

**Department New Request Form
Fiscal Year 2020**

Major Department
Division/Sub-Department
Request Category
Request Rating

Rank:

Title of New Request:

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):

N/A

4. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2020 Unfunded	FY 2020 Funded	Proposed FY 2021 Ongoing
1000.223.410910.310	Communications	1	463.4		463	-	463	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
Expense Sub-Total				-	463	-	463	-

Revenue Offset:

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000.000.311000.00	T General Property taxes	-	463
Revenue Sub-Total		-	463

Net Cost of Impact for New Program