



# City of Culver City

## Staff Report

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**CC - CONSENT ITEM: Approval of an Amendment to the Master Agreement with AssetWorks Inc. in an Amount Not-to-Exceed \$75,000 for Business Process Training and Inventory Data Consulting Services for the City's Fleet Maintenance Warehouse.**

**Meeting Date:** June 24, 2024

**Contact Person/Dept:** Elizabeth Shavelson/Finance Department

**Phone Number:** (310) 253-5865

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Attachments:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/19/2024)

**Department Approval:** Lisa Soghor, Chief Financial Officer (06/17/2024)

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### **RECOMMENDATION**

Staff recommends the City Council approve an amendment to the Master Agreement with AssetWorks Inc. to perform business process training and inventory data consultant services for the City's fleet maintenance warehouse in an amount not-to-exceed \$75,000.

### **BACKGROUND**

The City has been using AssetWorks Inc.'s software to manage fleet maintenance operations since 1998. On August 24, 2015, the City Council approved a five-year agreement with AssetWorks, Inc. for cloud hosting services for the City's automated fleet management system, FleetFocus. The Transportation and Finance staff use FleetFocus to reconcile and analyze all functions related to the maintenance of vehicles and equipment, including repair and preventative maintenance activity, parts inventory, vehicle usage, and replacement forecasting. On January 24, 2022, City Council approved a five-year extension to the City's existing agreements with AssetWorks, Inc for the cloud-hosted fleet management system and the annual database maintenance and support services. On February 26, 2024, City Council approved an amendment to the existing master agreement to introduce an Enterprise Asset Management (EAM) solution, a new cloud-based software-as-a-service (SaaS) offering. AssetWorks EAM project kickoff is set to begin on July 1, 2024 and will allow staff to expand the service to an unlimited number of users

and assets and includes a host of new functionalities including an enterprise suite designed specifically for facilities maintenance management with GIS integration.

## **DISCUSSION**

The Finance Department's Purchasing and Central Stores Division supports City operations, including parks, facility, and fleet maintenance, with the purchase and storage of supplies, parts and equipment. The majority of Central Stores' existing inventory and new purchases are for the Transportation Department's Fleet Services Division. Central Stores seeks to provide all requested items in a timely manner to support essential fleet maintenance, minimize vehicle downtime and promote continuity of government services.

Central Stores uses the inventory module in AssetWorks to track all vehicle-related parts inventory, orders, issuance, and the associated costs. The City initially implemented AssetWorks over 25 years ago. Since that time, the number of parts in the City's inventory has grown significantly as the City continues to replace old vehicles and expand its fleet. In addition, over the last several years Central Stores has experienced high staff turnover and extended staffing vacancies while at the same time trying to adjust to changes in the composition of the City's fleet and the after-market parts industry in general. As a result, the City's inventory data has developed some inconsistencies and duplicative entries which create challenges for staff to track parts efficiently and effectively in the system. This impacts staff's ability to purchase and issue parts in a timely manner. In addition, the inventory data, in its current state, does not allow for staff to take full advantage of the many inventory reporting and management functions that the AssetWorks system offers including inventory forecasting and usage analyses. Additionally, advances in the software allow for several upgrades that staff has not currently been able to take full advantage of including parts cross referencing, streamlined inventory management, and warranty part tracking.

Staff has reviewed the City's current inventory data with AssetWorks representatives and has received a quote from AssetWorks to conduct a comprehensive review of the City's data and inventory processes, perform data conversion and provide training on the various software functions. Staff recommends that the City Council approve an amendment to the City's existing agreement with AssetWorks in an amount not-to-exceed \$75,000 for this work.

## **FISCAL ANALYSIS**

The Adopted Budget for Fiscal Year 2023-2024 includes sufficient funding for this amendment in Account No. 10114500.619800 (Finance Purchasing - Other Contractual Services).

## **ATTACHMENTS**

None.

**MOTIONS**

That the City Council:

1. Approve an amendment to the Master Agreement with AssetWorks Inc. to perform in an amount not to exceed \$75,000 for business process training and inventory data consulting services for the City's fleet maintenance warehouse;
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.