

## STAFF REPORT

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**Date:**           **October 9, 2024**

**To:**             **Mayor and City Council**

**Through:**     **Jackie Bryant, Interim City Manager**

**Subject:**       **Staff Report (For Possible Action): Approval of Contract Renewal with AssetWorks for the the FleetFocus FA software, to provide fleet-management maintenance and support services for a term of five years, including two automatic upgrades, in an amount not to exceed \$179,498.05. (Fleet Management Fund)**

**From:**         **Zac Haffner, Maintenance & Operations Manager**

**Department:** **Maintenance and Operations**

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**Summary:**

AssetWorks’s FleetFocus FA software provides asset management services that are utilized on a daily basis within Fleet Management. This software, for up to 1,000 pieces of equipment, captures labor (both internal and external), tracks shop activity and scheduling, provides reports, issues and inventories parts, etc. The software is operated and managed by 15 different staff within the Maintenance & Operations department, Fleet Management division, to account for fuel, parts, labor, and performance. Staff recommend Council approve AssetWorks FleetFocus FA annual subscription renewal agreement and two upgrades to continue supporting and maintaining Fleet Management’s assets for the city.

<b>Consent Review</b>	<b>Yes</b>	<b>No</b>
1. Is this item an annual or standard item that comes before Council for regular approval?		<b>X</b>
2. Is this item an agreement required based on an item previously approved by Council?		<b>X</b>
3. Is this item included in the current budget approved and adopted by Council?	<b>X</b>	
<b>Other Considerations</b>		
What percent of the total City budget does this item represent?	<b>.018279%</b>	

**Alignment with Strategic Plan:**

Infrastructure, Climate Change, and Environmental Sustainability

**Previous Council Action:**

There is no recent Council action relevant to this item.

**Background:**

Fleet Management has been using FleetFocus FA for more than 15 years to account for the City of Reno's mobile assets. This software has helped the City of Reno communicate with user departments about repairs and maintenance of the assets that each of their departments use to carry out their operations. Moreover, the data collected and processed through this system tracks the activities of the division and provides the data and financials related to Fleet Management's operations to make data driven decisions.

**Discussion:**

FleetFocus FA is the cornerstone for software within the Fleet Management division of the Maintenance and Operations department. The data compiled from this system includes, but is not limited to, guiding decisions to out-source or in-source labor, determine staffing levels, review utilization, ensure efficiency, control and track inventory, and account for costs. The City of Reno's Fleet Management maintains nearly 800 pieces of equipment and utilization of software such as this is an industry best practice.

Fleet Management is looking to enter a multi-year contract with AssetWorks as the software is robust; has and continues to meet the needs of the division. Costs have been rising steadily for the annual maintenance related to this software, with some increases exceeding 10%, year over year. Staff worked with AssetWorks to establish a more reasonable year over year increase of 5.75% and a reduced cost in year one for being a long-standing customer.

**Financial Implications:**

Five years of continued maintenance services and two automatic upgrades with AssetWorks for the FleetFocus FA asset management software shall not exceed \$179,498.05. Payable in five, one-year increments with an annual 5.75% year over year increase for maintenance of the software and two payments of \$5,280 for the upgrades in 2025 and 2027. Funding for year one of this agreement has been allocated and approved in the FY25 Fleet Management Fund budget.

**Legal Implications:**

Legal review completed for compliance with City policy and Nevada law. Contracts of this nature (i.e., sole source and software contracts) are not subject to the requirements of NRS Chapter 332 for an award by competitive bidding. (NRS 332.115).

**Recommendation:**

Staff recommends Council approve the AssetWorks annual maintenance contract for five consecutive years and two automatic upgrades and authorize the Director of Maintenance and Operations to execute the contracts or any other required documents in an amount not to exceed \$179,498.05.

**Proposed Motion:**

I move to approve staff recommendation.

**Attachments:**

AssetWorks FleetFocus FA 5-Year Maintenance Agreement  
AssetWorks FleetFocus FA 2 Automatic Upgrade 2025 & 2027  
AssetWorks Master Subscription Agreement