

# TOWN OF WESTLOCK PROJECT SCOPE ASSET MANAGEMENT, PHASE 1 – ASSET VERIFICATION, COLLECTION AND SOFTWARE IMPLEMENTATION

January 24, 2018

## OVERVIEW

### 1. Project Team

Name	Title	Project Responsibility
Simone Wiley	Interim CAO	Project Team Lead
Don Hamilton	Director of Operations	Project Team Lead
Julia Seppola	Director of Finance	Project Team Lead
Beth Thola	GIS Technician	Project Manager

### 2. Project Background and Description

The Town of Westlock identified a need for an asset management plan (AMP). Phase 1 is to verify the list of assets (repository) used in work flows. Phase 2 will use the asset repository to develop a plan for repairs and maintenance of major asset items and their future long term replacement based on desired levels of service, level of risk and cost.

Asset Management (AMP) is different from Tangible Capital Assets (TCA)

GOALS	
AMP	TCA
<ul style="list-style-type: none"> <li>Informed risk-based decision making</li> <li>Capital planning</li> <li>Capital budget allocation</li> <li>Operational costs captured &amp; managed</li> <li>Understand the portfolio with regards to levels of service targets and delivery</li> </ul>	<ul style="list-style-type: none"> <li>Compliance</li> <li>Financial accountability</li> <li>Dollars spent (above a threshold)</li> </ul>
OUTPUTS	
AMP	TCA
<ul style="list-style-type: none"> <li>Comprehensive Asset Inventory</li> <li>Current Replacement Cost</li> <li>Remaining Life</li> <li>Facility Condition Index</li> <li>Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>Financially Informed Asset Inventory (threshold based)</li> <li>Historical Cost</li> <li>Useful Life (based on asset type)</li> </ul>

### 3. Project Scope

- Review existing policies and guidelines and/or develop new policies to ensure they are aligned with current standards
- Set timelines for collection and verification of data
- Develop software systems and input parameters (including data population methods, identify software training plans as needed)
- Collect inventory and completion of asset repository.
- Validate information gathered and ensure accurate entry of the registry into software

### 4. High-Level Requirements

- Worktech (Asset Management Software) and ArcMap (GIS software) is in place, both capable of communicating with the financial software through database linkages. A GIS module is required for WorkTech and ArcMap to communicate directly with each other, saving the time/resources required of exporting and importing databases.
- Personnel continue to attend workshops and training session to keep current with Alberta standards.

### 5. Deliverables

Comprehensive repository with valuations and conditions of capital property that will support long range capital and operations budget planning. Under the MGA Section 245, *each council must adopt a capital budget for each calendar year.* Under Section 283.1 (3) *Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.* Under Section 241 (c) “*capital property*” means property that: (i) is used in the production or supply of goods and services or is used for a municipal purpose, (ii) has a useful life extending beyond 12 months and is intended to be used on a continuing basis, and (iii) is not intended for sale in the ordinary course of operations;

### 6. Organizational Impacts

The plan will align with Council's vision as established in the September 2017 updated strategic plan. “*Westlock is ready for the future*”. This goal is about achieving financial sustainability for the Town by undertaking planning and implementation work that positions the Town to take advantage of economic opportunities that may be available. A success indicator is the Asset Management Plan is completed.

### 7. Implementation Plan

Review existing policies and guidelines to ensure they are up to date and make sure they are aligned with current standards	<ul style="list-style-type: none"> <li>• Review TCA policy</li> <li>• Review recommended toolkits, bulletins, other documentation from GOA (ie. Asset Management Toolkit and Handbook), PSAB, CICA</li> <li>• Ensure best practices are being followed</li> <li>• Develop Asset Management Policy</li> </ul>
Set timelines for collection and verification of data	<ul style="list-style-type: none"> <li>• Prepare project scope document</li> <li>• Review with CAO and Project Team</li> </ul>
Develop software systems and input parameters (including data population methods, identify software training plans as needed)	<ul style="list-style-type: none"> <li>• Identify information requirements for each asset management purpose</li> <li>• Develop collection methods for each asset type, including age, type, cost (historical and replacement as needed), asset conditions</li> </ul>

Collect inventory for asset repository	<ul style="list-style-type: none"> <li>Assets include but are not limited to water, wastewater and storm infrastructure, road network, facilities, fleet, land and land improvements (playgrounds, parking lots, etc.), computer systems, etc.</li> <li>Physically GPS assets when/where possible, review as-built and record drawings for inclusion and attribute (size, type, make, model, etc) information and input into GIS software as identified.</li> </ul>
Validate information gathered and ensure accurate entry of the repository into software	<ul style="list-style-type: none"> <li>Input inventory into software (SQL Database for use in Diamond, Worktech and GIS)</li> <li>Review accuracy and verify inputs in database utilizing as-built and record drawings.</li> <li>Software training and implementation as required</li> </ul>

## 8. High-Level Timeline/Schedule

Activity	Start Date	End Date	Responsibility	Status
Review existing policies and guidelines to ensure they are up to date and make sure they are aligned with current standards	June 2015	Ongoing	Project Manager/Team Leads	Ongoing
Develop Asset Management Policy	February 2018	March 2018	Project Manager	In progress
Develop software systems and input parameters (including data population methods, identify software training plans as needed)	June 2015	November 2015	Project Team Leads	Complete
WorkTech / GIS Connect	January 2018	April 2018	Project Manager, Project Team Leads	2018 Budget Item
Set timelines for collection and verification of data	June 2015	December 2015	CAO, Project Manager	Complete
Initial inventory collection of asset repository	December 2015	December 2017	Project Manager	Complete
Second inventory collection of asset repository	May 2018	December 2018	Project Manager	Not started
Validate information gathered and ensure accurate entry of the repository into software	January 2017	December 2018	Project Manager	In progress
Apply for FCM Municipal Asset Management Program Grant – Water/Wastewater/Storm	September 2017	November 2017	CAO	Complete
Apply for FCM Municipal Asset Management	March 2018	April 2018	CAO	Not started

Program Grant – Roads/Sidewalks				
Conduct condition assessment on a select number of assets as per FCM Grant	January 2018	October 2018	Project Manager	In progress

9. Goal

