

**Department New Request Form  
Fiscal Year 2022**

<b>Program</b>	Development Services	<b>Title of New Request:</b>	<b>Rank:</b> 3
<b>Department</b>	Building	Software Upgrade	
<b>Request Category</b>	Baseline Adjustment		
<b>Request Rating</b>	Maintain Level of Service		
<b>Department Goal</b>	Promote equitable development and a resilient, sustainable community.		

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

The Building Department has identified several add-on software packages that will improve the functionality of Accela, our primary software through which we track inspections, building permit application, and development review. Process improvements are an essential component in our efforts to increase capacity and improve our development review times. The Selection Atlas software application and the Insight Scheduling application will require a one-time setup fee and application fee on our already existing contract. This will provide a much more user friendly method to assign inspections and will improve our ability to perform and submit field inspections. Additionally, the Accela Premium CivicCities website tool will allow for citizens to self-navigate many information requests which typically require extensive staff time to respond to, improving efficiency, customer service, timely response, and access to information.

**2. What specifically is needed to achieve this goal?**

An allocation of Building Fund revenues to support this one-time setup and application fee.

**3. Cost Impact of New Program:**

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2022 Unfunded	FY 2022 Funded	Proposed FY 2023 Ongoing
<b>Ongoing Expenses</b>								
2394.310.420500.360	Selection Atlas and Insights	1	35000		35,000	35,000	-	
2394.310.420500.360	CivicCities Annual Fee	1	19000		19,000	19,000	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
<b>Expense Sub-Total</b>				<b>69,000</b>	<b>54,000</b>	<b>123,000</b>	-	-
<b>One-time Expenses</b>								
2394.310.429000.350	Selection Atlas and Insight	1	34000	34,000		34,000	-	
2394.310.429000.350	CivicCities Setup	1	35000	35,000		35,000	-	
						-	-	
						-	-	
						-	-	
						-	-	
						-	-	

**Revenue Offset:**

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
2394	N Costs will be fully reimbursed by the Building Fund.	69,000	54,000
<b>Revenue Sub-Total</b>		<b>69,000</b>	<b>54,000</b>

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

Results will be determined by the implementation of the software and resulting efficiencies gained through new inspection assignment methods, field report submission, self-navigation tools, and increased access to information for the general public. These gained efficiencies and process improvements will add capacity to engage in key development review activities.

	Requested/Proposed Funding Source	
	One-time	Ongoing
<b>Tax or Assessment</b>	-	-
<b>Non-tax</b>	69,000	54,000
<b>Fund Balance</b>	-	-
<b>Total</b>	<b>69,000</b>	<b>54,000</b>