

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

| Program Category: | Project Title: | | 15 Project # | 16 Project # | 17 Project # |
|-------------------|----------------|--|--------------|--------------|--------------|
| | Time Clocks | | CS-15 | dropped | CS-13 |

Description and justification of project and funding sources:

The software support for our current time clocks has expired and only critical issues are being updated. The software support will completely expire in 2020. We need to replace the 15 time clocks we currently have within the next three years. 16 departments have employees eligible to use the time clock. These departments need to determine how many time clocks are needed and budget for replacement. A single clock purchase is \$3,295 or lease annually for \$1,500. Price drops to \$2,846 if 12 clocks are purchased at one time. Prices decrease with increased quantity purchase. See support page for price break schedule.

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:

| REVENUE | Funding Source | Accounting Code | FY17 | FY18 | FY19 | FY20 | FY21 | Funded in Prior Years |
|---------|----------------|-------------------------|--------|--------|------|------|------|-----------------------|
| | | | | | | | | |
| | General Fund | 1000.***.410***.350.000 | 8,766 | 17,850 | | | | |
| | Building Fund | 2394.310.420500.350.000 | | | | | | |
| | Aquatics | 5711.370.460490.350.000 | 2,922 | | | | | |
| | MRA | 7393.385.470210.350.000 | 5,844 | | | | | |
| | MPC | 7370.395.430266.350.000 | 2,922 | | | | | |
| | Wastewater | 5310.330.430610.350.000 | 2,922 | | | | | |
| | | | 23,376 | 17,850 | - | - | - | - |

How is this project going to be spent:

| EXPENSE | Budgeted Funds | Accounting Code | FY17 | FY18 | FY19 | FY20 | FY21 | Spent in Prior Years |
|---------|------------------------------------|-----------------|------|------|------|------|------|----------------------|
| | | | | | | | | |
| | 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 | | | | | | | |
| | | | - | - | - | - | - | - |

Does this project have any additional impact on the operating budget:

| OPERATING BUDGET COSTS | Expense Object | Accounting Code | FY17 | FY18 | FY19 | FY20 | FY21 | Spent in Prior Years |
|------------------------|--------------------|-----------------|------|------|------|------|------|----------------------|
| | | | | | | | | |
| | Personnel | | | | | | | |
| | Supplies | | | | | | | |
| | Purchased Services | | | | | | | |
| | Fixed Charges | | | | | | | |
| | Capital Outlay | | | | | | | |
| | Debt Service | | | | | | | |
| | | | - | - | - | - | - | - |

Description of additional operating budget impact:

| Responsible Person: | Responsible Department: | Date Submitted to Finance | Today's Date and Time | Preparer's Initials | Total Score |
|---------------------|-------------------------|---------------------------|-----------------------|---------------------|-------------|
| Leigh Griffing | Finance | 3/24/2016 | 4/20/2016 13:25 | MH | 52 |

CAPITAL IMPROVEMENT PROGRAM

Project Rating

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

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Program Category: | Project Title: | | 10 Project # CS-13 | |
| 0 | Time Clocks | | | |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Pay rules in place with all union negotiations require time clocks to track the time and exceptions. |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Union negotiations of payment to employees |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Software support of current system expires in three years, only critical support offered at this time. |
| 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"/> | |
| Quantitative Analysis | | Raw Score Range | Comments | |
| 5. Does the project result in maximum benefit to the community from the investment dollar? | | (0-3) <input checked="" type="checkbox"/> | Manually calculation of payroll would require additional FTE in payroll and greater opportunity for error in payment. | |
| 6. Does the project require speedy implementation in order to assure its maximum effectiveness? | | (0-3) <input type="checkbox"/> | Support is being terminated and new equipment is required. | |
| 7. Does the project conserve energy, cultural or natural resources, or reduce pollution? | | (0-3) <input checked="" type="checkbox"/> | Save paper and storage space by electronic files for payroll; not resorting to paper time sheets. | |
| 8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective? | | (0-2) <input type="checkbox"/> | Over 38 pay rules are currently active per union negotiations which are properly paying employees. | |
| 9. Does the project specifically relate to the City's strategic planning priorities or other plans? | | (0-3) <input checked="" type="checkbox"/> | Paying employees correctly is of high priority for the City. | |
| Total Score | | | | 52 |

| 17 Project # | Project Title: |
|--------------|----------------|
| CS-13 | Time Clocks |

| Date | Author | Notes |
|----------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3/7/2016 | Elizabeth Visscher, Senior Network Systems Administrator | The time clocks were implemented in February of 2002 making the clocks 14 yrs. old. The software ADP has that can still talk to clocks this old will only run on Windows Server2008 SP2. This server version's main stream support from Microsoft has expired. It only has extended support from Microsoft for a limited time. This means that they will continue to write only critical security updates until 2020. That is only 4 years away. We will require all Windows 2008 servers to be replaced by then. That means that you will have to have the clocks all replaced by 2020. |

| Date | Author | Notes |
|-----------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3/24/2016 | Mary Hanson Senior Accountant | As of to date we are still working with ADP to migrate to EZ Labor, their replacement for eTime 100 clients. They have discontinued support for the current time clocks we have and we have been working with ADP for numerous months in attempt to migrate to this new software. We are currently stalled at the export file that this system produces. Eden's accounting system does not read this file in the format the system produces. We are searching for a tool to amend this issue. ADP offers another program entitled, "Workforce Now Enhanced Hosted Time & Attendance. This program has many more features and options such as phone log in than EZ Labor, but the price is lease only with a \$2000 minimum monthly fee. It is based on number of employees using the time clocks and a price would need to be negotiated. It will still require lease and/or purchase of time clocks. |

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| # Clocks | Purchase | Total Cost | Monthly Rent | Annual Rent |
|-----------------|-----------------|-------------------|---------------------|--------------------|
| 1 | 3,295.00 | \$ 3,295.00 | \$ 125.00 | \$ 1,500 |
| 4 | 3,062.50 | 12,250.00 | 100.00 | \$ 4,800 |
| 6 | 2,975.00 | 17,850.00 | 93.33 | \$ 6,720 |
| 9 | 2,922.00 | 26,300.00 | 86.66 | \$ 9,360 |
| 12 | 2,845.83 | 34,150.00 | 75.00 | \$ 10,800 |