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ITEM #14
WRKS
03/11/14

MEMORANDUM

March 4, 2014

TO: Board of Mayor and Alderman

FROM: Eric Stuckey, City Administrator *ES*
Vernon Gerth, Assistant City Administrator
Lanaii Benne, Assistant City Recorder

SUBJECT: Consideration Of Contract Award To The Winvale Group Of Washington, DC In The Estimated Total Amount Of \$23,762.13 With reoccurring Monthly Management Fees Of \$1,380 For Granicus Agenda Management System For The Administration Department (\$25,000.00 Budgeted In 110-89550-41300 For Fiscal Year 2014; Contract No. 2013-0231).

Purpose

The purpose of this memorandum is to provide the Board of Mayor and Aldermen (BOMA) with information to consider authorizing staff to enter into contract negotiations with The Winvale Group of Washington, DC for purchase of agenda management software and recurring monthly management fees.

Background

The City of Franklin desires to increase efficiencies in producing Board of Mayor and Aldermen and committee meeting agendas and supporting document packets. A staff team has researched and pursued moving to paperless agendas, an electronic automation of agendas. This method would easily provide accessible content to staff, elected officials, and citizens.

As part of this plan, City staff is proposing to contract with The Winvale Group for the Granicus software application. This solution allows for public meeting data management and unlimited content storage. Agenda items will be created and assigned to the appropriate agenda almost seamlessly with staff members able to review/revise and approve items electronically. Staff responsible for approving agenda information are automatically notified when it's their turn to complete their review which creates an efficient workflow. Included in the contract is 24/7/365 customer service and support as well as on-site training, the Encoder appliance hardware, as well as the monthly managed service.

Once agendas are complete, users will be able to connect to an iPad, tablet, or laptop to review agendas and support documents, take notes and more through the iLegislate application. This portion of the software captures all meeting actions and places it into public record. The software allows information to be organized and stored electronically in one repository. All documents are automatically tagged and indexed, making search and retrieval easy. Granicus allows tracking legislation from inception through approvals and actions taken.

Our automation goals and objectives include the following:

- Agenda item drafting
- Electronic approval process
- Agenda packet generation and publication



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- Organize, store and retrieve documents
- Continuous legislative workflow
- Track and search legislative data

Financial Impact

The cost, as negotiated with City Staff, is in an amount not to exceed \$23,762.13 with an annual recurring maintenance management cost of approximately \$16,600. Currently, \$25,000 is budgeted in the FY2014 Administration budget (110- 89550-41300) for agenda software management; \$15,000 is also budgeted in the elected official's budget (110-83540-41100) for computer hardware (i.e. tablets, laptops, etc.). The annual maintenance requirement fee for the program will be budgeted annually beginning in FY 2015.

Recommendation

Approval of COF Contract #2013-0231 is recommended.