

**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		
1	of 25	Public_Works	Update	Yes	No	Harris Utility Billing System		
Project Rating	Project Number	Division/ Sub-Department						
Urgent	0	Water	Is the project APPROVED for Fiscal Year 2018?			Y	FUNDED?	Y

**Summary Description and rationale of project and funding sources:**

Purchase of the Harris Company's utility billing software, which is the current utility billing software used by Missoula Water Division.

**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:**

Funding Source	Accounting Code	Prior Year Summation	Unappropriated subsequent years				
			FY18	FY19	FY20	FY21	FY22
Water Utility Fund	5210	See "UPDATE" tab for detail of revenue funding sources and amounts.	1,003,301	500,000			
			226,700	1,003,301	500,000	-	-

**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			1,003,301				
G. Other			-	1,003,301	-	-	-

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						
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
			1/23/2018 11:46	



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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
1	Urgent	Public_Works	Update	Harris Utility Billing System
of 25	0	Water		
Project Rating #1				
<b>Required</b>	Project Rationale #1			
<p>Is the project necessary to meet a contractual obligation, Federal, State, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other such requirements.</p>	<p>This software is required for billing all water customers.</p>			
Project Rating #2				
<b>Efficiency</b>	Project Rationale #2			
<p>Does the project demonstrate a clear efficiency or productivity gain as demonstrated by a cost/benefit analysis? Include analysis and supporting documentation.</p>	<p>This software is planned to be utilized for all city utility billing.</p>			
Project Rating #3				
#N/A	Project Rationale #3			
Project Rating #4				
#N/A	Project Rationale #4			