

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to approve a multi-year Master Services Agreement between MCCi, LLC dba JustFOIA for the implementation of and utilization of a public records software program effective July 1, 2026 through June 30, 2027 with the option for two (2) one-year renewals through June 30, 2029, and authorize the Town Clerk to execute the agreement and associated documents on behalf of the Town.

Approval Recommended?

Yes

Item Details

The Office of the Town Clerk administers the Town's public records program and continues to evaluate opportunities to improve efficiency, transparency, and customer service in the management of public records requests.

On January 29, 2026, the Town Council authorized the Town Clerk to reallocate \$30,000 in municipal election savings to the Town Clerk's Office budget for the acquisition of public records management software and Council Chamber/Training Room technology upgrades.

Following Council's authorization, the Town Clerk's Office assembled a cross-departmental evaluation team to review public records management software solutions. Approximately 30 employees representing multiple departments participated in software demonstrations and provided feedback regarding functionality, usability, reporting capabilities, workflow management, and overall value.

After a comprehensive evaluation process, staff identified JustFOIA as the preferred vendor. The platform provides a centralized system for managing public records requests, improving communication with requestors, tracking response timelines, maintaining records associated with requests, and generating program performance metrics.

The proposed multi-year agreement with MCCi, LLC dba JustFOIA will provide the Town with a dedicated public records management platform designed to support the Town's growing public records program and enhance operational efficiency. Staff has completed contract negotiations and coordinated legal review of the agreement and recommends approval of the contract with JustFOIA.

Financial Impact

Term Period	Annual Cost
Year 1 - July 1, 2026 - June 30, 2027	\$16,000
Year 2 - July 1, 2027 - June 30, 2028	\$16,800
Year 3 - July 1, 2028 - June 30, 2029	\$17,640

Town staff negotiated a five (5) percentage increase each year over each fiscal year.

As of mid-June, 2026, the number of requests had surpassed the number received in 2025. Below are the data trends for requests received by month:

Period	2023	2024	2025	2026
January	12	21	15	68
February	13	23	17	50
March	8	22	20	43
April	14	12	14	68
May	18	17	40	54
June	15	21	37	34
July	15	18	23	
August	24	20	26	
September	14	11	29	
October	11	20	33	
November	19	14	31	
December	7	18	22	
Totals	170	217	307	317

**incomplete month*

Attachments

- CN13-A1: Master Services Agreement No. 20754 - MCCi LLC dba JustFOIA - Public Records Software Program
- CN13-A2: Addendum No. 1 - to Master Service Agreement w-Pricing and Product Descriptions and Services

