About Austin and Austin City Council

Texas Open Meetings Act (TOMA)
Agenda Postings

Going Paperless

Incorporating Boards & Commissions

Before and After
AUSTIN

926,400+ Citizens
50 city departments
13,500+ Employees
Live Music Capital of the World
Office of the City Clerk

City Clerk is appointed by Mayor and Council

28 Employees

Records Management

Elections

Administrative
CITY COUNCIL

6 committees of Council
23 Intergovernmental Entities

10-1 District Structure

4 Council Corporations
10 Associated Entities
CITY COUNCIL MEETINGS

187 meetings

Most meetings held in one month 25

41 meetings so far

March 23, 2017 longest council meeting

12 hr 32 min
<table>
<thead>
<tr>
<th>1: # Council Meetings</th>
<th>2: Average Meeting Length</th>
<th>3: Average Items per Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Dallas</td>
<td>City of Phoenix</td>
<td>City of San Antonio</td>
</tr>
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<td>10</td>
<td>25</td>
<td>39</td>
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<tr>
<td>62</td>
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<td>44</td>
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<td>6:04:35</td>
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<tr>
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<td>City of San Jose</td>
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<tr>
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<td>32</td>
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<td></td>
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<td>City of Austin</td>
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<td>34</td>
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<td>9:24:11</td>
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</tbody>
</table>
TEXAS OPEN MEETINGS ACT (TOMA)

Posting requirements:

- Posted 72 hr in advance
- Must include: date, hour, place and subject

A city can post physical or electronic notice on a place readily accessible to the public at all times in the city hall.
AGENDA POSTINGS

City Requirements

- Definition of meeting
- Cancellation notice required
- Post on City’s website and on City calendar
- Council agenda online 2 weeks before meeting
THE PROBLEMS

- Multiple posting times & formats
- Confusion over when and how to post
- Meetings not posted or posted late
- Inconsistent records management practices
- Inconsistent naming conventions
- Volume of agendas and related documents
- Multiple posting locations
GOALS

Eliminate posting paper copies and maintain multiple bulletin boards

Provide a one-stop shop for all meeting related information and documents

Prevent staff staying late or coming to City Hall to post

Enhance ADA compliance & provide user-friendly access to agendas at City Hall
Retention
Prior to 2008, agendas kept for 2 years
After 2008, agendas are:
Permanent (if referenced)
2 years if not required

Retrieval
Require notice to request from storage
Documents frequently accessed
Required 3 full time research analysts
GOING PAPERLESS
How can we create a centralized, standard process for publishing an agenda?

How can we be sure to allow persistent access to agendas and retain them appropriately?
EDIMS

- Document and records management
- Scanning and document conversion
- Integration with agenda and web content management systems
EDIMS VISION

- Common platform for electronic document management
- Replace legacy document management system
- Reinforce compliance
- Create repository of public records accessible to all
EDIMS

CONTENT

Agenda and related documents

Clerk’s Disposition

Video on demand (Swagit)

Closed caption transcript (SnapStream)
Next Scheduled Meeting

6/28/2018  Regular Meeting of the Austin City Council
           - Actions taken by the City Council during this meeting

- 2018 City Council Meeting Calendar
- 2018 General Citizen Communication Sign-up Schedule
- New Procedures for Council Meetings, Public Hearings, and Appeals
- Citizen Participation at Council Meetings
- Online Council Message Board
- Watch Video of Council Meetings on ATXN

Recent Meetings

6/27/2018  Special Called Meeting of the Austin City Council
               Meeting Details

6/26/2018  Work Session of the Austin City Council
               Meeting Details

6/26/2018  Discussion of the Austin City Council
               Meeting Details
- Supports City Council goal to increase transparency
- Streamlines retention
- Information available quickly and conveniently
- Combines documentation in one location
Access to details of every Council meeting

Content Search
Optical Character Recognition (OCR)
Supports keyword searching & ADA
Simple and advanced search options

Historical research - since 1880
MERGING: RIM & PRESERVATION

- Both digital PDF agenda and timestamped original are preserved
- PDF ‘access copy’ is available
- All original formats are preserved with metadata
- Activity logging records all document history
EDIMS

- Supports anonymous searching and browsing for the public
- Uses Cold Fusion scripts to perform searches
- Supports document searching and viewing only as well as custom user interfaces

Enterprise Anonymous License
Item 10 - May 10, 2018
Authorize award and execution of a construction contract with Central Road and Utility, Ltd. dba CRU, Ltd. (MBE), for the Tracon Building Stormwater Improvements project in the amount of $1,880,220.25 plus an $188,019.75 contingency, for a total contract amount not to exceed $2,068,240. [Note: This contract will be awarded in compliance with City Code Chapter 2-9A (Minority Owned and Women Owned Business Enterprise Procurement Program) by meeting the goals with 50.51% MBE and 2.77% WBE participation.] District(s) Affected: District 2.

Work Papers and Other Backup Documentation
- 20180510-010, Agenda Backup: Map, PDF, 505kb, posted 4/30/2018
- 20180510-010, Agenda Backup: MWBE, PDF, 12kb, posted 4/30/2018
- 20180510-010, Agenda Backup: Recommendation for Council Action, PDF, 230kb, posted 4/30/2018

Item 11 - May 10, 2018
Authorize award and execution of a construction contract with Smith Contracting Co. Inc., for FM 812 Landfill Letdown Repair project in the amount of $1,110,490 plus a $111,049 contingency, for a total contract amount not to exceed $1,221,539. [Note: This contract will be awarded in compliance with City Code Chapter 2-9A (Minority Owned and Women Owned Business Enterprise Procurement Program) by meeting the goals with 6.04% MBE and 1.27% WBE participation.] District(s) Affected: District 2.

Work Papers and Other Backup Documentation
- 20180510-011, Agenda Backup: Map, PDF, 129kb, posted 4/30/2018
- 20180510-011, Agenda Backup: MWBE, PDF, 11kb, posted 4/30/2018
- 20180510-011, Agenda Backup: Recommendation for Council Action, PDF, 230kb, posted 4/30/2018

Item 12 - May 10, 2018
Authorize negotiation and execution of a professional services agreement with the following five staff recommended firms, or other qualified responders, to Request for Qualifications Solicitation No. CLMP238: HDR Engineering, Inc.; Geosyntec Consultants, Inc.; Stantec Consulting Services Inc.; CDM Smith Inc., and Freese and Nichols, Inc. for engineering services for the 2018 Stream Restoration and Stormwater Treatment Engineering Services Rotation List for an estimated period of five years or until financial authorization is expended, for a total amount not to exceed $10,000,000 divided among the five firms. [Note: This contract will be awarded in compliance with City Code Chapter 2-9B (Minority Owned and Women Owned Business Enterprise Procurement Program) by meeting the goals with 15.80% MBE and 15.80% WBE participation.]

Work Papers and Other Backup Documentation
- 20180510-012, Agenda Backup: Matrix, PDF, 56kb, posted 4/30/2018
**Posting Process**

**Agenda Management Office**
- Creates final version of agenda (including backup)
- Delivers time-stamped agenda to Clerk's Office
- Compiles agenda in Agenda Management System

**OCG Staff**
- Scans Agendas into EDIMS and reviews for move to COA_Public
- Runs Access Utility (CMIC/SIPE Export) morning of the meeting

**Access Application**
- Performs Export of Agenda Documents
- Transforms xml data into .dat file for import

**Kofax**
- Imports scanned documents into EDIMS

**EDIMS**
- .tiff image of the paper agenda and the original PDF are imported into OpenText eDOCS

**Upload**
- .pdf Files and .xml File
- Exported from Agenda Management system

**Extraction**
- .dat file
- Used to import exported documents into EDIMS
- .html pages
- Uploaded to Drupal through .php scripts

**Publication**
- Drupal
- Hosts static .html pages
INCORPORATING BOARDS & COMMISSIONS
B&C PROBLEMS

- Multiple posting times & formats
- Confusion over when and how to post
- Meetings not posted or posted late
- Inconsistent records management practices
- Inconsistent naming conventions
- Challenges with public information requests
BOARDS & COMMISSIONS INFORMATION CENTER (BCIC)

- One-Stop source for Boards, Commissions, & others meeting records
- Increase Council goal for increased transparency in government
- Each Board & Commission has their own page (mission, by-laws, membership)
Boards & Commissions Post Standard Documentation
Posting time: 10:00 am & 3:00 pm daily
Document templates with indexing & classification

Consistent Records Retention
City Clerk is custodian for documents since 2010
Departments no longer fulfill document requests or are responsible for retention

Clerk’s Office conducts periodic audits to track compliance with posting guidelines
Browser-based Application on City’s Intranet
- Liaisons create meetings and upload related documents to temporary “staging” area

EDIMS Import
- Pulls documents and indexing data into EDIMS
- Generates web content (HTML and XML files)

PHP Scripts
- Uploads meeting data & document links into Drupal
- Creates events in the City’s online calendar
### OLD SCHEDULE

<table>
<thead>
<tr>
<th>TSL RECORD SERIES NUMBER</th>
<th>COA RECORD SERIES NUMBER</th>
<th>RECORD TITLE AND DESCRIPTION</th>
<th>RETENTION PERIOD</th>
<th>CUSTODIAL AND DISPOSITION INSTRUCTIONS</th>
</tr>
</thead>
</table>
| GR1000-01(a)            | GAR25-04A                | Agenda Open Meetings - City Council  
Agenda of open City Council meetings. | PM               | PM                                      |
| GR1000-01(a)            | GAR25-30A                | Agenda Open Meetings - Non City Council  
Agenda of other open meetings including Boards and Commissions. | 2 years  
2 years |                                      |

### NEW SCHEDULE

<table>
<thead>
<tr>
<th>TSL RECORD SERIES NUMBER</th>
<th>COA RECORD SERIES NUMBER</th>
<th>RECORD TITLE AND DESCRIPTION</th>
<th>RETENTION PERIOD</th>
<th>REMARKS</th>
</tr>
</thead>
</table>
| GR1000-01(a)2           | GAR25-30A                | AGENDA Open Meetings  
Agenda of open meetings including Council, Boards and Commissions. | PM               | PM = Permanent  
Council agenda: Custodian is the Office of the City Clerk.  
Boards and Commissions: Prior to January 2010, the department liaison is the custodian. January 2010 and forward, the Office of the City Clerk is the custodian.  
Note: Send a copy of the final record to the City Archivist at the Austin History Center. |
BEFORE & AFTER
Boards, Commissions & Council meetings posted:
2016: 1,537
2017: 1,506

Documents posted:
2016: 14,031
2017: 13,837

3 full-time administrative positions repurposed

582,000 Avg. monthly document download
FUTURE GOALS

- Historical minutes for Boards & Commissions
- Council desire to be totally Paperless
QUESTIONS?
THANK YOU!