

**Department New Request Form
Fiscal Year 2024**

Program	CPDI	Title of New Request:	Rank:	15
Department	Community Development			
Request Category	New	Granicus Host Compliance Software		
Request Rating	Maintain Level of Service			
Department Goal	Community Design & Livability			

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

In FY2022 the Mayor and City Council allocated funds to the Community Development Division to explore and produce a report of the landscape of short-term rentals or tourist homes in Missoula. Part of this process involved contracting with a monitoring software - called Host Compliance - to produce a dashboard of all advertised short-term rentals in Missoula compared to those legally registered with the City. Over the course of the fiscal year, CPDI's Code Compliance team found this software incredibly useful in reducing workload and response times to complaints regarding tourist homes in Missoula.

2. What specifically is needed to achieve this goal?

This request will be offset by Tourist Home fee revenue and will cover the annual subscription, which will run from October 2023 to October 2024 for a total annual cost of \$12,000. This price is locked in for the first three years of the service per our negotiation with Granicus in the Fall of 2021.

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								
1000.250.411055.390	Granicus Host Software	1	12000		12,000	12,000	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
One-time Expenses								
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
Expense Sub-Total				—	12,000	12,000	—	—

Revenue Offset:

Account #	Revenue Description				Proposed Onetime Revenue	Proposed Ongoing Revenue
1000	N		Tourist Home Fee Revenue			12,000
Revenue Sub-Total					—	12,000

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

This software provides detailed data about registered and unregistered short-term rentals in the Missoula area. This includes details about how the units are listed on a number of platforms, ownership information, nightly rates, number of bedrooms and bathrooms, and more. The software also provides screenshots of listings to aid code compliance in documenting unregistered units thus improving their ability to secure compliance and fees.

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	-	-
Non-tax	-	12,000
Fund Balance	-	-
Total	-	12,000