

**Department New Request Form  
Fiscal Year 2022**

**Program** Development Services  
**Department** Building  
**Request Category** New  
**Request Rating** Maintain Level of Service  
**Department Goal** Promote equitable development and a resilient, sustainable community.

**Title of New Request:** Rank: 2

Code Compliance Officer, I

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

In the last several years, the City of Missoula has experienced a surge in development review activities 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 in the City of Missoula's Strategic Plan. The Code Compliance team plays a key role in the development review process, by engaging in "on the ground" site visits to ensure land use conditions are met. Additionally, the Code Compliance team is the primary entity in the City of Missoula that responds to and investigates complaints regarding city ordinance, including urban camping, a growing issue in our community. This work takes sensitivity and a great deal of collaboration to ensure we are addressing the needs of all our community members, especially our unhoused community members. An additional Code Compliance Officer is a central component of our capacity plan - ensuring that we can achieve our goal of promoting equitable development and a resilient, sustainable community.

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

One FTE Code Compliance Officer I.

**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	Code Compliance Officer I	1	60757		60,757	60,757	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
<b>Expense Sub-Total</b>				<b>42,000</b>	<b>60,757</b>	<b>102,757</b>	-	-
<b>One-time Expenses</b>								
2394.310.429000.940	Equipment	1	2000	2,000		2,000	-	-
2394.310.429000.940	Fleet Vehicle	1	40000	40,000		40,000	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-

**Revenue Offset:**

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
2394	N All costs will be reimbursed through the building fund.	42,000	60,757
<b>Revenue Sub-Total</b>		<b>42,000</b>	<b>60,757</b>

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

Results will be tracked by assessing the number of complaints investigated and mitigated through the code compliance team, in addition to participation in the development of proactive measures around some of our most complex ordinance violations, like urban camping.

	Requested/Proposed Funding Source	
	One-time	Ongoing
<b>Tax or Assessment</b>	-	-
<b>Non-tax</b>	42,000	60,757
<b>Fund Balance</b>	-	-
<b>Total</b>	<b>42,000</b>	<b>60,757</b>