Department New Request Form
Fiscal Year 2024

Program	**CPDI**	***Title of New Request:***	***Rank:*** 1
Department	Building	Accela Licenses and Maintenance	
Request Category	**Baseline Adjustment**		
Request Rating	**Required**		
Department Goal	Maintain services to ensure equitable growth and a resiliant and sustainable community.		

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

This request supports the licensing and maintenance fees for Accella, the primary software used to manage our building permitting process. Recent upgrades to this program have allowed us to make efficiency improvements and upgrades to existing automation tasks. This system allows our teams to dedicate more time to the issuance of permits that directly impact our housing market.

2. What specifically is needed to achieve this goal?

An allocation from the building fund to support ongoing licensing cost and maintenance.

3. Cost Impact of New Program:

Account #	Item	Qnty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2024 Unfunded	FY 2024 Funded	Proposed FY 2025 Ongoing
Ongoing Expenses								
2394.310.420500.350	Acella Licenses and Maint.	1	198,539		198,539	198,539	—	
5311.330.430610.360	Acella Licenses and Maint.	1	16,482		16,482	16,482	—	
5450.330.430210.360	Acella Licenses and Maint.	1	8,241		8,241	8,241	—	
5210.335.430510.360	Acella Licenses and Maint.	1	11,904		11,904	11,904	—	
2512.280.431400.360	Acella Licenses and Maint.	1	54,941		54,941	54,941	—	
					—	—	—	
2513.370.460501.360	Acella Licenses and Maint.	1	3,920		3,920	3,920	—	
					—	—	—	
One-time Expenses								
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
			Expense Sub-Total	**—**	**294,027**	**294,027**	**—**	**—**

Revenue Offset:

Account #		Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
2394	F	Building Fund		198,539
5311	E	Wastewater		16,482
5450	E	Storm Water		8,241
5210	E	Water		11,904
2512	R	Road District		54,941
2513	P	Park District		3,920
		Revenue Sub-Total	**-**	**294,028**

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

Building permit issuance, inspection completion, timliness, and other data is used to assess effectiveness.

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	-	-
Non-tax	-	**95,489**
Fund Balance	-	**198,539**
Total	-	**294,028**