

**Exceptional Item Request Form - FY 2020-2021**

**Request # 100-40-4**

**Date:** 7/7/2020

**Requestor:** Staff

Allocating Additional Funds To:	
Fund Name & No.	100 - General Fund
Department Name & No.	40 - Police
Line Item No. & Description or NEW Line Item Description	54XX - Reserve Officer Pay

**Item Description:**

Reserve Officer Pay

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

Creating a line item for reserve pay. Currently reserve officers are paid out of the salaries line item with vacancy savings. The police department does not have enough staffing in the event of temporary vancancies and reserve officers provide necessary backup and can cover shifts. The department also benefits from their expertise in different areas.

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**Number of Items or Units:** 1

**Cost Per Item or Unit:** \$ 31,200.00

**Additional Cost Per Item (Including ongoing maintenance):** \_\_\_\_\_

**Total Cost:** \$ 31,200.00

When Balance Offset Is Needed

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: _____
<b>Total Amount Saved:</b> \$ <u>-</u>	

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