

# 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**

<b>Amount of Expenditure</b>	<b>Amount Budgeted</b>	<b>Appropriation Requested</b>
\$ 38,113.00	\$ 1,664,036.00	\$ 0.00

**Fiscal Impact**

Screenshot below is an image of the budget summary table.

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

Comments: