

# City Council Agenda Item Memo

**From:** Don Goff, IT Manager  
**Council Meeting:** November 14, 2023  
**Subject:** Resolution 23-105: 3-year Agreement for Archiving Services  
**Presenter:** Don Goff, IT Manager

**Summary:**

Approval of this resolution will authorize entering into a 3-year agreement for Barracuda Messaging Archiving Services. Staff recommends approval.

**Background:**

Historically, the City hasn't had email archiving services. This can lead to loss of emails in a legal situation or can be problematic when staff need to recall an old email, or an email from staff no longer employed with the City. The Archiver will store all emails to/from staff, from citizens and vendors, as well as internal emails, and keep them for legal documentation, as well as long-term retrieval and legal compliance. Emails will be indexed to make searches quick and effortless. This service will alleviate the need to purchase additional Microsoft 365 licensing, as users' mailboxes become too large.

**Item Details:**

Approval of the Resolution will allow the entering into a 3-year contract with Barracuda's Cloud Archiving System for Office 365. The cost is all-inclusive with unlimited usage and storage, and is licensed per mailbox. It is tied to the maximum Office 365 users, with some leeway for future growth, if needed. Barracuda is the City's reseller for Office 365 Basic.

**Legal Consideration:**

None.

**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 of \$22,492.80. With rising inflation costs and IT costs rising at 10% per year, entering into a 3-year agreement versus 1-year will save the City about \$5,500 over the span of 3 years versus purchasing 3 one-year items.

**Options and Recommendation:**

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a Study Session
5. Discuss / take no action / table

Staff recommends approval.

**Supporting Documentation:**

Resolution

Quote