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| **GREG B. ANDERSON**  **PRESIDENT**  Council Member,  At-Large Group 4  Office (904) 630-1398  Fax (904) 630-2906  E-Mail: GAnderson@coj.net |  | 117 West Duval Street  City Hall, Suite 425  Jacksonville, FL 32202 |
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| **OFFICE OF THE CITY COUNCIL** |
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March 7, 2016

1:00 p.m.

**Meeting Minutes for March 2, 2016**

**Council President Greg Anderson and Council Vice President Lori N. Boyer**

**Topic**: Communication Tracking Software

**Location**: 117 W. Duval Street, Ste. 425, Conference Room A

**In Attendance**: CP Greg Anderson, CVP Lori N. Boyer, CM Garrett Dennis, Steve Cassada (CC), Louie Marino (CC), Kenneth Lathrop (ITD), Craig Galley (ITD), Cheryl L. Brown (CC), Peggy Sidman (OGC), Jordan Elsbury (Office of the Mayor), Ali Korman Shelton (Office of the Mayor, Nicole Spradley (ECA, Dist. 5), Leeann Krieg (ECA, At-Large Group 4)

**Please refer to Sign-In Sheet for full list of attendees.**

**Meeting Convened**: 2:00 p.m.

Council President Anderson opened the meeting by stating that the purpose of this meeting between himself and Council Vice President Lori Boyer is discuss the various options available in the area of communication tracking software. CP Anderson introduced the representatives from the City Council (CC) and Informational Technology Department (ITD) that were present to provide further input on the matter.

Mr. Kenneth Lathrop (ITD) stated ITD had previously looked into a software package that would capture and store all text messages from a registered device. The cost for this system would be based on the number of registered devices. CVP Boyer asked if this option would be limited to a phone issued through the City of Jacksonville or available to a personal device as well. Mr. Lathrop confirmed that this application can be downloaded to any registered device and all text messages on that device would be captured. Given that we do not currently have a system in place, CVP Boyer stated her concern is that text messages are not protected and thus exposed to various problems.

CM Garrett Dennis asked if it is possible to issue all Council Members phones through the City as is common practice in other departments. It was confirmed that this is a valid option.

Mr. Steve Cassada (CC) stated that a second option would be to have each Council Member download an application that would allow them to individually retain their text messages on their computers. CP Anderson asked if this program would be easier to manage from a record retention and public records fulfillment perspective. Mr. Cassada provided a software demonstration for the product. This product allows a Council Member to back up their text messages by connecting the device and saving the data to their city computer.

CM Dennis asked for the number of Council Members who carry a separate phone used exclusively for city business to be provided. CP Anderson asked how other municipalities are handling the issue of retention. Mr. Lathrop stated that those he researched prefer the Enterprise Solution due to the simplicity of the program. Using this program, text messages would be retained in the same method the City of Jacksonville currently uses for emails. CP Anderson pointed out that this would make the messages searchable by date, thus making the fulfillment of public records requests less cumbersome.

CP Anderson asked if other city departments are using a similar system and Mr. Lathrop stated that no other department is using a similar system. CP Anderson encouraged the representatives from the Administration to explore the possibility of participating in this program. Mrs. Ali Korman Shelton (Office to the Mayor) stated that she would discuss the matter with the Administration. In addition, CP Anderson asked representatives from ITD to explore the cost of the program along with the costs associated with city issued phones for Council Members. He instructed ITD to reach out when the research is completed and then a follow up meeting will be scheduled.

CP Anderson thanked everyone for their time and adjourned the meeting

**Meeting Adjourned**: 2:45 p.m.

**Minutes:** Leeann Krieg, ECA to CP Greg Anderson.

**Attached:** Meeting Notice, Sign In Sheet, Disc.

cc: Council Members/Staff

Cheryl Brown, Director/Council Secretary

Dana Farris, Chief, Legislative Services Division

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