

**Department New Request Form
Fiscal Year 2020**

Major Department: **Administration**
 Division/Sub-Department: **Mayor**
 Request Category: **New**
 Request Rating: **Expand Level of Service**

Rank: **2**

Title of New Request: **Communications Intern**

Funded?

1. Request Rationale:

The Communications office is responsible for communications for the entire City of Missoula and has not had an increase in staff since it was created. An intern will be able to handle some of the important detail work and allow the director to take on larger projects.

2. Service Delivery Impact:

A communications intern will free up the Communications Director to tackle larger and more robust projects. Additionally, an intern will allow the City to reach more people via social media.

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
1000.220.410210.350	Intern	1	2000		2,000	-	2,000	
Expense Sub-Total				-	2,000	-	2,000	-

Revenue Offset:

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000.000.311000.00	T General Property taxes		2,000
Revenue Sub-Total		-	2,000

Net Cost of Impact for New Program -