

City Council Agenda Item Memo

From: Don Goff, IT Manager

Council Meeting: July 14, 2026

Subject: Resolution 26-046: 3-year renewal for Barracuda Message Archiving Services

Presenter: Don Goff, IT Manager

Summary:

This resolution authorizes entering into a 3-year renewal agreement for Barracuda Messaging Archiving Services. Staff recommends approval.

Background:

This service allows the city to maintain required government compliance for legal governance while also allowing staff to find email information in seconds versus hours or days. The Archiver stores all emails to/from staff from citizens and vendors and well as internal emails and keeps them for legal documentation as well as long term retrieval and legal compliance. They are indexed to make email searches quick and painless when needed. This also alleviates the need to purchase additional Microsoft 365 licensing when mailboxes become too large, which is starting to occur on more and more users. It has been well utilized in the first 3 years of the agreement, and needs to be kept for legal compliance.

Item Details:

This cost is all-inclusive with unlimited usage and storage, and is licensed per mailbox. It is tied to our maximum Office 365 users, with some leeway for future growth if needed.

Legal Consideration:

None. Approved vendor whom already is our reseller for Office 365 Basic.

Strategic Plan Consideration:

Fiscal Responsibility – Keeps the city prepared against any email loss or legal issues arising from emails. Saves staff time and energy locating emails that may be needed in the future.

Financial Consideration:

This is a budgeted expenditure. With rising inflation costs and IT costs rising at 5-10% per year, entering into a 3-year agreement versus 1-year will save the City about \$6,000 over the span of 3 years vs purchasing 3 one year items.

Supporting Documentation:
Resolution
Quote