



PLATFORM GUIDE

The Operating System for Modern Local Government.

govera.co

- INSTITUTIONAL MEMORY
- MEETING INTELLIGENCE
- WORKFLOW AUTOMATION
- COLLABORATION
- FOLLOW-THROUGH ACCOUNTABILITY
- SECURITY & DATA GOVERNANCE



INTRODUCTION

What is Govera

Govera is the intelligence layer for public meetings and organizational decision-making. It helps local governments, school districts, counties, and special districts create agenda materials, preserve institutional memory, surface risks, track commitments, and prepare staff and governing bodies with confidence.

Unlike a generic AI assistant, Govera learns how your organization works — including prior staff reports, agenda structures, approval paths, legal language, voting history, and recurring questions from elected and appointed officials. Every generated output is fully editable, source-backed where applicable, and subject to staff review before publication, approval, or distribution. Because every output is grounded in your organization's own records, Govera also acts as a safeguard — helping catch errors, purchasing-policy conflicts, ordinance conflicts, and reports that contradict prior decisions before they reach the dais.

Staff always in control: All outputs are first drafts. Final review, edits, approval, and distribution remain with your organization. Govera is designed around role-based review, source traceability, organization-controlled approvals, and document retention compatibility.

01

Institutional Memory

Everything important to your organization — searchable in natural language with source citations on every result.

02

Workflow Automation

Smart Create prepares a first draft from a plain-language description — staff report, resolution, contract, presentation, and public summary — routed through your approval chain.

03

Follow-through Accountability

Govera identifies commitments from minutes, keeps them visible until resolved, and surfaces open items before the next meeting. Contracts and grants are monitored against renewal windows.

04

Compliance & Risk Protection

Every draft is checked against your organization's own budget, prior votes, and adopted policy — helping ensure purchasing rules are followed, ordinances aren't violated, and new reports don't contradict decisions already on the record.

"A platform that helps teams retain institutional memory, keeps commitments visible, and surfaces what teams might otherwise miss — meeting after meeting."

— GOVERA PRODUCT PHILOSOPHY



WHO IT'S FOR

Who Uses Govera

Every role gets a purpose-built view of the same source of truth — no clutter, no duplicate work. Govera serves any organization that manages agendas: city and county governments, school districts, special districts, and more.

01

CITY SECRETARY · BOARD SECRETARY · DISTRICT CLERK**PRIMARY USER**

The platform's anchor user. Creates and manages agenda items, runs approval workflows, generates staff reports, resolutions, contracts and presentations, manages the meeting calendar, and distributes meeting packets.

02

CITY MANAGER · SUPERINTENDENT · EXECUTIVE DIRECTOR**STRATEGIC OVERSIGHT**

Reviews items before they go to the governing body, taps institutional memory before decisions, monitors commitments and follow-through across departments.

03

DEPARTMENT HEAD · DIRECTOR · DIVISION MANAGER**CONTRIBUTOR**

Submits items on behalf of their department, receives deadline reminders (2 weeks, 1 week, 3 days), marks items submitted or pending.

04

CITY / COUNTY ATTORNEY · GENERAL COUNSEL**LEGAL REVIEW**

Reviews contracts, resolutions, and ordinances drafted to ICMA best-practice standards. Edits directly in the platform, then approves or returns with comments — no separate document exchange required.

05

COUNCIL MEMBER · TRUSTEE · COMMISSIONER**REVIEW & QUESTIONS**

Receives the packet via a portal link, submits questions through a tokenized link (no login required), views the public-facing agenda summary.



PRIMARY USER DEEP DIVE

Your Daily Workspace

The Home dashboard surfaces what needs attention and where to go next.

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Millbrook, TX

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Institutional memory

Council Q&A

Budget

Expiration monitor

Council portal

Settings

Morgan Lee

City Secretary

Today · Monday, July 20, 2026

CITY SECRETARY

Good afternoon, Morgan.

Your next council meeting is tomorrow. All items are on track before packet deadline.

NEXT MEETING

Millbrook City Council Regular Meeting

Tue, July 21, 2026 · 6:00 PM · Council Chambers, 100 Main St

6

ITEMS

0

NEED YOU

0

IN APPROVAL

WHAT DO YOU WANT TO DO?

+ Create agenda item

Staff memo in 60 seconds

Meeting workspace

Items · Approvals · Publish

Ask & Documents

Institutional memory · Budget

2 commitments need your review

— AI-extracted, awaiting confirmation

NEXT MEETING CARD

Date, location, packet deadline, public posting countdown, plus live item-count tiles.

ACTION CARDS

Smart Create, meeting workspace, and institutional memory shortcuts — every common task is one click away.

ALERT TRAY

Expiring contracts, flagged items, and pending commitment reviews route here before they become emergencies.



PRIMARY USER DEEP DIVE

Smart Create

Smart Create prepares a complete first draft from a plain-language description — staff report, Q&A, agenda caption, and presentation outline — in under a minute.

MEETING WORKSPACE

Jul 21 · Millbrook · tomorrow

Millbrook City Council Regular Meeting

Tue, July 21, 2026 · 18:00 · Council Chambers, 100 Main St

Items 1

Agenda order

Approvals

Q&A prep

New agenda item

Millbrook City Council Regular Meeting

Smart Create

Manual

WHAT DO YOU WANT TO DO?

e.g. I want to award a resurfacing contract to Luminex for \$185k from the Capital Fund

SUPPORTING DOCUMENT

Choose File

No file chosen

+ Create and Generate Staff Report

Style anchors: Smart Create uses your organization's prior materials as anchors, so every staff report, caption, resolution, contract draft, and presentation feels familiar to the team reviewing it. Outputs reflect your organization's structure, legal language, and formatting conventions.

Attachments on any item: Staff can attach source documents — PDFs, DOCX, XLSX, site plans, engineering reports, vendor quotes — directly to an agenda item at any point. Everything a reviewer needs lives in one workspace, not scattered across email.

EXAMPLE WORKFLOW

A Public Works director submits a resurfacing contract. Govera drafts the staff report, agenda caption, resolution, presentation, and public summary. It identifies a similar project approved last year, checks budget context, routes the contract draft to legal, prepares likely governing body questions, and adds the renewal date to the expiration monitor.

PRIMARY USER DEEP DIVE

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PRIMARY USER DEEP DIVE

Item Workspace, Documents & Approvals

One item, every document — prepared, reviewed, routed, and packet-ready.

Items 6

Agenda order

Approvals 1

Q&A prep

Public

Publish

#	TITLE	DEPT.	STATUS
5.A	Ordinance Amending the FY2026 Annual Budget and 2026–2030 CIP	Finance	APPROVED
6.A	Resolution Authorizing Construction Contract for Park Improvements	Public Works	NEEDS ATTENTION
7.A	Public Hearing on Ordinance Amending Tax Increment Zone Boundaries	Community Dev.	APPROVED
—	Consider/Discuss/Act on Election of a Mayor Pro Tempore	City Secretary	DRAFT

Staff Report

Inline preview + DOCX. Professionally formatted, fully editable, and ready for staff review.

Council Q&A

Source-backed answers. INTERNAL ONLY — never in the packet.

Resolution

WHEREAS structure. Drafted to ICMA best-practice standards. Auto-routed to the attorney for review.

Agenda Caption

Two-sentence public summary with copy function. Drops into the posted agenda.

Contract

Draft for attorney review, drafted to ICMA best-practice standards, using your standard language and corpus.

Presentation

Compiled per item in agenda order. Download as PPTX, ready to present.

Approval chain status · Clerk

Showing all items in chain

6.A Resolution Authorizing Construction Contract for Park Improvements

IN CLERK

Approve Clerk

Reject

Staff remain in control: Routing rules apply by item type. Final review, edits, and approval rest with the organization. The audit trail is preserved automatically.

Always editable: Every generated document can be edited and re-saved at any stage — before submission, during review, or after a revision request. Nothing is locked until it's formally approved.

Full revision history: Every edit to every document is saved and timestamped, creating a complete, auditable record of what changed, when, and by whom. Every document — staff report, resolution, contract, presentation — can also be downloaded at any stage for offline review or agency recordkeeping.

WORKS WITH YOUR EXISTING SYSTEM

Govera is built to complement your current agenda management process, not replace it. Once a packet is finalized, staff can export the complete item — every document, attachment, and its full revision history — directly into your agency's existing system. Current integrations include Legistar, BoardDocs, CivicClerk, and PrimeGov, with more added as agencies request them.



INSTITUTIONAL MEMORY

Make Prior Decisions Instantly Accessible

Everything important to your organization — searchable in plain English so staff can quickly surface prior decisions, discussions, and context.

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Millbrook, TX

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Morgan Lee

City Secretary

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Institutional memory

Ask questions about your city's institutional memory, or browse and upload reference documents.

+ Ask

Documents

When did we last discuss a plat approval?

+ Ask

Ask your council history

Ask anything — prior votes, commitments, ordinances, staff reports, and meeting discussions from Millbrook

→ What commitments are still open?

→ When did we last discuss water rates?

→ Show votes where council was divided

Search

Returns ranked passages from your corpus. Each result includes the source document, date, page, and a one-click "Draft item about this" link.

Ask

Returns a natural-language synthesis grounded in the same corpus, with every claim backed by a source citation.

Admin-Added Content

Administrators can add documents, policies, or reference material to institutional memory directly — not just from meeting records — keeping the corpus current between meetings.

Always current:

When a meeting is closed and its minutes are finalized, Govera automatically ingests those minutes and updates institutional memory — no manual upload step required.

Try these on day one:

Find the last time a plat was approved · What contracts are expiring in the next 90 days? · How did the board vote on the last water rate increase? · What commitments are still open from the January meeting?



BUDGET INTELLIGENCE

Money, Decisions, and the Story Behind Them

Governa turns live budgets and years of vote records into a queryable financial layer.

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Budget intelligence

Ask questions about fiscal history, approved budgets, and financial decisions

TOTAL REVENUE

\$92.4M

▲ 2.1% vs prior year

TOTAL EXPENDITURE

\$89.7M

FUND BALANCE

\$31.2M

NET POSITION

+\$2.7M surplus

DEPARTMENT BREAKDOWN

Police	\$24.1M
Fire	\$19.3M
Public Works	\$12.4M

Department Breakdown

Spend versus allocated budget for every department, fed from your most recent adopted budget document.

Strip One-Time Items

A single toggle removes one-time capital and grant inflows so trend conversations stay honest.

Corpus-Driven

Budget intelligence gets richer with every document you ingest — last year's ACFR, mid-year amendments, audit letters.

Pre-item verification:

Before an item advances, Governa can help staff verify whether the proposed expense aligns with the adopted budget, prior amendments, available funding sources, and related governing body approvals.



COMMITMENT TRACKER

Keep Every Commitment Visible

Govera identifies follow-up language from minutes and meeting records, then helps staff track commitments until they are resolved.

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City Secretary

Commitment Tracker

4 open

Status: All

Meeting Body: All

Sort: Overdue first

Provide traffic impact study for Elm Street corridor development

Planning & Zoning Commission · Mon, Jul 13, 2026 · Due Aug 8, 2026 · **Medium**

Assigned:

Morgan Lee

Mark In Progress

Mark Complete

Dismiss

Auto-Detected From Minutes

Govera extracts every commitment-language phrase from ingested minutes and creates a tracked item.

Manually Addable

Anything verbal that didn't make the official minutes can be added in one click and attributed to a council member, mayor, or staff lead.

Surfaced Before Meetings

Open commitments related to the next meeting body appear on the Home dashboard 5 days before the packet deadline.

Assigned With Ownership

Every commitment can be assigned to a specific staff member with a due date, so responsibility is always clear and nothing falls through the cracks between meetings.

New-Item Detection

Govera also flags moments in the minutes where the board requests something entirely new — not just a follow-up — and can convert that request directly into a draft agenda item.

COMMITMENT TRACKER

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MEETING INTELLIGENCE

Procurement, Contracts & Predictive Preparation

PROCUREMENT & CONTRACT INTELLIGENCE

Govera helps teams move from agenda item to contract-ready action with less manual lift.

- › Draft contracts using approved templates and prior language
- › Surface similar past purchases, vendors, resolutions, and staff reports
- › Connect agenda items to budget context and available funding
- › Route legal and administrative review through your approval chain
- › Monitor renewal windows and expiration dates
- › Automatically capture and track any contract attached to an agenda item — no separate upload needed
- › Create presentation and public-facing summaries from the same item workspace

PREDICTIVE MEETING PREPARATION

Govera helps staff anticipate what may happen before the meeting begins.

- › Likely governing body questions, sourced from institutional memory
- › Item complexity flags based on prior discussion history
- › Estimated discussion intensity by topic and body
- › Prior related votes, motions, and decisions surfaced for each item
- › Suggested staff talking points and context for high-priority items
- › Source-backed answers prepared for staff review before the meeting

HOW IT COMES TOGETHER

Procurement intelligence and predictive preparation are not separate workflows — they operate from the same item workspace. When a contract item is created, Govera simultaneously drafts the documents, checks budget alignment, routes legal review, surfaces prior vendor history, and prepares the governing body question set. Staff handles review and final decisions at every step.



PORTAL & PUBLIC SUMMARY

Frictionless, Clear Public Communication

COUNCIL PORTAL · NO LOGIN REQUIRED

Hi, CM T. Whitfield.

Your packet for July 21 is ready.

[~ Open packet](#)[Submit a question](#)

PUBLIC SUMMARY · PLAIN LANGUAGE

MEETING OVERVIEW

At the July 21 Council meeting, members will vote on items affecting parks, roads, and public safety funding.

[5.A] – Budget Amendment

Council will consider amending the budget to fund park improvements across three sites.

Council Q&A prep · Member-specific

RECOMMENDED

Likely from CM T. Whitfield

HIGH

"Given the parks fund shows a life-to-date budget of \$2.1M with no additional planned funding, what specific improvements are covered under this amendment?"

[View suggested answer](#) · [Draft talking points →](#)**Council portal – tokenized, no login**

One-click access matters. Members can open packets, submit questions, and review materials without passwords, app downloads, or training barriers. Members can view either a working draft or the finalized packet, depending on where the item stands in the approval chain. Each member receives a tokenized link unique to them.

Source-backed Q&A preparation

When a member submits a question through the portal, Govera surfaces a fact-based draft response grounded in your organization's document corpus — every claim tied to a specific source, page, and date. Staff can also generate member-specific predicted questions before the meeting even starts.

Public summary & presentation – ready to publish

Govera generates a plain-language public summary of the upcoming meeting, written for a general audience, alongside a compiled meeting presentation. The administrator previews, edits if needed, and publishes both from the same workspace.



DEPARTMENT HEAD GUIDE

For Department Heads

A focused workspace for submitting and tracking your department's agenda items.

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Jordan Ruiz

Public Works Director

My department items - Public Works

Water Main Replacement — Elm Street

Submitted

Quarterly Streets Report (Q2 FY26)

Pending submit

2 Weeks Before

Soft heads-up: items you usually submit are now due in 14 days.

1 Week Before

Yellow alert: incomplete items now block the packet timeline.

3 Days Before

Red alert: city secretary receives a copy of this reminder.

CAN DO

- ✓ Create and edit items in their department
- ✓ Generate staff reports for those items
- ✓ Mark items submitted or pending
- ✓ Receive deadline reminder emails
- ✓ Edit and save items in progress at any time
- ✓ Attach supporting documents to their items

READ-ONLY

- Other departments' items
- Approval-chain state across the city
- Public summaries before posting
- Institutional memory (full corpus)



EXPIRATION MONITOR

Contracts and Grants – Before, Not After

A monitored calendar of every dated obligation in your city's records, with renewal windows surfaced in advance.

How items get here: Contracts attached to an agenda item are captured automatically. Contracts outside the agenda process can be uploaded directly by staff for the same tracking and renewal alerts.

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City Secretary

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Grant & Contract Monitor

Tracks expiration dates extracted from prior council records. Contracts and grants are monitored automatically after each meeting is closed.

ALL ALERTS (1) UNASSIGNED (1)

CONTRACT

On-Call Civil Engineering Services – Kimley-Horn & Associates

Expires Aug 15, 2026 · Renewal window opens Jun 16

Assigned: — Unassigned — ▾

Acknowledge

Renewed

90 Days Out

Soft heads-up to the responsible department. The contract appears on the dashboard tray.

60 Days Out

Suggested agenda timing window opens. Renewal language is pre-drafted as a Smart Create suggestion.

30 Days Out

Red flag on the Home dashboard. City manager copied on the reminder thread.

EXPIRATION MONITOR

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SECURITY

Security-First, By Design

Built for the questions your IT director asks first.

Isolated by Design

Each jurisdiction gets its own database schema — fully isolated from every other agency on the platform.

Encrypted Everywhere

Data is encrypted at rest with AWS KMS and in transit with enforced TLS 1.2+.

Controlled & Logged

Role-based access, vaulted secrets, and every read and write audited.

Designed to meet SOC 2 controls: Govera's infrastructure and access controls are designed to meet SOC 2 standards from day one. Govera has not yet completed a formal SOC 2 certification.

YOUR DATA IS YOURS

Your private data is just that — private. Only publicly available document content is processed by secure, enterprise-grade AI services to generate your outputs. Nothing proprietary or confidential leaves your organization's environment for AI processing.

When you leave, you take everything with you: If your organization ends its agreement with Govera, we delete all of your data from our systems and provide a complete export of everything you've stored — documents, institutional memory, revision history — and disconnect any integrations tied to your account. Nothing is held hostage.



GETTING STARTED

From Signed Agreement to First Packet

No agency has to change how it operates to adopt Govera. Govera adapts to you.

01**API Pull**

Connect directly to your existing systems for automatic data ingestion.

02**Document Folder**

Upload historical agendas, memos, and packets — Govera builds institutional memory from what you already have.

03**Guided Kickoff Call**

A hands-on session with our team to configure Govera around your agency's specific structure and standards.

YOU'RE NEVER ON YOUR OWN

After launch, our team checks in regularly to make sure your staff is comfortable with the platform and getting real value from it — not just handed a login and left to figure it out.



PRICING

Priced to Fit Your Agency

Govera's pricing scales with your organization's population, so agencies of every size get a solution sized to fit — not a one-size-fits-all license.

Small Agencies

Towns and small special districts.

Mid-Size Agencies

Cities, counties, and school districts.

Large Agencies

High meeting volume, multiple boards and commissions.

LET'S TALK

Every agency's meeting volume and structure is different. Reach out and we'll walk through what a pilot would look like — and what it would cost — for your organization specifically.



GOVERA

Designed for cities, counties, school districts, and special districts.