



TO: Mayor Linda Gorton  
Urban County Council

FROM:

Charles H. Martin, P.E. Director  
Division of Water Quality

Date: January 23, 2025

Subject: Lease of 2 wide-format Scanner-Plotters from Lynn Imaging to replace current end of life leased scanner-plotters for the Division of Water Quality

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Request

The purpose of this memorandum is to request a resolution authorizing the Mayor, on behalf of the Urban County Government, to approve the enclosed agreement submitted by Lynn Imaging for the lease of two wide-format multifunction devices, including a scanner, plotter, printer/copier, for the Division of Water Quality. The 2 new leased HP DesignJet XL 3600s will replace the current Canon plotter scanners, one at the Tate building and one at the Town Branch Treatment plant.

Purpose of Request

The lease is the replacement of equipment at the end of its life. We have determined that the lease of this equipment is the most cost-efficient way of digitizing plans, maps, and other documents as part of the asset management plan required by the Consent Decree. The need to digitize plans, maps, and other documents is ongoing.

Project Cost in FY25 budget year and future budget years

The Lease is for three years at an annual cost of \$7,320.00. There is the possibility of up to 10% increases per year. The lease will include the equipment, service, ink and 24lb inkjet paper. The funds are budgeted in 4002-303401-3401-71303.

Director/Commissioner  
Martin/Albright

