Work Session
Agenda Summary

March 14, 2023
Heidi Leatherwood, City Clerk

Title:

City Council Agenda and Meeting Management Software Implementation

Background:

In 2018, the City of Greeley (City) purchased Municode Meetings as its digital agenda management system. This software compiles agenda items and attachments into agenda packets. These packets are posted on the City's website and provide the framework for legislative discussions and decisions during council meetings.

Municode Meetings delivers access to digital agenda packet information, storage for video and past documents, and allows for basic communication across departments. However, it also lacks some critical components for a municipality the size of Greeley.

In order to support a better work product, the following components of a meeting management software were identified as beneficial to appropriately support the City Council:

- a more robust workflow approval sequence that can be customized in house;
- integration components to other digital systems and media stream options; and
- electronic voting, mobile friendly access, single sign-in capability, live meeting benefits and a board portal.

To meet these needs, the City Clerk's Office (CCO) has identified CivicClerk as the appropriate meeting management software to support the City Council. Currently, the CCO is working with the vendor to customize templates, workflow, and baseline user data. The City's Information Technology Department (IT) has partnered alongside the CCO to assist with security protocol, integrations, and other technical processes. Testing and trials of the software are planned in April and into May as a precursor to launch training sessions for users with a panned go live timeline in June 2023.

During the March 14 Work Session, the CCO will introduce the City Council to the software for its information.

High-Performance Government

PowerPoint Presentation