

Council Agenda Bill

AB Number

AB26-013

Agenda Bill Information

Title *

Microsoft 365 Software Renewal

Action *

Motion

Council Agenda Section

Reports

Council Meeting Date *

05/11/2026

Staff Member

Fletcher Lacroix

Department *

IT

Committee

Finance and Administration

Committee Date

05/05/2026

Exhibits

Packet Attachments - if any

Drag and drop up to 10 files here to upload or [Choose files](#)

Files (2 uploaded)

 x1 Liftoff AOS-G Contract SnoqualmieRenew2026.pdf 	163.29KB
 x2 Licensing with LiftOff.pdf 	139.39KB

Click [here](#) to review attachments.

Summary

Introduction *

Brief summary.

This contract is for the annual renewal of the city's Microsoft 365 Office software subscription.

Proposed Motion

Move to Approve and Authorize the Mayor to execute the Listoff Microsoft 365 contract

Background/Overview *

What was done (legislative history, previous actions, ability to hyperlink)

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The city has used Microsoft 365 for email and office support software for many years. LiftOff LLC is an authorized Microsoft software Government reseller and a longtime vendor for the city.

Analysis *

This contract increases the annual license cost from \$60,970 in 2025 to \$65,337 in 2026, with \$38,113 of that amount to be paid during calendar 2026. This 7% increase is within the department's budget.

Budgetary Status *

Funds have already been authorized in the current biennial budget.

Budget Summary

The 2025-26 Biennial Budget appropriates \$1,664,036 for expenditures within the Information Technology Fund (#502) for services. Currently, \$1,033,066 has been spent and \$177,480 is encumbered for existing contracts. The Microsoft Office 365 subscription is intended to begin in June 2026. After including the \$38,113 portion that relates to the current biennium, Information Technology (#502) Services has \$415,436 remaining for other items.

Fiscal Impact

Amount of Expenditure

\$ 38,113.00

Amount Budgeted

\$ 1,664,036.00

Appropriation Requested

\$ 0.00

Fiscal Impact

Screenshot below is an image of the budget summary table.

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Information Technology Services (#502)																
2025-26 Biennial Budget																
Beginning Budget																
\$ 1,664,036																
Expenditures																
\$ (1,033,006)																
Outstanding Contract Value																
\$ (177,480)																
Current Available Budget																
\$ 453,550																
Cost of AB26-013																
\$ (38,113)																
Available Budget after AB26-013																
\$ 415,436																

Comments: