



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 6/9/25

**PREPARED BY:** Cheryl Rottmann, Deputy City Manager/City Clerk

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

**AGENDA ITEM SECTION:** Reports

**BUDGETED AMOUNT:** \$60,679

**FUNDS REQUESTED:** \$63,432

**FUND:** 101-228-818-3000

**EXECUTIVE SUMMARY:**

Skynet Innovations, the City's IT Contractor, is requesting approval of the purchase of the Microsoft 365 P1 Azure Active Directory, G1 Office, and G3 Office annual licenses for City staff. P1 licenses include Outlook and encryption. Funds have been budgeted for in account number 101-228-818-3000 and \$2,753 overage is expected to be covered by other budgeted funds.

**RECOMMENDATION:**

Staff recommends approval of the purchase of Microsoft P1, G1 and G3 licenses in the amount of \$63,432.00.