

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		
2	of 2	Central_Services	New				Financial Management & Reporting System	
Project Rating	Project Number	Division/ Sub-Department		No	Yes			
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:

Replace the current Financial Management and Reporting System with a more robust and user friendly management and reporting system. Current system was implemented in 2002 and the system has extremely limited reporting capabilities and is difficult for staff and management to acquire financial information in a timely and efficient matter.

History & Current Status: Impact if Cancelled or Delayed

Current system is running on an old and outdated platform and is a matter of time before the system is no longer supported.

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

N/A

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
	General Fund - Lease	1000	See "UPDATE" tab for detail of revenue funding sources and amounts.	750,000				
				750,000	-	-	-	-

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							
	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	4060.390.410010.940						

Is this equipment prioritized on an equipment replacement schedule?

N

Is there ongoing Operating and/or Maintenance costs upon completion of project?

Y

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			55,000	55,000	55,000	55,000	55,000	
B. Supplies	1000.240.410550.360		(50,264)	(50,264)	(50,264)	(50,264)	(50,264)	
C. Purchased Services			4,736	4,736	4,736	4,736	4,736	
D. Fixed Charges								
E. Capital Outlay								
F. Debt Service								
G. (Operational Savings)	1000.240.410550.360							

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: Estimate of \$55,000 in software maintenance (see 'Notes' for detail).

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 13:05	sp

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2	of 2	Central_Services	New	Is this project Required?	Can project be delayed?	Financial Management & Reporting System		
Project Rating	Project Number	Division/ Sub-Department		No	Yes			
Replacement	CS-13	Finance/Treasurer	Was the project APPROVED for the prior Fiscal Year 2017?		No	FUNDED?		No

There is no more info that is required on this sheet, please go to the tab labeled "FRONT".

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

Project Revenues						
Funding Source	Accounting Code	Actual FY 2015	Actual FY2016	Budgeted FY2017	Actual FY2017	Variance FY 2017
						\$ - \$ -
		\$ -	\$ -	\$ -	\$ -	\$ -

Project Expenditures						
Funding Source	Accounting Code	Actual FY 2015	Actual FY2016	Budgeted FY2017	Actual FY2017	Variance FY 2017
						\$ - \$ -
		\$ -	\$ -	\$ -	\$ -	\$ -

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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
2 of 2	Replacement CS-13	Central_Services Finance/Treasurer	New	Financial Management & Reporting Sys
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)?	The current Financial Management and Reporting System (Eden's) was installed in 2002, and is over 15 years old. The platform that Eden's is running on is outdated and this product is not a priority for updates with the parent company (Tyler), their focus is on their newer platform.			
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.	Current system provides a barrier for current staff to pull financial data for analysis. Structure of the available reports are not user friendly and require staff to expend considerable amount of time manipulating the data into a usable format. Software has also cause complications with a currently acquired product for annual financial reporting due to the rigid structure of the reports.			
Project Rating #3	Project Rationale #3			
#N/A				
Project Rating #4	Project Rationale #4			
#N/A				