

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

**Request # AF-4**

**Date:** 08/18/221

**Requestor:** Staff

Allocating Additional Funds To:	
Fund Name & No.	Various
Department Name & No.	Various
Line Item No. & Description or NEW Line Item Description	5000 - Salary

**Item Description:**

2% Increase for employees not in the police department.

The police department has automatic step and grade pay increases as approved by the City Council.  
 PD employees receive an average of 2% per step (yearly on their anniversary/promotion date.)

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

This exceptional item would ensure that non police department employees also receive an increase to ensure equity across all employees and to foster employee retention and morale.

**Number of Items or Units:** 1

**Cost Per Item or Unit:** \$ 15,223.00

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

**Total Cost:** \$ **15,223.00**

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.