



## Staff Reports Details (With Text)

**File #:** 267-2020      **Version:** 1      **Name:**  
**Type:** Consent Calendar      **Status:** Passed  
**File created:** 8/17/2020      **In control:** CITY COUNCIL OF THE CITY OF NAPA  
**On agenda:** 9/15/2020      **Final action:** 9/15/2020  
**Title:** Work Order and Asset Management Software Implementation  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. ATCH 1 - Amendment No. 1 to Agreement No. C2016-229, 2. ATCH 2 - Agreement No. C2016-229

Date	Ver.	Action By	Action	Result
9/15/2020	1	CITY COUNCIL OF THE CITY OF NAPA	approved	Pass

**To:** Honorable Mayor and Members of City Council

**From:** Julie Lucido, Public Works Director

**Prepared By:** Don Schmidt, Associate Civil Engineer

**TITLE:**  
Work Order and Asset Management Software Implementation

### RECOMMENDED ACTION:

Authorize the Public Works Director to execute on behalf of the City an amendment to Agreement No. C2016-229 for software programs and services with Lucity, Inc., in the increased amount of \$57,600 for a total contract amount not to exceed \$382,600.

### DISCUSSION:

The Public Works and Parks and Recreation Departments have the responsibility to operate, and manage a wide variety of community infrastructure assets to serve the public including streets, sidewalks, traffic signals, streetlights, storm drain system, water system, parks, trees, building facilities, and many others. Currently, staff manages and tracks the condition, location, age, potential for failure, cost to replace and records of work performed on these assets through a variety of information silos including discrete databases and physical paper files. Consequently, it can be difficult for management to optimize business processes and apply performance measures.

City staff have recognized the need for a centralized framework for mapping, tracking, operating, maintaining and investing in the City's community infrastructure. The means to accomplish this involves connecting field operations with asset information through a centralized Geographical Information System (GIS). Integrating field operations with asset information through GIS will facilitate programmatic budgeting and proactive asset maintenance to extend the useful life in advance of the point of failure, as sometimes happens today.

In 2016, the City contracted with Lucy to implement a Work Order and Asset Management Software to meet the needs discussed above, as it was identified as the best-value solution incorporating ease of use, functionality, flexibility and scalability for managing the City's diverse infrastructure portfolio, while also providing a level of redundancy and reliability appropriate for disaster recovery requirements. Lucy is especially strong in its history and focus on public works and local government requirements.

Since then, the Utilities Department has fully implemented Lucy. Public Works and Parks are now working through implementation and have identified a variety of needs to complete implementation. The proposed Contract Amendment will meet these needs and the anticipated timeline for full implementation is 2021. The proposed scope of work was anticipated and funding for the work is included within the project budget as part of the previously established Capital Improvement Program.

**FINANCIAL IMPACTS:**

The amendment with Lucy will be for \$57,600 coming from a previously established CIP project balance for the Lucy implementation. This total amount includes the base estimate of \$48,000 with a 20% contingency that may be utilized for the project upon written approval by the City's project manager in order to complete any final implementation tasks. There are no budget impacts from this contract amendment.

**CEQA:**

The Public Works Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1 - Amendment No. 1 to Agreement No. C2016-229

ATCH 2 - Agreement for Services for Work Order and Asset Management CMMS Software Implementation, Licensing, and Hosting with Lucy, Inc.

**NOTIFICATION:**

None.