



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL MEETING

MARCH 26, 2024, 7:30 PM

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

**ITEM TITLE:** Approval of A Public Record Request Management Tool  
(Clerk’s Office)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> Legislation (Clerk Office)
<b>INTRODUCTIONS</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>• Next Request <b>**Recommended with social archive**</b></li> <li>• JustFOIA</li> <li>• Granicus</li> </ul>
<b>CONSENT AGENDA</b>		
<b>COUNCIL DECISION</b>	YES	
<b>ADMINISTRATIVE</b>		

**REQUEST:** For Town Council to approve a Public Record Request Management Tool.

**SUMMARY:** A Public Record Request Management Software Tool was presented to Town Council during the 2023-2024 Budget Review in July/September 2023. It was approved in October 2024 by the Town Council as part of the FY2023-2024 final approved budget. This item is being presented to the Town Council to discuss recommended vendors for consideration as the town’s preferred host company for the software.

- Next Request – A current active vendor for review – Two Quotes provided with two price points
- JustFOIA– A proposed new vendor for review – Quote provided
- Granicus – A proposed new vendor for review – Quote provided

**RECOMMENDATION:** For Town Council to approve a Public Record Request Management Tool.

**FISCAL & EFFICIENCY DATA:** Recommended budget line is the Contingency Account # 001-0511-511-5800 or choice budget line indicated by Town Council.