

## Legislation Text

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**File #:** 21-770, **Version:** 2

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### **P.H. 2021-105: (PUBLIC HEARING 2ND READING)**

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE MASTER SERVICES AGREEMENT NO. 23264 BETWEEN THE CITY OF POMPANO BEACH AND JUSTFOIA, INC. TO PROVIDE A SYSTEM TO ASSIST THE CITY WITH THE PROCESSING OF PUBLIC RECORDS REQUESTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

(Fiscal Impact: Cost for 1<sup>st</sup> year \$14,110 with annual fee of \$9,300)

### **FIRST READING: SEPTEMBER 14, 2021**

(**Staff Contact:** Kervin Alfred/Ascelela Hammond)

#### **Summary Explanation/Background:**

This is a Master Services Agreement with JustFOIA, Inc. to provide a system to assist the City with proficiently managing the processing of public records & lien search requests. This software will improve citizen engagement and transparency, improve efficiency for staff and mitigate the risks associated with the open records request process. A JustFOIA link will be placed on the City's website, with an online form for the public to submit a new request.

The citizenry will also be able to view the status of their request online at any time and pay associated fees via credit card as well. Additionally, staff will be able to upload documents easily to the software for compliance. These factors should aid in streamlining the City's open records request procedure. More information about JustFOIA can be found in the backup-material attachments.

The Agreement is for a term of 3 years. The cost for the 1st year after implementation is \$14,110 with an annual fee of \$9,300 thereafter. This is a joint-venture between the City Clerk's Office and the Building Department and staff recommends approval of this Agreement.

**Origin of request for this action:** City Clerk's Office

**Fiscal impact and source of funding:** Cost for 1<sup>st</sup> year \$14,110 with annual fee of \$9,300, which will be paid from account number: 001-1050-510-31-60

5.1.22 Public Records Requests, Lobbyist Registration and Other Electronic Payment: Institute

a. Acquire Software

b. Software Implementation and Training