

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: May 10, 2021  
Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Discuss Interest in Electronic Agenda Software Systems

**BACKGROUND**

Over the past year, the City adapted to staff working remotely and hold City Council and Commission meetings virtually due to the COVID-19 pandemic. Part of this included moving to full electronic meeting agenda packets for both City Council as well as Commission meetings. The previous practice was that staff would print hard copies of full agenda packets for all city council members, the city attorney, department heads and a public packet. Staff liaisons would often print hard copies of packets for Commission members as well. The City Council packets were delivered to councilmembers utilizing a Community Service Officer.

When the city moved to virtual meetings and staff was all working remotely, this process was adapted and no longer included printed hard copies due to safety precautions. The packets are compiled using the city's current website agenda module. Although the system has worked as intended, there are limitations due to it being a free service.

As staff begins to evaluate some of the lessons learned during this period and identify ways in which we can continue to adapt and look at ways we provide services, we have learned that there have been significant efficiencies gained in moving toward electronic packets. Although the city saved money on the paper, ink and printing of packets, the larger savings were found in staff time.

During 2020, the City Council held thirty-two meetings and eleven EDA meetings. Each packet varied in length of pages (including the attachments) with the smallest being 29 pages and largest packet consisting of 827 pages. The Deputy City Clerk is responsible for putting together the hard copy packets and placing them in the Council 3-ring binders. She spends roughly 3-4 hours on average, putting together a small-size packet, and roughly 6-8 hours for a large packet. For 2020, staff estimates that between 123-164 hours of staff time were saved by eliminating the printing, collating and compiling of hard copy agenda packets for staff and council, in addition to the material costs. Staff feels that by eliminating some of the time spent compiling paper packets, other tasks and projects could be addressed in a more timely manner.

Staff realizes that there are limitations in how the electronic packets were delivered and the ability for council and staff to utilize the electronic versions. For example, the free version does not have a module that allows users (staff or council) to take notes on the packet. Because of this, staff has done a preliminary review of a few different agenda management software as a service (SaaS) systems to gain a better understanding of what they offer as well as their cost.

Most of these systems are designed to improve the ability to create, approve, and store meeting documentation. There are other efficiencies these types of systems offer on the back end for staff,

38 such as automating the packet creation, offering the ability to create multiple packet versions to  
39 include or exclude certain attachments (such as for closed meetings), creating bookmarked pdf files,  
40 and providing workflow improvements and options. Additionally, some of the other benefits to these  
41 systems are that they also give users (councilmembers) a personal, secure location to review and take  
42 notes on meeting content including agendas, supporting documents (and minutes or media if you  
43 choose). This can allow users to locate past items by searching a keyword, date range or more.

44  
45 Many of them also offer the ability to manage live meetings, record meeting actions/minutes and  
46 publish the video. For example, at least one system had the ability to call up speakers electronically,  
47 and run a timer. The meeting manager can also log motions and discussions during the meeting to  
48 use as minutes which are integrated and indexed with search functionality. You can also trigger  
49 electronic votes and create video bookmarks. Citizens are then able to see the full motions and votes  
50 recorded, documents and materials alongside the meeting media. The City currently works with  
51 NineNorth to broadcast and index meetings, and has a contract with TimeSaver Off Site Secretarial,  
52 Inc. to provide meeting minutes. At this point, staff is not recommending any change in those  
53 services. However, should a need arise in the future, a system such as this could provide similar  
54 services.

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56 As the City begins planning for a return to in-person and potentially hybrid meetings (virtual and in-  
57 person), staff would like feedback from Council on whether there is interest in continuing with  
58 electronic agenda packets. If so, staff will continue to investigate options as part of the budget  
59 process.

60 **POLICY OBJECTIVE**

61 To ensure access to meeting materials for elected officials, staff and the public in a manner which is  
62 cost effective and meets the needs of stakeholders and the public.

63 **BUDGET IMPLICATIONS**

64 At this time there are no financial impacts. If Council is interested in pursuing electronic packets  
65 systems that have additional capabilities, it is anticipated that a software system would cost around  
66 \$10,000 annually with an inflator each year. There may be additional savings in some cases if the  
67 service is bundled with a website redesign, however that would depend upon the system and web  
68 design.

69 **STAFF RECOMMENDATION**

70 Staff recommends Council discuss whether there is interest in pursuing electronic packets once the  
71 city has returned to in-person or hybrid meetings.

72 **REQUESTED COUNCIL ACTION**

73 Discuss whether there is interest in pursuing electronic packets once the city has returned to in-  
74 person or hybrid meetings.

Prepared by: Rebecca Olson, Assistant City Manager