Department New Request Form
Fiscal Year 2020

Major Department	**Redevelopment Housing**	***Rank:***	1
Division/Sub-Department	Housing & Community Development	***Title of New Request:***	Baseline postage increases
Request Category	**Baseline Adjustment**		
Request Rating	**Required**		Funded?

1. Request Rationale:

The USPS increased first class postage by 10% as of January 2019. This increase was not accounted for in the FY19 budget. In addition, the population of the City of Missoula has increased. Therefore, an increased number of postcards need to be sent to citizens in the various neighborhood councils.

2. Service Delivery Impact:

Increased postaged is required to reach all Missoula citizens.

3. Personnel Requirements (# FTE's required):

4. Cost Impact of New Program:

Account #	Item	Qnty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2020 Unfunded	FY 2020 Funded	Proposed FY 2021 Ongoing
1000.255.410125.310	Communications	1	5.5		6	-	6	
1000.255.410100.310	Communications	1	687.1		687	-	687	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
			Expense Sub-Total	**-**	**693**	**-**	**693**	**-**

Revenue Offset:

Account #		Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000.000.311000.00	T	General Property taxes	-	693
		Revenue Sub-Total	**-**	**693**

Net Cost of Impact for New Program	**-**