



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: August 23, 2022	Department: Legislative	Presented By: Sergeant Jaclin Ramirez
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AGENDA ITEM

Discussion/Action: to consider and approve a proposal from Granicus for Public Information Software.

BACKGROUND:

The city does not currently have a public records management system in place. GovQA’s (Granicus) purpose is to streamline requests in a secure, efficient manner, and provide invoices to requestors as needed. City records and police report requests have different sensitivity needs. This system allows each department to facilitate their requests through the proper channels.

- The requestor is able to track their request progress; they receive a notification when it has been received and is completed
- Reduces repetitive requests; reduces requests going to several employees in different departments; reduces lost submissions
- Sensitive requests for the police department (i.e. juvenile, sexual assaults) are kept in compliance with CJIS rules
- InterAgency module allows the police department to process requests from CPS, Military, and other agencies efficiently; the requestors are verified by the police department for specific access
- Many area agencies use GovQA with success as their management system

STAFF/BOARD/COMMISSION RECOMMENDATION:

Recommend approval of GovQA to be used as submitted

EXHIBITS:

Granicus Proposal for Willow Park, TX

ADDITIONAL INFO: \$6,000/1 st year \$6,420/2 nd Year \$6,869.40/3 rd Year	FINANCIAL INFO:	
	Cost	See Additional Info
	Source of Funding	