



STAFF REPORT
3/25/2026

TO: Honorable Mayor and City Council Members

FROM: Jason Stevens, IT Manager

SUBJECT: Authorize a 60-month lease of a new copier for the replacement of failing and end of lease unit in the Development Services Department.

STAFF RECOMMENDATION:

Staff recommends that the City Council authorize the lease of a new copier for the replacement of the failing and end of lease unit in the Development Services Department for the estimated amount of \$27,000.00 over a 60-month period.

BACKGROUND:

The Development Services Department's current copier is end of lease and has had numerous service issues over its lifetime. IT is recommending the replacement of the unit with a newer model under a new lease agreement with a local vendor ensuring rapid response and support.

DISCUSSION/ANALYSIS:

Current Development Services Department copier is end of lease and is currently on a month-to-month service and supplies contract. Overall long terms costs are based on consumption and usage but any fiscal increase to the budget is expected to be small and negligible regarding this unit.

ALTERNATIVES:

1. Not authorize this new lease agreement at this time and continue with the existing unit.

FISCAL IMPACT:

With this action, City Council authorizes the appropriation of \$27,000.00 from approved FY 25-26 budgeted account 101-11-160-10-324-000 for a 60-month lease subscription.