



**TO:** Mayor Thomas R. Kneeland  
City Administrator  
Director of Finance  
Members of City Council  
City Attorney

**FROM:** Craig Main, Director of Information Technology

**DATE:** January 11, 2018

**SUBJECT:** Report to Council, January 22, 2018

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**ACTION ITEMS FROM THE DIRECTOR OF Information Technology**

**ACTION ITEM # 1 – [title]:** Enter into agreement with Modern Leasing (Modern Office Methods) for 60 month copier lease and transfer the appropriated 2018 budget dollars from multiple departments totaling \$45,240 (account numbers listed below) to Information Technology (101349-5249).

Requested Legislation and Funding

- Legislation Needed: Enter into Lease agreement for copiers and service of copiers for 60 months.
- Emergency/Waiver: .
- Name & Address: Modern Office Methods  
51 North 3<sup>rd</sup> Street Tower  
Suite 102  
Newark, OH 43055
- Already Appropriated (Amounts & Accounts):

Transfer funds from the following accounts

101141-5276	\$30,000
101141-5456	\$5,000
229151-5456	\$300
101111-5249	\$1,200
101211-5249	\$3,000
229151-5456	\$300
101431-5401	\$1,000
101432-5401	\$900
101439-5401	\$300
101141-5456	\$400

101145-5401	\$340
101343-5251	\$2500

Attachments

- Copier proposal with model numbers, locations and budgeted usage per month.
- City of Gahanna Lease Docs