CITY OF BOULDER
CITY COUNCIL AGENDA ITEM

MEETING DATE: September 5, 2024

AGENDA TITLE

Council Agenda Process Improvements Discussion

PRESENTER(S)

Nuria Rivera-Vandermyde, City Manager
Pam Davis, Assistant City Manager
Elesha Johnson, City Clerk and Records Manager
Emily Richardson, Deputy City Clerk

EXECUTIVE SUMMARY

The purpose of this item is to update city council on the upcoming transition to a new agenda management software and seek council feedback on proposed process improvements to be made during that transition.

Staff has done extensive process mapping work to align our internal processes to the capabilities of the new system and are checking in on the steps of our process that directly impact the council member experience, including timing of meeting packet distribution and method of information item distribution.

STAFF RECOMMENDATION

Staff requests council direction regarding:
- Council Meeting materials distribution:
  - Consider eliminating the preliminary packet for regular meetings and provide one final packet the week prior to each meeting.
  - Consider changing study session packet distribution to one week prior to the scheduled study session.
- Informational materials distribution:
  - Currently, Information Items, Heads up! Emails, and Boards and Commission Meeting minutes are attached to regular meeting packets. Consider whether these should be transmitted through an alternate avenue to reduce packet size and allow for distribution in a timelier way.

IMPACTS

- **Fiscal** – No direct financial resources are required to implement the recommended process improvements. Cost of transition to new software is part of standing costs for our agenda management software.
- **Staff time** – If implemented, staff's recommended improvements will reduce staff time and redundancy required for the development of council meeting packets.

BACKGROUND

The city's current agenda management software, NovusAGENDA is being discontinued by its parent company, Granicus, and replaced by a new system, OneMeeting. The transition to a new system provides an opportunity for significant process improvements in how memos and meeting packets are developed and provided to City Council and the public.

In addition to the necessary transition to OneMeeting, the April 3-4, 2024, council retreat raised several potential process improvements. Staff received extensive guidance on improvements to memo content, including: standard inclusion of a fiscal note and identified racial equity impacts for all items, reducing redundancy of information, better identifying pros and cons of possible actions, clearly defining acronyms, demonstrating connections between items and existing plans and programs, and using attachments and links for related information while keeping the memos as concise as possible. A new memo template is currently being produced to be used when OneMeeting goes live.

ANALYSIS

The below chart shares options for improvements to meeting packet and informational item distribution, with information regarding the current state and corresponding staff recommendation for the future state.

Process Component	Current State	Future State	Considerations
Council Meeting Packet Distribution	• Preliminary Packet- distributed Fridays, 13 days before each regular or special meeting • Final Packet- distributed Thursdays, 7 days before each regular or special meeting	• One final packet, 7 days before each regular or special council meeting	• Council would receive no more than one full packet of information per week, with a week's time for review. Currently, study session and final packets are distributed at the end of the same week. • Due to frequent tight timelines, current preliminary packets only include partial information.
Study Session Packet Distribution	• Study Session Packet- distributed Fridays, 13 days before each study session	• One study session packet, 7 days before each study session	• Council would receive no more than one full packet of information per week, with a week's time for review. Currently, study session and final packets are distributed at the end of the same week.
Information Item Distribution	• Information items, Heads Up! Emails, and Boards and Commission minutes distributed as attachments to regular meeting packets.	• Distributed via email, separate from meeting packets.	• Allows for more timely distribution, not dependent on regular meeting schedules. • Reduces overall size of meeting packets each week.

NEXT STEPS

Anticipated changes will coincide with full implementation of One Meeting software, estimated to go live in Q1/Q2 of 2025. As project timelines are refined, staff will identify a logical transition point (e.g., coinciding with a break in meetings) and provide extended notice to council and community. Council will also receive specific training in advance of go-live to use the new software to view agendas and meeting packets. If directed to proceed, applicable council procedure changes will come back on consent for approval.