

---

# **City of Broken Bow**

**Wednesday, May 23, 2012**

**City Council Regular Session**

## **Consideration and approval of purchase of Beehive Agenda Management Software**

**Staff Contact: Tony Tolstedt**

# Memo

To: Honorable Mayor and City Council  
From: Tony Tolstedt, City Administrator  
Date: 5/16/2012  
Re: Beehive Agenda Management Software

---

Honorable Mayor and City Council,

After further review of the Beehive Agenda Management software, it is my recommendation that the City Council approve the purchase of the program for a period of one (1) year. After nine (9) months of implementation, City Staff shall bring forward an agenda item for discussion and renewal of the license.

The cost of the service / program is \$1,800. The questions posed at the last meeting have been answered by the company representative via e-mail. A copy of that correspondence is provided along with a recommendation from the City Clerk.

**Elaine Bayer**

---

**From:** "Anthony Tolstedt" <brokenbowadmin@gmail.com>  
**To:** "Elaine Bayer" <cityclerk@kdsi.net>  
**Cc:** "Bill Adams" <bill.adams@adamslandandcattle.com>; "Cecil Burt" <mayorcburt@gmail.com>; "Chad Schall" <chad.schall@sourcegas.com>; "Cody Schmick" <codyschmick@gmail.com>; "Jason White" <jwhitelaw@qwestoffice.net>; "Scott Spanel" <gspanel@hotmail.com>  
**Sent:** Tuesday, May 15, 2012 10:00 AM  
**Subject:** Fwd: Beehive Questions

I provided the following questions to Tom Chapman that is working with Beehive. Attached is the e-mail response. If anyone has any additional questions prior to council, please let me know ASAP and I will do my best to provide answers.

I have copied council on these notes. Please provide a printed copy of the e-mail for the packets.

Thank You,

Tony

----- Forwarded message -----

**From:** Tom Chapman <tchapman@nebraskaglobal.com>  
**Date:** Mon, May 14, 2012 at 5:03 PM  
**Subject:** RE: Beehive Questions  
**To:** Anthony Tolstedt <brokenbowadmin@gmail.com>

Tony –

Here are some replies to your questions.

Tom

**From:** Anthony Tolstedt [mailto:brokenbowadmin@gmail.com]  
**Sent:** Monday, May 14, 2012 4:03 PM  
**To:** Tom Chapman  
**Subject:** Beehive Questions

Tom,

Council Meeting was at noon today and the Agenda Management Software was discussed. Council had a couple of questions and tabled the discussion for the next meeting to be held May 23rd as our regular date is the 28th and we will be closed that day. As such, the Council would like to ask the following questions. Please respond in line if possible.

5/15/2012

1. How long has Beehive been in business? Since March 2011- clients since October 2011. Beehive is backed by Nebraska Global a \$37.3 million venture fund so while the company is young it is very well financed.
2. How long has the agenda mgmt software been in use? Approximately 2 months by Grand Island
3. How many communities is it in? 1 – Grand Island, Broken Bow and a couple of others are competing to be number two. My guess is that by the end of the summer – we will be in around 4 communities.
4. Which States? Nebraska
5. Am I correct that your program converts all attached docs into PDF for publication? Yes, the entire packet including all attached documents will be converted into one PDF. However, the documents are maintained in the cloud in their native format.
6. Is this a program on our computer or is it a site we access where we upload the data? This is a hosted application – so it is on Microsoft's cloud platform Azure. It is available as a desktop application – but can be accessed anywhere. The information in your account combines locally stored media with cloud stored media.
7. If a computer in the office or Internet is down, can we access the program / site from another location and complete work in that manner? Yes. As a cloud enabled technology, it is available on any computer with an internet connection.
8. Can council members have viewing access from their home terminals? Yes, depending on how the administrator sets rights. In Grand Island there is a public site with all of the agendas and minutes after the fact, but they do not provide packets much before the meeting. However, behind the scenes, the administration of the site allows a user (city official) to access the site if they have been granted permission
9. How far back do you archive? As far back as you have PDFs of the meetings. Going forward, we will keep information indefinitely.
10. Are we required to archive? No. There may be state law or something – but we do not require you to archive.
11. Can the City pay the bill (\$1,800 annual) monthly? After talking to Tony, this appears to be a question of longevity. Beehive will provide the service for one year – based on an annual contract – or return a pro-rated amount based on failure to provide or going out of business. If the issue is a payment term, Beehive can provide a quarterly bill, but monthly billing is logistically difficult (surprisingly it's a software challenge - from a provider, not our own thankfully).

Thank you for taking the time to answer my questions and I will make sure that your answers are provided to council. Please feel free to provide any additional information you feel is pertinent. Thanks again for the assistance.

Sincerely,

--

Tony Tolstedt

5/15/2012

City Administrator

Broken Bow, NE

(308) 872-5831

--

Tony Tolstedt  
City Administrator  
Broken Bow, NE  
(308) 872-5831

5/15/2012

# Memo

To: Honorable Mayor and Council  
From: Elaine Bayer, City Clerk  
CC: Tony Tolstedt, City Administrator  
Date: 5/16/2012  
Re: Beehive Agenda Management Software Recommendation

---

Honorable Mayor and Council,

After further review of the Beehive Agenda Management Software, I recommend that the City approve its purchase and use for the next year on a trial basis. If after one year, the City chooses a different avenue then the use of the application can be terminated.

