

VILLAGE OF SHOREWOOD REQUEST EXECUTION OF NEW VILLAGE INITIATIVE

Summary: This form is used for departments, citizen committees and officials to propose new significant initiatives such as service changes, programs, studies, capital items and other requests to be considered for the annual vision planning and prioritization process. The goal of this form is to help staff, residents and officials identify the resources, steps and time involved in executing an initiative. It allows a formalized process for the Village to recognize proposed initiatives and request the Village Board to consider an initiative before investing more resources. Complete the following information and hand in to the Village Manager for the request to be considered.

Name: Mark Emanuelson

Date: 4/23/18

Department / Committee: Finance

Initiative: Enhance utility infrastructure asset management records

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

Current financial records use a generic "first in - first out" (FIFO) process for tracking the village's water and sewer utility infrastructure as main replacements and improvements have been made over the past 20 years. This method does not track or identify the specific locations / segments of where utility infrastructure replacements have actually been made. Staff would advocate that a more detailed financial records system should be put into place to assist with long-term asset tracking, management, and other forecasting capabilities. The goal would be to review at least the last 20 years of project construction records and the available GIS data to capture this data for perpetual future reference.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

While the roads infrastructure records appear to have been addressed as part of the GASB 34 implementation back in 2004, this was not completed for the utility infrastructure. While this is not particularly time sensitive at this point, further delays will only make the process more time consuming to update.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

Finance has already spent significant effort trying to identify the correlations between the road segments and Water utility main segments based on limited GIS data and with limited success. Given these efforts, we believe that the only way to effectively update our records is to implement some type of common GIS system location data within these segments, update the base data in GIS, and configure a data export to facilitate the update of our records in a non-GIS based system. We can only estimate that this effort would require an additional 40-80 hours of finance support time, 300-400 hours of DPW support time, plus any technical support time that may be required for GIS updating.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

Given the importance of this endeavor and the extensive support time that would be required, it would seem that additional staffing at DPW would be required to accomplish this project, or that these services be contracted out to significantly mitigate the DPW staff time involved. Estimated costs based on very preliminary assessments of the time involved would be \$30,000 - \$50,000 for these services.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

- 1) Budgetary approval
- 2) Purchasing / RFP processes
- 3) Data collection support - DPW
- 4) DPW technical implementation support
- 5) Finance data export and conversion support