



<b>Date:</b>	April 1, 2026	<b>City Council Meeting Date:</b>	April 7, 2026
<b>From:</b>	Lt. Bob Hillis	<b>Department:</b>	Police, Admin, VC
<b>Goal:</b>	Governance	<b>Presenter:</b>	Lt. Bob Hillis
<b>Agenda Title:</b>	<b>Consideration of an action to approve new copier/fax/scanner agreement with Atlanta Office Machines</b>		
<b>Audio/Visual Presentation:</b>	No		

<b>Agenda Item Description (Background/History/Details):</b>
Our current fleet of three Canon imageRUNNER ADVANCE C5500 series devices was installed on March 29, 2023 under a 48-month lease. As part of our partnership, we are eligible for an early upgrade at 36 months. The Police Department's unit has required 4 service calls in recent weeks, signaling it's time for newer, more reliable technology. Atlanta Office Machines (AOM) proposes upgrading all three devices to the Canon imageRUNNER ADVANCE DX C5800 series, delivering faster speeds, enhanced scanning, improved reliability, and meaningful cost savings. AOM will pick up our old equipment and return it to the leasing company on our behalf.
<b>Workplan Goal Details:</b> Governance - Efficiency and cost savings by replacing aging equipment with an overall lower monthly cost.

<b>Staff Recommendations (Motion):</b>
Staff recommends the following: <b>“Approve New Agreement with Atlanta Office Machines”</b>

<b>Department Head Approval:</b>	<b>James Westerfield, Jr.</b>
<b>City Manager Approval:</b>	<b>Miglena Dimov</b>

<b>Mayor’s Signature Required:</b>	<b>YES</b>	NO
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<b>List Attachments:</b>
1. Technology Upgrade Proposal and Contract – Atlanta Office Machines

**Financial Information (MUST BE COMPLETE & PRE-APPROVED BY CITY MANAGER)**

Budgeted Yes/No	Fund Name & Code	Current Balance	Requested Allocation	City Manager’s Initials
YES	5030.52.2210 5040.52.2210 5075.52.2210	N/A	N/A	MD