



ITEM ID: 2025-258-0

TRANSMITTAL DATE: June 20, 2025

MEETING DATE: June 27, 2025

TO: Board of Directors

FROM: Alberto Lara, Chief People Officer

SUBJECT: Increase of Annual Authorization for Service Agreement No. SP522-25 - Iron Mountain, Inc.

Issue

Staff requests an increase to the Annual Authorization for the Service Agreement with Iron Mountain, Inc., which provides records storage and management services to the Authority.

Recommendation

It is recommended that the Board authorize the Chief Executive Officer to amend the Annual Authorization for Service Agreement No. SP522-25 with Iron Mountain, Inc., from \$30,000 to \$39,500.

Strategic Commitment

This report aligns with the Strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on subsidy, while bringing our system into state of good repair and investing in the development of employees. Iron Mountain provides safe and secure offsite storage for Authority documents, which is critical for compliance and business continuity.

Background

During the June 28, 2024 Regular Board Meeting, the Board approved the Fiscal Year 2024-2025 (FY25) Annual Authorization for Maintenance, Repair and Operations Agreements.

Included in the list of agreements approved was Contract No. SP522-25 with Iron Mountain, Inc., in the amount of \$30,000.

Discussion

Currently, staff has two unpaid Iron Mountain invoices for April and May 2025, and expects another invoice for June 2025, totaling approximately \$9,500. The remaining contract authority for Iron Mountain will not cover these invoices. One reason for the shortage is staff's underestimation of the total annual cost of Iron Mountain services for FY25. Based on the FY24 costs of approximately \$3,000 per month, the estimated FY25 budget should have been \$36,000 instead of \$30,000, assuming no price increases. However, Iron Mountain did increase their prices when the agreement was renewed and amended in May 2024, which was after the FY25 budget process was completed. Additionally, the last invoice for FY24 was paid out of the FY25 budget. This resulted in an additional shortfall of approximately \$3,500, for a total of \$9,500.

Staff is requesting an additional authorization of \$9,500 for a total contract authorization amount of \$39,500. The cost increase will be funded by a budget transfer.

Budget Impact

The amount for which contract authority is requested is included in the FY25 Operating Budget. The \$9,500 contract increase will be paid from the Administrative Services budget, for which sufficient funds were included in the FY25 budget.

Next Steps

Upon Board approval, staff will amend the authority for the agreement with Iron Mountain, process the budget transfer, and pay the three remaining FY25 Iron Mountain invoices by June 30, 2025.

Prepared by: Roxanne Randolph, Director, Human Resources

Approved by: Alberto Lara, Chief People Officer