



## Administrative/Fiscal Note

**Part I.**

<b>Date:</b>	<b>File/Resolution Number:</b>
July 12, 2018	Original: <input checked="" type="radio"/> Substitute: <input type="radio"/>
<b>Title:</b>	
AssetWorks purchase for managing Public Works Department assets and work orders.	
<b>Submitted By (Name, Title, Department, Ext.)</b>	
Dave Wepking, Director, Public Works, 302-8832	
<b>Description:</b>	
Request to purchase asset management and work order software suite and professional services to install and configure.	
<b>Mandate:</b>	<b>Sunset?</b>
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (attach documentation)	<input type="checkbox"/> No <input type="checkbox"/> - term? N/A

**Part II.**

**This file (fill in all that apply):**

<input checked="" type="checkbox"/> Increases previously authorized expenditures	<input type="checkbox"/> Decreases previously authorized expenditures
<input checked="" type="checkbox"/> Increases city services	<input type="checkbox"/> Decreases city services
<input type="checkbox"/> Increases revenue	<input type="checkbox"/> Decreases revenue

**Part III.**

Purpose	Specify type/use	Expenditure	Revenue	Ongoing	1-3 yrs	3-5 yrs
Salaries/Wages		\$	\$			
Fringe Benefits		\$	\$			
Supplies/Materials		\$	\$			
Equipment		\$	\$			
Services	AssetWorks software purchase and installation.	\$ 200,000	\$		\$ 415K	\$ 135K
Other		\$	\$			

**Assumptions used in arriving at fiscal estimate:**

Vendor purchase contracts.

Part IV.

Revenue Source:

- Department Account # 354-6052-533-31.02 Project # BF0016
- Grants  Matching  Fees  TIF  Contingent Fund
- Other, list: \_\_\_\_\_

Part V.

Impacts

Does this impact citizens or businesses in the City?  No  Yes – Describe impact: **Citizens will be able to log various requests online.**

Does this impact employees or operations?  No  Yes – Describe impact: **According to our conservative projections, the new software and processes will allow the DPW to avoid hundreds of labor hours in duplicated efforts and manual entry of data.**

What are the goals?

**Reduce duplicated efforts and manual data entry.**

**Gain a better understanding of how and where DPW labor is used.**

**Management tool to monitor and evaluate asset life, including total cost of ownership, equipment life, etc.**

What are the performance criteria?

**N/A**

Describe Timetable:

**2018 – 2019; then ongoing.**

Miscellaneous

Does this require new positions?  No Yes, how many?

Information Technology resources needed?

**Yes – IT will provide part of a Project Manager's time to coordinate efforts between vendor and City (standard arrangement).**

Part VI.

Performance Measurement Review Requested by committee or Common Council?  Yes  No

Timeline for review: \_\_\_\_\_



To: Rebecca Grill, City Administrator  
Peggy Steeno, Director - Finance

From: Tony Warkoczewski, Director of Information Technology  
Dave Wepking, Director of Public Works

RE: Purchase & Implementation of Asset Management/Work Order Software for DPW

Date: July 10, 2018

This memo is to provide you an explanation as to the selection of an enterprise asset management software package for the Public Works Department. As you know, this effort has been many years in the making.

Public Works Purchasing and IT staff involved with the RFP process have unanimously selected AssetWorks as the software of choice and feel it is the best fit for the department and the City. The following provides some high level justification of the purchase:

- Ease of use - intuitive to use; will drive adoption
- Integration - features such as vehicle tracking system integration, fuel system module
- Mobility - Ability to operate offline without a cellular connection on a mobile device
- Integrates with our advanced GIS investments with a robust link between assets and the creation of work orders and service requests
- Citizen Engagement - Very intuitive citizen's request portal
- Configurable - The solution is user-configurable and therefore reduces reliance on vendor and additional funding as needs evolve
- Local Presence - AssetWorks has a number of installations in the State of Wisconsin (including Milwaukee County, Walworth County, Waukesha County, City of Milwaukee)

This purchase is going to be utilized by the City of West Allis for many years and AssetWorks provides that capability, flexibility and usability.

Sincerely,

Handwritten signature of Tony Warkoczewski in black ink.

Tony Warkoczewski  
Director of Information Technology

Handwritten signature of Dave Wepking in black ink.

Dave Wepking  
Director of Public Works

