

Exceptional Item Request Form - FY 2020-2021

Request # AF-2

Date: 7/9/2020

Requestor: Amber Lewis, City Administrator

Allocating Additional Funds To:	
Fund Name & No.	100, 200, 800
Department Name & No.	10, 15, 40, 60
Line Item No. & Description or NEW Line Item Description	Retention Initiative

Item Description:

Assistant City Administrator/City Secretary = new title +\$9,000 - General Fund
Director of Development Services = new title +\$9,000
Director of Finance = new title
Chief of Police = +\$9,000
Public Works Superintendent = new title +\$9,000

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

Recognition of superior performance and employee retention

Number of Items or Units:	<u>1</u>
Cost Per Item or Unit:	<u>\$ 36,000.00</u>
Additional Cost Per Item (Including ongoing maintenance):	<u>\$ 10,800.00</u> Benefits
Total Cost:	<u><u>\$ 46,800.00</u></u>

<u>When Balance Offset Is Needed</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: <u>\$ -</u>	

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