Exceptional Item Request Form - FY 2020-2021   Request # 100-10-3

Date: 7/9/2020   **Requestor:**   Amber Lewis, City Administrator

Allocating Additional Funds To:	
Fund Name & No.	General Fund - 100
Department Name & No.	Administration - 10
Line Item No. & Description or NEW Line Item Description	Incode Software

Item Description:

Conversion and implementation of Incode software for utility billing, finance and personnel management

Description of Benefit from Purchase (Improved Service, Lower Cost, etc.)

Improved accountability, better efficiency, better access, communicates with the Court and Police platforms

Number of Items or Units:	1
Cost Per Item or Unit:	$ 73,000.00
Additional Cost Per Item (Including ongoing maintenance):	$ 7,100.00
Total Cost:	$ 80,100.00

<u>When Balance Offset Is Neeeded</u>

Offset Savings From Fund/Dept./Line Item No.:	saved amount:	
Offset Savings From Fund/Dept./Line Item No.:	saved amount:	
Offset Savings From Fund/Dept./Line Item No.:	saved amount:	
Offset Savings From Fund/Dept./Line Item No.:	saved amount:	
Offset Savings From Fund/Dept./Line Item No.:	saved amount:	
	Total Amount Saved:	$ -

Please attach any quotes or backup to support this Exceptional Item Request.