Department New Request Form
Fiscal Year 2022

Program	**Development Services**	***Title of New Request:***	***Rank:*** 1
Department	Building	Plans Examiner	
Request Category	**New**		
Request Rating	**Maintain Level of Service**		
Department Goal	Promote equitable development and a resiliant, sustainable community.		

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

In the last several years, The City of Missoula has experienced a surge in development review acitivites that have prevented us from providing the level of responsive service the community has come to expect. These delays in development review have also had a negative impact on new construction of houses and apartments, working against the goals outlined in our adopted housing policy and City of Missoula Strategic Plan. CPDI recently completed a development review capacity plan, which outlines the areas in which we need to build capacity to address this issue. Hiring an additional Building Department Plans Examiner is a key part of our planned reponse.

2. What specifically is needed to achieve this goal?

One FTE in the Building Department to examine building plans as part of the building permitting process.

3. Cost Impact of New Program:

Account #	Item	Qnty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2022 Unfunded	FY 2022 Funded	Proposed FY 2023 Ongoing
Ongoing Expenses								
2394.310.420500.110	Plans Examiner	1	110000		110,000	110,000	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
One-time Expenses								
2394.310.429000.940	Equipment and Office	1	7000	7,000		7,000	-	
				-		-	-	
				-		-	-	
				-		-	-	
				-		-	-	
			Expense Sub-Total	**7,000**	**110,000**	**117,000**	**-**	**-**

Revenue Offset:

Account #		Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
2394	N	Full costs will be offset by the building fund	7,000	110,000
		Revenue Sub-Total	**7,000**	**110,000**

4. What sort of data will be used to report results and outcomes of request?

Results from this request will be tracked through the number of building permits reviewed by the building permit plans examination team, in additon to the average length of time of review. Outcomes will be determined by a more efficient development review system that is permitting more commerical and residential units per year.

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	-	-
Non-tax	**7,000**	**110,000**
Fund Balance	-	-
Total	**7,000**	**110,000**