

Department New Request Form

Fiscal Year 2023

<i>Program</i>	Central Services	<i>Title of New Request:</i>	<i>Rank:</i> <input type="text" value="2"/>
<i>Department</i>	City Clerk		
<i>Request Category</i>	Baseline Adjustment	Baseline postage increase	
<i>Request Rating</i>	Required		
<i>Department Goal</i>	Basic level of service		

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

The US postal service is increasing postage rates by 6.1% beginning July 2022. This baseline adjustment request covers general office activities and tax assessment notices required by state law.

2. What specifically is needed to achieve this goal?

3. Cost Impact of New Program:

Account #	Item	Qnty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2023 Unfunded	FY 2023 Funded	Proposed FY 2024 Ongoing
Ongoing Expenses								
1000.223.410910.310	Communications	1	350		350	-	350	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
One-time Expenses								
				-		-	-	
				-		-	-	
				-		-	-	
				-		-	-	
				-		-	-	
				-		-	-	
Expense Sub-Total				-	350	-	350	-

Revenue Offset:

Account #	Revenue Description			Proposed Onetime Revenue	Proposed Ongoing Revenue
1000	T		Tax		350
				Revenue Sub-Total	- 350

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

Requested/Proposed Funding Source

None

Requested/Proposed Funding Source		
	One-time	Ongoing
Tax or Assessment	-	350
Non-tax	-	-
Fund Balance	-	-
Total	-	350