

MEETING DATE
01/03/2023

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Budget Amendment for SMARCH Text Message Archiving Platform

DEPT / OFFICE: City Council

Originator: Audrey Sikes, City Clerk

City Manager	Department Director	Date 12/29/22
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Recommended Action:
 Motion to authorize a budget amendment from account# 001.03.512-030.41 (City Clerk Operating Expense Communication Services) allocated for Mobile Device Archiving Platform in the amount of \$10,000.00 to account# 001.07.513-030.41 (Information Technology Operating Expense Communication Services) and \$10,110.14 from account #001.01.511-030.34 (City Council Operating Expense Contractual) allocated for 2022 Election Expense to account #001.07.513-030.41 (Information Technology Operating Expense Communication Services) for the purchase of a text message archiving platform in the contract purchase amount of \$20,110.14 from SMARSH.

Summary Explanation & Background:
 The City of Lake City would like to implement a text message archiving platform with SMARSH. This platform will allow the City to archive data on City mobile devices for compliance with public records and record retention. The total quote is \$20,110.14.

There is \$10,000.00 budgeted in the City Clerks budget (512-30-41) for this platform. The additional funds in the amount of \$10,110.14 can be taken from the Council budget (511-30-34) since the 2022 Fall Election was not necessary. This budget amendment will also allow the funds to be moved to the Information Technology Department. Next year the Information Technology Department will budget accordingly for the platform

Alternatives: Deny request and do not implement text message archiving for the City

Source of Funds: 001.03.512-030.41 and 001.01.511.030.34

Financial Impact: Funds available to cover cost of platform

Exhibits Attached: SMARSH Quote, Clerk and Council Budget allocation, Contract Pricing documentation.