

**Department New Request Form
Fiscal Year 2024**

Program	Public Works	Title of New Request: Baseline Adjustments	Rank:	1
Department	Water			
Request Category	Baseline Adjustment			
Request Rating	Required			
Department Goal	Operational Excellence			

1. How will request assist in achieving Department Goal and benefit the customer

In order to maintain service, inflationary adjustments need to be made. Baseline adjustments have been requested on known increases provided by Finance: postage at 14%, electricity and natural gas at 19%, sewer at 9%, stormwater at 9%, water at 5%, and garbage at 5%. Overtime is needed for the maintenance and improvement of Missoula Water infrastructure. Missoula Water has a significant number of inexperienced operations personnel who require some backup from more experienced personnel when performing after hours call shifts. Increased Overtime will better serve the growing community and ensure staff are available at all times. A request for one time funding to replace computers and software per the citywide equipment replacement schedule has also been added.

2. What specifically is needed to achieve this goal?

Adjust baseline for known increased costs.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2024 Unfunded	FY 2024 Funded	Proposed FY 2025 Ongoing
Ongoing Expenses								
5210.335.430510.310	Postage	1	14095		14,095	14,095	—	
5210.335.430520.340	Sewer	1	63		63	63	—	
5210.335.430510.341	Electricity and natural gas	1	7190		7,190	7,190	—	
5210.335.430530.341	Electricity and natural gas	1	297683		297,683	297,683	—	
5210.335.430520.342	Stormwater	1	243		243	243	—	
5210.335.430520.343	Water	1	205		205	205	—	
5210.335.430530.343	Water	1	10		10	10	—	
5210.335.430510.345	Garbage	1	365		365	365	—	
					—	—	—	
5210.335.450530.120	Overtime	1	5000		5,000	5,000	—	
5210.335.430550.120	Overtime	1	15000		15,000	15,000	—	
One-time Expenses								
5210.335.430510.220	Computer Replacement	1	8539	8,539		8,539	—	
5210.335.430550.220	Computer Replacement	1	13200	13,200		13,200	—	
5210.335.430530.220	Computer Replacement	1	9900	9,900		9,900	—	
				—		—	—	
				—		—	—	
Expense Sub-Total				31,639	339,854	371,493	—	—

Revenue Offset:

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
5210	E Existing Water Revenue	31,639	339,854
Revenue Sub-Total		31,639	339,854

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	31,639	339,854
	Fund Balance	-	-
Total	31,639	339,854	