

**Department New Request Form
Fiscal Year 2025**

Program	Central Services	Title of New Request:	Rank: 1
Department	City Clerk	Baseline Adjustment	
Request Category	Baseline Adjustment		
Request Rating	Required		
Department Goal	Organizational Excellence	# of FTE's in this request	0.00

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

Investment needed to sustain existing activities while maintaining current level of service including Legal Ads, Clerk and Recorder Fees and Transcription.

2. What specifically is needed to achieve this goal?

An increase of \$2500 is needed to maintain existing service levels and prevent disruption or loss of service.

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?

Continuation of services without disruption.

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	-	2,500
Non-tax	-	-
Fund Balance	-	-
Total	-	2,500