

Memorandum



CITY OF DALLAS

DATE June 12, 2015

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Upcoming Agenda Item: Appropriations Increase for Social Media Archiving and Public
Information Software

The June 17, 2015 Council Agenda includes an item for your consideration to authorize an increase in appropriations in the amount of \$62,376, from \$5,649,565 to \$5,711,941 in the Office of Management Services FY2014-15 budget for the purchase of web-based social media archiving and public information act request software, in an amount not to exceed \$62,376 - Financing: Contingency Reserve Funds.

In September 2014 the City Council directed the City Manager to explore cost-effective technology purchases or contracts that would enhance efficiency, transparency and customer service for those who are seeking information through the Texas Public Information Act. FY2014-15 Contingency Reserve funds were allocated for this purpose and will be transferred to the Public Information Office, a division of the Office of Management Services, to enter into contracts for two software platforms that meet these Council goals.

ArchiveSocial is a web-based software subscription that allows online public access of all city social media accounts. The annual cost of the subscription is \$14,376. The WebQA software allows sharing of open records with the public via the city's web portal. Customers can easily submit, check the status of their public records requests, as well as retrieve their responsive documents. The WebQA software will give the City the ability to track multiple requests in one database and will allow the Public Information Office and Dallas Police to use the same system. The cost of the software is \$48,000.

Access to this information is free to the public; purchase of software or hardware is not required and citizens can make multiple requests. Contracts with ArchiveSocial and WebQA will be executed after passage of this resolution.

Please let me know if you need additional information.

for Jeanne Chipperfield
Sana Syed
Public Information Officer

c: Honorable Mayor and Members of City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager

Jill A. Jordan, P.E., Assistant City Manager
Joey Zapata, Assistant City Manager
Mark McDaniel, Assistant City Manager
Eric D. Campbell, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Elsa Cantu, Assistant to the City Manager