



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 06/03/26

**PREPARED BY:** Melissa Marsh, City Manager

**AGENDA ITEM CONTENT:** IT Contractor - Microsoft 365 Licenses

**AGENDA ITEM SECTION:** Bid Awards/Purchases

**BUDGETED AMOUNT:** \$68,106

**FUNDS REQUESTED:** \$ 60,753.04

**FUND:** 101-228 and 590-590

**EXECUTIVE SUMMARY:**

Our Microsoft 365 P1, G1, and G3 licenses, approved last year by City Council, are expiring. Staff is requesting a renewal for annual licenses for City staff. Once our new IT Contractor is completely onboard (July 1) we will revisit these licenses to discuss a possible upgrade for enhanced security. Funds have been budgeted for this expense in account number 101-228-818-3000 and 590-590-818-3000. The attached quote is under budget.

**RECOMMENDATION:**

Staff recommends approval of the renewal of Microsoft P1, G1 and G3 license in the amount of \$60,753. Funds are budgeted and available.