



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

MARCH 26, 2024, 6:30 PM

Cover Sheet

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

ITEM TITLE: Discussion of a Public Record Request Management Tool (Clerk’s Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: Legislation (Clerk Office)
INTRODUCTIONS		
CONSENT AGENDA		
COUNCIL DISCUSSION	YES	
ADMINISTRATIVE		
		Exhibits: <ul style="list-style-type: none"> • Next Request • JustFOIA • Granicus

REQUEST: For Town Council to discuss 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 discuss 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.