# *Department New Request Form*
# *Fiscal Year 2020*

| | | | |
|---|---|---|---|
| ***Major Department*** | **Development Services** | ***Rank:*** | 3 |
| ***Division/Sub-Department*** | Building | ***Title of New Request:*** | EDR Review - Parks |
| ***Request Category*** | **Service Module Change** | | |
| ***Request Rating*** | **Maintain Level of Service** | | Funded? |

***1. Request Rationale:***

City has transitioned to Electronic Document Review for Building Permits. This station will allow for Parks and Recreation to participate in the Electonic Document Review process

***2. Service Delivery Impact:***

Not having access to an onsite workstation delays the review and turnaround time for issuing building permits

***3. Personnel Requirements (# FTE's required):***

NA

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

| Account # | Item | Qnty | Unit Cost | Requested One-Time | Requested Ongoing | FY 2020 Unfunded | FY 2020 Funded | Proposed FY 2021 Ongoing |
|---|---|---|---|---|---|---|---|---|
| 2394.310.420500.220 | Workstation | 1 | 1700 | 1,700 | - | - | 1,700 | |
| 2394.310.420500.220 | Monitor - 24" | 2 | 350 | 700 | - | - | 700 | |
| 2394.310.420500.220 | Monitor - 43" | 1 | 865 | 865 | - | - | 865 | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | | | - | - | - | |
| | | | **Expense Sub-Total** | **3,265** | **-** | **-** | **3,265** | **-** |

***Revenue Offset:***

| Account # | | Revenue Description | Proposed Onetime Revenue | Proposed Ongoing Revenue |
|---|---|---|---|---|
| 2394.000.323011.00 | F | Building Revenue | 3,265 | - |
| | | | | |
| | | | | |
| | | | | |
| | | **Revenue Sub-Total** | **3,265** | **-** |

| | |
|---|---|
| ***Net Cost of Impact for New Program*** | **-** |