

# Microsoft Office 365 Renewal

## 1. Why the item is necessary:

Office 365 is an essential tool for city employees because it enhances productivity, collaboration, and security. It provides access to powerful applications like Word, Excel, Outlook, and Teams, enabling seamless communication and efficient workflow management. Cloud-based email and storage services such as OneDrive and SharePoint ensure data accessibility from anywhere, making remote work and field operations more effective.

## 2. How the item benefits the City:

Office 365 offers several key features that enhance city services by improving efficiency, collaboration, and security:

- **Microsoft Teams** – Enables real-time communication and collaboration among departments, allowing for quick decision-making and coordination of city projects.
- **SharePoint and OneDrive** – Provides secure cloud-based storage for important documents, making data easily accessible to employees working remotely or in the field.
- **Outlook and Exchange** – Ensures reliable email and calendar management, streamlining scheduling and communication for city officials and staff.
- **Security and Compliance Tools** – Protects sensitive city information with advanced security measures, ensuring compliance with government regulations.

## 3. How it impacts residents:

By streamlining operations and improving teamwork, it helps city employees deliver better services to the community.

## 4. Statutory requirements or Code provisions involved:

None

## 5. Why the item is critical or time-sensitive:

The current Office 365 subscription expires June 30, 2025. Renewal of this service is critical for the city.

## Fiscal Impact:

111-5-1511-640 (General Fund, Information Technology, Intangible Assets)