



# City of Stevenson

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To: City Council  
From: Leana Kinley, City Administrator  
RE: Asset Management Solutions  
Meeting Date: September 17, 2020

## **Executive Summary:**

The city took over operations of the Wastewater Treatment Plant on Jan 1, 2020 and is in the process of obtaining construction funding for upgrades completed by the end of 2022. Part of the requirement for obtaining funding through the Department of Ecology is to have a Fiscal Sustainability Plan (Asset Management Plan). Staff researched various options for ongoing asset management on a city-wide basis. The goal is to use a tool that can grow with the city.

## **Overview of Items:**

There is a range of options for an asset management plan, from an excel spreadsheet to robust software including tracking and mapping of work done throughout the city. Below is summary of each tool with additional documents summarizing the platforms attached.

### *Excel Spreadsheet - \$0*

Rural Community Assistance Corporation (RCAC) has an Asset Management model for tracking assets and determining the level of reserves needed to ensure financial sustainability.

Pros-No implementation cost.

Cons-No additional reporting. Requires intermediate understanding of excel. No reporting.

### *Asset Connect - \$1,644/yr*

This online software tool takes the spreadsheet to the next level. There can be up to 5 users and the tool meets the WA State Auditor's Office requirements for an asset management tool. There is currently limited reporting, which they are working on improving, and the information can be exported to excel for additional analysis.

Pros-Easy to use. Meets SAO requirements.

Cons-Limited reporting.

### *MyGOV - \$6,720/yr*

This comprehensive tool includes asset management, work orders, and GIS mapping connected to the assets and work orders. It also includes public facing tools where requests can be made and tracked. While it can track the information, I did not see the ability to analyze data and determine reserve levels.

Pros-Easy to use. Ability for customers to report issues.

Cons-Limited reporting.

*Dude Solutions - \$8,821.14/yr*

This is a comprehensive package including the tools listed for MyGOV as well as a predictor tool for analysis on funding and reserve levels and the impact to overall asset condition or level of service.

Pros-Easy to use. Robust reporting. Ability for customers to report issues. Increased transparency.

Cons-Most expensive of the four tools.

**Recommendation:**

Staff recommends Dude Solutions. It has the tools necessary to help track, maintain and budget the city's assets. The annual cost will be distributed across all funds in the city with the bulk being billed to the sewer department due to assets at the treatment plant. The ability to schedule preventative maintenance and better manage and report on the city's assets will help provide a better picture of the condition of the city's assets so as to not be caught off-guard as happened with the treatment plant.

**Action Needed:**

Motion to approve contracting with one of the services listed above or no motion.