Exceptional Item Request Form - FY 2020-2021 Request # AF-4

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

Allocating Additional Funds To:	
Fund Name & No.	200, 800
Department Name & No.	60, 60
Line Item No. & Description or NEW Line Item Description	Utility Billing Manager

Item Description:

Create new full-time position of Utility Billing Manager to bring utility billing services in-house

200-60 - Water Fund (50%) - $32,500

800-60 - Wastewater Fund (50%) - $32,500

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

Improved accountability, improved efficiency, better customer service

Number of Items or Units:		1	
Cost Per Item or Unit:	$	50,000.00	
Additional Cost Per Item (Including ongoing maintenance):	$	15,000.00	Benefits
Total Cost:	**$**	**65,000.00**	

When Balance Offset Is Neeeded

Offset Savings From Fund/Dept./Line Item No.:	200-5219-60	saved amount:	$ 58,000.00
Offset Savings From Fund/Dept./Line Item No.:	800-5219-60	saved amount:	$ 42,000.00
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:	$ 100,000.00

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