

CAPITAL IMPROVEMENT PROGRAM

City of Missoula CIP Project Request/Update Form FY 2018-2022

Department Priority		Major Department	New or Update	Required Is this project Required?	Delay Can project be delayed?	Project Title		
9	of 12	Public_Works	Update	No	Yes	Wastewater Division Administration Building		
Project Rating	Project Number	Division/ Sub-Department						
Expansion	WW_13	Wastewater/Compost	Is the project APPROVED for Fiscal Year 2018?			Y	FUNDED?	N

Summary Description and rationale of project and funding sources:

The space used for Administrative purposes in the existing building is insufficient for current and future needs. The building currently houses a variety of functions, including reception and administrative offices, the conference room, the laboratory, the control room, the staff break room, restrooms and support spaces, as well as operational areas including the maintenance shop, boiler, main electrical room, and attached digester and fermenter tank structures. Interior modifications and a planned Laboratory Expansion are being addressed as separate projects.

History & Current Status: Impact if Cancelled or Delayed

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

How is this project going to be funded:

REVENUE	Funding Source	Accounting Code	Prior Year Summation	Yr. 1. budget	Unappropriated subsequent years			
				FY18	FY19	FY20	FY21	FY22
	Replacement & Depreciation		See "UPDATE" tab for detail of revenue funding sources and amounts.	588,000				
				588,000	-	-	-	-

How is this project going to be spent:

EXPENSE	Budgeted Funds	Accounting Code	Prior Year Summation	FY18	FY19	FY20	FY21	FY22
				FY18	FY19	FY20	FY21	FY22
	A. Land Cost			470,400				
	B. Construction Cost			47,040				
	C. Contingencies (10% of B)			70,560				
	D. Design & Engineering (15% of B)							
	E. Percent for Art (1% of B)							
	F. Equipment Costs							
	G. Other							
				-	588,000	-	-	-

Is this equipment prioritized on an equipment replacement schedule?

Is there ongoing Operating and/or Maintenance costs upon completion of project?
If "Y" then complete the section below (Operational Budget Impact)

(account for operational savings and/or reduction in current budget of previous operating/maintenance charges)

Operational Budget Impact	Expense Object	Accounting Code	FY18	FY19	FY20	FY21	FY22
			FY18	FY19	FY20	FY21	FY22
	A. Personnel						
	B. Supplies						
	C. Purchased Services						
	D. Fixed Charges						
	E. Capital Outlay						
	F. Debt Service						
	G. (Operational Savings)						

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

Description of additional operating budget impact:

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials
Starr Sullivan	Public Works	4/21/2017	1/22/2018 17:20	LAH

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9	of 12	Public_Works	Update	Is this project Required?	Can project be delayed?	Wastewater Division Administration Building		
Project Rating	Project Number	Division/ Sub-Department		No	Yes			
Expansion	WW_13	Wastewater/Compost	Was the project APPROVED for the prior Fiscal Year 2017?		Yes	FUNDED?		Yes

Please complete the remainder of the pertinent information below:

Provide an update on the project; phase x of x; % complete; outstanding items/purchases; what is remaining to complete the project.

The space used for Administrative purposes in the existing building is insufficient for current and future needs. The building currently houses a variety of functions, including reception and administrative offices, the conference room, the laboratory, the control room, the staff break room, restrooms and support spaces, as well as operational areas including the maintenance shop, boiler, main electrical room, and attached digester and fermenter tank structures. This building has been modified and added to several times to keep pace with growing and changing needs, with the most recent upgrade in 2002 for the Control Room, Administrative/Reception space and a Server Room. The building does not meet current needs for increased staff and functional requirements. The potential to continue to add to and modify the existing building was discussed. However, based on anticipated patterns and needs it was determined that a stand-alone building separate from the existing structure is more feasible, economically and functionally. This approach will allow the administrative functions to be more conveniently located and separated from operational functions; more easily provide adequate space for current and future activities; and provide easier circulation and parking for staff, vendors, public users and visitors. Additionally, by removing most administrative functions, space will be available in the existing structure for other operational and staff needs. Interior modifications and a planned Laboratory Expansion are being addressed as separate projects.

Project Revenues

Funding Source	Accounting Code	Actual FY 2015	Actual FY2016	Budgeted FY2017	Actual FY2017	Variance FY 2017	Total Project Revenue
Replacement & Depreciation				\$ 588,000		\$ 588,000	\$ -
		\$ -	\$ -	\$ 588,000	\$ -	\$ 588,000	\$ -

Project Expenditures

Funding Source	Accounting Code	Actual FY 2015	Actual FY2016	Budgeted FY2017	Actual FY2017	Variance FY 2017	Total Project Expenditures
Replacement & Depreciation				\$ 588,000		\$ 588,000	\$ -
		\$ -	\$ -	\$ 588,000	\$ -	\$ 588,000	\$ -

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Project description/Rating

(See C.I.P Instructions for explanation of the Project Rating and Rational that is required)

Department Priority	Project Rating	Department	New or Update	Project Title
9 of 12	Expansion WW_13	Public_Works Wastewater/Compost	Update	ewater Division Administration Bu

Project Rating #1	Project Rationale #1
Expansion Does the project improve or expand upon essential City services (or correct a deficiency) where such services are recognized and accepted as being necessary and effective? Identify the deficiency or need and how proposed program will fulfill the deficiency/need.	This building has been modified and added to several times to keep pace with growing and changing needs, with the most recent upgrade in 2002 for the Control Room, Administrative/Reception space, and a Server Room. The building does not meet current needs for increased staff and functional requirements. The potential to continue to add to and modify the existing building was discussed. However, based on anticipated patterns and needs, it was determined that a stand-alone building separate from the existing structure is more feasible, economically and functionally. This approach will allow the administrative functions to be more conveniently located and separated from operational functions; more easily provide adequate space for current and future activities; and provide easier circulation and parking for staff, vendors, public users, and visitors. Additionally, by removing most administrative functions, space will be available in the existing structure for other operational and staff needs.
Project Rating #2	Project Rationale #2
#N/A	
Project Rating #3	Project Rationale #3
#N/A	
Project Rating #4	Project Rationale #4
#N/A	