



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** February 21, 2024  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Services Agreement with CitizenLab.

### BACKGROUND/SUMMARY:

Originally entered into in December 2022, this Services Agreement is a renewal of the prior agreement. The cost has not increased from Year 1 and is \$9,500. The launch of CitizenLab's product, which is a public engagement platform to be called Impact Manor, was delayed to launch with the city's new website. The website was further delayed so our new city brand can launch when the website goes live. Because of that, this platform has not been used yet, but should be in a few months once the final brand is chosen and the website is updated with that new brand.

The platform will allow the city to post projects, ideas, or surveys and receive feedback from the community at any step during the process. There can also be open-ended forums where the public can provide the city with ideas, and it can also be used to simply inform the public about city projects, like the progress of a street paving project.

**LEGAL REVIEW:** Yes, Veronica Rivera, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Services Agreement

### STAFF RECOMMENDATION:

The City Staff recommends that the City Council approve a Services Agreement with CitizenLab.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**

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