

**Information Technology Department
Memorandum #12-01**

DATE: January 12, 2012

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: William Simmons, City Manager *WMS*
Bob Lehr, Information Technology Director *BL*
David Willett, Director of Public Works *DW*
Shawn Cordsen, Finance Director *SC*

SUBJECT: CR-4 & CB-1762 Fleet Maintenance Software Procurement & Appropriation Amendment

BACKGROUND

The Integrated Technology Master Plan was designed to update out of date manual processes and replace inefficient technology systems throughout the city with current integrated technology. Up to date technology streamlines processes and provides easily accessible data for better decision making. The current fleet maintenance system is the last application running on the City's legacy "Alpha" main-frame computer system. Hardware and database maintenance costs for the Alpha are approximately \$18,000/year. Once the fleet maintenance system is replaced the Alpha will be retired.

The Fleet Division maintains close to 250 pieces of equipment. The fleet maintenance software manages preventative maintenance activities, prioritization of equipment replacement, and tracks repair and maintenance histories, fuel consumption, and a parts inventory. Improved preventative maintenance scheduling and notification along with better reporting will help to reduce equipment down time and increase the longevity of the equipment.

Below is a summary of the three companies that responded to the City's RFP:

Software Vendor	Purchase Price	Annual Maintenance
Faster Asset Solutions	\$104,400.00	\$10,600.00
Core Partners Inc.	\$96,535.00	\$19,307.00
AssetWorks Inc.	\$81,324.00	\$4,039.00

Staff attended software demonstrations from each vendor to review the functionality of their software and recommends approval for the purchase of the AssetWorks fleet maintenance system. AssetWorks is the least expensive system, has the functionality required by the Fleet Division and the software will interface with the City's financial management software (Springbrook).

BUDGET/TIME IMPLICATIONS

The initial purchase cost of the Fleet Maintenance Software as proposed is \$81,324.00 which includes the first year's annual maintenance costs. An appropriation amendment ordinance has been prepared and submitted in order to fund the purchase and implementation of the software. The proposed appropriation amendment utilizes unspent prior year allocations from the Integrated Technology Plan program within the Capital Projects Fund. Future year's annual maintenance costs will be funded out of the Public Works' General Fund Operating Budget.

RECOMMENDATION

Attached to this memorandum is a Resolution that, if approved, would allow the City Manager to issue a Purchase Order to AssetWorks Inc. in the amount \$81,324.00 for the purchase of the software, training, and services necessary for the implementation of a fleet maintenance software system. Staff recommends approval of this resolution.

STAFF REFERENCE

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Shawn Cordsen at scordsen@northglenn.org or 303.450.8719

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1762
Series of 2012

Series of 2012

A BILL FOR A SPECIAL ORDINANCE AMENDING THE 2012 BUDGET RECOGNIZING REVENUES AND APPROPRIATING EXPENDITURES BY APPROPRIATION AMENDMENT, FOR THE PAYMENT OF THE COSTS AND EXPENSES OF THE MUNICIPAL GOVERNMENT, AGENCIES AND OFFICES OF THE CITY OF NORTHGLENN, COLORADO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2012

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT THE 2012 BUDGET SHALL BE AMENDED AS FOLLOWS:

Section 1. Appropriation amendment.

- (a) Capital Projects Fund. Amend the 2012 Capital Projects Fund budget to increase appropriations in the amount of \$81,324 as follows:**

\$81,324 added to the Integrated Technology Plan capital improvement project for the purchase of AssetWorks Inc. Fleet Maintenance Software.

Recognize a decrease in 2012 Capital Projects Fund unassigned fund balance in the amount of \$81,324 represented by the above expenditure appropriations.

Section 2. The City Council of the City of Northglenn, Colorado, hereby finds and declares that in making appropriations provided by this ordinance:

- (a) No appropriation for debt service has been reduced or transferred.
- (b) No appropriation has been reduced below any amount required by law to be appropriated.
- (c) No appropriation has been reduced by more than the unencumbered balance thereof.
- (d) In the case of each transfer of all or part of any unencumbered appropriation, such transfer has been requested and approved by the City Manager.
- (e) In the case of each reduction of an appropriation, the City Manager has rendered his report and recommendations thereon and has requested and approved such reduction.
- (f) In the case of the appropriation amendment, the City Manager has certified that there are funds available for appropriation.

INTRODUCED, READ AND ORDERED POSTED this _____ day of _____,
2012.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

PASSED ON SECOND AND FINAL READING this _____ day of _____,
2012.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney