

**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% merit 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 a merit 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.: \_\_\_\_\_  
 Offset Savings From Fund/Dept./Line Item No.: \_\_\_\_\_  
 Offset Savings From Fund/Dept./Line Item No.: \_\_\_\_\_  
 Offset Savings From Fund/Dept./Line Item No.: \_\_\_\_\_  
 Offset Savings From Fund/Dept./Line Item No.: \_\_\_\_\_

saved amount: \_\_\_\_\_  
 saved amount: \_\_\_\_\_  
 saved amount: \_\_\_\_\_  
 saved amount: \_\_\_\_\_  
 saved amount: \_\_\_\_\_

Total Amount Saved: \$ -

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