

# CITY CLERK'S REPORT

## FEBRUARY 2025

### Laserfiche Project

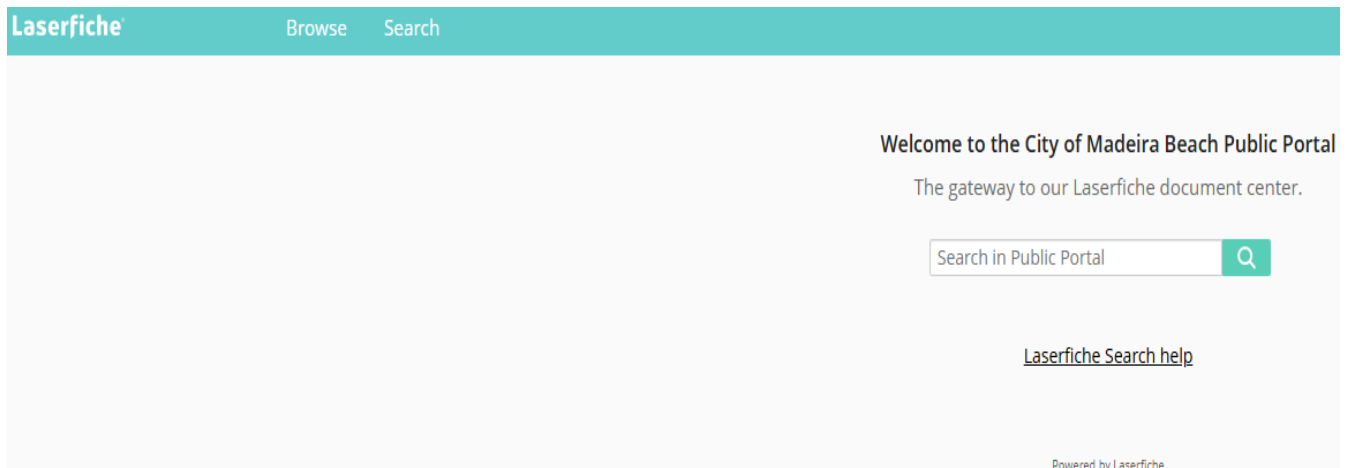
The buildout of Laserfiche was completed in November 2024 and the City Clerk's Office is continuously uploading documents for public view. Any issues encountered are quickly resolved by the Laserfiche Support Specialists. The Public Portal is now live on the City's website. <https://madeirabeachfl.gov/>. The "Public Records Search" link is located at the top of the City's homepage in the green border as shown below:



Laserfiche is great software to store the City's public records electronically in one centralized location for easy access to everyone from any mobile device or computer. Storing the records electronically in Laserfiche serves as a backup to the electronic records stored on the City's network servers that are not accessible to the public. The City Clerk's office, with the help of the Building Department, has been scanning paper records stored at City Hall and in off-site storage for uploading into Laserfiche.

The website link to the Public Portal: <https://portal.laserfiche.com/Portal/Welcome.aspx?repo=r-a9b9ccd6&preview=EQ9FtF2&ref=designer>

For assistance in learning various types of searches, click the "Laserfiche Search Help" link as shown below in the public portal. To browse through the documents in the files, click the "Browse" link in the green border at the top of the Laserfiche Public Portal as shown below:



### JustFOIA

JustFOIA public records tracking software streamlines the process of managing requests, enabling government agencies and workers to respond more quickly and accurately, significantly improving efficiency. The software helps with maintaining compliance with applicable laws and

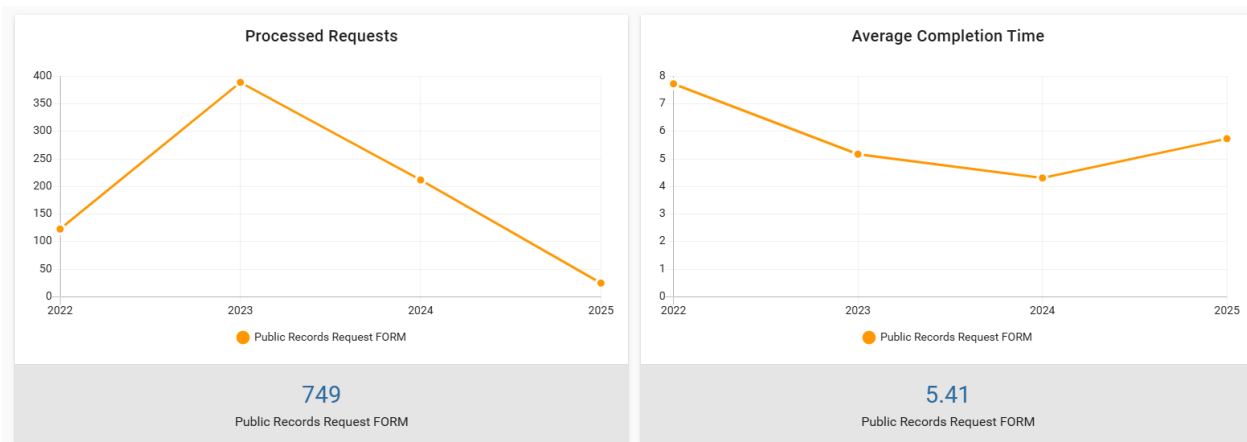
enhances transparency by ensuring timely and accurate responses to public records requests. It improves time management, costs, and communication.

JustFOIA benefits the public by providing a transparent, user-friendly online platform to submit and track public records requests, allowing citizens to easily access government information while streamlining the process for agencies by automating workflows, reducing processing time, and ensuring timely responses, ultimately fostering greater trust between the public and government entities by making the records request process more accessible and efficient.

A public records request made to the City Clerk, who is the Custodian of Public Records, can be made anonymous, by email, phone, mail, in person or by clicking the JustFOIA Link on the City’s website.

The City Clerks Office purchased the JustFOIA software in 2022 and from May 27, 2022 (date of first request):

- 749 public records have been processed
- The average completion time is 5.41 days.
- The monthly average public records request received in JustFOIA is 23.
- JustFOIA is cloud based, so very large documents are accessed through the Laserfiche cloud and not through email eliminating the need for mail delivery, thumb drives, and discs.



01/01/2022 - 02/04/2025

Filter

## Barracuda

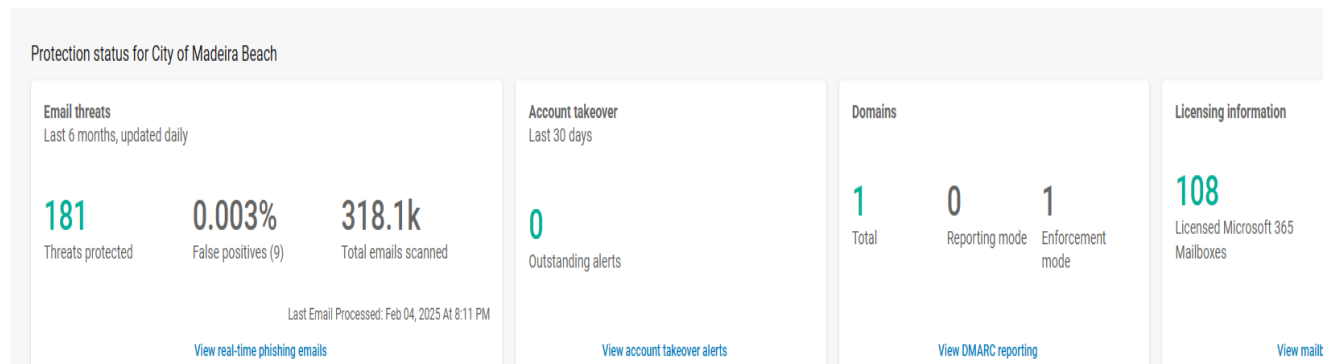
The City Clerk’s Office purchased Barracuda, an email cloud archiving service and email gateway defense for email security. It keeps communication safe and tamper-free and makes public records search easier to satisfy a public records request in accordance with the Florida Public Records Law (F.S. Ch. 119).

## Current Reports:

Impersonation Protection





### Spear phishing protection

[Report mi](#)



Report from February 4, 2025 – Backed up several times per day

#### Backup

	Exchange	17,623 items	1.24 GB	✓	<a href="#">LAST BACKUP ON FEB 4TH, 2025</a>
	OneDrive	145 items	163.72 MB	✓	<a href="#">LAST BACKUP ON FEB 4TH, 2025</a>
	SharePoint	46 items	302.46 KB	✓	<a href="#">LAST BACKUP ON FEB 4TH, 2025</a>
	Teams	525 items	1.31 MB	✓	<a href="#">LAST BACKUP ON FEB 4TH, 2025</a>

### BOARD OF COMMISSIONERS ANNUAL MEETINGS REPORT

The annual meetings report is a new report that will be produced by the City Clerk. It can be modified to the desire of the Board. The report is a great reference tool and will be located on the Board of Commissioners webpage and in the Laserfiche public portal. All meeting items for each year are also recorded in the meeting minutes index, which is in addition to the annual report.

### 2024 ORDINANCES INDEX

The index lists all ordinances adopted by the Board of Commissioners in 2024. A great reference tool that is located in Laserfiche public portal along with other years.

### 2024 RESOLUTION INDEX

The index lists all resolutions adopted by the Board of Commissioners in 2024. A great reference tool that is located in Laserfiche public portal along with other years.