

CLERK DEPARTMENT BUDGET
FUND: General Fund
ACCOUNTING CODE: 1000.223

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

				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 Msia Co, a volunteer connection program and website that 1) Connects volunteers w/ Missoula ares 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.		
		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	
		Grand Total Baseline	Grand Total Baseline & Changes	Baseline	Proposed Changes	Baseline	Proposed Changes	Baseline	Proposed Changes
PERSONAL SERVICES									
110 Salaries and Wages		1,168,526	1,168,526	776,115		392,411		—	
120 Overtime/Termination		1,000	1,000	1,000		—		—	
130 Other Contributions		10,000	10,000	10,000		—		—	
140 Employer Contributions		458,368	458,368	313,577		144,791		—	
141 State Retirement Contributions		1,182	1,182	790		392		—	
TOTAL PERSONAL SERVICES		1,639,076	1,639,076	1,101,482	—	537,594	—	—	—
SUPPLIES									
210 Office Supplies		4,500	3,000	2,500		2,000	(1,500)	—	
220 Operating Supplies		12,650	12,900	10,650	(3,650)	2,000		—	3,900
230 Repair/Maintenance		3,240	1,000	2,100	(1,100)	1,140	(1,140)	—	
231 Gasoline		900	1,000	400	100	500		—	
235 Vehicle Repair & Maintenance		—	3,000	—	2,000	—	1,000	—	
240 Other Supplies		500	—	—	—	500	(500)	—	
TOTAL SUPPLIES		21,790	20,900	15,650	(2,650)	6,140	(2,140)	—	3,900
PURCHASED SERVICES									
310 Communications		500	500	500		—		—	
320 Printing & Duplicating		100	100	100		—		—	
330 Publicity,Subscriptions,Dues		1,500	1,500	1,000		500		—	
344 Telephone Service		291,970	248,795	290,600	(280,200)	1,370	(800)	—	237,825
350 Professional Services		14,380	129,000	12,000	84,000	2,380	30,620	—	
360 Repair & Maintenance		1,030,570	959,729	861,176	(764,401)	169,394	(97,504)	—	791,064
370 Travel		10,589	12,000	8,139	361	2,450	1,050	—	
380 Training		18,425	19,000	15,000		3,425	575	—	
390 Other Purchased Services		6,550	4,850	5,000	(4,650)	1,550	(1,550)	—	4,500
TOTAL PURCHASED SRVCS		1,374,584	1,375,474	1,193,515	(964,890)	181,069	(67,609)	—	1,033,389
FIXED CHARGES									
530 Rent		87,096	87,096	87,096		—		—	
TOTAL FIXED CHARGES		87,096	87,096	87,096	—	—	—	—	—
DEPARTMENT TOTAL		3,122,546	3,122,546	2,397,743	(967,540)	724,803	(69,749)	—	1,037,289

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.

		ACTIVITY NAME:	ACTIVITY CODE:	
		Grand Total Baseline	Grand Total Baseline & Changes	
		Baseline	Proposed Changes	
PERSONAL SERVICES				
110 Salaries and Wages	957,284	957,284	957,284	
120 Overtime/Termination	1,000	1,000	1,000	
140 Employer Contributions	371,545	371,545	371,545	
141 State Retirement Contributions	957	957	957	
TOTAL PERSONAL SERVICES	1,330,786	1,330,786	1,330,786	—
SUPPLIES				
210 Office Supplies	7,500	7,500	7,500	
220 Operating Supplies	10,000	10,000	10,000	
230 Repair/Maintenance	50	50	50	
TOTAL SUPPLIES	17,550	17,550	17,550	—
PURCHASED SERVICES				
310 Communications	6,000	6,000	6,000	
320 Printing & Duplicating	5,320	5,320	5,320	
330 Publicity,Subscriptions,Dues	6,285	6,000	6,285	(285)
344 Telephone Service	325	610	325	285
350 Professional Services	302,043	302,043	302,043	
360 Repair & Maintenance	21,485	1,485	21,485	(20,000)
370 Travel	8,245	8,245	8,245	
380 Training	7,830	7,830	7,830	
TOTAL PURCHASED SRVCS	357,533	337,533	357,533	(20,000)
DEPARTMENT TOTAL	1,705,869	1,685,869	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.

	ACTIVITY NAME:		Central Services Administration 410810
	ACTIVITY CODE:	Grand Total Baseline	
PERSONAL SERVICES			
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
TOTAL PERSONAL SERVICES	539,888	539,888	539,888
SUPPLIES			
210 Office Supplies	400	400	400
220 Operating Supplies	1,000	1,000	1,000
231 Gasoline	125	125	125
TOTAL SUPPLIES	1,525	1,525	1,525
PURCHASED SERVICES			
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
TOTAL PURCHASED SRVCS	69,863	69,863	69,863
FIXED CHARGES			
530 Rent	88,778	88,778	88,778
TOTAL FIXED CHARGES	88,778	88,778	88,778
DEPARTMENT TOTAL	700,054	700,054	700,054

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

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

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:
		Grand Total Baseline	Grand Total Baseline & Changes
PURCHASED SERVICES		70,875	20,875
350 Professional Services		70,875	20,875
TOTAL PURCHASED SRVCS		70,875	20,875
DEPARTMENT TOTAL		70,875	20,875

Federal Building Operations	
411200	
Baseline	Proposed Changes
70,875	(50,000)
70,875	(50,000)
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:		Baseline	Proposed Changes
	Grand Total Baseline	Grand Total Baseline & 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

	ACTIVITY NAME: ACTIVITY CODE:		Termination Pay 410555		SID Assessments 411860		Protective Inspections 420500		Health Department Contribution 440190	
	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	25,000		—		—		—	
TOTAL PERSONAL SERVICES	25,000	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	—		131,915		5,000		—	
TOTAL FIXED CHARGES	1,863,165	1,891,975	—		131,915		5,000		—	
GRANTS & CONTRIBUTIONS										
700 Grants and Contributions	2,747,797	2,747,797	—		—		—		2,234,534	
TOTAL GRANTS & CONTRIBUTIONS	2,747,797	2,747,797	—		—		—		2,234,534	
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	25,000		131,915		5,000		2,234,534	

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

NON-DEPARTMENTAL 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.			
		ACTIVITY NAME: Animal Control Contribution		ACTIVITY CODE: 440600		United Way Contribution 450610		Merchant Service Fees 510110		Reimbursable Losses 510250	
		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	—		—		—		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	—	55,000	—	25,000	—

NON-DEPARTMENTAL 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:	Information Technologies
Program Title:	INFORMATION TECHNOLOGIES
Requested Title Change:	Information Technology
(optional)	
Program Description:	
<p>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.</p>	
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:		Associated Revenues:	
Personnel	1,108,110	Revenue Description:	Fund
O&M	1,256,086	Account	—
Debt	—		—
Grant	—		—
Transfers	—		—
Capital	—		—
Total	2,364,196		
Staffing Information:	FY24		
(Your FY24 Payroll Template may be a helpful resource.)			
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:		Associated Revenues:		
		Revenue Description:	Fund	Account
Personnel	529,679			—
O&M	187,209			—
Debt	—			—
Grant	—			—
Transfers	—			—
Capital	—			—
Total	716,888			—

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

Basic Program Attributes:

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

Yes	Other Requirement
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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:

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Reliance & Interdependences:	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
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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
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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?

Delivery of services, having 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:		Associated Revenues:		
		Revenue Description:	Fund	Account
Personnel	1,293,536			
O&M	386,546			
Debt	—			
Grant	—			
Transfers	—			
Capital	—			
Total	1,680,082			

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

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
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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	What is the level of reliance?
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

(This 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

Trend (Demand)	<p>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?</p> <p>Demand for service is increasing</p>
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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

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:		Associated Revenues:		
		Revenue Description:	Fund	Account
Personnel	25,000			—
O&M	—			—
Debt	—			—
Grant	—			—
Transfers	—			—
Capital	—			—
Total	25,000			—

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

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)

Requirement:

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:
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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: 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:

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

Basic Program Attributes:

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

Q3 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

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:
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Cost Recovery: Is a portion of this Program 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?

is the program specifically designated as an action item in the City's strategic plan.

If so, which Strategic Goal?

Which Action Items relate to

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:

