CAPITAL IMPROVEMENT PROGRAM

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

Department Priority		Major Department	New or Update	Required	Delay	Project Title	
				Is this project Required?	Can project be delayed?		
1	**of 2**	**Central_Services**	**Update**	**No**	**Yes**	**Time & Attendance Management System**	
Project Rating	**Project Number**	Division/ Sub-Department					
Replacement	**CS-13**	Finance/Treasurer	Is the project APPROVED for Fiscal Year 2018?		**Y**	FUNDED?	**N**

Summary Description and rationale of project and funding sources:

The current timeclock and time management equipment/software has not been updated in over 20 years and does not meet the needs of the city and many departments are utilizing systems outside of the timekeeping system for their payroll information. This is creating an inefficiency and extra work City-wide and in the payroll department. This inefficiency comes with inherent risks and complications and increased the opportunity for fraud and inaccurate payroll reporting.

History & Current Status: Impact if Cancelled or Delayed

The current software for the timeclocks will no longer be supported after 2020. This past fiscal year, a temporary fix was instituted, however there are still inefficiencies in the current system. If not replaced, the timeclocks will fail, and payroll will be required to be inputted by hand, increasing staff time to devote to time management and away from other assigned tasks.

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

N/A

How is this project going to be funded:

			Yr. 1. budget	Unappropriated subsequent years			
Funding Source	**Accounting Code**	Prior Year Summation	**FY18**	**FY19**	**FY20**	**FY21**	**FY22**
Capital Lease Funding	4060	See "UPDATE" tab for detail of revenue funding sources and amounts.	50,055				
Enterprise Funds (Aquatics, WW, H2O, MPC, MRA,	Multi		53,671				
		-	103,726	-	-	-	-

How is this project going to be spent:

Budgeted Funds	Accounting Code	Prior Year Summation	FY18	FY19	FY20	FY21	FY22
A. Land Cost		See "UPDATE" tab for detail of expenditures sources and amounts.					
B. Construction Cost							
C. Contingencies (10% of B)							
D. Design & Engineering (15% of B)							
E. Percent for Art (1% of B)							
F. Equipment Costs	See Above		103,726				
G. Other							
		-	103,726	-	-	-	-

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)

Expense Object	Accounting Code	FY18	FY19	FY20	FY21	FY22
A. Personnel						
B. Supplies						
C. Purchased Services	**1000.240.410540.360**	27,500	27,500	27,500	27,500	27,500
D. Fixed Charges						
E. Capital Outlay						
F. Debt Service						
G. (Operational Savings)	**1000.240.410540.360**	(15,960)	(15,960)	(15,960)	(15,960)	(15,960)
		11,540	11,540	11,540	11,540	11,540

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
Scott Paasch	**Finance**	**4/21/2017**	1/22/2018 12:36	sp

CAPITAL IMPROVEMENT PROGRAM
City of Missoula CIP Project Request - Update Form for FY2018-2022

Department Priority		Major Department	New or Update	Required Is this project Required?	Delay Can project be delayed?	Project Title		
1	of 2	Central_Services	**Update**	No	Yes	**Time & Attendance Management System**		
Project Rating	**Project Number**	**Division/ Sub-Department**						
Replacement	CS-13	Finance/Treasurer	Was the project APPROVED for the prior Fiscal Year 2017?		**Yes**	**FUNDED?**		**No**

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.

This project was approved but not funded. Further research and needs assessement will be required with the addition of Fort Missoula Regional Park and the acquisition of a water utility.

Project Revenues

Funding Source	Accounting Code	Actual FY 2015	Actual FY2016	Budgeted FY2017	Actual FY2017	Variance FY 2017	Total Project Revenue
General Fund	1000			$ 8,766		$ 8,766	$ -
Aquatics	5711			2,922		2,922	-
MRA	7393			5,844		5,844	-
MPC	7370			2,922		2,922	-
Wastewater	5310			2,922		2,922	-
						-	-
						-	-
		$ -	$ -	$ 23,376	$ -	$ 23,376	$ -

Project Expenditures

Funding Source	Accounting Code	Actual FY 2015	Actual FY2016	Budgeted FY2017	Actual FY2017	Variance FY 2017	Total Project Expenditures
General Fund	1000			$ 8,766		$ 8,766	$ -
Aquatics	5711			2,922		2,922	-
MRA	7393			5,844		5,844	-
MPC	7370			2,922		2,922	-
Wastewater	5310			2,922		2,922	-
						-	-
						-	-
		$ -	$ -	$ 23,376	$ -	$ 23,376	$ -

CAPITAL IMPROVEMENT PROGRAM

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
1	Replacement	Central_Services	Update	ne & Attendance Management Syst
of 2	CS-13	Finance/Treasurer		

Project Rating #1	Project Rationale #1
Replacement Does the project or asset replace an existing asset that is at the end of its useful life (and is not already included in the Core replacement program or up for replacement)?	Timeclock and Time and Attendence system is outdated and has not been replaced in over 15 years. Several departments are not utlilizing the current system or outsourcing functions due to the current systems limitations. The system will need to be replaced by 2020. After 2020, the software will no longer be supported.

Project Rating #2	Project Rationale #2
Efficiency Does the project demonstrate a clear efficiency or productivity gain as demonstrated by a cost/benefit analysis? Include analysis and supporting documentation.	Some departments have an employee whose main resonsibilty is tracking time and attendence and inputting into the system. Other departments are utilizing spreadsheet to track time and this is imported into the system. With a new system that can handle the individual needs of the departments, less time can be spent on managing personnel and their time.

Project Rating #3	Project Rationale #3
#N/A	

Project Rating #4	Project Rationale #4
#N/A	

Time Clock Replacement Bids

Purchase Options

Vendor	Clock Price	# Clocks	Total	Software Cost	Annual Fee	Comments
Pinnacle	$ 658	12	$ 7,896	$ 3,043	$ 1,030	5 hours remote training for up to 4 students additional $1350/ Custom programming may be required
Time Clock	$ 2,149	12	$ 25,788	$ 20,242	$ 7,355	Training On Site for 3 days/ $4800 & Travel Expenses
Kronos Police use Scheduler	$ 2,337	12	$ 28,041		$ 5,160 $9600 *	Setup Fees & Traning Additional costs - need to review (vendor on vacation) $4.00/month user fee based on 200 users
ADP	$ 3,295	12	$ 39,540		$ 3,900	Offering 10% discount; greater discount available within two weeks of siging/badges need review for

Lease Option

ADP	$ 1,500	12	$ 18,000			Portion of lease costs may be applied to later purchase/ badges may need to be replaced

Current Option

					Employee Count	License Fee	Monthly Total	Annual Fee
ADP	$ 2,541	12	$ 30,492	########				
Park Mode	$ 1,000	1	$ 1,000	Purchase	150	$ 3.55	$ 533	$ 6,390

ADP is migrating us to ezLabor Manager
They will migrate us over for neutral cost to ezLabor Manager
Current clocks will be reviewed for adaptability to new system or replaced at no cost
The transfer takes 8- 10 weeks
ADP completes the migration behind the scenes
If we do not commit by 2/25/15 to migratation ADP will not support the current system;
nor will they provide access for the migration
Current clock users are approximately 250
Parks seasonal users increase the usage by an additional 200
Union Fire & Police do not use time clocks
Adminstration prepares CSV file that is imported into Eden's for payroll

Badge swiping least secure method of time keeping

Smart Phone app (Honor System) / Desktop sign in are available thru ezLabor Manager
Regular phone, cost to purchase 800# and monthly phone bill
Hourly exception report and notifications to Dept. admin
36 Report Options
Any clocks older than 5 years have replaced
New badges and building access /Micro chip in

System Estimate

Assets, Users, Costs

Current Time Clocks

Asset #	Asset Name	Date Purchase	Purchase Price
000315	TIMECLOCK - CITY 1	11/1/2001	$2,541.23
000316	TIMECLOCK - CITY 2	11/1/2001	$2,541.23
000317	TIMECLOCK - CITY 3 PD	11/1/2001	$2,541.23
000318	TIMECLOCK - PARKS	11/1/2001	$2,541.23
000319	TIMECLOCK - STREET/VM	11/1/2001	$2,541.23
000321	TIMECLOCK - WASTEWATER	11/1/2001	$2,541.23
000322	TIMECLOCK - MPC	11/1/2001	$2,541.23
000323	TIMECLOCK - MRA	11/1/2001	$2,541.23
000324	TIMECLOCK - FIRE 1	11/1/2001	$2,541.23
000325	TIMECLOCK - FIRE 2	11/1/2001	$2,541.23
000326	TIMECLOCK - FIRE 3	11/1/2001	$2,541.23
000327	TIMECLOCK - FIRE 4	11/1/2001	$2,541.23
000328	TIMECLOCK - SPARTAN POOL MODEM	11/1/2001	$1,000.00
		Total	$31,494.76
485770	6/22/2007	88843	CEMETERY TIME CLOCK $3,175.00
508418	7/20/2007	94422	SPLASH TIME CLOCK $3,405.00
			$ 38,275

Users

Dept.	Employee Count	Time Clock User
ELO	9	
MAY	18	15
MUN	16	13
FIN	18	16
ATT	16	15
ENG	10	10
POL	102	
POC	19	19
FIR	89	
FDC	3	3
BLD	8	7
STR	29	28
VEH	9	8
CEM	9	8
P&R	42	41
WWD	20	19
CAI	2	2
MRA	5	4
MPC	11	10
DEV	37	36
		254

Invoice #	Invoice Date	Invoice Doc #	Description	Total Amount	Vendor #	Vendor Name	Cost	FY
183399	11/25/2002	456	PROCESSING CHARGES	$300.00	00005	ADP		*
334076	6/27/2003	11031	time & attendance	$300.00	00005	ADP	$ 2,400	2003
587463	6/25/2004	30373	TIME & ATTENDANCE	$315.00	00005	ADP	$ 3,780	2004
845138	6/24/2005	48915	TIME & ATTENDANCE	$330.00	00005	ADP	$ 3,630	2005
216245	6/16/2006	67761	TIME & ATTENDANCE	$352.50	00005	ADP	$ 4,208	2006
330222	11/24/2006	77362	TIME & ATTENDANCE THRU 11/03	$3,670.00	00005	ADP		***
467547	5/25/2007	86916	TIME & ATTENDANCE	$410.00	00005	ADP	$ 7,455	2007
754076	6/13/2008	108410	TIME & ATTENDANCE	$405.00	00005	ADP	$ 4,050	2008
173586	6/12/2009	128313	TIME & ATTENDANCE	$435.00	00005	ADP	$ 5,625	2009
414803	6/18/2010	146611	TIME & ATTENDANCE	$450.00	00005	ADP	$ 5,400	2010
505213	11/19/2010	155155	TIME & ATTENDANCE	$3,760.00	00005	ADP		***
628774	6/17/2011	164250	TIME & ATTENDANCE	$465.00	00005	ADP	$ 8,875	2011
409989432	6/15/2012	182995	TIME & ATTENDANCE	$487.50	00005	ADP	$ 5,850	2012
422589049	6/21/2013	203094	TIME & ATTENDANCE	$510.00	00005	ADP	$ 6,120	2013
438006985	6/20/2014	222225	TIME & ATTENDANCE	$532.50	00005	ADP	$ 6,390	2014
886858	8/21/9005	52375	TIME & ATTENDANCE	$352.50	00005	ADP	$ 4,448	2015
							$ 68,230	

Department	Current Clocks	Employeeg Time Clock	Requested Clocks	Track Time Clock/Computer
City Building	2		2	
Cemetery	2	7	2	Clock
Fire	2	3	2	
MRA	1	3		
MPC	1	11		
Police	1	35		
Parks	3	200		
Streets	1	30	1	Clock
Vehicle	1	10	1	
Wastewater	1	22	1	
IT		8		
Human Resources		3		
Clerk		2		Computer
Finance		12		
Develop. Services		36		
Muni Court		16		Either
Building		9		
Attorney		6		Computer
Total	15	415	9	

Invoice #	Invoice Date	Invoice Doc #	Description	Total Amount	Vendor #	Vendor Name	Cost	FY
183399	11/25/2002	456	PROCESSING CHARGES	$300.00	00005	ADP		*
334076	6/27/2003	11031	time & attendance	$300.00	00005	ADP	$ 2,400	2003
587463	6/25/2004	30373	TIME & ATTENDANCE	$315.00	00005	ADP	$ 3,780	2004
845138	6/24/2005	48915	TIME & ATTENDANCE	$330.00	00005	ADP	$ 3,630	2005
216245	6/16/2006	67761	TIME & ATTENDANCE	$352.50	00005	ADP	$ 4,208	2006
330222	11/24/2006	77362	TIME & ATTENDANCE THRU 11/08	$3,670.00	00005	ADP		***
467547	5/25/2007	86916	TIME & ATTENDANCE	$410.00	00005	ADP	$ 7,455	2007
754076	6/13/2008	108410	TIME & ATTENDANCE	$405.00	00005	ADP	$ 4,050	2008
173586	6/12/2009	128313	TIME & ATTENDANCE	$435.00	00005	ADP	$ 5,625	2009
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628774	6/17/2011	164250	TIME & ATTENDANCE	$465.00	00005	ADP	$ 8,875	2011
409989432	6/15/2012	182995	TIME & ATTENDANCE	$487.50	00005	ADP	$ 5,850	2012
422589049	6/21/2013	203094	TIME & ATTENDANCE	$510.00	00005	ADP	$ 6,120	2013
438006985	6/20/2014	222225	TIME & ATTENDANCE	$532.50	00005	ADP	$ 6,390	2014
886858	8/21/9005	52375	TIME & ATTENDANCE	$352.50	00005	ADP	$ 4,448	2015
							$68,230	

	"Y"	"N"	Notes	
Time clock (Y or N)	13	4		
"Y" Number of Clocks				
"N" Hours allotted		5.12	Hours	

Reasoning

Against time clock

Small number of EE's using time clock	Multiple "Exempt" employees	II
Excessive time monitoring missed punches		II
Reduction in number of edit slips		II
Allows for Flexible schedules		II
Efficiency for staff to enter time sheets		I

For time clock

Fair, accurate and consistent account of hours worked	IIIIIII
Reduces time reviewing and entering payroll/requesting time sheets	IIIIII
EE's paid correctly for hours worked	IIII
Track EE's arrival and departure (supervisor) identify variances, tardiness etc.	IIII
Ease of tracking hours worked	III
Holds EE's accountable - does not lie or is dishonest	III
Reduces manual entry errors	II
Less mistakes by EE (forgetting hours worked)	I
Accommodates "Flex Schedule" and "Shift" Schedules	I
Have defendable record of hours worked if in a lawsuit or audited	I
Enforce Policy	I

Functionality

Consistent, robust, accurate rounding	
EE Enter own time	Manager approval
Enter hours worked, rather than in and out	
Arrival and Departure Times	
Tracking missing punches	
Personnel to enter and/or monitor own time	
Ability to add additional personnel	
Scheduling	
Lunches - paid, or automatically deduct	
Area to put notes (for OT/COMP etc.)	
Accurate accrual and use of sick, comp, VACA etc.	
Ability of Exempt Staff to enter own payroll	With review
Add/Delete EE's with notification to HR	
Status Change with notification to HR	
Ability to charge a "Project"	
Ability to split payroll to multiple funds/activities	
Alternative punch in methods (computer/smartpho	
Adaptable reporting capabilities	Pull reports on specific staff for review of work habits
Easy to use	
Track vacation requests	

Additional Concerns

Room for record retention
Labor intensive to work without time clock
Rounding that does not short and EE, or not fair to