



**Cooper City Commission Meeting  
Agenda Item Request Form**

**Commission Meeting/Workshop Date:** April 23, 2019

**Requesting Department:** Finance/IT Division

**Subject:** Capturing & storing text messages

**Section:**

<i>Presentation</i>	<i>Consent</i>	<i>Regular</i>	<i>Discussion</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Background and Recommendation (attach backup material to Item Request Form):**

In order to fully comply with public records requests related to cellular communication, the City Commission has requested a solution that will allow the capture and storage of all incoming and outgoing text messages. The IT Division has researched several options and recommends using the Smarsh archiving solution. This can be accomplished in two ways:

Option 1: Users will download a third-party text messaging application on their existing, personal cellular devices and no new hardware will be purchased. The app, which costs approximately \$15/month, will be used for business purposes only and all messages sent and received will be archived using Smarsh. In order to access the Smarsh platform, the City must purchase a minimum of 10 user licenses at a recurring cost of \$40/month, per license, and pay a one-time Smarsh setup fee of \$3,000. Users will continue receiving a monthly cell phone allowance.

Option 2: Users will receive a city-issued android device, purchased from Verizon, at a cost of approx. \$600 per device + \$50 for accessories. All text messages sent and received using this device will be captured and archived using the same Smarsh platform mentioned above. Since Smarsh directly integrates with Verizon, a third-party app is not required. Instead, messages will be captured at the carrier level and the cost of the 10 user licenses will be reduced to \$20/month, per license. There will be a one-time Smarsh set-up fee of \$500. Users will forfeit their current monthly cell phone allowance and the City will assume the cost of new phones, as well as the recurring cost of a Verizon unlimited voice and data plan (\$51/month, per user).

While staff ultimately recommends exclusive use of email for business communication, should an additional solution be desired, Option 2 is most cost-effective. It will; however, it will require users to carry a second device that is on the Android platform. A cost analysis of both options is attached.

**General Ledger Account Number(s) and Amount(s):**

N/A

**Approvals:**

Finance Director \_\_\_\_\_ City Manager Int [Signature] City Clerk \_\_\_\_\_

(kw) 4/22/19