



## OVERVIEW

In smaller organizations, it's not uncommon for staff members to fill multiple roles at once. For Castle Pines, Colo., automating the repetitive, manual tasks of the clerk's job allows them more freedom to assist in other departments when needed, as well as complete special projects.

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## POPULATION

10,507

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## SOLUTIONS

Minutes, Video  
(Active since 2011)

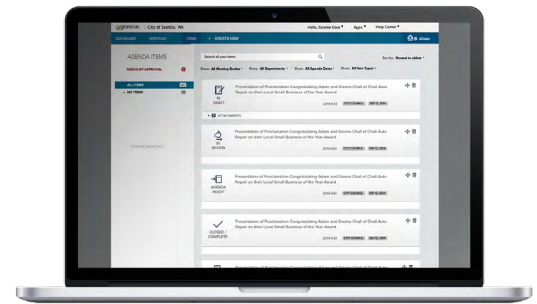
## CITY OF CASTLE PINES ACCOMPLISHES MORE WITH GRANICUS

### SITUATION

#### Spending Too Much Time on Minutes

The City of Castle Pines, Colorado, is a small suburb that lies between Denver and Colorado Springs. With a population of just over 10,000 people, they were challenged by the amount of time it took to operate City Council meetings manually.

"It used to take me about a day and half to get my minutes published," says Sharon Washington, City Clerk. Having come to work at the City of Castle Pines after leaving her former job at the City of Greenwood Village, Washington was already familiar with Granicus solutions. She knew things could be run more efficiently.



But in smaller towns and cities, it can be difficult to implement automation solutions when operating with a smaller budget. However, saving time by automating certain processes can save an organization money, effectively allowing the system to pay for itself -- which is what happened in the City of Castle Pines.

### SOLUTION

#### Leveraging Granicus Allows More Time for Other Projects

Once Washington was able to prove the benefits of a minutes automation solution, in-meeting processes began to run more smoothly. Now she can easily record motions and other pertinent information during City Council meetings. She's also able to publish her minutes immediately after a meeting.



*“The software was very user friendly. It’s customized to help make a clerk’s job easier.”*

—Sharon Washington, City Clerk

## METRICS

**40**

HOURS PER MONTH  
TIME SAVINGS

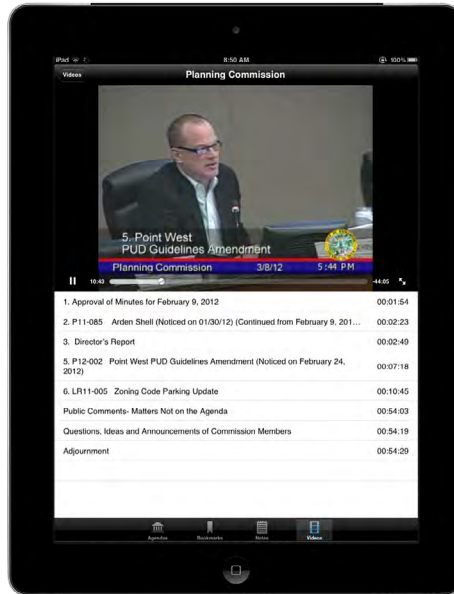
The City has begun to realize other benefits as well, such as allowing Washington the ability to assist in other departments within the organization.

And for other clerks in smaller population cities, she has some advice. “When you go to the City Manager for budget approval, be prepared to show them how much time it can save you, and that what you can do with that time is a bonus.”

## RESULTS

### The Efficient Clerk

Now the City of Castle Pines is saving roughly 40 hours of staff time per month, which gives them time to accomplish other things. Washington can publish her minutes immediately, and she no longer has to wait for items to publish her agenda - saving valuable time to focus on other duties.



## ABOUT GRANICUS

More than 5,500 government agencies use Granicus to modernize their online services, web presence, and communications strategies. We offer seamless digital solutions that help government actively reach, inform, and engage citizens on the first unified civic engagement platform for government. Over 280 million people engage with Granicus’ partner agencies through our robust citizen subscriber network.