

COMMUNITY INVESTMENT PROGRAM
City of Missoula CIP Project Request/Update Form FY 2025 - 2029

| Department Priority | | New or Update | Required | Delay | Project Title | |
|---------------------|--------------|---|---------------------------|-------------------------|---------------------|--|
| 1 | of 1 | Update | Is this project Required? | Can project be delayed? | New Office Building | |
| Project Rating | Department | | | | | |
| | Public Works | | | | | |
| | Cemetery | Is the project APPROVED for Fiscal Year 2025? | | | FUNDED? | |

Summary Description and rationale of project and funding sources:

The Missoula City Cemetery strategic plan indicates the need for a new office building. In order to start the process of building a new facility, an architect was hired and completed a schematic design and floor plan. The new plan will allow for more functional and sustainable use of the building for many years to come. It will fulfill programmatic requirements and long term sustainability and energy efficiency goals. The landscape design that accompanies the building's architecture will improve the overall aesthetics of the space and increase appeal for a growing population. Funding will be sourced from the sale of auxiliary land currently owned by the Cemetery and remainder will go to Affordable Housing Trust Fund. Expenses in FY25 will come from the Cemetery Capital Reserve Fund 1242.

History & Current Status: Impact if Cancelled or Delayed

The current office building was built in 1940 and is aging and in need of serious repair. The strategic plan states that the building will need to be replaced over time. Delaying this process could result in larger repair bills, and more serious work needing to be done in the future. The strategic plan and architect recommendations are for deconstruction and replacement of the current office building. Their estimated cost of sitework, deconstruction and replacement is \$1,442,119.00

Are there any site requirements/ Potentially Affected Interest (PAI) Coordination:

| How is this project going to be funded: | | | | | | |
|---|----------|---------------------|---------------|---------------------------------|--------|--------|
| Funding Source | | Prior Years Funding | Yr. 1. budget | Unappropriated subsequent years | | |
| | | | FY2025 | FY2026 | FY2027 | FY2028 |
| Grant/Donation/Other | | 150,000 | \$ 1,442,119 | | | |
| Impact Fees | | | | | | |
| Type | Approval | Date | Amount | Impact Fees | | |
| | | | | Amounts | | |
| | | | 150,000 | \$ 1,442,119 | \$ - | \$ - |

| How is this project going to be spent: | | | | | | | |
|--|-------------------------|---------------------|-----------|--------|--------|--------|--------|
| Budgeted Funds | Accounting Code | Prior Year Expenses | FY2025 | FY2026 | FY2027 | FY2028 | FY2029 |
| A. Land | | - | | | | | |
| B. Buildings | 1242.340.430910.920.000 | - | 1,361,119 | | | | |
| C. Improvements | 1242.340.430910.930.000 | - | 81,000 | | | | |
| D. Machinery & Equipment | | - | - | | | | |
| E. Percent for Art? | | | | | | | |
| Total | | - | 1,442,119 | - | - | - | - |

| History of project and amount left yet to expend | | | | | | |
|--|-------------------|-----------|----------------------|-----------------------------------|--|--|
| Total Funded to date | Exps through FY23 | FY24 Exps | Amount yet to expend | Description of history (Optional) | | |
| \$150,000.00 | \$- | \$- | \$150,000.00 | | | |

| Expense Object | Accounting Code | Is this equipment prioritized on an equipment replacement schedule? | | | | |
|--|-----------------|---|---|---|---|---|
| | | Is there going to be ongoing Operating and/or Maintenance costs upon completion of the project? | | | | |
| (account for operational savings and/or reduction in current budget of previous operating/maintenance charges) | | | | | | |
| A Personnel | | | | | | |
| B Supplies | | | | | | |
| C Purchased Services | | | | | | |
| D Fixed Charges | | | | | | |
| E Capital Outlay | | | | | | |
| F Debt Service | | | | | | |
| G (Operational Savings) | | | | | | |
| | | - | - | - | - | - |

NOTE: Approval of the CIP does not indicate approval of the ongoing operating and maintenance costs. Those costs must be submitted as a "New Request" in the regular budget process. This will ensure the coordination exists between the CIP and the new request.

| | | | | |
|--|-------------------------|---------------------------|-----------------------|---------------------|
| Description of additional operating budget impact: | | | | |
| Responsible Person: | Responsible Department: | Date Submitted to Finance | Today's Date and Time | Preparer's Initials |
| | | | | |