

**CAPITAL IMPROVEMENT PROGRAM**  
**City of Missoula CIP Project Request Form FY 2017-2021**

Program Category:	Project Title:		15 Project #	16 Project #	17 Project #
Parks, Recreation and Open Space	Recreation Software				PR-14

**Description and justification of project and funding sources:**

The current software system for registration, reservations, memberships, pointe of sale, was sold and temporarily supported by the Active Network and will no longer be supported in 2016.

An RFP to obtain a proven, off-the-shelf, standardized, recreation management system and services software was sent out in January and four proposals were received. A team consisting of Parks staff, IT and Finance are in the process of selecting a new software system. The new system must have the capability to include real-time internet registration, and support industry standard hardware and be compliant and certified to run on the City's payment gateway.

The estimated cost of the software is around \$97,000 including training and implementation.

Is this equipment prioritized on an equipment replacement schedule?	Yes	No	NA
		x	
Is there ongoing Operating and/or Maintenance costs upon completion of project?	Yes	No	NA
	x		

**Are there any site requirements:**

N/A

How is this project going to be funded:							Funded in Prior Years
Funding Source	Accounting Code	FY17	FY18	FY19	FY20	FY21	
AQ	5711	32,333					
Recreation GF	1000	32,333					
Fort GF	1219	32,333					
		97,000	-	-	-	-	-

How is this project going to be spent:							Spent in Prior Years
Budgeted Funds	Accounting Code	FY17	FY18	FY19	FY20	FY21	
A. Land Cost							
B. Construction Cost							
C. Contingencies (10% of B)							
D. Design & Engineering (15% of B)							
E. Percent for Art (1% of B)							
F. Equipment Costs							
G. Other		8,000					
		89,000					
		97,000	-	-	-	-	-

Does this project have any ongoing Operating and/or Maintenance cost to be included in the operating budget:							Spent in Prior Years	
(account for operational savings and/or reduction in current budget of previous operating/maintenance charges)								
Expense Object	Accounting Code	FY17	FY18	FY19	FY20	FY21		
Personnel								
Supplies								
Purchased Services	Maintenance contract			15,000	15,450	15,914	16,391	
Fixed Charges	Hosting costs		11,000	11,330	11,670	12,020		
Capital Outlay								
Debt Service								
(Operational Savings)		-	26,000	26,780	27,583	28,411	-	

Description of additional operating budget impact:  
 current maintenance contract is for \$8,000 per year and Merchants fees of \$17k per year without any web based capabilities.

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials	Total Score
	Parks	3/29/2016	5/16/2016 11:28		37

## CAPITAL IMPROVEMENT PROGRAM

### Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:				
Parks, Recreation and Open Space	Recreation Software		17 Project # PR-14		
Qualitative Analysis	Yes	No	Comments		
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.	<input type="checkbox"/>	<input checked="" type="checkbox"/> X			
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.	<input type="checkbox"/>	<input checked="" type="checkbox"/> X			
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.	<input type="checkbox"/>	<input checked="" type="checkbox"/> X			
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.	<input type="checkbox"/>	<input checked="" type="checkbox"/> X			
Quantitative Analysis	Raw Score Range	Comments		Weight	Total Score
5. Does the project result in maximum benefit to the community from the investment dollar?	2			5	10
6. Does the project require speedy implementation in order to assure its maximum effectiveness?	2	Current software no longer supported by vendor.		4	8
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?	1	NA		3	3
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?	2	New software will be web based and provided more efficient, customer service by allowing online registration, reservations. Increased revenue with on-line payments.		4	8
9. Does the project specifically relate to the City's strategic planning priorities or other plans?	2	Fiscal Sustainability, Master Park Plan, MPR goals and objectives		4	8
Total Score				37	

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PR-14	Recreation Software

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