



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 20, 2023
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on amending the JustFOIA contract to provide upgraded software services.

BACKGROUND/SUMMARY:

On September 18, 2019, the City Council approved a contract with JustFOIA to provide transparency in Public Records Requests. The City Secretary's Office receives requests daily; as the city grows, more records are being requested. As of today, over 600 submissions have been received. To continue to serve the public and complete requests promptly, the Office of the City Secretary is requesting an upgrade to the current software system from Standard to Pro Plus.

Updates:

Any Document Management Module: Determining the responsive documents can be overwhelming for clients who receive requests for "Any" communications. Built for clients who need to work with a large number of files, JustFOIA's Any & All Document Management tool helps simplify and speed up this process with a variety of features, including:

- Extract. PST files (emails and attachments)
- Bulk redact and sort all files with one click
- Detect duplicate emails
- Combine files into one PDF
- Create and organize files with custom folders and review documents in the document viewer

Dynamic Forms: Dynamic Form Fields provide a way to create highly interactive and user-centric request forms. These fields adapt the form's behavior to requestor input and predefined conditions, explicitly enhancing the requestor experience. Dynamic Form Fields can be especially valuable in complex forms where all fields are irrelevant to every requestor. Dynamic Form Fields collect all data necessary to process a request at the initial submission. A few examples of use cases clients use today include:

- Deflecting common requests.
- Additional fields can be added depending on the information entered or options selected.
- Reducing the amount of back and forth needed for clarification before starting a request.

Advanced Reporting: Advanced Reporting (Beta) will allow clients to configure reports with more customization abilities to suit their needs. These reports can be saved in different directories to provide access to the configured reports to other staff or solely for the user's reference.

Increased storage (from 500 GB to 3 TB)

The annual fee is outlined in the amendment agreement. A budget amendment will be requested for FY24-25 and FY25-26.

LEGAL REVIEW: Yes , Audrey Guthrie, Associate Attorney
FISCAL IMPACT: Yes, FY23-24 \$5,660.77
PRESENTATION: Yes
ATTACHMENTS: Yes

- JustFOIA Amendment

STAFF RECOMMENDATION:

The city staff recommends that the City Council approve an amendment to the JustFOIA contract to provide upgraded software services in the amount of \$5,660.77; and authorize the City Manager to execute the agreement.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**
