

**To the Mayor and Members of the City Council****May 7, 2024**

Page 1 of 1

SUBJECT: AGENDA PROCESS FOR BOARDS AND COMMISSIONS

The current process for posting of agendas for Boards and Commissions (B&C) requires the staff liaison to create the agenda as a Word Document and email it to the City Secretary's Office (CSO). That agenda is posted to the B&C agenda webpage, City Calendar and the Agenda Kiosk by the City Secretary's Office in compliance with the Texas Open Meetings Act. The meeting packet is emailed separately by the staff liaison prior to the meeting and is posted to the B&C agenda webpage. In addition, each B&C may have different processes for how residents register to speak at meetings and may maintain a separate B&C webpage that contains additional documentation.

The current system was never implemented for Council Corporations, Council Committees or Board and Commission agendas for number of reasons. The City solicited Requests For Proposals to replace the current agenda management system. The proposal was advertised in the Fort Worth Star-Telegram multiple times and four responses were received. One vendor did not meet technical, three vendors were invited to interview and demonstrate their products.

An evaluation panel consisting of representatives from the CSO, Financial Management Services, Water, Legal, ITS, and FWLab Departments reviewed and scored the submittals using Best Value criteria. Following the review of the proposals and the vendor demonstrations, the panel selected ClerkBase as the best responding vendor. A Mayor & Council Communication requesting Council Approval for the authorization of an Agreement with CompBase, Inc. dba ClerkBase, for an Agenda Management, Voter and Citizen Participation Suite, Software, Mayor and Council Wizard, board and commission application will be on a future agenda in May or June.

The selected vendor's solution provides a flexible software designed to improve business processes, access to the documents, easier registration for the residents and preservation of the documents. A priority of the project is the implementation of the system to Boards and Commissions to provide a more centralized approach to address concerns such as:

- Consistency in the look of the agenda
- Easier access to the agenda and supporting material
- Easier access to register to speak at meetings
- Ability to search for items
- Access to approved minutes online
- Ability translate the agenda to different languages through existing tools

Please contact Jannette Goodall, City Secretary, for further information on this IR.

David Cooke
City Manager