

CLERK DEPARTMENT BUDGET  
FUND: General Fund  
ACCOUNTING CODE: 1000.223

This activity provides the core services of the City Clerk office including: postage, legal noticing, MLCT dues, Council minutes transcription, and costs to record documents required to be filed at the Clerk and Recorder's office.

This activity is a Community Based Org- Volunteer Missoula, a program of United Way of Msla Co, a volunteer connection program and website that 1) Connects volunteers w/ Missoula are non-profits; 2) Connects nonprofits to volunteer recruitment tools 3) mobilize and inform volunteers registered with the website in the event of an emergency; 4) Saves Missoula nonprofits time and money.

As of 01/03/2024 - 51% of Year

			ACTIVITY NAME: ACTIVITY CODE:		Administration 410910		Volunteer Missoula 411802	
			Grand Total Baseline	Grand Total Baseline & Changes	Baseline	Proposed Changes	Baseline	Proposed Changes
PERSONAL SERVICES								
110	Salaries and Wages		227,937	227,937	227,937		—	
120	Overtime/Termination		500	500	500		—	
140	Employer Contributions		85,887	85,887	85,887		—	
141	State Retirement Contributions		229	229	229		—	
TOTAL PERSONAL SERVICES			314,553	314,553	314,553	—	—	—
SUPPLIES								
210	Office Supplies		1,500	500	1,500	(1,000)	—	
220	Operating Supplies		68	1,128	68	1,060	—	
231	Gasoline		150	150	150		—	
240	Other Supplies		60	—	60	(60)	—	
TOTAL SUPPLIES			1,778	1,778	1,778	—	—	—
PURCHASED SERVICES								
310	Communications		5,447	5,447	5,447		—	
320	Printing & Duplicating		—	400	—	400	—	
330	Publicity,Subscriptions,Dues		2,458	2,458	2,458		—	
350	Professional Services		7,300	300	7,300	(7,000)	—	
360	Repair & Maintenance		400	—	400	(400)	—	
370	Travel		3,490	3,490	3,490		—	
380	Training		4,570	4,570	4,570		—	
390	Other Purchased Services		3,500	3,500	3,500		—	
TOTAL PURCHASED SRVCS			27,165	20,165	27,165	(7,000)	—	—
GRANTS & CONTRIBUTIONS								
700	Grants and Contributions		10,000	10,000	—		10,000	
TOTAL GRANTS & CONTRIBUTIONS			10,000	10,000	—	—	10,000	—
DEPARTMENT TOTAL			353,496	346,496	343,496	(7,000)	10,000	—

INFORMATION TECHNOLOGIES DEPARTMENT BUDGET

FUND: General Fund

ACCOUNTING CODE: 1000.224

As of 01/03/2024 - 51% of Year

This group is charged with recording expenditures for the cost of providing communication and networking systems, storage, hardware, software and service for the City.		This group includes accounts for recording expenditures for the cost of providing Geographic Information Systems (GIS) data and management for the City.		This group includes recording expenditures for managed services utilized by the City as a whole including communications infrastructure, ISP, and licensing.	
Information Technologies 410580		GIS 411060		Central Communications 411300	
Baseline	Proposed Changes	Baseline	Proposed Changes	Baseline	Proposed Changes
776,115		392,411		—	
1,000		—		—	
10,000		—		—	
313,577		144,791		—	
790		392		—	
1,101,482	—	537,594	—	—	—
2,500		2,000	(1,500)	—	
10,650	(3,650)	2,000		—	3,900
2,100	(1,100)	1,140	(1,140)	—	
400	100	500		—	
—	2,000	—	1,000	—	
—		500	(500)	—	
15,650	(2,650)	6,140	(2,140)	—	3,900
500		—		—	
100		—		—	
1,500		500		—	
291,970	(280,200)	1,370	(800)	—	237,825
14,380	84,000	2,380	30,620	—	
1,030,570	(764,401)	169,394	(97,504)	—	791,064
10,589	361	2,450	1,050	—	
18,425		3,425	575	—	
6,550	(4,650)	1,550	(1,550)	—	4,500
1,374,584	(964,890)	181,069	(67,609)	—	1,033,389
87,096		—		—	
87,096	—	—	—	—	—
2,397,743	(967,540)	724,803	(69,749)	—	1,037,289

ACTIVITY NAME: ACTIVITY CODE:		Grand Total Baseline	Grand Total Baseline & Changes
PERSONAL SERVICES			
110	Salaries and Wages	1,168,526	1,168,526
120	Overtime/Termination	1,000	1,000
130	Other Contributions	10,000	10,000
140	Employer Contributions	458,368	458,368
141	State Retirement Contributions	1,182	1,182
TOTAL PERSONAL SERVICES		1,639,076	1,639,076
SUPPLIES			
210	Office Supplies	4,500	3,000
220	Operating Supplies	12,650	12,900
230	Repair/Maintenance	3,240	1,000
231	Gasoline	900	1,000
235	Vehicle Repair & Maintenance	—	3,000
240	Other Supplies	500	—
TOTAL SUPPLIES		21,790	20,900
PURCHASED SERVICES			
310	Communications	500	500
320	Printing & Duplicating	100	100
330	Publicity,Subscriptions,Dues	1,500	1,500
344	Telephone Service	291,970	248,795
350	Professional Services	14,380	129,000
360	Repair & Maintenance	1,030,570	959,729
370	Travel	10,589	12,000
380	Training	18,425	19,000
390	Other Purchased Services	6,550	4,850
TOTAL PURCHASED SRVCS		1,374,584	1,375,474
FIXED CHARGES			
530	Rent	87,096	87,096
TOTAL FIXED CHARGES		87,096	87,096
DEPARTMENT TOTAL		3,122,546	3,122,546

## FINANCE DEPARTMENT BUDGET

FUND: General Fund

ACCOUNTING CODE: 1000.240

As of 01/03/2024 - 51% of Year

This activity accounts for all finance department activity including Accounts Payable, Accounts Receivable, Cash Management, Payroll, Financial Reporting, and Budgeting activities.

			<b>ACTIVITY NAME:</b> <b>ACTIVITY CODE:</b>	
			Finance Administration 410510	
			Baseline	Proposed Changes
			Grand Total Baseline	Grand Total Baseline & Changes
PERSONAL SERVICES				
110	Salaries and Wages	957,284	957,284	
120	Overtime/Termination	1,000	1,000	
140	Employer Contributions	371,545	371,545	
141	State Retirement Contributions	957	957	
TOTAL PERSONAL SERVICES			1,330,786	—
SUPPLIES				
210	Office Supplies	7,500	7,500	
220	Operating Supplies	10,000	10,000	
230	Repair/Maintenance	50	50	
TOTAL SUPPLIES			17,550	—
PURCHASED SERVICES				
310	Communications	6,000	6,000	
320	Printing & Duplicating	5,320	5,320	
330	Publicity,Subscriptions,Dues	6,285	6,000	(285)
344	Telephone Service	325	610	285
350	Professional Services	302,043	302,043	
360	Repair & Maintenance	21,485	1,485	(20,000)
370	Travel	8,245	8,245	
380	Training	7,830	7,830	
TOTAL PURCHASED SRVCS			357,533	(20,000)
DEPARTMENT TOTAL			1,705,869	(20,000)

## CENTRAL SERVICES DEPARTMENT BUDGET

FUND: General Fund

ACCOUNTING CODE: 1000.245

As of 01/03/2024 - 51% of Year

This activity is charged with expenditures for the general administrative direction of the Central Services Department and strategic projects for the City.

			<b>ACTIVITY NAME:</b>	
			<b>ACTIVITY CODE:</b>	
			Central Services Administration	
			410810	
	Grand Total Baseline	Grand Total Baseline & Changes	Baseline	Proposed Changes
<b>PERSONAL SERVICES</b>				
110 Salaries and Wages	402,512	402,512	402,512	
140 Employer Contributions	136,973	136,973	136,973	
141 State Retirement Contributions	403	403	403	
<b>TOTAL PERSONAL SERVICES</b>	<b>539,888</b>	<b>539,888</b>	<b>539,888</b>	<b>—</b>
<b>SUPPLIES</b>				
210 Office Supplies	400	400	400	
220 Operating Supplies	1,000	1,000	1,000	
231 Gasoline	125	125	125	
<b>TOTAL SUPPLIES</b>	<b>1,525</b>	<b>1,525</b>	<b>1,525</b>	<b>—</b>
<b>PURCHASED SERVICES</b>				
320 Printing & Duplicating	50	50	50	
330 Publicity,Subscriptions,Dues	40,313	40,313	40,313	
344 Telephone Service	1,500	1,500	1,500	
350 Professional Services	20,000	20,000	20,000	
370 Travel	2,500	2,500	2,500	
380 Training	5,500	5,500	5,500	
<b>TOTAL PURCHASED SRVCS</b>	<b>69,863</b>	<b>69,863</b>	<b>69,863</b>	<b>—</b>
<b>FIXED CHARGES</b>				
530 Rent	88,778	88,778	88,778	
<b>TOTAL FIXED CHARGES</b>	<b>88,778</b>	<b>88,778</b>	<b>88,778</b>	<b>—</b>
<b>DEPARTMENT TOTAL</b>	<b>700,054</b>	<b>700,054</b>	<b>700,054</b>	<b>—</b>

## FACILITY MAINTENANCE DEPARTMENT BUDGET

FUND: General Fund

ACCOUNTING CODE: 1000.246

Funds City Facilities Management and Operations. Costs include Administration, Maintenance, Utilities, and Service Contracts for the following sites: 435 Ryman, 140 Pine, 400 Ryman, 412-414-416 Ryman, 109 Catlin, 1305 Scott st. A-B-C-D.

This activity supports repair and maintenance cost of the City owned Missoula Arts Museum facility. Supports HVAC, elevator and Janitorial service contracts.

As of 01/03/2024 - 51% of Year

			<b>ACTIVITY NAME:</b>		<b>ACTIVITY CODE:</b>		
			Grand Total Baseline	Grand Total Baseline & Changes	Facility Administration 411810	Art Museum 460452	
					Baseline	Proposed Changes	Baseline Proposed Changes
<b>PERSONAL SERVICES</b>							
110	Salaries and Wages	222,720	222,720	222,720	222,720	—	—
130	Other Contributions	25,125	25,125	25,125	25,125	—	—
140	Employer Contributions	94,160	94,160	94,160	94,160	—	—
141	State Retirement Contributions	248	248	248	248	—	—
<b>TOTAL PERSONAL SERVICES</b>			<b>342,253</b>	<b>342,253</b>	<b>342,253</b>	<b>—</b>	<b>—</b>
<b>SUPPLIES</b>							
210	Office Supplies	1,500	1,500	1,500	1,500	—	—
220	Operating Supplies	14,083	14,083	14,083	14,083	—	—
230	Repair/Maintenance	60,619	60,619	60,619	60,619	—	—
231	Gasoline	5,239	5,239	5,239	5,239	—	—
<b>TOTAL SUPPLIES</b>			<b>81,441</b>	<b>81,441</b>	<b>81,441</b>	<b>—</b>	<b>—</b>
<b>PURCHASED SERVICES</b>							
340	Sewer	3,877	3,877	3,877	3,877	—	—
341	Electricity & Natural Gas	302,151	292,151	302,151	302,151	(10,000)	—
342	Storm Water	808	808	808	808	—	—
343	Water Charges	10,316	10,316	10,316	10,316	—	—
344	Telephone Service	2,255	2,255	2,255	2,255	—	—
345	Garbage	4,206	14,206	4,206	4,206	10,000	—
350	Professional Services	4,520	4,520	4,520	4,520	—	—
360	Repair & Maintenance	306,643	306,643	306,643	306,643	—	—
370	Travel	5,150	5,150	5,150	5,150	—	—
380	Training	5,000	5,000	5,000	5,000	—	—
<b>TOTAL PURCHASED SRVCS</b>			<b>644,926</b>	<b>644,926</b>	<b>644,926</b>	<b>—</b>	<b>—</b>
<b>GRANTS &amp; CONTRIBUTIONS</b>							
700	Grants and Contributions	45,862	45,862	45,862	—	45,862	—
<b>TOTAL GRANTS &amp; CONTRIBUTIONS</b>			<b>45,862</b>	<b>45,862</b>	<b>—</b>	<b>45,862</b>	<b>—</b>
<b>DEPARTMENT TOTAL</b>			<b>1,114,482</b>	<b>1,114,482</b>	<b>1,068,620</b>	<b>—</b>	<b>45,862</b>

FEDERAL BUILDING DEPARTMENT BUDGET

FUND: General Fund

ACCOUNTING CODE: 1000.248

As of 01/03/2024 - 51% of Year

This activity supports the City's operating costs for administration of the JELGB.

		ACTIVITY NAME: ACTIVITY CODE:		Federal Building Operations 411200	
		Grand Total Baseline	Grand Total Baseline & Changes	Baseline	Proposed Changes
PURCHASED SERVICES					
350	Professional Services	70,875	20,875	70,875	(50,000)
TOTAL PURCHASED SRVCS		70,875	20,875	70,875	(50,000)
DEPARTMENT TOTAL		70,875	20,875	70,875	(50,000)

# FLEET MAINTENANCE DEPARTMENT BUDGET

FUND: General Fund

ACCOUNTING CODE: 1000.321

This group is tasked with Maintaining and repairing the City of Missoula fleet. It includes accounts for vehicle parts like filters, belts, brakes, and tires as well as fluids like oil, coolant, ATF and windshield washer fluid. This group is also tasked with training and maintaining professional subscriptions to diagnostic software.

As of 01/03/2024 - 51% of Year

ACTIVITY NAME: ACTIVITY CODE:			Equipment Maintenance 431330	
	Grand Total Baseline	Grand Total Baseline & Changes	Baseline	Proposed Changes
PERSONAL SERVICES				
110 Salaries and Wages	851,683	851,683	851,683	
120 Overtime/Termination	2,000	2,000	2,000	
130 Other Contributions	5,508	5,508	5,508	
140 Employer Contributions	367,257	367,257	367,257	
141 State Retirement Contributions	819	819	819	
TOTAL PERSONAL SERVICES	1,227,267	1,227,267	1,227,267	—
SUPPLIES				
210 Office Supplies	1,000	1,000	1,000	
220 Operating Supplies	37,800	35,000	37,800	(2,800)
230 Repair/Maintenance	67,926	72,555	67,926	4,629
231 Gasoline	6,629	5,000	6,629	(1,629)
240 Other Supplies	2,600	2,000	2,600	(600)
TOTAL SUPPLIES	115,955	115,555	115,955	(400)
PURCHASED SERVICES				
310 Communications	378	378	378	
320 Printing & Duplicating	350	750	350	400
330 Publicity,Subscriptions,Dues	530	530	530	
344 Telephone Service	1,295	1,295	1,295	
350 Professional Services	11,719	11,719	11,719	
360 Repair & Maintenance	4,420	4,420	4,420	
370 Travel	900	900	900	
380 Training	7,200	7,200	7,200	
TOTAL PURCHASED SRVCS	26,792	27,192	26,792	400
DEPARTMENT TOTAL	1,370,014	1,370,014	1,370,014	—

## NON-DEPARTMENTAL DEPARTMENT BUDGET

FUND: General Fund

ACCOUNTING CODE: 1000.390

As of 01/05/2024 - 52% of Year

2	Contingency budget for termination pay associated with General Fund employees.		The payment of SID assessments on City owned properties.		These are costs charged to the General Fund by the city's Building Inspectors for time that they spend doing safety inspections.		Contributions to the City/County Health Department	
1								
Y								
	Termination Pay 410555		SID Assessments 411860		Protective Inspections 420500		Health Department Contribution 440190	
	Baseline	Proposed Changes	Baseline	Proposed Changes	Baseline	Proposed Changes	Baseline	Proposed Changes
	25,000		—		—		—	
	25,000	—	—	—	—	—	—	—
	—		—		—		—	
	—	—	—	—	—	—	—	—
	—		131,915		5,000		—	
	—	—	131,915	—	5,000	—	—	—
	—		—		—		2,234,534	
	—	—	—	—	—	—	2,234,534	—
	—		—		—		—	
	—	—	—	—	—	—	—	—
	25,000	—	131,915	—	5,000	—	2,234,534	—



NON-DEPARMENTAL DEPARTMENT BUDGET  
FUND: General Fund  
ACCOUNTING CODE: 1000.390  
As of 01/05/2024 - 52% of Year

			Contributions to the City/County Animal Control Department		Missoula Child Care Advantage Contribution		Payment of merchant service fees for general fund revenues collected.		Unanticipated expenditures that will be reimbursed by private parties or insurance.	
			Animal Control Contribution 440600		United Way Contribution 450610		Merchant Service Fees 510110		Reimbursable Losses 510250	
ACTIVITY NAME: ACTIVITY CODE:			Baseline	Proposed Changes	Baseline	Proposed Changes	Baseline	Proposed Changes	Baseline	Proposed Changes
			Grand Total Baseline	Grand Total Baseline & Changes						
PERSONAL SERVICES										
120	Overtime/Termination		25,000	25,000	—		—		—	
TOTAL PERSONAL SERVICES			25,000	25,000	—	—	—	—	—	—
230	Repair/Maintenance		25,000	25,000	—		—		25,000	
TOTAL SUPPLIES			25,000	25,000	—	—	—	—	25,000	—
FIXED CHARGES										
500	Fixed Charges		1,863,165	1,891,975	—		55,000		—	
TOTAL FIXED CHARGES			1,863,165	1,891,975	—	—	55,000	—	—	—
GRANTS & CONTRIBUTIONS										
700	Grants and Contributions		2,747,797	2,747,797	483,263		30,000		—	
TOTAL GRANTS & CONTRIBUTIONS			2,747,797	2,747,797	483,263	—	30,000	—	—	—
MISCELLANEOUS										
820	Transfers To Other Funds		2,612,150	3,613,784	—		—		—	
845	Contingency		80,425	80,425	—		—		—	
TOTAL MISCELLANEOUS			2,692,575	3,694,209	—	—	—	—	—	—
DEPARTMENT TOTAL			7,353,537	8,383,981	483,263	—	30,000	—	25,000	—

NON-DEPARMENTAL DEPARTMENT BUDGET

FUND: General Fund

ACCOUNTING CODE: 1000.390

As of 01/05/2024 - 52% of Year

			Contingency budget for unanticipated general fund activities.		Payment of comprehensive insurance including liability and property insurance, as well as deductible payments.		Payment of general fund supported debt service.		Transfer of the City's portion of retiree's health insurance premium (15%) to the employee benefits fund.	
ACTIVITY NAME: ACTIVITY CODE:			Contingency 510300		Comprehensive Insurance 510330		Transfer to CIP 521001		Health Insurance Transfer 521006	
	Grand Total Baseline	Grand Total Baseline & Changes	Baseline	Proposed Changes	Baseline	Proposed Changes	Baseline	Proposed Changes	Baseline	Proposed Changes
PERSONAL SERVICES										
120 Overtime/Termination	25,000	25,000	—		—		—		—	
TOTAL PERSONAL SERVICES	25,000	25,000	—	—	—	—	—	—	—	—
230 Repair/Maintenance	25,000	25,000	—		—		—		—	
TOTAL SUPPLIES	25,000	25,000	—	—	—	—	—	—	—	—
FIXED CHARGES										
500 Fixed Charges	1,863,165	1,891,975	—		1,671,250	28,810	—	—	—	
TOTAL FIXED CHARGES	1,863,165	1,891,975	—	—	1,671,250	28,810	—	—	—	—
GRANTS & CONTRIBUTIONS										
700 Grants and Contributions	2,747,797	2,747,797	—		—		—		—	
TOTAL GRANTS & CONTRIBUTIONS	2,747,797	2,747,797	—	—	—	—	—	—	—	—
MISCELLANEOUS										
820 Transfers To Other Funds	2,612,150	3,613,784	—		—		2,503,934	1,019,850	108,216	(18,216)
845 Contingency	80,425	80,425	80,425		—		—		—	
TOTAL MISCELLANEOUS	2,692,575	3,694,209	80,425	—	—	—	2,503,934	1,019,850	108,216	(18,216)
DEPARTMENT TOTAL	7,353,537	8,383,981	80,425	—	1,671,250	28,810	2,503,934	1,019,850	108,216	(18,216)

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Clerk

Program Title: ADMINISTRATION

Requested Title Change: (optional)

### Program Description:

The Clerk's Office supports the City Council, Mayor's Office and all boards and commissions in legislative and related technical services. The Clerk's Office is also the official repository and officer of records for the City.

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 223 410910 Cost Recovery % — %

### Program Summary Budget:

Personnel	356,675
O&M	62,006
Debt	—
Grant	—
Transfers	—
Capital	—
Total	418,681

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	3.00

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	Yes Required by State Law
Please describe the mandate in more detail:	The City Clerk is a required officer of a first class city under MCA 7-4-4101.

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	High
	If reliance is high, please provide additional information:
	Internal Organizational (City) Dependence

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	No
	If so, which Strategic Goal?
	Which Action Items relate to this program?
	Additional Action Items relate to this program?
	Additional Action Items relate to this program?

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is increasing
Please describe the trends in more detail:	Pandemic-era expectations of remote participation options and electronic filing systems require increase technical ability and support by the Clerk's Office to City Council and boards and commissions.

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Low/No Risk
Please describe the risks in more detail:	

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Community Based Organization

Program Title: VOLUNTEER MISSOULA

Requested Title Change: (optional)

### Program Description:

This activity is a Community Based Org-Volunteer Missoula, a program of United Way of Msla Co, a volunteer connection program and website that 1) Connects volunteers w/ Missoula area non-profits; 2) Connects nonprofits to volunteer recruitment tools 3) mobilize and inform volunteers registered with the website in the event of an emergency; 4) Saves Missoula nonprofits time and money.

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account:

1000 223 411802

Cost Recovery % — %

### Program Summary Budget:

Personnel	—
O&M	—
Debt	—
Grant	10,000
Transfers	—
Capital	—
Total	10,000

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	0.00

### Basic Program Attributes:

Mandate: Is there a third party requirement to provide this program (ie state or federal law, city charter)?  
No

Please describe the mandate in more detail:

### Service Level Requirement:

Is the level of service requirement set by a third party (ie – permitting agency, bond holders)

No

Please indicate who sets the level of service requirement and what that required level of service is:

Reliance & Interdependencies: Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?  
Low

If reliance is high, please provide additional information:

Cost Recovery: Is a portion of this Program is supported by non-property tax revenue?

No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal: Is the program specifically identified as an action item in the City's strategic plan?

No

If so, which Strategic Goal?

Which Action Items relate to this program?

Additional Action Items relate to this program?

Additional Action Items relate to this program?

Trend (Demand) What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?

Demand for service is stable

Please describe the trends in more detail:

### Risk

Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.

Low/No Risk

Please describe the risks in more detail:

## City of Missoula

Inventory of Programs

Fiscal Year 2024

Department: Information Technologies

Program Title: INFORMATION TECHNOLOGIES

Requested Title Change: Information Technology (optional)

## Program Description:

This program is charged with recording expenditures for the staff and operating costs of the Information Technology team and technology costs for the City. Including providing technology equipment for internal and external communications, networking systems, storage, hardware, software, training, maintenance, business process assessment and engineering, and technology and end-user support services for the City.

Central Communications will be broken out into 411300 with a description of:

Is there more than one program within this activity code? If so, please list them here:

Yes - Central Communications should be separated as noted in description.

## Budgetary Data:

General Ledger Account:

1000 224 410580

Cost Recovery % — %

## Program Summary Budget:

Personnel	1,108,110
O&M	1,256,086
Debt	—
Grant	—
Transfers	—
Capital	—
Total	2,364,196

## Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—

## Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	11.00

## Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	High
	If reliance is high, please provide additional information:
	High level of disruption if this program were discontinued

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If 'Yes', please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	Yes
	If so, which Strategic Goal?
	Organizational Excellence and Resilience
	Which Action Items relate to this program?
	Invest in technology systems that support the collection, dissemination and use of relevant data to drive management decisions.
	Additional Action Items relate to this program?
	Optimize the allocation, use, and financing of technology and space across the City.
	Additional Action Items relate to this program?
	Modernize information technology systems and practices

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is evolving
Please describe the trends in more detail:	We are changing much of how IT provides service to the City, including multiple system modernizations as well as shifting the culture of the IT team from reactive to proactive, from utility provider, to business partner. Additionally, many City departments are adopting new technologies (Accela-cloud, Axon in PD) and practices (CityCentral & teams, that are changing the services and expertise needed in the IT team.

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Changes in Program Requirements
Please describe the risks in more detail:	We are struggling to maintain and develop staff and systems at a rate scaling along-side City increasing demand. While progress is being made shifting culture towards collaboration and quality of service, we may have to begin prioritizing and defining IT work and project involvement in a more structured way. Developing governance will be important.

## City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Information Technologies

Program Title: GIS

Requested Title Change: (optional)

## Program Description:

This group includes accounts for recording expenditures for the cost of providing Geographic Information Systems (GIS) data and management for the City.

Is there more than one program within this activity code? If so, please list them here:

## Budgetary Data:

General Ledger Account:

1000 224 411060

Cost Recovery % — %

## Program Summary Budget:

Personnel	529,679
O&M	187,209
Debt	—
Grant	—
Transfers	—
Capital	—
Total	716,888

## Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—

## Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	5.00

## Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	Yes Other Requirement
Please describe the mandate in more detail:	Services such as address maintenance provided by this program are required by ordinance, and used by public safety, for permitting, billing, etc.

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	High
	If reliance is high, please provide additional information:
	This program provides information accessibility to citizens so the public can find answers to a broad range of

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If 'Yes', please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	Yes
	If so, which Strategic Goal?
	Organizational Excellence and Resilience
	Which Action Items relate to this program?
	Invest in technology systems that support the collection, dissemination and use of relevant data to drive management decisions.
	Additional Action Items relate to this program?
	Modernize information technology systems and practices
	Additional Action Items relate to this program?
	Deploy technologies that provide opportunities and support for collaboration and information sharing within and among departments and work teams.

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is increasing
Please describe the trends in more detail:	As the City adjusts and modernizes practice, programs require new ways of working with data and interacting with mapping, resulting in an increase in demand on the technology framework and data management that GIS Services provides.

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Changes in Program Requirements
Please describe the risks in more detail:	This program has four large roles: data maintenance, data management, integration with other enterprise systems, and application development. As the City modernizes practices and adopts more technology, this program is stretching thin resources. Developing and maintaining robust tools such as the City Permit Atlas and working closer with depts throughout the city requires upskilling staff and establishing priorities and timelines which may delay some desired outcomes.

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Finance

Program Title: FINANCIAL SERVICES ADMINISTRATION

Requested Title Change: (optional)

### Program Description:

The Finance Department provides full-service accounting functions for the City of Missoula by providing accurate and timely financial information and advice to the city council, city management, citizens, city creditors, banks, and governmental agencies. Financial services performed include: City-wide financial management, fiscal analysis and recommendations. Cash, debt, and investment management. Accounting and financial reporting. Annual audits including the Annual Comprehensive Financial Report (ACFR). All accounting for the City including accounts payable and receivable as well as City employee payroll with attendant W-2's and federal tax reporting. Annual budget creation, monitoring, amending and reporting for the City Operating, Debt Service, and Community Investments Budgets.

Is there more than one program within this activity code? If so, please list them here:

This activity include payroll, accounts payable, accounts receivable, budgeting, and auditing.

### Budgetary Data:

General Ledger Account: 1000 240 410510 Cost Recovery % — %

### Program Summary Budget:

Personnel	1,293,536
O&M	386,546
Debt	—
Grant	—
Transfers	—
Capital	—
Total	1,680,082

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	Yes Other Requirement
Please describe the mandate in more detail:	The finance department performs functions required by both State and Federal law including annual audits and required budgetary reporting.

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	Yes Bond holders
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	High
	If reliance is high, please provide additional information:

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If 'Yes', please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	Yes
	If so, which Strategic Goal?
	Organizational Excellence and Resilience
	Which Action Items relate to this program?
	Acquire and implement key system upgrades, including Human Resources and Payroll, Finance and Asset Management.
	Additional Action Items relate to this program?
	Share best practices for integrating measurable goals and objectives into work plans.
	Additional Action Items relate to this program?

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is increasing
Please describe the trends in more detail:	The demand for more sophisticated financial reporting and data analytics continues to grow.

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Low/No Risk
Please describe the risks in more detail:	

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Central Services

Program Title: ADMINISTRATION

Requested Title Change: (optional)

### Program Description:

This program provides leadership and administrative support for the Central Services Division. It also includes the Strategic Projects Analysis and Reporting (SPAR) team that provides strategic project management, change management, and management analysis to major Citywide projects.

Is there more than one program within this activity code? If so, please list them here:

1) Admin 2) SPAR

### Budgetary Data:

General Ledger Account: 1000 245 410810 Cost Recovery % — %

### Program Summary Budget:

Personnel	535,423
O&M	135,303
Debt	—
Grant	—
Transfers	—
Capital	—
Total	670,726

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	5.00

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	High
If reliance is high, please provide additional information:	
Internal Organizational (City) Dependence	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	Yes ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	Yes
If so, which Strategic Goal?	
Organizational Excellence and Resilience	
Which Action Items relate to this program?	
Establish mechanisms to formally incorporate strategic lenses into structured decision-making.	
Additional Action Items relate to this program?	
Optimize the allocation, use, and financing of technology and space across the City.	
Additional Action Items relate to this program?	
In partnership with Missoula County, effectively manage the rehabilitation of the Missoula Federal Building and provide for a well-organized transition from City Hall to the former Missoula Federal Building.	

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is increasing
Please describe the trends in more detail:	
There is both an upward trend in the need for administrative support for the Central Services Dept. as well as an increasing desire for the project management support of the SPAR team.	

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Financial Risk
Please describe the risks in more detail:	
Specifically focused on SPAR, as resources become more scarce, there is a risk that funding isn't available to support our in-house strategic project support team.	



# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Facilities Maintenance

Program Title: ADMINISTRATION

Requested Title Change: Facility Operations (optional)

### Program Description:

Funds City Facilities Management and Operations. Costs include Administration, Maintenance, Utilities, and Service Contracts for the following sites: 435 Ryman, 140 Pine, 400 Ryman, 412-414-416 Ryman, 109 Catlin, 1305 Scott st. A-B-C-D. We are working with finance to combine 411810, 430220 and 431350 Finance will update once finished to the proper activity code.

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 246 411810 Cost Recovery % — %

### Program Summary Budget:

Personnel	148,486
O&M	26,377
Debt	—
Grant	—
Transfers	—
Capital	—
Total	174,863

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	1.00

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	High
If reliance is high, please provide additional information:	
High level of disruption if this program were discontinued	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	Yes
If so, which Strategic Goal?	
Organizational Excellence and Resilience	
Which Action Items relate to this program?	
Coordinate the planning and execution of necessary facility improvement projects to support operations and service delivery for Police, Public Works & Mobility, Parks and Recreation and Fire	
Additional Action Items relate to this program?	
In partnership with Missoula County, effectively manage the rehabilitation of the Missoula Federal Building and provide for a well-organized transition from City Hall to the former Missoula Federal Building.	
Additional Action Items relate to this program?	

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is increasing
Please describe the trends in more detail:	
Service costs are rising due to aging infrastructure, deferred maintenance and limited Facility space with increases in staff and rising cost associated with utility rates, material costs and service contract increases.	

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Low/No Risk
Please describe the risks in more detail:	

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Facilities Maintenance

Program Title: ART MUSEUM

Requested Title Change: (optional)

### Program Description:

This activity supports repair and maintenance cost for the City owned Missoula art Museum facility. Supports HVAC, Elevator and Janitorial service contracts.

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 246 460452 Cost Recovery % — %

### Program Summary Budget:

Personnel	—
O&M	—
Debt	—
Grant	45,862
Transfers	—
Capital	—
Total	45,862

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	Medium
If reliance is high, please provide additional information:	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	No
If so, which Strategic Goal?	
Which Action Items relate to this program?	
Additional Action Items relate to this program?	
Additional Action Items relate to this program?	

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is stable
Please describe the trends in more detail:	

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Low/No Risk
Please describe the risks in more detail:	

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Central Services

Program Title: FACILITIES ADMINISTRATION

Requested Title Change: JOHN ENGEN LOCAL GOVERNMENT BUILDING (optional)

### Program Description:

This activity supports the City's operating costs for administration of the JELGB.

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 248 411200 Cost Recovery % — %

### Program Summary Budget:

Personnel	—
O&M	70,875
Debt	—
Grant	—
Transfers	—
Capital	—
Total	70,875

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	0.00

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	Yes
Please indicate who sets the level of service requirement and what that required level of service is:	
City/County MOU	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	High
If reliance is high, please provide additional information:	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	Yes
If so, which Strategic Goal?	
Organizational Excellence and Resilience	
Which Action Items relate to this program?	
Optimize the allocation, use, and financing of technology and space across the City.	
Additional Action Items relate to this program?	
In partnership with Missoula County, effectively manage the rehabilitation of the Missoula Federal Building and provide for a well-organized transition from City Hall to the former Missoula Federal Building.	
Additional Action Items relate to this program?	
Implement climate action policies to reduce greenhouse gas emissions through energy efficiency and electrification of City-owned buildings and fleet vehicles.	

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is evolving
Please describe the trends in more detail:	
The operations costs of the JELGB will evolve further both during construction and after occupation of the building.	

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Financial Risk
Please describe the risks in more detail:	
This is a challenging project to fund. It is large and does not have dedicated, non-general fund money.	

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Fleet Maintenance

Program Title: EQUIPMENT MAINTENANCE

Requested Title Change: FLEET MAINTENANCE (optional)

### Program Description:

Fleet Maintenance handles all aspects related to equipment and vehicle maintenance and procurement/replacement processes. This includes diagnostics, repair, preventative maintenance, welding and fabrication, record keeping, fuel and insurance management for the city fleet. The fleet replacement program, which is part of the CIP (Capital Improvement Program), is managed and implemented by the Fleet Director in accordance with city policy. Fleet Maintenance prioritizes providing these services in cost and time-effective ways.

### Is there more than one program within this activity code? If so, please list them here:

This activity includes personnel wages and support, operating supplies related to the repair and maintenance of the City fleet, including but not limited to: parts, bulk fluids, diagnostic and data collection software, training, mechanic tool and clothing allowances, and fuel.

### Budgetary Data:

General Ledger Account: 1000 321 431330 Cost Recovery % 3.679 %

### Program Summary Budget:

Personnel	1,216,456
O&M	142,747
Debt	—
Grant	—
Transfers	—
Capital	—
Total	1,359,203

### Associated Revenues:

Revenue Description:	Fund	Account	
Enterprise Funds			
Repair Cost Allocation	1000	343002	50,000.00
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	10.75

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
	Please describe the mandate in more detail:

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
	Please indicate who sets the level of service requirement and what that required level of service is:

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	High
	If reliance is high, please provide additional information:
	Internal Organizational (City) Dependence

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	Yes ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	Yes
	If so, which Strategic Goal?
	Organizational Excellence and Resilience
	Which Action Items relate to this program?
	Implement climate action policies to reduce greenhouse gas emissions through energy efficiency and electrification of City-owned buildings and fleet vehicles.
	Additional Action Items relate to this program?
	Invest in renewable energy opportunities.
	Additional Action Items relate to this program?
	Establish mechanisms to formally incorporate strategic lenses into structured decision-making.

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is evolving
	Please describe the trends in more detail:
	Changes in technology specifically with diesel and electric/hybrid equipment/vehicles has created needs for increased infrastructure, training and costs as well as an overall increase in the amount of units in the fleet.

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Changes in the Operating Environment
	Please describe the risks in more detail:
	Ability to obtain needed additional mechanics.

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Non Departmental

Program Title: TERMINATION PAY

Requested Title Change: \_\_\_\_\_ (optional)

### Program Description:

Contingency budget for termination pay associated with General Fund employees.

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 390 410555 Cost Recovery % — %

### Program Summary Budget:

Personnel	25,000
O&M	—
Debt	—
Grant	—
Transfers	—
Capital	—
Total	25,000

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	0.00

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	Low
If reliance is high, please provide additional information:	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	If so, which Strategic Goal?
	Which Action Items relate to this program?
	Additional Action Items relate to this program?
	Additional Action Items relate to this program?

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Please describe the trends in more detail:

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Please describe the risks in more detail:

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Non Departmental

Program Title: SPECIAL IMPROVEMENT ASSESSMENTS

Requested Title Change: (optional)

### Program Description:

The payment of SID assessments on City owned properties.

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 390 411860

Cost Recovery % — %

### Program Summary Budget:

Personnel	—
O&M	131,915
Debt	—
Grant	—
Transfers	—
Capital	—
Total	131,915

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	0.00

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	Low
If reliance is high, please provide additional information:	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	If so, which Strategic Goal?
	Which Action Items relate to this program?
	Additional Action Items relate to this program?
	Additional Action Items relate to this program?

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Please describe the trends in more detail:

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Please describe the risks in more detail:

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Community Planning, Development, & Innovation

Program Title: PROTECTIVE INSPECTIONS

Requested Title Change: (optional)

### Program Description:

This activity accounts for the reimbursement of the building account, for the building division inspectors time spent performing VRIP inspections, since they are not actual inspections associated with a permit that would fall under the traditional purview of a building department.

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 390 420500 Cost Recovery % — %

### Program Summary Budget:

Personnel	—
O&M	5,000
Debt	—
Grant	—
Transfers	—
Capital	—
Total	5,000

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	Low
If reliance is high, please provide additional information:	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	No
If so, which Strategic Goal?	
Which Action Items relate to this program?	
Additional Action Items relate to this program?	
Additional Action Items relate to this program?	

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is stable
Please describe the trends in more detail:	

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Low/No Risk
Please describe the risks in more detail:	

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Health Department

Program Title: HEALTH DEPT CONTRIBUTIONS

Requested Title Change:  (optional)

Program Description:

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 390 440190 Cost Recovery % — %

#### Program Summary Budget:

Personnel	—
O&M	—
Debt	—
Grant	2,234,534
Transfers	—
Capital	—
Total	2,234,534

#### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—
			—

#### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
If reliance is high, please provide additional information:	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)	

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
If so, which Strategic Goal?	
Which Action Items relate to this program?	
Additional Action Items relate to this program?	
Additional Action Items relate to this program?	

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
Please describe the trends in more detail:	

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
Please describe the risks in more detail:	



# City of Missoula

Inventory of Programs

Fiscal Year 2024

Department: Health Department

Program Title: ANIMAL CONTROL SERVICES

Requested Title Change: \_\_\_\_\_ (optional)

Program Description:

Is there more than one program within this activity code? If so, please list them here:

## Budgetary Data:

General Ledger Account: 1000 390 440600 Cost Recovery % — %

### Program Summary Budget:

Personnel	—
O&M	—
Debt	—
Grant	483,263
Transfers	—
Capital	—
Total	483,263

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	

## Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
If reliance is high, please provide additional information:	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)	

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
If so, which Strategic Goal?	
Which Action Items relate to this program?	
Additional Action Items relate to this program?	
Additional Action Items relate to this program?	

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
Please describe the trends in more detail:	

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
Please describe the risks in more detail:	

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Community Based Organization

Program Title: UNITED WAY CONTRIBUTION

Requested Title Change: Missoula Child Care Advantage Contribution (optional)

Program Description:

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 390 450610 Cost Recovery % — %

#### Program Summary Budget:

Personnel	—
O&M	—
Debt	—
Grant	30,000
Transfers	—
Capital	—
Total	30,000

#### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—
			—

Staffing Information:  
(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	

### Basic Program Attributes:

Mandate: Is there a third party requirement to provide this program (ie state or federal law, city charter)?

Please describe the mandate in more detail:

Service Level Requirement: Is the level of service requirement set by a third party (ie – permitting agency, bond holders)

Please indicate who sets the level of service requirement and what that required level of service is:

Reliance & Interdependencies: Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?

If reliance is high, please provide additional information:

Cost Recovery: Is a portion of this Program is supported by non-property tax revenue?

( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal: Is the program specifically identified as an action item in the City's strategic plan?

If so, which Strategic Goal?

Which Action Items relate to this program?

Additional Action Items relate to this program?

Additional Action Items relate to this program?

Trend (Demand) What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?

Please describe the trends in more detail:

Risk Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.

Please describe the risks in more detail:

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Non Departmental

Program Title: MERCHANT SERVICES

Requested Title Change: \_\_\_\_\_ (optional)

### Program Description:

Payment of merchant service fees for general fund revenues collected.

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 390 510110 Cost Recovery % — %

### Program Summary Budget:

Personnel	—
O&M	55,000
Debt	—
Grant	—
Transfers	—
Capital	—
Total	55,000

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	0.00

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	Low
If reliance is high, please provide additional information:	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	No
If so, which Strategic Goal?	
Which Action Items relate to this program?	
Additional Action Items relate to this program?	
Additional Action Items relate to this program?	

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is stable
Please describe the trends in more detail:	

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Low/No Risk
Please describe the risks in more detail:	

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Non Departmental

Program Title: REIMBURSABLE LOSSES

Requested Title Change: (optional)

### Program Description:

Unanticipated expenditures that will be reimbursed by private parties or insurance.

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 390 510250 Cost Recovery % 100.000 %

#### Program Summary Budget:

Personnel	—
O&M	25,000
Debt	—
Grant	—
Transfers	—
Capital	—
Total	25,000

#### Associated Revenues:

Revenue Description:	Fund	Account	
Recovery	1000	364040	25,000.00
			—
			—
			—
			—
			—
			—
			—
			—

#### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
	Please describe the mandate in more detail:

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
	Please indicate who sets the level of service requirement and what that required level of service is:

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	Low
	If reliance is high, please provide additional information:

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	Yes ( If 'Yes', please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	No
	If so, which Strategic Goal?
	Which Action Items relate to this program?
	Additional Action Items relate to this program?
	Additional Action Items relate to this program?

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is stable
	Please describe the trends in more detail:

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Low/No Risk
	Please describe the risks in more detail:

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Non Departmental

Program Title: CONTINGENCY

Requested Title Change: \_\_\_\_\_ (optional)

### Program Description:

Contingency budget for unanticipated general fund activities.

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 390 510300 Cost Recovery % — %

### Program Summary Budget:

Personnel	—
O&M	375,845
Debt	—
Grant	—
Transfers	—
Capital	—
Total	375,845

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	0.00

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	Low
If reliance is high, please provide additional information:	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	If so, which Strategic Goal?
	Which Action Items relate to this program?
	Additional Action Items relate to this program?
	Additional Action Items relate to this program?

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Please describe the trends in more detail:

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Please describe the risks in more detail:

## City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Non Departmental

Program Title: COMPREHENSIVE LIABILITY INSURANCE

Requested Title Change: (optional)

## Program Description:

This activity accounts for the payment of Comprehensive insurance including Property Insurance, Liability Insurance, and deductible Recovery Invoices.

Is there more than one program within this activity code? If so, please list them here:

## Budgetary Data:

General Ledger Account: 1000 390 510330 Cost Recovery % — %

## Program Summary Budget:

Personnel	—
O&M	1,671,250
Debt	—
Grant	—
Transfers	—
Capital	—
Total	1,671,250

## Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—
			—

## Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	0.00

## Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	Yes Required by State Law
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	High
If reliance is high, please provide additional information:	
Internal Organizational (City) Dependence	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	No
If so, which Strategic Goal?	
Which Action Items relate to this program?	
Additional Action Items relate to this program?	
Additional Action Items relate to this program?	

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is stable
Please describe the trends in more detail:	

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Low/No Risk
Please describe the risks in more detail:	

## City of Missoula

Inventory of Programs

Fiscal Year 2024

Department: Transfers

Program Title: TRANSFER TO CIP

Requested Title Change: (optional)

## Program Description:

This activity accounts for the transfer of funds to make the debt service payments made out of Fund 4060 related to General Fund Activity.

Is there more than one program within this activity code? If so, please list them here:

## Budgetary Data:

General Ledger Account: 1000 390 521001 Cost Recovery % — %

## Program Summary Budget:

Personnel	—
O&M	—
Debt	—
Grant	—
Transfers	2,503,934
Capital	—
Total	2,503,934

## Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—
			—

## Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	0.00

## Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	Yes Other Requirement
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	Yes Bond holders
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	Low
If reliance is high, please provide additional information:	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	No
If so, which Strategic Goal?	
Which Action Items relate to this program?	
Additional Action Items relate to this program?	
Additional Action Items relate to this program?	

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is stable
Please describe the trends in more detail:	

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Low/No Risk
Please describe the risks in more detail:	

# City of Missoula

## Inventory of Programs

Fiscal Year 2024

Department: Transfers

Program Title: HEALTH INSURANCE TRANSFER

Requested Title Change: City's Contribution to Retiree's Health Insurance Premium (optional)

### Program Description:

This activity accounts for the transfer from the General Fund to the Employee Health Insurance fund (6050) for the City's 15% contribution to retiree's health insurance premiums.

Is there more than one program within this activity code? If so, please list them here:

### Budgetary Data:

General Ledger Account: 1000 390 521006 Cost Recovery % — %

### Program Summary Budget:

Personnel	—
O&M	—
Debt	—
Grant	—
Transfers	108,216
Capital	—
Total	108,216

### Associated Revenues:

Revenue Description:	Fund	Account	
			—
			—
			—
			—
			—
			—
			—
			—
			—
			—

### Staffing Information:

(Your FY24 Payroll Template may be a helpful resource.)

	FY24
FTEs	0.00

### Basic Program Attributes:

Mandate:	Is there a third party requirement to provide this program (ie state or federal law, city charter)?
	No
Please describe the mandate in more detail:	

Service Level Requirement:	Is the level of service requirement set by a third party (ie – permitting agency, bond holders)
	No
Please indicate who sets the level of service requirement and what that required level of service is:	

Reliance & Interdependencies:	Does the program provide a service necessary for the completion of mandated or high priority goals? If so, what is the level reliance?
	Low
If reliance is high, please provide additional information:	

Cost Recovery:	Is a portion of this Program is supported by non-property tax revenue?
	No ( If "Yes", please be sure to fill out the associated revenues above. Budgetary data collection forms may be a helpful resource.)

Strategic Goal:	Is the program specifically identified as an action item in the City's strategic plan?
	If so, which Strategic Goal?
	Which Action Items relate to this program?
	Additional Action Items relate to this program?
	Additional Action Items relate to this program?

Trend (Demand)	What are the trends of the program? Is there demand for additional services? Is the service facing pressure to evolve? Is the service facing low demand but is required?
	Demand for service is stable
Please describe the trends in more detail:	

Risk	Is there substantial risk to the programs ability to continue because of lost funding, legislative changes, etc.
	Low/No Risk
Please describe the risks in more detail:	