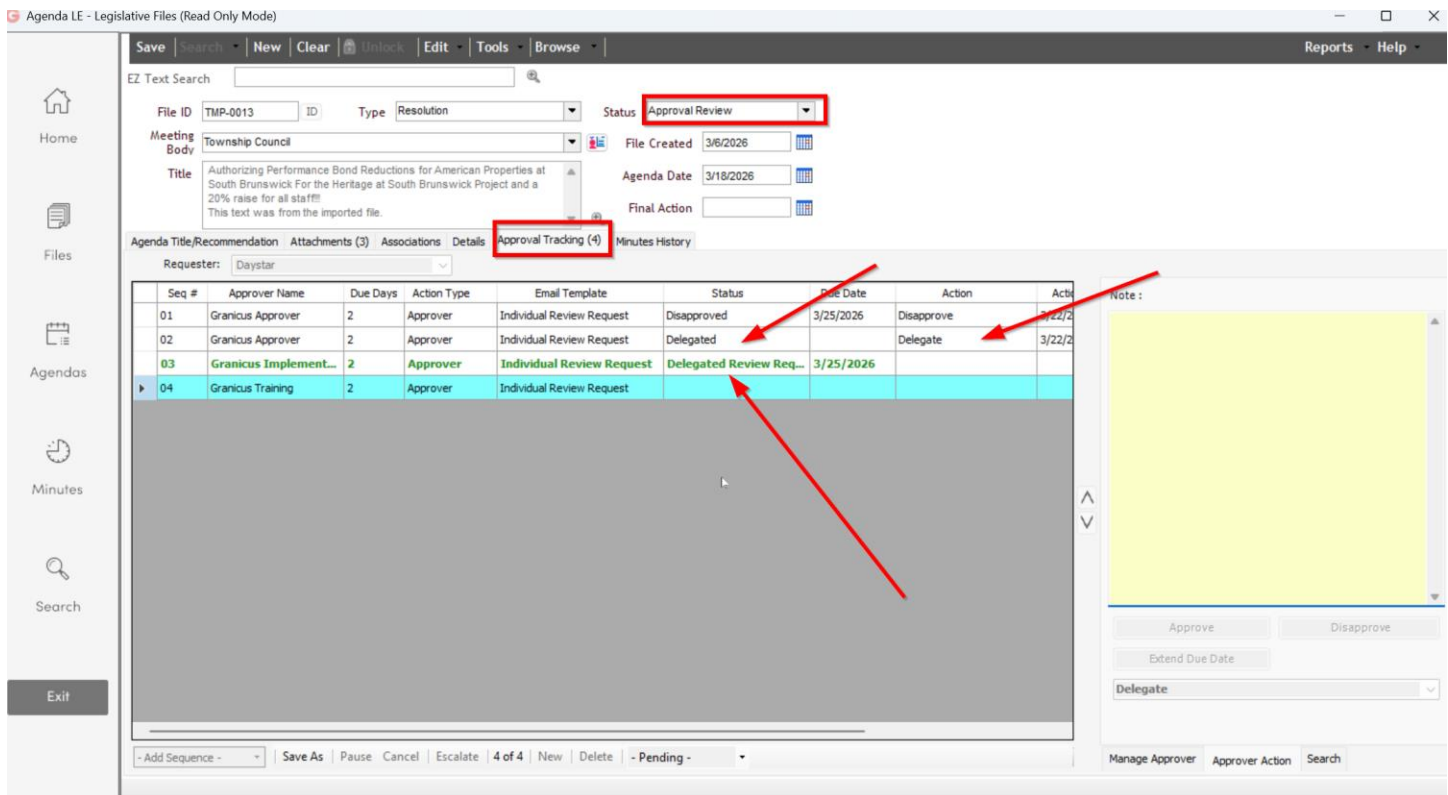
Select the approver you want to delegate your sequence to. This will send them an email, letting them know they are up next to review and approve this item.

Approve | Disapprove | Extend Due Date

Delegate: Barbara Nyitrai, Bill Epps, Deepti Shah, Granicus Approver, Granicus Implementation, Granicus Training

3. Use the **Delegate drop-down menu** to select the desired delegate Approver.
4. Click **Yes** at the confirmation window. The new Delegate Approver will appear in the grid as the active Approver, and the former Approver will have a record that their turn is complete. The Drafter and newly delegated Approver will receive emails about the delegation.

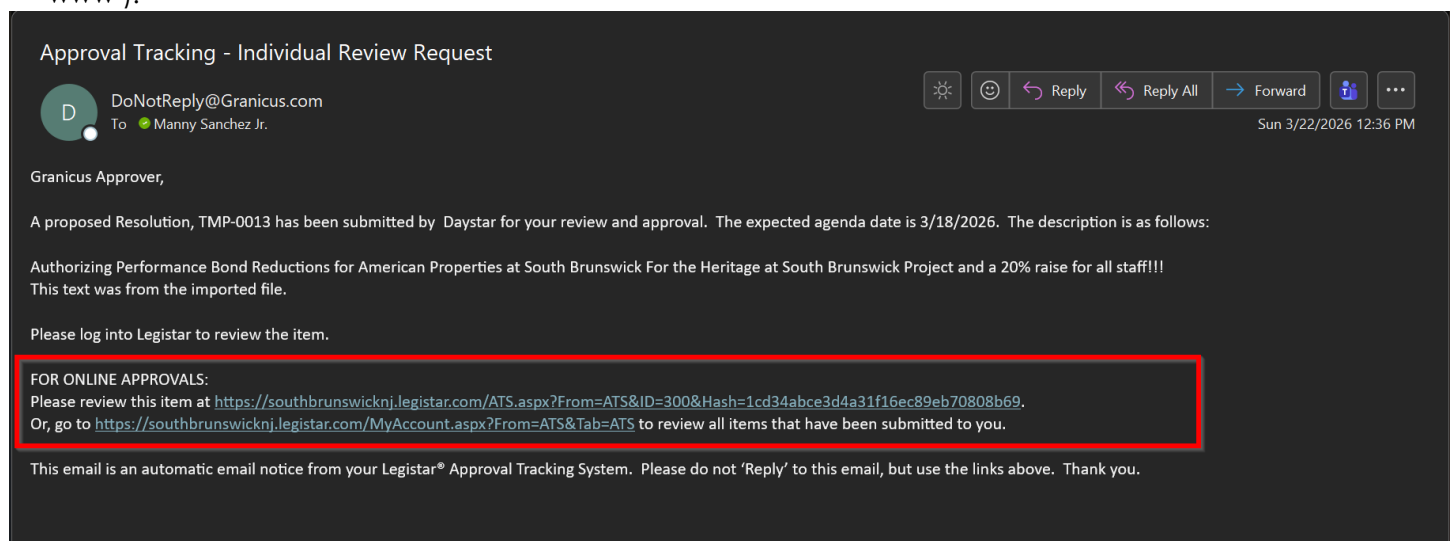
After you confirm your action, you can no longer edit this File. The status of the File will remain **Approval Review** and the Delegate Approver in the sequence is the only Approver that has access to edit and act on the File or Approval Sequence.



Reviewing a File on the Web

As an alternative to logging into Legistar, reviewers can access a web-based reviewer screen on your public facing InSite webpage.

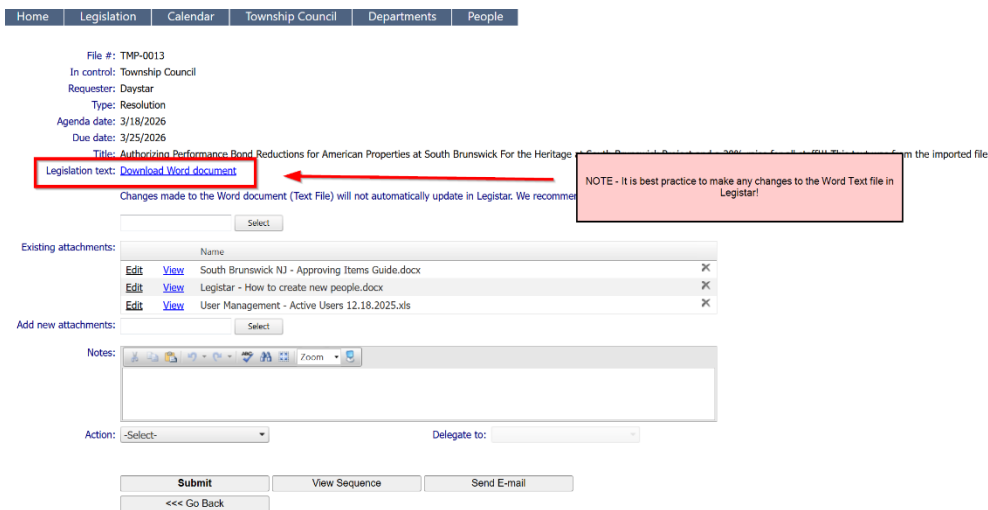
1. Navigate to your InSite webpage by clicking the link in your approval notice email or by entering the web address in your browser: <https://southbrunswicknj.legistar.com/> (remember to leave off the "www").



2. Sign in after clicking the link or click **Sign In** in the top right corner using your **Legistar Username and Password** if you did not click the link from the email.



3. Click the **Approval Tracking** tab. If you don't see that tab, click the **My Accounts** link in the top right corner to pull it up.
4. You can click **Approve** or **Disapprove** from this page if you're already familiar with the contents of the file. If you need to review the file, click the **File ID** of the item you would like to review.
5. Review the information on the screen. Please note that some of the InSite language is different from the language in your Legistar Files Module
6. To **make changes to the Staff Report** using Microsoft Word, Click **Download Word document** to view the **Agenda Item Body** text and other item details.



- Once the Word document downloads, you can review the Agenda Item Body details. **It is recommended that changes to the Microsoft Word document (Agenda Title/Recommendation) only be made in Legistar, and not via the website.**
- If changes are made to the Word Document, you will need to **Save** the edited document to your local device and then upload the updated Word document by clicking **Select**, navigating to your file, then selecting **Open**.
- If you upload a new Word Document, you must **choose an action**, then click **Submit** at the bottom of the page for the changes to be reflected in Legistar.

File #: TMP-0013
 In control: Township Council
 Requester: Daystar
 Type: Resolution
 Agenda date: 3/18/2026
 Due date: 3/25/2026

Title: Authorizing Performance Bond Reductions for American Properties at South Brunswick For the Heritage at South Brunswick Project and a 20% raise for all staff!! This text was from the imported file.

Legislation text: [Download Word document](#)

Changes made to the Word document (Text File) will not automatically update in Legistar. We recommend making changes in Legistar directly.

● TMP - 0013 - Updated File.dotx × Remove

Select

Updated version of the staff report I have downloaded, edited, and saved locally and selected below to upload.

Existing attachments:

Name	
South Brunswick NJ - Approving Items Guide.docx	Edit View X
Legistar - How to create new people.docx	Edit View X
User Management - Active Users 12.18.2025.xls	Edit View X

Add new attachments:

Select

Notes:

Action: -Select- Delegate to:

Submit View Sequence Send E-mail

<<< Go Back

- Click **View** to review attachments.
- Click **Edit** to modify attachment names.
- If you make any changes to an existing attachment or need to upload a new attachment, do so using the **Add new attachments** field. **Delete the existing attachment** by clicking the **X** at the end of the Existing Attachments grid.

NOTE: If you upload a new attachment, you must choose an **Action**, then click **Submit** for the changes to reflect in Legistar. (see photo below)

Home Legislation Calendar Township Council Departments People

File #: TMP-0013
 In control: Township Council
 Requester: Daystar
 Type: Resolution
 Agenda date: 3/18/2026
 Due date: 3/25/2026

Title: Authorizing Performance Bond Reductions for American Properties at South Brunswick For the Heritage at South Brunswick Project and a 20% raise for all staff!!! This text was from the imported file.

Legislation text: [Download Word document](#)

Changes made to the Word document (Text File) will not automatically update in Legistar. We recommend making changes in Legistar directly.

● TMP - 0013 - Updated File.dotx × Remove

Select

Existing attachments:

Name	
South Brunswick NJ - Approving Items Guide.docx	Edit View X
Legistar - How to create new people.docx	Edit View X
User Management - Active Users 12.18.2025.xls	Edit View X

Add new attachments:

Select

Notes:

Add a new attachment here. Changes will only be reflected after clicking submit below.

Action: -Select- Delegate to:

Submit View Sequence Send E-mail

<<< Go Back

- Enter any **Notes** if needed. You must enter a Note before selecting an Action.
- Use the **Action** drop-down menu to select your approval action: *Approve*, *Delegate* or *Disapprove*. Extend Due Date is not an option for Approvers.
- Click **Submit**.

File #: TMP-0013
In control: Township Council
Requester: Daystar
Type: Resolution
Agenda date: 3/18/2026
Due date: 3/25/2026
Title: Authorizing Performance Bond Reductions for American Properties at South Brunswick For the Heritage at South Brunswick Project and a 20% raise for all staff!!! This text was from the imported file.
Legislation text: [Download Word document](#)

Changes made to the Word document (Text File) will not automatically update in Legistar. We recommend making changes in Legistar directly.

● TMP - 0013 - Updated File.docx ✕ Remove

Existing attachments:

Name		
Edit	View	South Brunswick NJ - Approving Items Guide.docx ✕
Edit	View	Legistar - How to create new people.docx ✕
Edit	View	User Management - Active Users 12.18.2025.xls ✕

Add new attachments:

Notes:

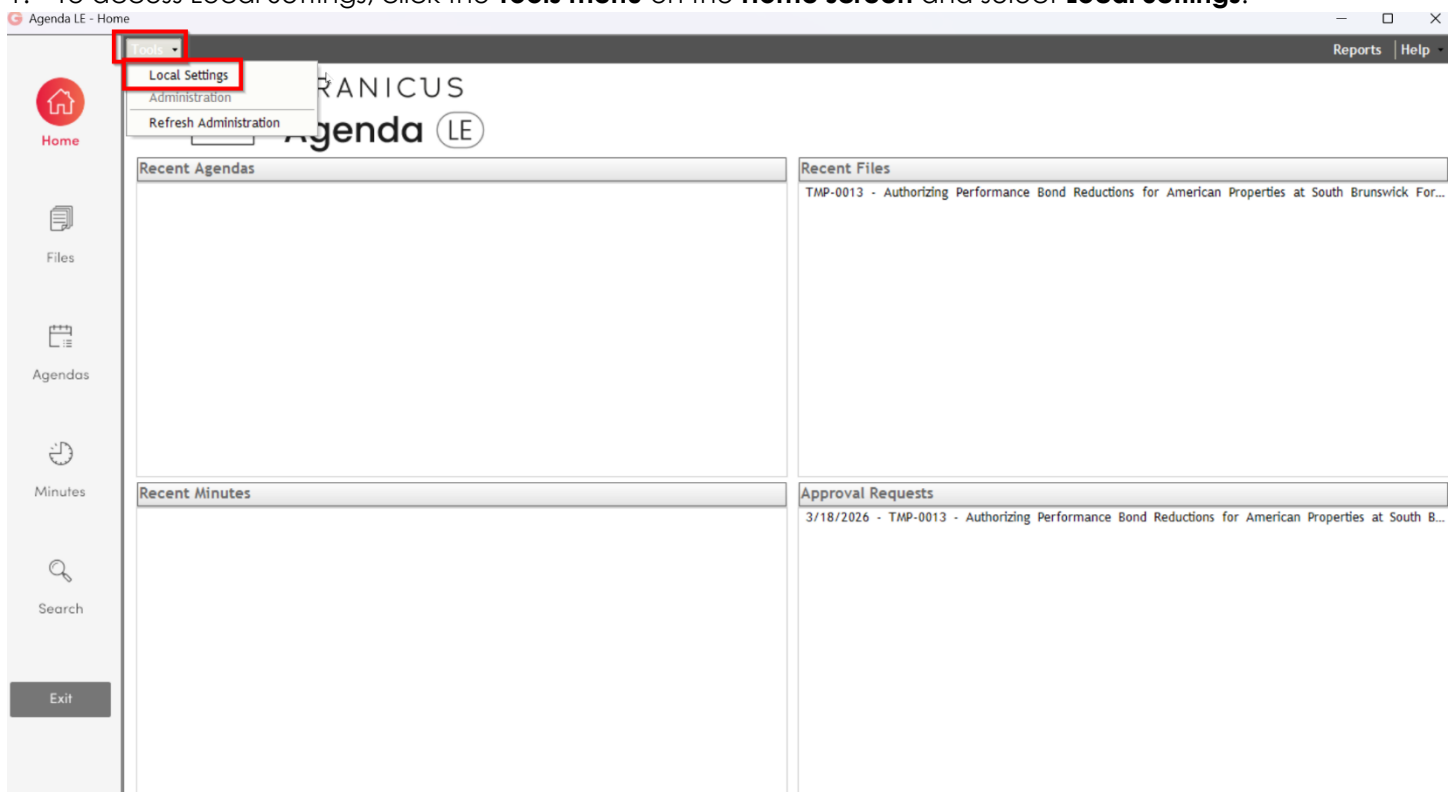
Action:
-Select-
Approve
Delegate
Disapprove
Extend Due Date

Delegate to:

Legistar Local Settings for Approvers

Each individual user has access to **Local Settings**. While there are many Local Settings available, the Local Settings detailed in this guide are specific to the needs of an Approver.

1. To access Local Settings, click the **Tools menu** on the **Home screen** and select **Local Settings**.



2. Change or reset your password on the **Password tab**. Enter your old (current) password, then your new password twice. **To be able to log into InSite your password must be 6 characters minimum.** There are not any character rules for setting your password, but please ensure it is something secure. **To apply changes, you must click Save.**

The screenshot shows the Legistar Home web application. On the left is a sidebar with icons for Home, Files, Agendas, and a clock. The top navigation bar includes 'Save', 'Tools', and 'Help'. Below this is a sub-navigation bar with 'Personal Settings', 'Password', and 'Out Of Office'. The 'Password' tab is selected and highlighted with a red box. The main content area is titled 'Change Password For User GDrafter' and contains three input fields: 'Old Password', 'New Password', and 'Confirm New'. A description box on the right states: 'Description: This screen allows a user to change their password'. The 'Save' button in the top navigation bar is also highlighted with a red box.

3. If you are going to be **out of the office**, you can assign another individual to receive any items that come to you during your out of office time. They will essentially be your "automatic delegate" to receive your items and act on them while you're away. Turn on/off your Out of Office setting on the **Out of Office tab**.
- Change "Out of Office?" to **Yes** to turn on the out of office feature.
 - Select the **person** who should be your Alternate/"automatic delegate" while you are away.
 - **To apply changes, you must click Save.**
 - **Be sure to Refresh Administration when you go to the Home tab.**

When you are **back in the office**, you must remember to come back to this Local Settings and **set "Out of Office?" back to No, then click Save** to turn your out of office feature *off* and allow items to come to you again.

Legistar - Home

SaveToolsHelp

Personal SettingsPasswordOut Of Office

Home

Files

Agendas

Minutes

Out of Office?

Yes

No

Alternate Approver

Granicus BA

Description

Before you go out of office, enable the Out of Office status by selecting 'Yes' option to the left. You can either set who your alternate will be by selecting an approver from the drop-down list or you can set your approval to be 'auto approved' in the drop-down and go directly to the next person.

If you are assigned to an approval sequence while Out of Office, when the sequence reaches you, it automatically delegates to the alternate you have specified. Your alternate approver will receive a notification.

When you return, set your status to In Office by selecting 'No' for Out of Office.

Legistar Drafting Files/Agenda Items

Overview

This quick reference guide provides instructions on how to draft an Agenda item. The drafting process in Legistar is the same for any type of legislative file or agenda item you create. Within the Legistar workflow, anyone who drafts files and creates agenda items is called a “drafter”.

Step 1: Create a new Agenda item

1. Click **Files** from the left menu to open the **Files** module.
2. Click **New**.
3. The **File ID** field will automatically populate and changed later if applicable.
4. The **Type**, **Status**, and **In Control** field's auto-populate with default settings. Change the **Type** field when applicable. The **File Created** field auto-populates with today's date, which should not be changed.
5. Select the **Agenda Date**. Click the calendar icon next to the Agenda Date field. A mini-calendar appears with green squares indicating scheduled meetings.
6. **Do not type directly into the Caption field**. This field will auto-populate by the Microsoft Word document you work with in step 2.
7. Leave the **Final Action** field blank. This field will be auto-populated later.

4. Click **Save**.

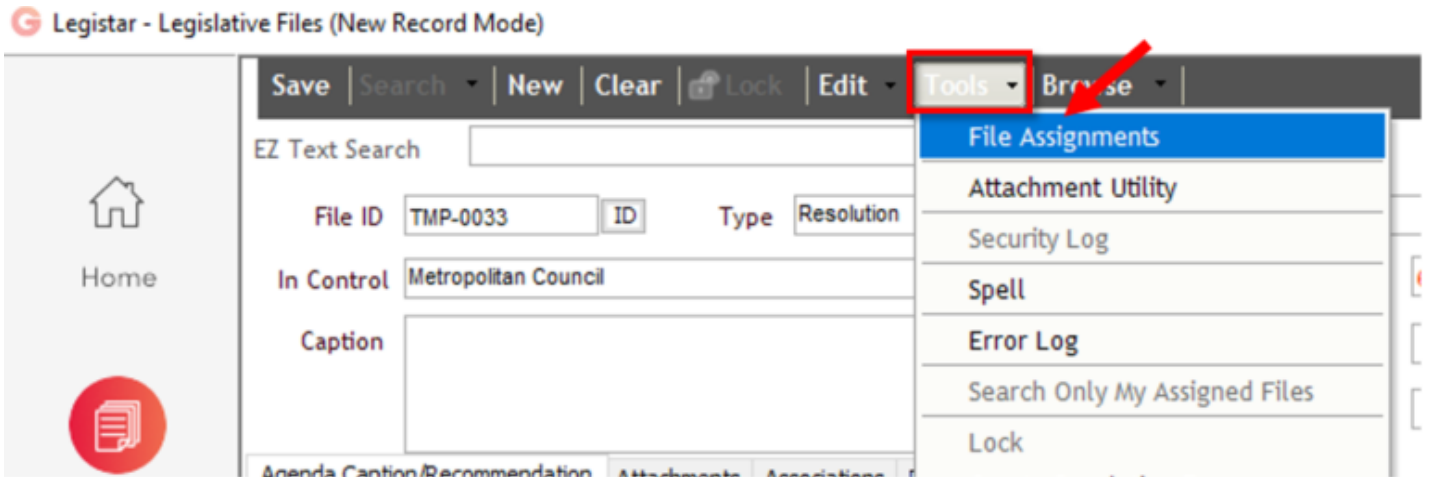
Step 2: File Assignments

Your Legistar system has File Assignments enabled. This restricts certain user groups/staff ability to see, search for, and edit Files/Agenda Items in Legistar. For example, Drafters and Approvers will only be able to search and see the details of Files/Agenda Items they created. Below shows how you give other staff access to your Files/Agenda Items.

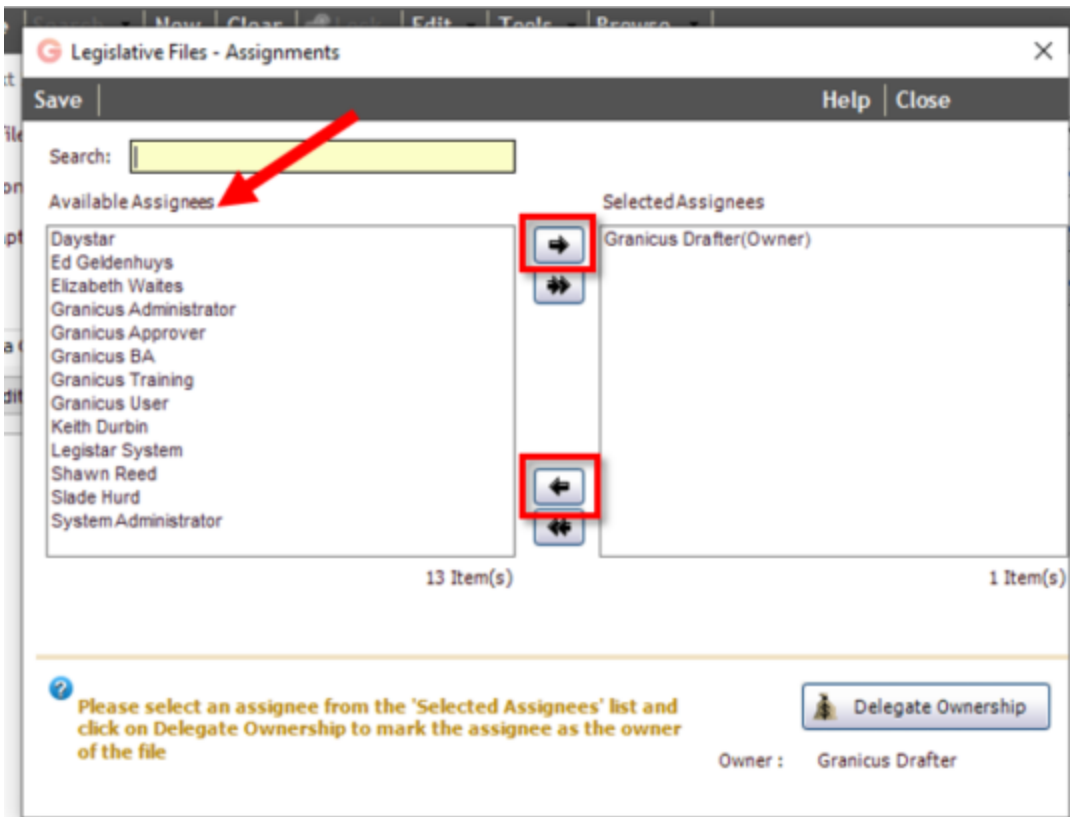
Note: Approvers will be able to see, access, and edit Files/Agenda Items when they are the current approver. Once an Approver acts, they will no longer be able to search and access the file unless the Drafter assigns them to the file.

Note, there are other security settings that may restrict staff's ability to edit.

1. Click **Tools** at the top then select **File Assignments**.



2. In the File Assignments window select users from the left **Available Assignees** column, then click the center **Right Angle Arrow** to move the user to the right **Selected Assignees** column.
3. **Note:** Keep yourself as the (**Owner**) and do not **Delegate Ownership** to another user. Delegate Ownership assigns someone else as the owner and you'll no longer be able to manage assignees.

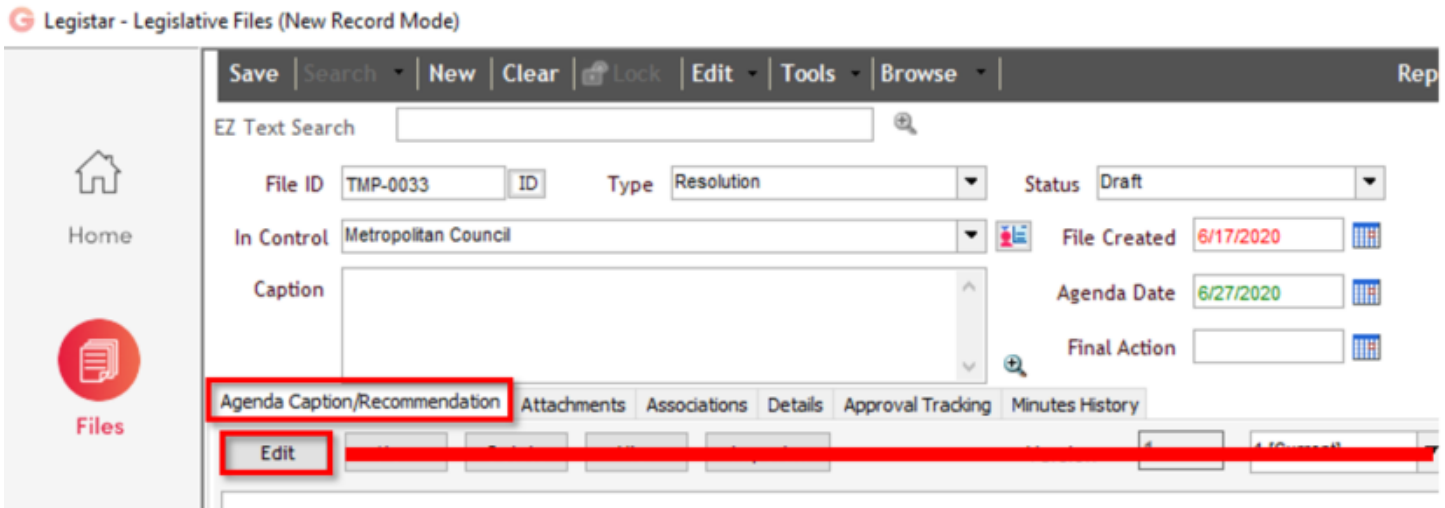


Step 3: Agenda Caption/Recommendation Tab

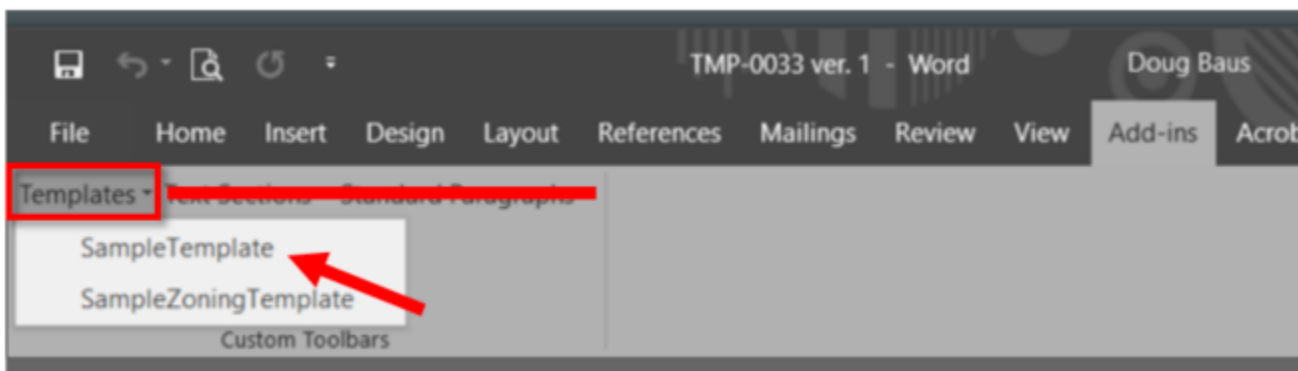
The **Agenda Caption/Recommendation** tab displays the text of the Agenda item. The following steps explain how to enter file text by accessing a Microsoft Word document template designed by your core

team. For certain Legistar reports to pull in data properly, the Microsoft Word document template is specifically formatted.

1. On the same screen as above click the **Edit** button. Microsoft Word opens.
2. Please notice the red line and at this time do not use the New or Delete buttons. If applicable they will be used later in the process. Also, Disregard and do not use the View and Import buttons as your current workflow does not use those options.



3. Once Microsoft Word opens click the **ADD-INS** tab at the top right.
4. Next click **Templates** at the top left and select the appropriate template, in this case "Sample Template". The template name "Sample Template" may change later and there may be additional templates.
5. Please disregard the Text Sections and Standard Paragraphs options, which are crossed out below.



6. Once the template loads please **Do Not edit or manipulate any of the words that have a dot dot. For example: ..title, ..body, ..agenda analysis**
7. Enter information in the applicable fields.
8. Click the small **Save** icon at the very top left.
9. Click the **X** at the very top right to close Microsoft Word and return to the Legistar screen.
10. The Word document you filled out will load into Legistar. You will now see the **Caption** box populate with the subject information from the document, and the lower window allows you to view the entire agenda item text (see screenshot below).
11. If changes need to be made to the staff report click the **Edit** button again to make changes. Again, do not type directly into the Title box.

Save | Search | New | Clear | Lock | Edit | Tools | Browse | Rep

EZ Text Search

File ID: TMP-0033 ID: Type: Bill (Ordinance) Status: Draft

In Control: Metropolitan Council File Created: 6/17/2020

Caption: Substitute An ordinance directing the Metropolitan Department of Public Works to complete their analysis for the reduction of vehicular speed limits on neighborhood classified streets, per the Major & Collector Street Plan of Nashville and Davidson County recommended in the 2016 WalknBike Strategic Plan, and to submit a written feasibility report with implementation to the Metropolitan Council within thirty (30) days hereof. Agenda Date: 6/27/2020

Final Action:

Agenda Caption/Recommendation | Attachments | Associations | Details | Approval Tracking | Minutes History

Edit

..title
Substitute An ordinance directing the Metropolitan Department of Public Works to complete their analysis for the reduction of vehicular speed limits on neighborhood classified streets, per the Major & Collector Street Plan of Nashville and Davidson County recommended in the 2016 WalknBike Strategic Plan, and to submit a written feasibility report with implementation to the Metropolitan Council within thirty (30) days hereof.

..body
Replace with body Text

..agenda analysis
Replace with Agenda Analysis Text

Step 4: Attachments Tab

You can add attachments of any file type, such as MS Word, Excel, PowerPoint, PDFs, Text Files, Images. We recommend a maximum file size of 100MB and anything larger should be compressed or split into multiple files. Attachments that are too large may cause issues when the Clerk's office generates the agenda packet. The public may also have difficulty opening large attachments.

Warning! Attachment names should never include special characters (such as #, \$, or ^).

Attachment names will appear as hyperlinks on the agenda.

1. Click the **Attachments** tab, located next to the Agenda Caption/Recommendation tab.
2. To attach a document click **Attach** at the bottom left-hand corner of the window, locate the file for import, and click **Open**. The file is now attached to the agenda item. For more options, click the **Attach dropdown arrow**, and continue to the next step.
3. You can rename the attachment by entering the new name in the **Name** field and then clicking the **Update Attachment Details** tab at the bottom left of the screen.
4. For each attachment leave the **Print With Agenda P** and **Show On Internet** boxes checked. Unchecking will exclude the attachment in the Agenda Packet and on the public Insite page.
5. To delete an attachment, select the attachment and click **Remove** at the bottom left.
6. To open an attachment, you can double click it, or select the attachment and click **Launch** at the bottom left.
7. To replace an attachment, select in the grid then click the **Replace** button.
8. **Internal Notes** do not print on the published agenda or show on the public facing Insite page. It is

internal to the agenda item only.

The screenshot shows a software interface with a tabbed menu at the top: "Agenda Caption/Recommendation", "Attachments (2)", "Associations", "Details", "Approval Tracking", and "Minutes History". The "Attachments (2)" tab is active. Below the tabs is a table with two columns: "Sort" and "Attachments". The table contains two rows: "1 Resolution" and "2 US Map.png". To the right of the table are three buttons: a tree icon, an up arrow, and a down arrow. Below these buttons are two checkboxes: "Print With Agenda P" (checked) and "Show On Internet" (checked). To the right of the checkboxes is a PDF icon. Below the checkboxes is a text box containing the text "These are internal notes and not visible to the public." To the right of the text box are two input fields: "Attached On" (6/17/2020) and "Time" (2:07 PM). Below these fields are two more input fields: "File Type" (DataFile) and "File Size" (71 KB). At the bottom of the interface is a status bar with the text "[DOUGB-9MVLNC2]C:\Users\doug.baus\OneDrive - Granicus\Granicus\Sample Training Docs\Sample Resolution City C". At the very bottom is a row of buttons: "Attach", "Launch", "Replace", "Remove", and "Update Attachment Details".

Sort	Attachments
1	Resolution
2	US Map.png

Print With Agenda P

Show On Internet

These are internal notes and not visible to the public.

Attached On: 6/17/2020 Time: 2:07 PM

File Type: DataFile File Size: 71 KB

[DOUGB-9MVLNC2]C:\Users\doug.baus\OneDrive - Granicus\Granicus\Sample Training Docs\Sample Resolution City C

Attach Launch Replace Remove Update Attachment Details

Step 5: Associations Tab

The **Associations** tab allows you to add or reference information to the Agenda item. **Related Files** is always available and allows you to link Legistar related agenda items/files together. Indexes, Code Sections and Sponsors require your Legistar Administrators to manage the data available for your use. You will be using **Sponsors**. You will not be using Indexes and Code Sections.

1. Click the **Associations** tab.
2. Click **Edit** next to **Related Files and/or Sponsors**.
3. Select one or more items on the left from the **Available Files** list.
4. Click the **arrows** to move the files to the **Selected Files** list.
5. Click **Save**, then click **Close**.
6. **Note:** Related files will appear on your public-facing Insite page as hyperlinked File IDs.

Agenda Caption/Recommendation Attachments **Associations** Details Approval Tracking Minutes History

Code Sections (0) [Edit](#)

Indexes (0) [Edit](#)

Sponsors (1) [Edit](#)

Allen, Burkley

Related Files (1) [Edit](#)

BL2019-013 - An Ordinance to amend Secti

Step 6: Details Tab

The **Details** tab contains additional information about the Agenda item. Please disregard the Agenda Number, Effective Date, and Confidential check box. Other staff will fill those in if applicable.

7. Select your **Department** if not already pre-populated.
8. The **Entered by** field should auto-populate with your email address. If not enter your email address and contact your Legistar Administrator.
9. **Internal Notes** do not print on the published agenda or show on the public facing Insite page. It is internal to the agenda item only.
10. Leave the **Not Viewable Via Insite** checked. The system will take care of the box when the agenda is published. This box may be greyed out depending on your system permissions.
11. The system will assign an **Agenda Number** automatically if applicable.
12. Effective Date may be entered at any time when applicable.

Agenda Caption/Recommendation Attachments (2) Associations **Details** Approval Tracking Minutes History

☒ Not Viewable Via InSite

Department **County Clerk**

Entered by granicus.drafter@outlook.com

Internal Notes These are internal notes and not visible to the public.

Agenda Number

Effective Date

Last Edit Wednesday, June 17, 2020 at 02:05 PM (Granicus Drafter)

Step 7: Approval Tracking Tab

1. Click the **Approval Tracking** tab.
2. Click **Add Sequence** located at the bottom left of the screen.
3. **Select** the appropriate approval sequence from the list. Note: in the future your Legistar Administrators may choose to filter approval sequences by Department.

Agenda Caption/Recommendation Attachments (2) Associations Details **Approval Tracking** Minutes History

Requester: Granicus Drafter

Seq #	Approver Name	Due Days	Action Type	Email Temp
-------	---------------	----------	-------------	------------

Approver Name :
Action Type :
Email Template :
Due Days : 0

< >

- Add Sequence -
- Add Sequence -
Administrative Legislation (finance)
Administrative Legislation (non-finance)
zzOnline Training

Save As Start Cancel Escalate 0 of 0 New

Manage Approver Approver Action Search

4. Once the sequence loads, it will contain the list of approvers for this agenda item.
5. Click **Start** (screenshot below)

Agenda Caption/Recommendation Attachments (2) Associations Details **Approval Tracking (3)** Minutes History

Requester: Granicus Drafter

Seq #	Approver Name	Due Days	Action Type	Email Template
01	Granicus Approver	2	Approver	Individual Review Request
02	Granicus Administrator	3	Approver	Individual Review Request
03	Elizabeth Waites	0	FYI	FYI Notification

Approver Name : Granicus Approver
 Action Type : Approver
 Email Template : Individual Review Request
 Due Days : 2

- Add Sequence - Save As **Start** Cancel Escalate 1 of 3 New Delete Manage Approver Approver Action Search

Step 8: Creating a new Version of the Agenda Item

Legistar allows you to track different versions of an agenda item. **The current version is used when the agenda item/file is added to the agenda.**

Note: If an Approval Sequence is in process for the agenda item/file, a New Version **cannot** be created until the approval sequence is completed or cancelled. Also, if the approval workflow has completed, the agenda item/file will be locked, and someone with the appropriate permissions will need to **"Unlock"** the agenda item/file before a new version can be created.

1. Open the agenda item/file and select the **Agenda Caption/Recommendation** tab then click the **New** button.

Save | Search | New | Clear | Lock | Edit | Tools | Browse | Rep

EZ Text Search

File ID: TMP-0033 ID Type: Bill (Ordinance) Status: Draft

In Control: Metropolitan Council File Created: 6/17/2020

Caption: Substitute An ordinance directing the Metropolitan Department of Public Works to complete their analysis for the reduction of vehicular speed limits on neighborhood classified streets, per the Major & Collector Street Plan of Nashville and Davidson County recommended in the 2016 WalknBike Strategic Plan, and to submit a written feasibility report with implementation to the Metropolitan Council within thirty (30) days hereof. Agenda Date: 6/27/2020 Final Action:

Agenda Caption/Recommendation Attachments Associations Details Approval Tracking Minutes History

New

..title
Substitute An ordinance directing the Metropolitan Department of Public Works to complete their analysis for the reduction of vehicular speed limits on neighborhood classified streets, per the Major & Collector Street Plan of Nashville and Davidson County recommended in the 2016 WalknBike Strategic Plan, and to submit a written feasibility report with implementation to the Metropolitan Council within thirty (30) days hereof.

..body
Replace with body Text

..agenda analysis
Replace with Agenda Analysis Text

2. Click **Yes** at the prompt to copy the current file's content to the new version of the file. Select No if you want to start with a blank new version of the file.
3. After clicking yes the Microsoft Word template will open and you can make edits to the new version, or just close the Word template if no changes need to be made

Save | Search | New | Clear | Lock | Edit | Tools | Browse |

EZ Text Search

File ID: TMP-0033 ID Type: Resolution Status: Draft

In Control: Metropolitan Council File Created: 6/17/2020

Caption: First [or Second or Third] Amendment to Agreement [or Contract] with [full legal name of entity] for [description of project or services]. Agenda Date: 6/27/2020 Final Action:

Agenda Caption/Recommendation Attachments Associations Details Approval Tracking Minutes History

New

Legistar5

You are changing the version of the file to 2.
Do you want to copy the current file's text to the new version?

Yes No

4. Confirm the version field changes to reflect the new version, i.e. (Current)..

Agenda Caption/Recommendation Attachments Associations Details Approval Tracking Minutes History

Edit New Delete View Import...

Version 2 2 [Current]

..title
Substitute An ordinance directing the Metropolitan Department of Public Works to complete their analysis for the vehicular speed limits on neighborhood classified streets, per the Major & Collector Street Plan of Nashville and I County recommended in the 2016 WalknBike Strategic Plan, and to submit a written feasibility report with implemen recommendations to the Metropolitan Council within thirty (30) days hereof.

..body
Replace with body Text

..agenda analysis
Replace with Agenda Analysis Text

Step 9: Searching in the Files Module

Note: Searching may be limited based on user group permissions set by your designated Legistar Administrators.

1. You must be in Search Mode before you can locate a file; click the **Clear** button at the top of the screen at any time to return to Search Mode. This does not delete information, it simply removes all the information from the fields and sets you to search mode.
2. Enter search criteria in any of the fields at the top of the screen (e.g., Agenda Section, Status, Dept/Agency, Agenda Date...).
3. Click **Search**. If there is more than one record found, click **Yes** to display all records.
4. Click a record in the list to open it.

EZ Text Search:

Enter keywords in the **EZ Text Search** field. Click the magnifying glass icon to open a text box for further defining your search. EZ Text Search only searches through legislative file text fields, and also the text and titles of attachments; drop-down and date fields are not searched. Also, EZ Text only pulls up exact phrases to your search text.

Date Range and Wild Card Searching:

Within the Search menu in any Legistar modules, you can use the following date range search tools alone or in conjunction with the date entry shortcuts:

Item

Description

>

Enter ">" before a date, i.e. ">1/1/2013" to find a date greater than or after the entered date or number.

Enter "<" before a date, i.e. "<1/1/2013" to find a

<

date less than or before the entered date or number.

*

Enter an asterisk * at the end of the search term to only search for records that return results beginning with the search term. For example, enter 102*.

?

Enter in place of a character when you are searching for more than one spelling of a term, for example, "peter?n" will return Peterson and Petersen.

Basics for Govt. Bodies

Main tab - create main govt. body here
Also list of dept. in this tab

Primary Leg. Body

Have Mover and Seconder, Mover only or no mover/seconder options

Can control file - make sure any govt. bodies that can control file checked.
It allows the board/body to show the "in control" field in item creation. Very important

Show on web - public facing InSite page with every agency. Do we want this body to show? If so, leave checked, if not, uncheck

Media Manager Export settings (click no to shut box)

Settings that get exported FROM Legistar to MediaManager. Also exports behind the scenes settings

1. Duration - how long is meeting
2. Camera - encoder
3. Archive folder - where to put recording once done
4. Player Template - can have more than one (Board specific)
5. Archive Status - once video is done converting, determines files visibility

Bodies - shows all bodies built in the system

Body Type - Meeting Type (same thing, different product)

Auto Export - best to leave it unchecked. Allows us to control when data/settings get exported to MediaManager

Can be a requestor - little confusing
Relates to a dropdown in the details field. Usually labeled as "department"
Most bodies will not have it checked, most Departments, will

Number of members - on InSite page, can show number of members that belong. Best practice is to fill it in.
Shows vacancies as well

Sort order - 999 click header to sort

Sponsor Type -

Associations tab in Files module
Controls who show or do not show in associations tab

Body Header

Header Text and Extra Text are 2 columns we see here

Header on Agenda documents
List of members typically shown

Report header

If you fill in different info, you will override Site info settings. Good for agencies with many boards/locations
Can change logo too if one is different for other board

Office Members

Each meeting body, office member tab is key. Be sure to keep roster current
Publish media and export, these names go with it, so stay on top of it
Import meeting minutes back, need to make sure names match
Need list to show on Roll call for Minutes

Legislative File

List of leg. File types - it is a global list

Workflow Control

You can build from scratch, it is a lot of work
We recommend copying your Primary Leg. Body and adjust as needed. Saves A LOT of time!!
Force Header - yes means it always shows. No means it will only show if an item is listed in it
Sequence – good rule of thumb to use at least increments of 10 to allow for other headers to be added

3 Key Ways to Set Dependencies

1. Controlling Body - for non-primary body type!!
2. File Type
3. File Status - good to leave blank/open ended

Can layer rules for one header
Create new blank line, add level and do not force it and add new rule

Which actions do we want to be able to be used in Minutes for each Body
Choose the Standard or Default Action for each Action/File Type

Legistar global list of actions that we can take

Agenda Definitions - build out agenda layout/sections

System Security

Security Features - need to add the newly created body to the correct user group(s) so all can see it that should

It is good to wrap up on support site to show how to access articles that will help Admins get info to help in config

Advanced Settings

Can use SQL statements can be put in to override some of standard functionality, in relation to files
Can copy existing settings from one body to another

Other tab is Workflow Actions - very important

When you create a new meeting body, must tell system how to function

Look at Primary Leg. Body as a guide for Workflow Actions

System Security - Security Features

Give access to meeting bodies



eComment for Citizens



eComment is a web-based form that integrates with your published agenda. It allows citizens to review agenda item details, indicate their position on an item, leave written feedback, and request to speak at a meeting. Due to work, school, and family commitments, citizens are not always able to attend City Council Meetings. To help the public stay more involved in their respective communities, eComment is a solution that offers the ability to participate from a distance.

Bridging the Gap Between Citizens and Government

This software feature has proven to be a valuable tool for Council staff as it highlights a more efficient form of communication. Encouraging citizens to utilize this tool, rather than sending emails or leaving phone voicemails, streamlines communication between citizens and the Council Members that represent them and make decisions on their behalf. A central repository for comments ensures that the Council and City staff have a transparent, predictable process of management.

Communication in Real Time, Without Missing a Beat

Based on the Council's eComment configuration settings, the public can now comment on upcoming agenda items as well as submit comments during live meetings, via SpeakUp, the platform that supports this integration.

How to Utilize this Feature

1. To leave an eComment, citizens can visit their city's meeting agenda page (please reach out to your city administration if you are unable to find this page on their website) to see all published agendas. Once the correct agenda has been located, there will be an eComment button if this feature is enabled for this particular agenda.
2. Citizens can scroll through the selected agenda and click "Comment" on the agenda item that they wish to address. Only one comment can be created at a time, but users can go back and select additional items that they wish to address.
3. After an agenda item is selected, the user will see a text box where they can type comments. Most organizations will have a character limit and an option to select a position: Oppose; Neutral; or Support.
4. After "Submit" is clicked, citizens will be prompted to enter their email address information if they are not yet logged in. This is a requirement, but only the name will be published with any comments. The other information will be kept private.
 - a. Logging In: Citizens must have a Speakup account to utilize eComment. (Speakup is the software platform that supports the eComment tool). At this point there will be an option to create a new account for first-time users. To complete the login process new users must open a confirmation email and complete the setup of their profile.
5. A confirmation message will appear on your screen if the comment is successfully published.
6. Citizens are free to add as many comments as they would like, as well as view other citizen's comments.

Important Notes

Users can also request to speak live at the meeting about a certain agenda item. To submit this request, click **Register to Speak** next to the appropriate agenda item. After clicking **I Agree, Register Me**, the user will receive an email confirming the request to speak.

Please feel free to reach out with questions or concerns- we are always happy to help!



GRANICUS

(/s/).

GOVMEETINGS SUITE

InSite

[Home \(/S/\)](#)
[GET SUPPORT \(/S/CONTACTSUPPORT\)](#)
[STATUS PAGE \(HTTPS://STATUS.GRANICUS.COM/\)](#)
[GOVCOMMUNITY \(HTTPS://COMMUNITY.GRANICUS.COM\)](#)
[LOGIN](#)

[Home \(https://support.granicus.com/s/\)](https://support.granicus.com/s/)
/
 [InSite \(https://support.granicus.com/s/article-group/a8C4A000000XakEUAS\)](https://support.granicus.com/s/article-group/a8C4A000000XakEUAS)
/
 [Searching \(https://support.granicus.com/s/article-group/a8C4A000000XapHUAS\)](https://support.granicus.com/s/article-group/a8C4A000000XapHUAS)

Simple and Advanced Search

🕒 Jun 19, 2018 · How To

Simple Search

You can use Simple Search to search the Legislation, Calendar, Departments, and People tabs.

Search Type	Description
Single Word Search	Entering a single word in the textbox returns results containing that word. For example, searching for <i>safety</i> returns any item containing the word <i>safety</i> .
Multiple Word Search	Entering multiple words in the textbox returns results containing all of the entered words. For example, searching for <i>public safety</i> returns any item containing both the words <i>public</i> and <i>safety</i> .
Multiple Word Search (With Quotes)	Entering multiple words enclosed in quotes in the textbox returns results containing the entered words in the exact order they are entered. For example, searching for <i>public safety</i> returns any item containing the phrase <i>public safety</i> , but not items with the phrase <i>safety of the public</i> .
Wildcard Search	Entering a series of letters followed by an asterisk(*) as a placeholder returns any words that begin with those letters. For example, searching for <i>safe*</i> returns items containing <i>safe</i> , <i>safety</i> , and <i>safest</i> , but not <i>vouchsafe</i> (because the wildcard is placed after the word <i>safe</i> , not before it).
OR Search	Entering two words separated by OR in the textbox returns any items containing either of the words, or both. For example, searching for <i>public OR safety</i> returns items containing <i>public</i> , <i>safety</i> , and <i>public safety</i> .

AND NOT Search	Entering two words separated by AND NOT in the textbox returns items containing the first word, as long as the second is not present. For example, searching for <i>public AND NOT safety</i> returns items containing <i>public housing</i> , but not items containing <i>public safety</i> .
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Advanced Search

Click the **Advanced Search** link on the Legislation tab to use advanced searching capabilities. Advanced Search provides many ways to increase the accuracy of search results by adding to the Simple Search functionality.

Note: Search results in Advanced Search are based on the result of all fields combined, so each additional field will narrow the search results further. All search results have to match all criteria.

The following table describes the search fields available in Advanced Search:

Field	Description
Number of results	Limits the number of results returned by the search to the number selected in the drop-down menu.
Date	Limits the date range of the search results to the period selected in the drop-down menu.
Legislative Files Information	This is a heading.
Legislative text	Searches the text of Legislative Files (minutes, agenda, etc.) for the criteria entered in the textbox. It does not search attachments.
Title	Searches the titles of Legislative Files for the criteria entered in the textbox.
File/Enactment/Document #	Limits the search results to those with the specified File, Enactment, or Document number.
Type	Limits the search results to files of the legislative file type selected in the drop-down menu.
Status	Limits the search results to those with the status selected in the drop-down menu.
File Created (Intro Date)	These fields limit the search results to legislation created on (=), before (<), after (>), or between the entered dates. For example: • Selecting the <i>on</i> (=) radio button and <i>12/1/2013</i> on the calendar returns any legislation introduced on December 1, 2013. • Selecting the <i>before</i> (<) radio button and <i>12/1/2013</i> on the calendar returns any legislation introduced before December 1, 2013. • Selecting the <i>after</i> (>) radio button and <i>12/1/2013</i> on the calendar returns any legislation introduced after December 1, 2013. • Selecting the <i>between</i> radio button, <i>11/1/2013</i> on the first calendar, and <i>12/1/2013</i> on the second calendar returns any legislation introduced between November 1, 2013 and December 1, 2013.
In Control	Limits the search results to those currently controlled by the specified Legislative Body.

On Agenda	Limit the search results to legislation from an Agenda on (=), before (<), after (>), or between the entered dates. For example: • Selecting the <i>on</i> (=) radio button and <i>12/1/2013</i> on the calendar returns any legislation from any Agenda dated December 1, 2013. • Selecting the <i>before</i> (<) radio button and <i>12/1/2013</i> on the calendar returns any legislation from any Agenda dated before December 1, 2013. • Selecting the <i>after</i> (>) radio button and <i>12/1/2013</i> on the calendar returns any legislation from any Agenda dated after December 1, 2013. • Selecting the <i>between</i> radio button, <i>11/1/2013</i> on the first calendar, and <i>12/1/2013</i> on the second calendar returns any legislation from any Agenda dated between November 1, 2013 and December 1, 2013.
Final Action (Passed Date)	Limit the search results to legislation with a final action on (=), before (<), after (>), or between the entered dates. For example: • Selecting the <i>on</i> (=) radio button and <i>12/1/2013</i> on the calendar returns any legislation passed on December 1, 2013. • Selecting the <i>before</i> (<) radio button and <i>12/1/2013</i> on the calendar returns any legislation passed before December 1, 2013. • Selecting the <i>after</i> (>) radio button and <i>12/1/2013</i> on the calendar returns any legislation passed after December 1, 2013. • Selecting the <i>between</i> radio button, <i>11/1/2013</i> on the first calendar, and <i>12/1/2013</i> on the second calendar returns any legislation passed between November 1, 2013 and December 1, 2013.
Related Information	This is a heading.
Sponsor	Limits the search results to legislation sponsored by the person or Body specified in the drop-down menu.
Index	Limits the search results to legislation with the Matter Index specified in the drop-down menu. You can use this field to narrow your search to categories defined by your meeting body.
Code Section	Limits the search results to legislation affecting the Code Section specified in the drop-down menu.
Attachment	Searches Titles and Content of attachments for the criteria entered in the textbox.
History	This is a heading.

Action Date	Limit the search results to legislation with a final action on (=), before (<), after (>), or between the entered dates. For example: • Selecting the <i>on (=)</i> radio button and <i>12/1/2013</i> on the calendar returns any legislation passed on December 1, 2013. • Selecting the <i>before (<)</i> radio button and <i>12/1/2013</i> on the calendar returns any legislation passed before December 1, 2013. • Selecting the <i>after (>)</i> radio button and <i>12/1/2013</i> on the calendar returns any legislation passed after December 1, 2013. • Selecting the <i>between</i> radio button, <i>11/1/2013</i> on the first calendar, and <i>12/1/2013</i> on the second calendar returns any legislation passed between November 1, 2013 and December 1, 2013.
Action by	Limits the search results to the legislative body specified in the drop-down menu.
Action	Limits the search results to the action specified in the drop-down menu.
Sent to	Limits the search results to the legislative body specified in the drop-down menu.
Agenda note	Searches agenda notes for the criteria entered in the textbox.
Minutes note	Searches minutes notes for the criteria entered in the textbox.

Access Videos and Training Resources (<https://support.granicus.com/customersupport/s/article/Granicus-Universityhelpgranicuscom-1680-DP>)

Contact Support (<https://support.granicus.com/s/article/Support-Hours>)

Not finding what you need? Get in touch with us.

[Submit a Ticket\(/s/contactsupport\)](/s/contactsupport)

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Bridgeport, CT

Council Chambers

Staff Report

File #: 26-040

Agenda Date: 6/15/2026

Agenda #:

Proposed Resolution regarding homeland security

To: City Clerk
From: Police Department
Date: 6/3/2026

SUBMITTER

John Doe

LOCATION

City Hall, 45 Lyon Terrace

PURPOSE

Resolution to enhance Homeland Security

SUMMARY & RECOMMENDATION

None

FINDINGS OF FACT

None

February 26, 2026

Office of the City Clerk
City of Bridgeport
45 Lyon Terrace, Room 204
Bridgeport, Connecticut 06604

Re: Resolution – U.S. Department of Transportation (DOT) Better Utilizing Investments to Leverage Development (BUILD) Grant Program – Route 8/25 Connector Cap Planning Study (#26908)

Attached, please find a Grant Summary and Resolution for the **U.S. Department of Transportation (DOT) Better Utilizing Investments to Leverage Development (BUILD) Grant Program** to be referred to the **Committee on Economic and Community Development and Environment** of the City Council.

If you have any questions or require any additional information, please contact me at 203-332-5664 or Meggy.Adorno@bridgeportct.gov.

Thank you,

Meggy Adorno
Central Grants Office



GRANT SUMMARY

PROJECT TITLE: **U.S. Department of Transportation (DOT) Better Utilizing Investments to Leverage Development (BUILD) Grant Program – Route 8/25 Connector Cap Planning Study (#26908)**

NEW ☒ RENEWAL ☐ CONTINUING ☐

DEPARTMENT SUBMITTING INFORMATION: **Central Grants Office**

CONTACT NAME: **Meggy Adorno**

PHONE NUMBER: **203-332-5664**

PROJECT SUMMARY/DESCRIPTION: The City of Bridgeport is requesting grant funding for a planning grant to conduct a feasibility study on decking over Route 8, which focuses on reconnecting Downtown Bridgeport and the Hollow neighborhood by creating more than five acres of new land over the depressed highway between existing overpasses. Upon completion, this study will enable the City and its State of Connecticut partners to pursue construction funding for a transformative unification initiative in Bridgeport.

CONTRACT PERIOD: 09/30/30 – 09/30/35

Federal:	\$ 1,000,000.00
State:	\$ 0
City:	\$ 0
Other:	\$ 0

GRANT FUNDED PROJECT FUNDS REQUESTED	
Feasibility Study:	\$ 1,000,000.00
Construction:	\$ 0
Other:	\$ 0

MATCH REQUIRED		
	CASH	IN-KIND
Supplies:	N/A	N/A

A Resolution by the Bridgeport City Council

Regarding the

U.S. Department of Transportation (DOT) Better Utilizing Investments to Leverage Development (BUILD) Grant Program – Route 8/25 Connector Cap Planning Study (#26908)

WHEREAS, the **U.S. Department of Transportation** is authorized to extend financial assistance to municipalities in the form of grants; and

WHEREAS, this funding has been made possible through the **Better Utilizing Investments to Leverage Development (BUILD) Grant Program**; and

WHEREAS, funds under this grant will be used to study the feasibility of decking over sections of Connecticut State Route 8; and

WHEREAS, it is desirable and in the public interest that the City of Bridgeport submits an application to the **U.S. Department of Transportation (DOT) Better Utilizing Investments to Leverage Development (BUILD) Grant Program** to fund this important work.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL:

1. That it is cognizant of the City's grant application to and contract with the **U.S. Department of Transportation (DOT)** for the purpose of its **Better Utilizing Investments to Leverage Development (BUILD) Grant Program**; and
2. That it hereby authorizes, directs, and empowers the Mayor or his designee to accept any funds that result from the City's application to the **U.S. Department of Transportation (DOT) Better Utilizing Investments to Leverage Development (BUILD) Grant Program** and to provide such additional information and execute such other contracts, amendments, and documents as may be necessary to administer this program.

November 20, 2025

Office of the City Clerk
City of Bridgeport
45 Lyon Terrace, Room 204
Bridgeport, Connecticut 06604

Re: Resolution –United States Conference of Mayors (USCM)- Dollarwise Innovation Grant (#26320)

Attached, please find a Grant Summary and Resolution for the **United States Conference of Mayors- Dollarwise Innovation Grant (#26320)** to be referred to the **Committee on Economic and Community Development and Environment** of the City Council.

If you have any questions or require any additional information, please contact me at 203-576-7732 or Candice.peterkin@bridgeportct.gov

Thank you,

Candice Peterkin
Central Grants Office



GRANT SUMMARY

PROJECT TITLE: **United States Conference of Mayors- Dollarwise Innovation Grant (#26320)**

NEW ☒ RENEWAL ☐ CONTINUING ☐

DEPARTMENT SUBMITTING INFORMATION: **Central Grants Office**

CONTACT NAME: **Candice Peterkin**

PHONE NUMBER: **203-576-7732**

PROJECT SUMMARY/DESCRIPTION: The City of Bridgeport is applying for the USCM DollarWise grant to support the Mayor's Initiative for Reentry Affairs (MIRA) through its Tools for Trades: "Buy the Tools, Unlock the Job" program. Funding will be used to purchase professional tool kits for returning citizens enrolled in a 3- to 6-week trade training program. Through partnerships with EMERGE and MATCH, participants receive free training in HVAC, plumbing, electrical, or manufacturing, along with employment-readiness coaching and direct job-placement support. This grant will help MIRA equip and train 15 returning citizens, creating a clear pathway into stable, good-paying careers. All grant funds will go toward purchasing complete starter toolkits for each reentering citizen who completes training. Valued at approximately \$1,000 per person, each toolkit includes essential hand tools, trade-specific equipment, personal protective gear, lockable storage, and warranty coverage.

CONTRACT PERIOD: TBD

FUNDING SOURCES (include matching funds):	
Federal:	\$
State:	\$
City:	\$ 5,000
Other:	\$ 10,000

GRANT FUNDED PROJECT FUNDS REQUESTED	
Supplies & Materials	\$ 10,000.00 (Funds will be used to purchase personalized starter toolkits for 10 reentering citizens)
Supplies & Materials	\$5,000.00 (Funds will be used to purchase personalized starter toolkits for 5 reentering citizens)

MATCH REQUIRED		
	CASH	IN-KIND
Source: (MIRA) General Fund	\$5,000.00	
Other:	\$	\$

A Resolution by the Bridgeport City Council

Regarding the

**United States Conference of Mayors
Dollarwise Innovation Grant (#26320)**

WHEREAS, the **United States Conference of Mayors** is authorized to extend financial assistance to municipalities in the form of grants; and

WHEREAS, this funding has been made possible through the **United States Conference of Mayors Dollarwise Innovation Grant**; and

WHEREAS, funds under this grant will be used to purchase complete starter toolkits for programs in construction, HVAC, plumbing, electrical, and manufacturing trades; and

WHEREAS, it is desirable and in the public interest that the City of Bridgeport submits an application to the **United States Conference of Mayors Dollarwise Innovation Grant** to support returning citizens by providing access to free workforce training, professional toolkits, and job placement support, which will ultimately strengthen economic mobility and reduce recidivism.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL:

1. That it is cognizant of the City's grant application to and contract with the **United States Conference of Mayors** for the purpose of the **Dollarwise Innovation Grant**; and
2. That it hereby authorizes, directs and empowers the Mayor or his designee, the Director of Central Grants, to execute and file such application with the **United States Conference of Mayors** and to provide such additional information and to execute such other contracts, amendments, and documents as may be necessary to administer this program.