Exhibit 1

Options
The options to fulfill the request and the functional needs are listed below in order of the recommendation of IT.

#	Title	Cost $	Effort Hours	Pro's	Con's
1	Lyris Listmanager	No additional cost as support paid till 2016. Annual support is ~$3,000	48	• Already is use • No change required • Some customization is needed and is available to meet needs • Meets all functional needs	• Product is designed for Marketing teams, not specifically for the current use • Not as customizable as an Open Source product
	IT recommends this as the best short-term solution because no additional cost will be incurred through 2016 and no change required. Re-evaluate in 2016 to determine if this option is best long-term.				
2	MailMan Listserver	Zero	40	• Open Source free software • Easy to customize • Staff has expertise with this software • Used by City of Alachua for CoG intended purpose • Flexibility of email import/export • Meets all functional needs	• Requires migration from Lyris • Citizens and employees impacted by change
	IT feels this product is currently the best long-term solution and all things being equal would initiate a project to convert to this product in 2016.				
3	Hosted Solution	$2,850/yr + $500 one-time setup	40	• Another provider responsible for system availability, performance, data storage, and maintenance • Meets all functional needs	• Requires migration from Lyris • Citizens and employees impacted by change • Significant cost compared to other options • Dependent on provider for support and issue resolution
	IT does not recommend this option due to cost. We do not anticipate problems with system availability, performance, data storage or maintenance by hosting the solution ourselves.				

Exhibit 2

Key Questions
- How far into the past should the selected option be populated with Commissioner emails?
    - Options:
    - o Begin at a date certain ("go-live") and retain all emails from that date forward.
    - o Retrieve emails from archives and populate the new system.
    - NOTE - The more data retained - the more storage required to house the data. A sample benchmark was done using Commissioner Hawkins emails to estimate data storage needed for 5 years for 7 Commissioners. He was selected because he has been on the Commission for the past 5 years. The estimated size is 110GB.

- If the desire is to retain past years' email, should the retention include email of former Commissioners that would have emails in that time period be included?
    - o The more data retained the more storage required to house the data. We estimate another 15GB per Commissioner.
    - o Depending on the past timeframe desired, this would included emails for:
        - ▪ Pegeen Hanrahan
        - ▪ Craig Lowe
        - ▪ Sherwin Henry
        - ▪ Jean Mastradicosta
        - ▪ Others?

- How long should emails be available on the Internet?
    - o This could be 1 day to 5 years.
    - o The more data retained - the more storage required to house the data; see NOTE above.

- Is there a reason all Commissioners email should not go through the same process flow?
    - o Currently there a multiple configurations available for Commissioners.
        - ▪ See supplied diagrams for preferred configuration.
    - o The following are separate issues:
        - ▪ Those who receive a copy of a Commissioner's email
        - ▪ Those with authority to have full access to a Commissioner's mailbox
        - ▪ Those with authority to have full access to manage a Commissioner's calendar

Next Steps for IT
Once the policy issues are dealt with and IT given the go ahead to implement the selected option, with current workload, IT estimates a work completion date of 1/31/2014. If work begins after 1/1/2014 a new date will be supplied and will consider a 30 day work effort.