



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: JUNE 13, 2023

DEPARTMENT: ADMINISTRATION

FROM: JIM PIA, ASSISTANT CITY MANAGER

BY: ERIC SANDOVAL, GIS ADMINISTRATOR

TITLE: MICROSOFT OFFICE 365 AND AZURE AD LICENSE RENEWAL

RECOMMENDED MOTION:

A motion to approve a resolution to allow the purchase and renewal of Microsoft Office 365 Software and Azure Active Directory renewal from Dell, LP., in an amount not to exceed \$321,000.

EXECUTIVE SUMMARY:

The City of Salinas continues to maintain and support various technology programs and platforms for City Departments. The Microsoft 365 licensing program is for customers, like the City who use Microsoft Windows, Microsoft Office, and other desktop applications. The software licenses provide City staff access to required applications such as Word, Excel, Power Point, Teams, Azure AD and Outlook email via the cloud and/or desktop environments.

BACKGROUND:

The City currently uses Microsoft software and platforms for its day-to-day operations. Software includes Word, Excel, Power Point, Teams, Azure AD and Outlook email via the cloud and/or desktop environments. Each of these applications requires seat licenses that are renewed on an annual basis. Due to the timing of this renewal, the City has requested a 38-month contract, so renewal does not take place during the fiscal year transition period in July. Subsequent annual renewals will be brought to Council for approval during those future years.

Maintaining software licenses is necessary for the maintenance and operations of multiple staff activities, maintain staff collaboration tools, email, and Microsoft authentication tools (Azure AD). The current resolution will authorize the continuation of maintaining core Microsoft applications in cloud and virtual desktop environments.

Funding has been submitted for Council approval as part of the FY 2023-24 Annual Budget.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

This request supports City Council's Strategic Goals and Strategies of Effective and Culturally Responsive Government, by ensuring that the information systems can support City programs, projects, and City services for the community.

DEPARTMENTAL COORDINATION:

The Finance department will continue to work with all affected departments during software upgrades or patch releases.

FISCAL AND SUSTAINABILITY IMPACT:

Funding for this purchase is part of the FY 2023-24 Annual Budget. There is no recommended action for new appropriations.

ATTACHMENTS:

1. Resolution
2. Dell Quote