

**Department New Request Form  
Fiscal Year 2023**

<b>Program</b>	Administration	<b>Title of New Request:</b>	<b>Rank:</b> 5
<b>Department</b>	Attorney	Desk / Chair	
<b>Request Category</b>	Baseline Adjustment		
<b>Request Rating</b>	Replacement		
<b>Department Goal</b>			

**1. How will request assist in achieving Department Goal and benefit the customer?**

Purchase an ergonomic compliant desk for the City Attorney and a new chair.

**2. What specifically is needed to achieve this goal?**

Purchase a chair and an ergonomically friendly desk to replace the City Attorney's military issue style desk that is a minimum of 28 years old. The desk is too small and not ergonomically designed.

**3. Cost Impact of New Program:**

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2023 Unfunded	FY 2023 Funded	Proposed FY 2024 Ongoing
<b>Ongoing Expenses</b>								
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
<b>One-time Expenses</b>								
1000.270.419000.220	Desk / Chair	1	2600	2,600		2,600	-	
						-	-	-
						-	-	-
						-	-	-
						-	-	-
<b>Expense Sub-Total</b>				<b>2,600</b>		<b>2,600</b>		

**Revenue Offset:**

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000	T Tax Funded	2,600	
<b>Revenue Sub-Total</b>		<b>2,600</b>	

**4. What sort of data will be used to report results and outcomes of request?**

	<b>Requested/Proposed Funding Source</b>	
	One-time	Ongoing
<b>Tax or Assessment</b>	2,600	-
<b>Non-tax</b>	-	-
<b>Fund Balance</b>	-	-
<b>Total</b>	<b>2,600</b>	