

**RESOLUTION NO. 020-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME  
AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE-YEAR  
AGREEMENT WITH CRAYON SOFTWARE EXPERTS LLC (CRAYON) FOR THE  
RENEWAL OF THE CITY'S MICROSOFT ENTERPRISE LEVEL AGREEMENT  
(ELA) IN AN AMOUNT NOT TO EXCEED \$393,139**

**WHEREAS**, the City of Burlingame utilizes email to ensure reliable communication to support City operations and continuity of critical City systems; and

**WHEREAS**, the City entered a four-year agreement with the California Department of Technology and moved to Microsoft's cloud-based solution in 2022; and

**WHEREAS**, Microsoft 365 provides disaster resistance with multiple server farms in separate locations; and

**WHEREAS**, Microsoft 365 G5 licensing includes advanced CloudApp Security and Compliance features, including Identity and Access Management, Advanced Protection, Identify Driven Security, Managed Mobile Products, Security Center, and Information Protection; and

**WHEREAS**, the current licensing term with the California Department of Technology expires on March 31, 2026, and the City must complete the renewal prior to that date; and

**WHEREAS**, the City will partner with Crayon Software Experts, LLC (Crayon) and participate under the existing County of Riverside cooperative purchasing program for the renewal after thorough research and price comparison; and

**WHEREAS**, Crayon will facilitate the City's enrollment for the M365 licensing and online services; and

**WHEREAS**, the City has sufficient budget in its Information Technology Internal Services Fund to cover the cost for the remainder of the fiscal year 2025-26; amounts for years two and three will be included in subsequent budgets.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Burlingame hereby approves and authorizes the City Manager to execute a three-year agreement with Crayon Software Experts, LLC for the renewal of the City's Microsoft Enterprise Level Agreement (ELA) in an amount not to exceed \$ 393,139.

---

Michael Browrigg, Mayor

I, MEAGAN HASSEL-SHEARER, City Clerk of the City of Burlingame, hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 2nd day of March 2026 and was adopted thereafter by the following vote:

AYES: Councilmembers: Brownrigg, Colson, Pappajohn, Stevenson, Thayer  
NOES: Councilmembers: None  
ABSENT: Councilmembers: None

---

Meaghan Hassel Shearer, City Clerk