



Agenda Management System

User Guide

Revised April 2024

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Introduction

The City and County of Broomfield has transitioned to a new agenda management system, aimed at improving both internal processes and the end-user experience. The platform is designed to enhance staff's ability to serve city council and the community by fostering improved workflows, responsiveness, flexibility and efficiency.

We thank you for your interest in the City and County of Broomfield and wanting to be more involved by attending and participating in a public meeting. City council meetings are open for anyone to attend and attendees have the option to give public comment on any subject or a topic specific to an agenda item.

We know that navigating new systems can be challenging. This User Guide is meant to help you find what you need easily in both the Broomfield.org website and the agenda management system platform itself.

If you have further questions after going through these tips and instructions, you can contact info@broomfield.org and they will work to assist you in finding what you need.

City Council Meetings Web Page

The [new City Council Meetings web page](#) provides a one-stop-shop for things associated with Broomfield City Council meetings. Especially during this transition to the new agenda management system, depending on what you may be looking for and from when, there are multiple paths you can take. This page contains information for all of those paths.

Toward the top of the page, there are buttons that will help you easily jump to the section of information on city council meetings that you are interested in.

[Watch Live Meeting](#)

[Participate in a Meeting](#)

[Meeting Docs and Videos](#)

When and Where

This section, again toward the top of the page, outlines when and where the city council meetings take place. You can find the link to the upcoming or current meeting agenda, which is generally posted the Wednesday before, as well as view the upcoming city council meeting dates on the council calendar.

Watch a Live Meeting

You can watch a live meeting through the agenda management portal once the meeting has begun and includes the agenda for your convenience. This section of the web page provides the link and instructions to get to the correct place within the agenda management portal.

Participate in a Meeting

Community members can participate during a live meeting either in person or virtually. This section of the web page provides information on how to participate prior to a meeting, how to provide general public comment or comment on an agenda item whether you are in-person or virtual and the time limits that are used throughout the meeting.

View Past Meeting Videos and Documents

Because the City and County of Broomfield is currently in transition between agenda management platforms, this section of the website provides all the detail you need based on what you are looking for and from what time period.

Jan. 16, 2024 and Beyond

The new system, launched Jan. 16, 2024, will contain all items from that day and moving forward.

Between 2019 and Jan. 16, 2024

The previous system will contain all agendas, minutes, videos and other documentation from council meetings.

Previous to 2019

If you would like access to documents that are previous to those shared above, please submit an open records request.

All links to these different areas are available on the City Council Meetings web page.

Agenda Management System Public Portal

The [Agenda Management System Public Portal](#) allows users to view the full meeting schedule (Regular Council Meeting, Special Meetings, Study Sessions, Executive Sessions) through a **Calendar** view as well as an **Agendas** list view. You can find information about upcoming meetings, but also look back at past meetings with official minutes.

Calendar View

The [Agenda Management Portal Calendar view](#) will display the current month by default, but users can change the month using the back and forward arrows at the top right of the calendar. All meetings available through AgendaLink will be displayed on various days.

Latest Information for February

January 2024

Sun	Mon	Tues	Wed	Thur	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 City Council Study Session 6 PM	17	18	19	20
21	22	23 City Council Executive Session 5 PM City Council Regular Meeting 6 PM	24	25	26	27
28	29	30	31	1	2	3

Meeting details are viewable once information is made available by the Clerk. Until that time, users will not be able to click into a meeting for more details. Typically, meeting agenda items are visible around a month from the meeting, and the final agenda and full details are available the week prior to a meeting.

Agendas View

The [Agenda Management Portal Agendas view](#) displays all meetings in chronologically descending order, with a separate area that appears at the top of the page for upcoming meetings. Dates for all meetings are in the list below upcoming meetings; scroll down to see earlier meetings. Users have the option to use the **Filter By Board** or **Filter By Date** parameters to narrow their search on specific meetings.

The far right column displays the status of the meeting. For example, **Draft Available** means the agenda items have been finalized, but the agenda has not been officially published.

The screenshot shows the 'Agendas' view in the Agenda Management Portal. The left sidebar contains navigation options: 'Calendar', 'Agendas' (selected), and 'Search'. The main content area is titled 'Agendas' and is divided into two sections: 'Upcoming Meetings' and 'All Meetings'. The 'Upcoming Meetings' section displays a table with columns for BOARD, DATE / TIME, LOCATION, and a status column. The 'All Meetings' section includes filter options for 'Filter By Board' (set to 'All') and 'Filter By Date' (set to 'Last Month'), followed by a table of meeting details with columns for BOARD, DATE / TIME, LOCATION, and status.

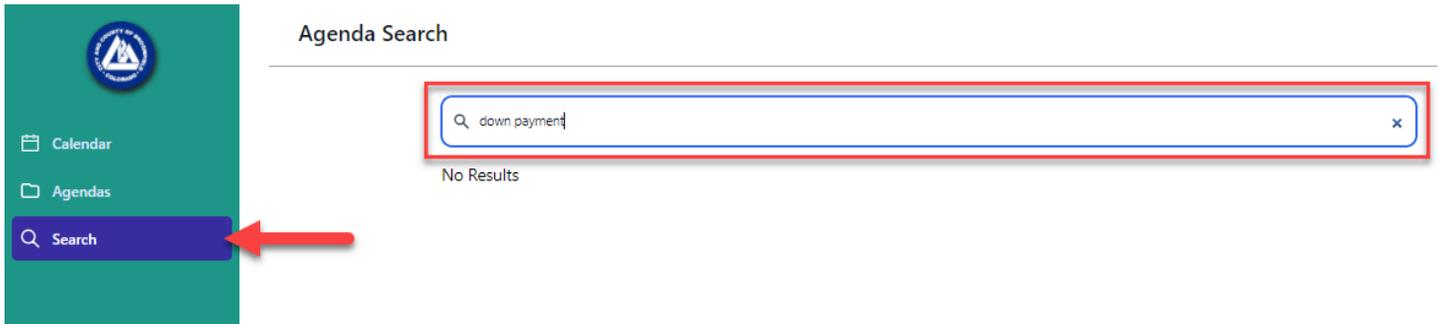
BOARD	DATE / TIME	LOCATION	Status
City Council Regular Meeting	Tuesday, February 13, 2024, 6:00 PM	Council Chambers	Agenda Pending

BOARD	DATE / TIME	LOCATION	Status
City Council Regular Meeting	Tuesday, January 23, 2024, 6:00 PM	Council Chambers	Minutes Pending
City Council Executive Session	Tuesday, January 23, 2024, 5:15 PM	Council Chambers	Agenda Available
City Council Study Session	Tuesday, January 16, 2024, 6:00 PM	Council Chambers	Minutes Available

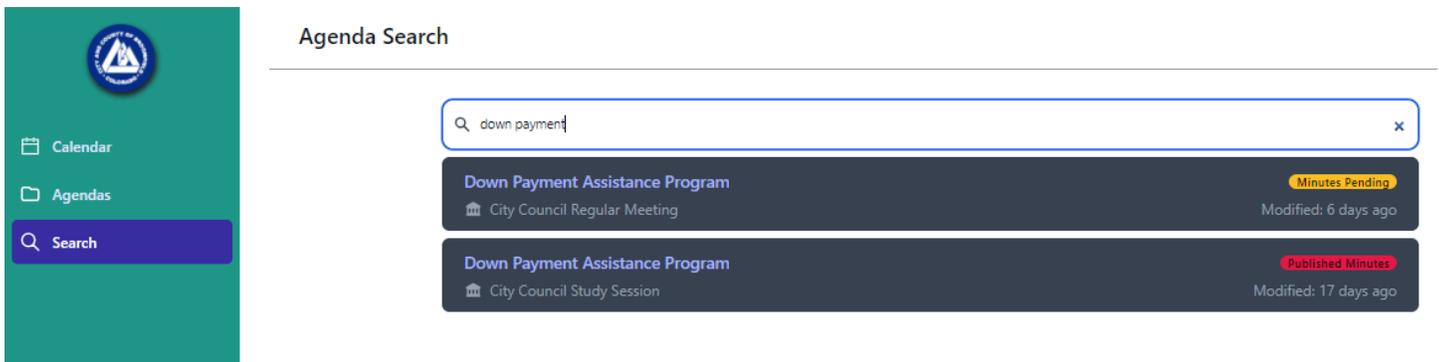
Agenda Pending	Agenda has not been finalized, so agenda items are not visible
Draft Available	Agenda items have been determined, so agenda items are visible but details of each item is not available (these agenda items are still subject to change until the final agenda has been published)
Agenda Available	Agenda has been fully published
Revised Agenda	Revision has been made to a published agenda
Minutes Pending	Meeting is complete and minutes are pending approval
Minutes Available	Minutes have been approved for a completed meeting

Search View

If you would like to perform a general search using keywords, the [Agenda Management Portal Search view](#) can perform those queries and return results.



For example, if you search for “down payment” and **press the enter** key on your keyboard, it will run the search and return all memos relevant to “down payment”. All memos that are on fully published agendas can be viewed by clicking on the item in the result list. Items that have not been published will not be viewable.



Meeting Agenda

Meeting agendas are visible when an agenda draft is made available or the agenda has been fully published. The main difference between the two states is that a fully published agenda allows users to view full details of each agenda item. Additionally, an agenda draft can be modified and items can be removed or added prior to publishing the final agenda.

Draft Available

When a draft agenda is available to view, the user will see all agenda items planned to be discussed during this meeting, but can't click into individual items to view more details.

The screenshot shows a web interface for a City Council Regular Meeting. On the left is a teal sidebar with a logo at the top, followed by navigation links: 'Calendar', 'Agendas' (highlighted in purple), and 'Search'. The main content area has a header with the meeting title 'City Council Regular Meeting' and date 'Tuesday, January 23, 2024, 6:00 PM'. To the right of the header is the location 'Council Chambers, One Descombes Dr, Broomfield, CO 80020' and three buttons: 'Print', 'Download', and 'Packet'. The agenda items are listed in a numbered format: 1. Meeting Commencement (1A. Pledge of Allegiance, 1B. Review and Approval of Agenda), 2. Petitions and Communications (2A. 2024 One Book One Broomfield Junior, 2B. Police Department Presentation), 3. Councilmember Reports, 4. Public Comment, and 5. Consent Items (5A. Minutes for Approval, 5B. Construction Agreement with Western States Reclamation for Anthem Community Park Landscaping, 5C. Agreement for Inmate Healthcare Services, 5D. Broomfield Boards and Commissions Code Cleanup First Reading). The text for each item is truncated, indicating it is a draft.

Agenda Available (Published Agenda)

These agendas will look the same as the draft agenda, but users will be able to click on an item to see more details.

This screenshot shows the same meeting agenda interface as above, but with the 'Agendas' sidebar item highlighted. The main content area shows the same header and location information. The agenda items are identical to the draft version, but the text for each item is fully visible and not truncated. A mouse cursor is shown clicking on the link 'Click to view item details' next to item 5B, 'Construction Agreement with Western States Reclamation for Anthem Community Park Landscaping', demonstrating that users can now view more details for published items.

Agenda Item Details

To view an individual agenda item, select that agenda item in the window as shown above. When you select that agenda item, a separate window will appear with the memo content.

The screenshot shows a web application window titled 'Details' with a close button (X) in the top right corner. A red arrow points to the close button with the text 'Click X to close the window'. The window content includes the City of Broomfield logo and the title 'City of Broomfield City Council Regular Meeting Memorandum'. The main heading is 'Construction Agreement with Western States Reclamation for Anthem Community Park Landscaping'. Below this is a table with the following data:

Meeting	Agenda Group
Tuesday, January 23, 2024, 6:00 PM	Consent Items Item: 58
Presented By	
Katie Allen	

Below the table is a 'Community Goals' section with two checked items: 'Growing Greener' and 'Thriving, Diverse, Safe and Welcoming Community'. A 'Summary' section follows, with a link to 'View Correspondence'. The summary text reads: 'Anthem Community Park, spanning 93.7 acres between Sheridan Parkway and Northwest Parkway, east of Lowell Boulevard, is being improved. The park, bisected by the FRICO Community Canal, has a completed western side, featuring the Siena Reservoir, and an eastern side comprising recently completed Phase 3A and future 3B. Initial planning for the park started in 2003 under the Anthem West Planned Unit Development (PUD) Managed Growth and Development Agreement (MGDA), a collaborative effort between Newland Communities and the City and County of Broomfield. A second amendment on October 27, 2020,

The system will, by default, show the **Details tab** which contains the memo cover page and includes the summary along with other relevant information. The scrollbar on the right can be used to move up and down the page. Supporting attachments for the memo can be found by clicking the **Attachments tab** at the top of the window to the right of the Details tab.

Agenda Item Attachments

Memos can include **Attachments** and each document can be viewed in the **Attachments tab**. If there is more than one attachment available, click the drop-down to view the entire list of documents.

The screenshot shows the 'Attachments Tab' selected in the window. A red arrow points to the 'Attachments Tab' label. Below the tab is a 'Choose File' section with a list of attachments. A red arrow points to a drop-down arrow icon with the text 'Drop-down to view attachments list'. The list contains three items:

- Resolution 2024-17.pdf
- Resolution 2024-17.pdf (selected)
- Anthem Community Park Landscape & Irrigation - Vendor Signed Agreement.pdf

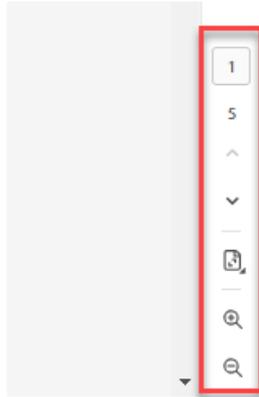
Below the list is the content of the selected attachment, 'RESOLUTION NO. 2024-17', which includes the text: 'A Resolution Approving an Agreement by and between the City and County of Broomfield and Western States Reclamation, LLC for the Anthem Community Park Phase 3A Landscape & Irrigation Project. Be it resolved by the City Council of the City and County of Broomfield, Colorado: Section 1

The selected Attachment will be displayed in the current window. If a different document is selected from the drop-down list, the window will switch to show that selected document. The X at the top right can be clicked to close the window.

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f the units. These documents

: and cash-in-lieu public land
tion requirements associated

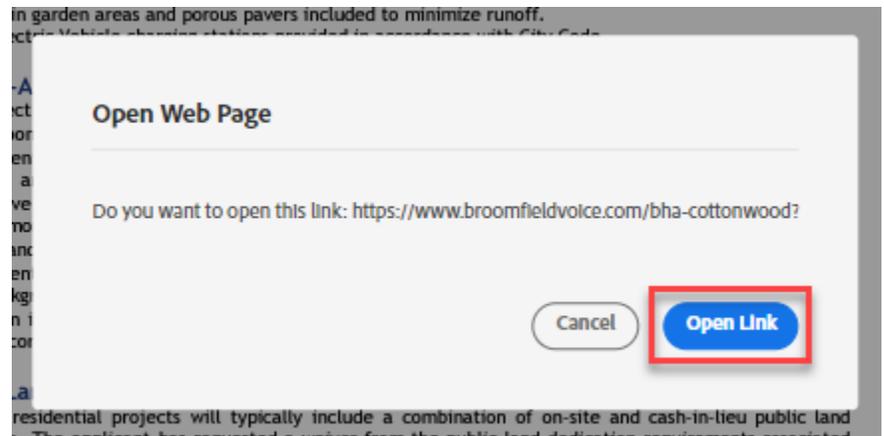
ion patio, a seating platform,
been determined that public
y of individuals with physical
field's Open Space and Trails
licated support of the waiver
e project to Northmoor Park,



There is a toolbar available when viewing attachments at the bottom right of the window. You can easily navigate between pages as well as change the zoom levels.

NOTE: *If you are using a touch screen, you are able to “pinch to zoom” the PDF.*

When opening links within PDF documents, you will be prompted to open the link. Click the **Open Link** to view the web page in a new tab or **Cancel** to stop the process.



Printing and Downloading

Throughout the Public Portal, there will be options to Print and Download agenda content.



Print - If a **Print** icon is available on a page, this button will reformat the page to simplify the content for printing.



Download - If a **Download** icon is available, the content of the page will be downloaded as a PDF.

To download only a particular agenda item, select that agenda item from the full agenda view. Select the **Attachments** tab at the top of the screen, then the download icon for any and all items for download.



Packet - This option is only available when viewing a full agenda. If the **Packet** button is clicked, it will download the full agenda including all attachments for each agenda item. This can be a very lengthy document, so it may give a warning that the file is too large, however can still be downloaded and may take time to generate the file.

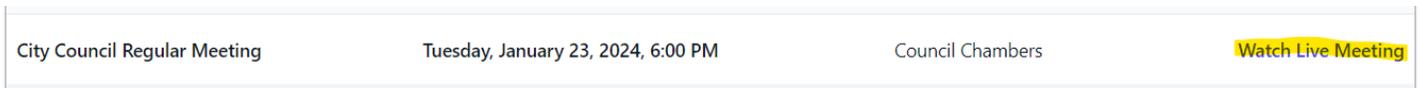
Watch Meetings in Agenda Management Portal

You can watch council meetings through the new agenda management system both live and after it's been recorded.

The preferred browser for the agenda management portal is Google Chrome. If you prefer to use Edge, Safari or Firefox, please ensure that the pop-up blocker is off so you can see both the video and agenda in the window.

Watch Live Meetings in Agenda Management Portal

To watch a live meeting virtually, connect to the [agenda management portal](#) once the meeting has begun and select the “Watch Live Meeting” link that will be on the row of that meeting. Selecting this link will take you right into the video of that meeting and include the agenda for your convenience.

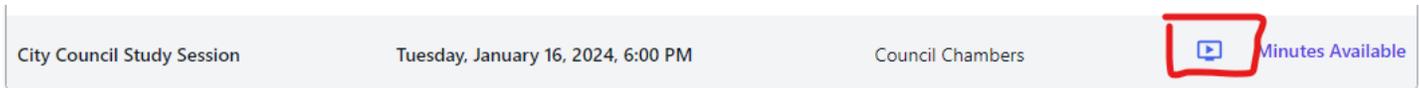


To **view closed captions during the live meeting**, select the play button on the screen to activate the video. Then select the CC button in the bottom right of the screen. From the pop-up menu, select “English” to start the captions.

View Past Meeting Videos in Agenda Management Portal

Only recorded videos from Jan. 16 and beyond will be available in the new agenda management system. To view any past meeting from before that period, please visit the [City Council Meetings page](#), in the “View Past Meeting Videos and Documents” section for instructions.

To view past meeting videos available in the new agenda management system, connect to the [agenda management portal agendas view](#) and scroll to find the meeting you are interested in. Once the video has been uploaded and published (generally 24 hours after the meeting), a small “play button” will display in that row.



Select that link and it will open a window that displays both the video of the meeting and the agenda.

Once the video link has been selected and the video is running, you can **view closed captions for the meeting** by selecting the icon in the bottom right corner of the screen: for Chrome and Edge it is three vertical dots; for Firefox, it is the CC icon; and for Safari, it is two arrows. Then select the “Captions” option (Chrome and Edge) or “Subtitles” options (Safari) in that pop-up menu. This will allow you to select from captions being off or on in English. Once you’ve selected an option, the captions should display.

Once that window is open, you can navigate through the meeting two ways:

- Select an agenda item in the list and that will jump you to the beginning of the discussion of that item in the video.
- Use the player bar at the bottom of the video to move around the meeting.

The image shows a video player interface. On the left, a blue vertical banner contains the text "Broomfield City Council" and the city's logo. The main video area displays the text "COMING UP NEXT: BROOMFIELD CITY COUNCIL STUDY SESSION" followed by "January 16th, 2024". At the bottom left of the video player, a red circle highlights the pause button and the time indicator "0:25 / 3:23:07". On the right side, an "Agenda Content" sidebar is visible, with the title circled in red. The agenda items are:

- 2. Study Session
 - 2A. Overview and Update Regarding Coordinated Effort to Update Development Plans and Regulations
 - 2B. Request for Direction Related to Residential Code Updates
 - 2C. Down Payment Assistance Program

Voting

Through the new agenda management system, all votes from the council are tallied electronically.

Voting Results for the Public

Similar to the Meeting Portal view, the public will see the voting results similarly whether you are attending in-person in council chambers or watching online. In this example, one council member is absent, so their name is not listed in the results. Also, since there was no vote required by the Mayor, the Mayor is not listed in the results as well.

 **BROOMFIELD**
Colorado

7 Yea - 2 Nay - 0 Abstain

To Approve Motion: Passed

BSS - Social Services' Expenditures for the Period January 1, 2023 to June 30, 2023

— Resolution No. 2023-118-BSS Acknowledging Review of Expenditures and Electronic Benefit Transfers for the Period January 1, 2023 to June 30, 2023

Vote	Member Name	Ward
YEA	Deven Shaff	Ward 3
NAY	James Marsh-Holschen	Ward 1
NAY	Austin Ward	Ward 2
YEA	Jean Lim	Ward 3
YEA	Laurie Anderson	Ward 4
YEA	Bruce Leslie	Ward 4
YEA	Heidi Henkel	Ward 5
YEA	Todd Cohen	Ward 5
YEA	Paloma Delgadillo	Ward 2