

**Department New Request Form
Fiscal Year 2022**

Program	Public Works	Title of New Request: Public Works Intern	Rank:	3
Department	Water			
Request Category	New			
Request Rating	New Program			
Department Goal	Organizational Excellence			

1. How will request assist in achieving Department Goal and benefit the customer?
 Public Works and Mobility would like to begin an internship program. This program would enhance the department's standing within the community, could lead to quality future full-time employees, provide staff additional opportunities to supervise, and jumpstart projects where there is currently low capacity.

2. What specifically is needed to achieve this goal?
 Addition of one intern will provide capacity to assist ongoing projects.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2022 Unfunded	FY 2022 Funded	Proposed FY 2023 Ongoing
Ongoing Expenses								
5210.335.430510.110	Wages	1	5,600		5,600	5,600	-	
5210.335.430510.140	Benefits	1	939		939	939	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
Expense Sub-Total					6,539	6,539		
One-time Expenses								
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	

Revenue Offset:

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
5210.000.343021.000	E Metered Water Revenue		6,539
			-
Revenue Sub-Total			6,539

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	-	-
	Non-tax	-	6,539
	Fund Balance	-	-
Total	-	6,539	