

# Agenda Report



**MEETING DATE:** Tuesday, May 14, 2024

**TO:** City Council

**FROM:** INNOVATION & TECHNOLOGY DIRECTOR GILL

**THROUGH:** CITY MANAGER MENDEZ

**SUBJECT:** ANNUAL MICROSOFT 365 LICENSE RENEWAL

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**RECOMMENDED ACTION:**

Staff recommends Council approve the purchase of Microsoft 365 Licenses, in an amount not to exceed \$225,000.

**BACKGROUND:**

March 2023 - The City migrated from Google to Microsoft for email and document editing.  
March 2024 - The City migrated from a failing phone system to Teams phones.

**DISCUSSION:**

The California Department of Technology (CDT) negotiated a contract with Microsoft to provide the best pricing of the Microsoft 365 product licenses. CDT then purchases licenses, and customers, including the City pay CDT for the licenses. Microsoft does not sell licenses directly to cities, and the City receives better pricing by purchasing the licenses from CDT, rather than a private vendor.

**STRATEGIC PLAN:**7-Efficient and High Performing Government

Using the CDT contract for the consolidation of all licenses to Microsoft and the addition of replacing a phone system, has provided the City with a single platform to support which will reduce confusion about where data is located.

**FINANCIAL IMPACT:**

Cost of the licenses is not to exceed \$225,000. This is budgeted as part of the FY24 budget in account 285-7360.

**ALTERNATIVE ACTION:**

Council can opt to not approve the license renewal and the city operations will be without email and phone service until an alternative can be identified.

**ATTACHMENTS AND/OR REFERENCES (If any):**

- 1) CDT Invoice