MEMORANDUM

Date: May 15, 2024
To: HR/IT Committee, Municipal Services Committee, Common Council
From: Corey Popp, I.T. Director
Subject: Syntech FuelMaster SaaS Upgrade

I am seeking approval to spend $39,587.20 to upgrade Municipal Services' fuel management system, Syntech FuelMaster, to their Software as a Service (SaaS) product, FuelMaster Live ("FMLive").

The project will be sole sourced to EnergiTech Services out of Kimberly, Wisconsin. EnergiTech is the system's original installer and has supported the system since 2014. EnergiTech quoted the project at $35,087.20, which includes the project's one-time costs, as well as the first year of the SaaS annual subscription.

A $35,000 CIP budgeted for the conversion ("FuelMaster FMLive SaaS Upgrade") will be funded using dollars already allocated to IT from the 2021 Excess General Fund and currently set aside in the I.T. Department's 2024 Operations Consulting budget.

The current access-control system on the Municipal Service Building's security gate is supported by Syntech, but their new SaaS product no longer supports gate entry. Therefore, an additional $4,500 will be paid to Faith Technologies to replace the existing access-control system. Faith Technologies has installed a similar system for the Appleton Police Department.

A breakdown of the project's costs appears below.

Supplier	Description	Cost	Funding Source
EnergiTech	FMLive Upgrade	$35,087.20	I.T. Operations Budget
Faith Technologies	Security Gate Upgrade	$4,500	I.T. Operations Budget
Total		**$39,587.20**	