

**Department New Request Form
Fiscal Year 2025**

Program Department Request Category Request Rating Department Goal	Central Services City Clerk Baseline Adjustment Required Organizational Excellence	Title of New Request: Baseline Adjustment	Rank: <input type="text" value="1"/>					
1. How will request assist in achieving Department Goal and benefit the customer								
<p>Investment needed to sustain existing activities while maintaining current level of service including Legal Ads, Clerk and Recorder Fees and Transcription.</p>								
2. What specifically is needed to achieve this goal?								
<p>An increase of \$2500 is needed to maintain existing service levels and prevent disruption or loss of service.</p>								
3. Cost Impact of New Program:								
Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2025 Unfunded	FY 2025 Funded	Proposed FY 2026 Ongoing
Ongoing Expenses								
1000.223.410910.330	Legal Ads	1	750		750	750	—	
1000.223.410910.350	Transcription	1	750		750	750	—	
1000.223.410910.390	Recording Fees	1	1000		1,000	1,000	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
One-time Expenses								
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
Expense Sub-Total				—	2,500	2,500	—	—
Revenue Offset:								
Account #	Revenue Description				Proposed Onetime Revenue	Proposed Ongoing Revenue		
1000	T					—	2,500	
						—		
						—		
						—		
						—		
Revenue Sub-Total						—	2,500	
4. What sort of data will be used to report results and outcomes of request?						Requested/Proposed Funding Source		
<p>Continuation of services without disruption.</p>						Tax or Assessment Non-tax Fund Balance Total	One-time — — —	Ongoing 2,500 — 2,500