

Department New Request Form
Fiscal Year 2025

Program	Central Services	Title of New Request:	Rank:	4
Department	Information Technologies			
Request Category	New	Public Safety IT Support Specialist		
Request Rating	Maintain Level of Service			
Department Goal	Organizational Excellence	# of FTE's in this request	1.00	

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

This role will be a second position to compliment our existing Public Safety IT Support Specialist. It will allow us to better support increased technology needs in both the city Fire and Police departments. This position will be essential as we adopt new camera and evidence collection and management tools in PD and new documentation and research devices (tablets) in the Fire department. This position will partner with the existing Public Safety IT Support Specialist to gain and manage knowledge to support niche services and tools used by our public safety employees. They will also be leads on technology issues throughout the disparate stations throughout town. With more fire-fighters and stations being brought online it warrants spreading the specialized needs across two positions. Doing so will also allow Help Desk Specialists to escalate more specialized work and provide better support to the rest of city staff.

2. What specifically is needed to achieve this goal?

Ongoing funding for a full-time, non-union position with required software/telecommunications and supply/support costs and small one-time support for hardware and furniture.

3. Cost Impact of New Program:

Account #	Item	Qnty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2025 Unfunded	FY 2025 Funded	Proposed FY 2026 Ongoing
Ongoing Expenses								
1000.224.410580.110	Public Safety IT Support	1	79850		79,850	79,850	—	—
1000.224.410580.360	Software: Manage Engine	1	1000		1,000	1,000	—	—
1000.224.410580.220	Supplies	1	250		250	250	—	—
1000.224.410580.344	Telecommunications	1	600		600	600	—	—
1000.224.410580.380	Training	1	500		500	500	—	—
1000.224.411300.360	Software: Microsoft	1	600		600	600	—	—
					—	—	—	—
					—	—	—	—
One-time Expenses								
1000.224.419000.220	Hardware and furniture	1	2500	2,500		2,500	—	—
				—		—	—	—
				—		—	—	—
				—		—	—	—
				—		—	—	—
Expense Sub-Total				2,500	82,800	85,300	—	—

Revenue Offset:

Account #	Revenue Description			Proposed One-time Revenue	Proposed Ongoing Revenue
1000	T		Tax funded	2,500	82,800
Revenue Sub-Total				2,500	82,800

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

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	2,500	82,800
Non-tax	—	—
Fund Balance	—	—
Total	2,500	82,800