

ENROLLED ORDINANCE 167-28

MODIFY CAPITAL PROJECT 200822 ASSET MANAGEMENT SYSTEM AND  
200619 FINANCIAL MANAGEMENT INFORMATION SYSTEMS TO TRANSFER  
CAPITAL PROJECT EXPENDITURES FOR FIXED ASSET MANAGEMENT SYSTEMS

WHEREAS the County Adopted five-year capital project plans included project 200822 Asset Management System to replace current separate asset management systems for highway and facility assets with a goal of an enterprise solution, and

WHEREAS requests for proposals were executed and proposals evaluated with no viable solution to address all system requirements, and

WHEREAS the County Adopted five-year capital project plans included project 200619 Financial Management Information Systems (FMIS) to replace the current financial system which included a fixed asset module, and

WHEREAS the request for proposals for a new financial systems included a fixed asset module with software options to address facility and highway management software requirements, and

WHEREAS the financial system fixed asset module was also not a viable solution, and

WHEREAS, separate management software systems for facilities and highway management have been identified with higher costs estimated to exceed the current project budget, however, the shortfall can be addressed with \$100,000 set aside in the FMIS project for a fixed asset module.

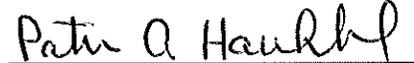
THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA DOES ORDAIN that capital project 200822 Asset Management System be modified to increase the project expenditure budget by \$100,000 and capital project 200619 Financial Operations & Management Systems project be modified to decrease the expenditure budget by \$100,000 to transfer fixed asset module funding for the implementation of separate facilities and highway management software systems.

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CAPITAL PROJECT EXPENDITURES FOR FIXED ASSET MANAGEMENT SYSTEMS

Presented by:  
Executive Committee

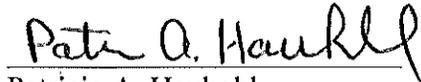
Approved by:  
Finance Committee

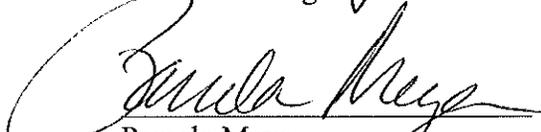
  
Paul L. Decker, Chair

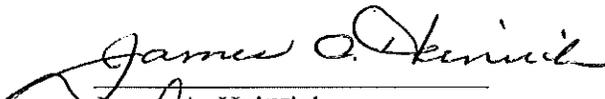
  
Patricia A. Haukohl, Chair

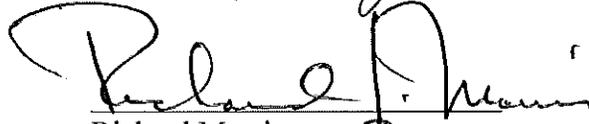
  
Dave Falstad

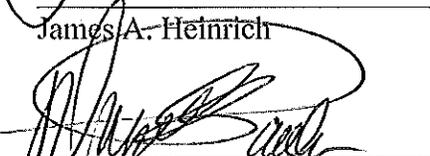
  
Daniel J. Draeger

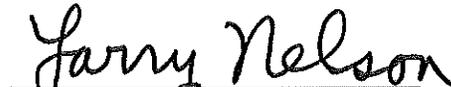
  
Patricia A. Haukohl

  
Pamela Meyer

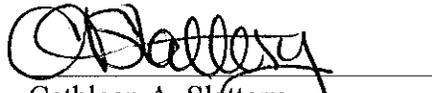
  
James A. Heinrich

  
Richard Morris

  
Duane E. Paulson

  
Larry Nelson

  
David W. Swan

  
Cathleen A. Slattery

  
Gilbert W. Yerke

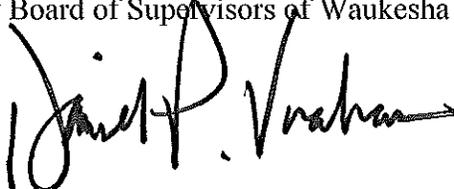
  
William J. Zaborowski

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 7-27-12,   
Kathy Nickolaus, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved:   
Vetoed:

Date: 7-30-12,   
Daniel P. Vrakas, County Executive

**Project sheet for Ordinance 167-O-027 revised and approved by the executive committee 7/23/12.**

<b>Project #</b>	200822	<b>Project Title:</b>	Asset Management System
<b>Department:</b>	DOA-Information Technology	<b>Sponsor:</b>	Department of Public Works & Parks and Land Use
<b>Phase:</b>	Implementation	<b>Manager:</b>	Mike Biagioli
<b>Budget Action:</b>	C-\$ Update	<b>Date:</b>	7/18/2012

**REVISED**

<b>CAPITAL BUDGET SUMMARY</b>				
<b>Year</b>	<b>2008</b>	<b>2009</b>	<b>2012</b>	<b>Project Total</b>
<b>Project Phase</b>	<b>Development &amp; Implementation</b>	<b>Development &amp; Implementation</b>	<b>Development &amp; Implementation</b>	
Expenditure Budget	\$210,000	\$173,000	\$100,000	\$483,000
Revenue Budget	\$0	\$0	\$100,000	\$100,000
Net County Cost	\$210,000	\$173,000	\$0	\$383,000
<b>Cost Documentation</b>		<b>Revenue</b>		
Highway Asset Management	\$300,000	End User Technology Fund Bal		
Public Works Asset Management	\$143,000			\$100,000
Contingency	\$40,000			
<b>Total Project Cost</b>	<b>\$483,000</b>	<b>Revenue Budget</b>	<b>\$100,000</b>	

**Project Scope & Description**

This project has been combined with Capital project 200809, the Asset management conversion project for the Highway Division of DPW. Since the objective of both projects is to implement Asset Management, it was decided that an Enterprise Asset Management solution should be sought to reduce the overall cost of use and support for Asset Management. The purpose of this combined project is to fund the replacement of the County's current software used by Facilities (Maximus) and Highways (CarteGraph) to receive and schedule end user department work order requests and manage space allocation and building assets and for Highway to move existing databases from the Access database format to the database supported by the selected vendor. The proposed new software would be a web-based asset, building, highway management tracking and work order management system. Parks and Land Use has identified similar business needs to manage their physical assets, buildings, work orders and scheduling of staff assignments. Parks and Land Use and the Department of Public Works require a web-based enterprise version of the software to give them the ability to use the application at any of their facilities and collaborate on staff assignments and projects. There are also several features that will provide both departments with better planning tools, while giving them the ability to use the software from anywhere in the County. The web-based version will incorporate the GIS module for Parks and Land Use and provide both departments with hands on training from the vendor.

This project fits the County's goal of addressing the common business needs of multiple departments in a single shared software solution. The benefits of a single solution include increased efficiencies and reduced costs for hardware, software, internal and external on-going maintenance and support. For the Highway Division, the new system will provide for future growth of the system, improved workflow, and the ability to query across asset groups for multiple departments. It will also allow for the development of work order tracking, complaint tracking, and cost tracking reporting capabilities in the future period.

There is the possibility that the chosen enterprise software solution may have additional benefits to other County business units regardless of the department. If one solution for both Highway asset management and facilities asset management can not be found, two vendors may be chosen.

A Request for Proposal process resulted in no viable enterprise solutions that would adequately address both department's needs. The RFP process for a new financial management systems allowed the primary vendors to either develop or partner with another vendor to address this need along with fixed asset accounting requirements. No viable solutions were found to be acceptable. As a result, a best of breed solutions for each Department is proposed. This includes highway related software and facilities related software solutions. The highway solution will also handle Parks and Land Use-Parks Division requirements. The Highway solution includes an upgrade with parks features and work order features which can be taken out to the field. The Facilities solution will provide web enabled software with mobile access devices and additional functionality.

**Location**

Parks and Land Use and the Department of Public Works.

## **Project sheet for Ordinance 167-O-027 revised and approved by the executive committee 7/23/12.**

<b>Project #</b>	200822	<b>Project Title:</b>	Asset Management System
<b>Department:</b>	DOA-Information Technology	<b>Sponsor:</b>	Department of Public Works & Parks and Land Use
<b>Phase:</b>	Implementation	<b>Manager:</b>	Mike Biagioli
<b>Budget Action:</b>	C-\$ Update	<b>Date:</b>	7/18/2012

### **Analysis of Need**

1. Parks and Land Use has been looking for an Asset Management software package that was web-based to facilitate their management requirements.
2. Facility Focus has provided the Facilities Division with the centralized facility and asset management software they require. The combination of the two department needs into a single shared package saves server space, software maintenance costs, and support costs.
3. GASB - 34 calls for Governmental Agencies to post the value of its infrastructure on their balance sheet. As a result, we have to monitor the cost of owning and operating those assets. Currently, the Engineering Division utilizes a database software called Cartegraph (which is designed around Microsoft Access) to manage several of the Departments highway assets. These assets include signs, traffic signals, culverts, bridges, storm water systems, and access control. Information from Cartegraph together with our Pavement Management Data is used as part of the basis of our Operational and Capital programs.
4. Using ruggedized laptops, we have deployed Cartegraph to our two sign crews. We will soon deploy similar software and hardware to our signal crew. Replication is completed manually by a Senior Engineer and takes, on average, approximately 30 minutes a day. Within the next year, we shall be converting to three sign/signal crews. That change will more than triple the amount of replication time. The new software should negate the need for such replication by using a real-time mobile field solution.
5. Additionally, (1) Microsoft Access is gradually being phased out by our vendor in favor of SQL. (2) We own over 50 retaining walls which are not inspected and our pavement markings are not inventoried. These are important assets that we need to manage.
6. The Highway Operations Division which not only performs work for the county but also acts as a contractor to the Wisconsin Department of Transportation, currently has to hand enter the same data into Wisdots Chems System as well as Ceridian and BAS. This project would develop an electronic single point of entry for timesheet, work code, job number, materials and equipment which can then be loaded to Chems or Ceridian. The division does not have a formal complaint tracking system and its abilities to track and report on the cost of work performed on the county system is weak.

### **Alternatives**

Alternatives to this project include:

1. Conduct an RFI/RFP to identify an alternative package for Parks and Land Use and other potential departments.
2. Parks and Land Use can remain doing this process manually.
3. Do nothing. This would mean that we will spend several crew hours daily on replication, and eventually Access would no longer be supported and we will be forced to convert to SQL. Our current software will eventually become unsupported and we would lose our existing capabilities.

### **Ongoing Operating Costs**

The annual software maintenance costs, beginning in year two are estimated to be \$55,000. The dedicated server environment is estimated at \$3,500 per year. If one vendor solution is viable, these on-going costs will be split between the two departments.

### **Previous Action**

Approved in 2008-2012 capital plan.

FISCAL NOTE

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PROJECT EXPENDITURES FOR FIXED ASSET MANAGEMENT SYSTEMS

This ordinance authorizes the transfer of \$100,000 from the Financial Management System (FMIS) Capital Project to the Asset Management System Capital Project. The FMIS budget was developed to include options for facility and highway asset management that it has since been determined will be better addressed in more specialized software acquired through the Asset Management project. Sufficient funds will remain available in the FMIS project budget after the transfer.



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Lawrence M. Dahl  
Accounting Services Manager  
07/01/2012

N:\DOA\WPDATA\ORDIN\FMIS Transfer

WAUKESHA COUNTY BOARD OF SUPERVISORS

V

DATE-07/24/12

(ORD) NUMBER-1670027

1 C. SLATTERY.....AYE  
3 R. MORRIS.....AYE  
5 J. BRANDTJEN.....AYE  
7 J. GRANT.....AYE  
9 J. HEINRICH.....AYE  
11 F. RUF.....AYE  
13 P. DECKER.....AYE  
15 W. KOLB.....AYE  
17 D. PAULSON.....AYE  
19 C. CUMMINGS.....AYE  
21 W. ZABOROWSKI.....AYE  
23 K. HAMMITT.....AYE  
25 G. YERKE.....AYE

2 D. FALSTAD.....AYE  
4 J. BATZKO.....AYE  
6 J. JESKEWITZ.....  
8 P. HAUKOHL.....AYE  
10 D. SWAN.....AYE  
12 P. WOLFF.....AYE  
14 P. MEYER.....AYE  
16 M. CROWLEY.....AYE  
18 L. NELSON.....AYE  
20 T. SCHELLINGER....AYE  
22 P. JASKE.....AYE  
24 D. DRAEGER.....AYE

TOTAL AYES-24

TOTAL NAYS-00

CARRIED X

DEFEATED \_\_\_\_\_

UNANIMOUS ✓

TOTAL VOTES-24