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Technology in FY 26 - 27

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To: Mary Cary Bradley <mcb Bradley@irvingtonva.gov>

Cc: Charles Dyson <cdyson@irvingtonva.gov>

Hi Cay,

Thanks for reaching out. I'm happy to provide the details below to help with the upcoming budget planning for FY 07/01/2026 – 06/30/2027..

1. Recommended hardware or software purchases

I recommend the following items/projects for consideration:

- **Internet & Phone Service Review:** We have a project that compares the current Breezeline bill against a couple of strong local/regional competitors. This could identify potential cost savings or better service options while maintaining reliable performance for town operations. (Estimate: Low upfront cost for analysis; potential ongoing savings depending on findings.)
- **Website Decommissioning & Domain Redirect:** Decommission the old website while keeping the old domain active as a clean redirect to the current site. This cleans up legacy infrastructure, reduces maintenance, and prevents broken links or user confusion. Estimate: Modest one-time project cost (5-8 hours est.); minimal ongoing expense for domain renewal and redirect hosting (~\$150 annually).
- **Migration from Google Workspace to Microsoft 365 (full Azure AD / Microsoft 365 suite):** Move to the full Microsoft 365 environment (likely Business Premium or equivalent for government needs). This would provide stronger integration with Windows tools, improved security/compliance features, better device management, and long-term support advantages for a small local government. Google Workspace has served us well, but Microsoft often aligns better with public sector record-keeping and security standards. This is a larger project, it needs careful planning & overlapping billing to ensure minimal operational downtime and will likely take a few weeks to complete and decommission the Google Workspace to end their billing. Rough estimate for this project (excluding Microsoft's costs) is \$3,200 to \$5,700 depending on the number of complications encountered.
- **Archived Google users & long-term retention:** Google Takeout (or the Admin Data Export tool) can be used to export a snapshot of each user's data (email, Drive files, etc.). Once exported and securely stored according to Library of Virginia retention schedules, we could delete the archived accounts to stop the license fees. This would need to be done carefully per content type and with verification that records remain accessible/readable for their full required retention period.
- **Kaseya 365 Endpoint Pro:** The endpoint protection (for computers) costs ~\$18/month per endpoint - I'd recommend the 3 primary usage devices be covered by this comprehensive endpoint management, next-gen AV/EDR, automated patching, ransomware protection, backup, and 24/7 MDR/SOC monitoring to support VITA endpoint security controls.
- **Kaseya 365 User:** The user protection (for users@irvingtonva.gov) is ~\$8/month per user, and covers all irvingtonva.gov domain users, groups, and shared folder data, regardless of whether it's controlled by Google or Microsoft. This is an all-or-nothing subscription, billed according to the quantity of active user licenses in the domain.

I'd be happy to provide more detailed scopes, timelines, and refined cost estimates for any of these once we discuss priorities.

2. Mill Creek Geek rate increase

We do not anticipate any rate increase during the FY 2026-2027 period. We recently adjusted rates to the current contract level at the beginning of this year because we hadn't adjusted them since nearly the start of conducting business with the town. Therefore, the earliest I would consider any potential adjustment is FY 2027-2028.

3. Google Workspace users

We currently have licenses for 21 active Google Workspace Business Plus users and 26 archived user licenses.

Regarding the archived users — no one has provided a specific retention directive to me. From a records management standpoint, archived accounts should generally align with the Library of Virginia's retention schedules for public records (the *content*, not the platform or user, is what determines the retention period). We can review these accounts against active needs and any applicable schedules if the Town wants to reduce or clean them up as part of a broader migration or optimization effort.

4. Consider migrating from Google Workspace to Microsoft 365

Yes, there are several practical reasons to evaluate a move to Microsoft 365 (full suite with Azure AD), and we've been looking forward to begin to do this:

- Enhanced security, compliance, and device management tools that better support government operations.
- Seamless integration with desktop Office applications and Windows environments many staff already use.
- Potential for improved long-term scalability and support for public records accessibility/retention requirements.
- Opportunity to consolidate tools and potentially streamline costs or features over time.

This ties directly into the migration project noted above. A move could be budgeted as a one-time effort with ongoing licensing that is competitive with (or in some cases comparable to) current Google Workspace Business Plus costs.

Please let me know if you'd like me to expand on any of these, provide further ballpark budgets, or schedule a quick call to discuss anything. I'm here to help support & refine the Town's technology direction, security, and progress.

Best regards,

Chris Henley

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