

Exceptional Item Request Form - FY 2022-2023

Request # 100-15-1

Date: 5/7/2022

Requestor: Council Member Brook Brown

Allocating Additional Funds To:	
Fund Name & No.	100-General Fund
Department Name & No.	15-Development Services
Line Item No. & Description or NEW Line Item Description	5300 - Computer Software & Support

Item Description:

Assign unused existing computer or purchase new computer if no unassigned existing computer to be used by residents to review building permit applications.

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

This would allow a resident to review building permit files on a computer at city hall on a stand alone computer to be loaded with the permit files. Currently, this process requires a staff person to contribute their computer to review these files. A stand alone computer allowing for review would free up staff time and provide an easier and quicker process for residents to review building permit files.

Number of Items or Units: 1
Cost Per Item or Unit: \$ 2,000.00
Additional Cost Per Item (Including ongoing maintenance): _____
Total Cost: \$ 2,000.00

<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.