

## Department New Request Form Fiscal Year 2023

Program	<input type="text" value="Central Services"/>	Title of New Request:	<b>Rank:</b> <input style="width: 50px;" type="text" value="2"/>
Department	<input type="text" value="City Clerk"/>	<input style="width: 100%; height: 100%;" type="text" value="Baseline postage increase"/>	
Request Category	<input type="text" value="Baseline Adjustment"/>		
Request Rating	<input type="text" value="Required"/>		
Department Goal	<input style="width: 100%; height: 20px;" type="text" value="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	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2023 Unfunded	FY 2023 Funded	Proposed FY 2024 Ongoing	
<b>Ongoing Expenses</b>									
1000.223.410910.310	Communications	1	350		350	-	350		
					-	-	-		
					-	-	-		
					-	-	-		
					-	-	-		
					-	-	-		
					-	-	-		
					-	-	-		
<b>Expense Sub-Total</b>					-	350	-	350	-
<b>One-time Expenses</b>									
				-		-	-		
				-		-	-		
				-		-	-		
				-		-	-		
				-		-	-		
				-		-	-		

**Revenue Offset:**

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000	T Tax		350
<b>Revenue Sub-Total</b>		-	350

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

None.	<i>Requested/Proposed Funding Source</i>	
	<i>One-time</i>	<i>Ongoing</i>
	<i>Tax or Assessment</i>	350
	<i>Non-tax</i>	-
	<i>Fund Balance</i>	-
	<b>Total</b>	<b>350</b>