STAFF REPORT

Date: **November 13, 2024**

To: **Mayor and City Council**

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

Subject: **Staff Report (For Possible Action): Award of Contract to Novotx for the asset management platform Elements XS, including the initial implementation and annual software license for a term of five years, in an amount not to exceed $773,863. (Street Fund, Sewer Fund, General Fund)**

From: **Travis Truhill, Director of Maintenance & Operations**

Department: **Maintenance & Operations**

Summary:

Novotx's Elements XS is a comprehensive enterprise asset and work order management platform that will be directly integrated with the City's ArcGIS Enterprise system and would be utilized on a daily basis by the Maintenance & Operations Department's Street, Sewer and Stormwater System, and Facility maintenance divisions. This software would be used for tracking and scheduling the work our department performs across the City, issuing and inventorying parts, providing reports, and other functions. Elements XS would be deployed to replace the work order tracking solutions currently deployed by these divisions. Staff recommends Council approve the Novotx Elements XS Sales Agreement and continue supporting and maintaining the City's above-ground, below-ground, and vertical assets.

Consent Review	Yes	No
1. Is this item an annual or standard item that comes before Council for regular approval?		X
2. Is this item an agreement required based on an item previously approved by Council?		X
3. Is this item included in the current budget approved and adopted by Council?	X	
Other Considerations		
What percent of the total City budget does this item represent?		**0.0813%**

Alignment with Strategic Plan:

Infrastructure, Climate Change, and Environmental Sustainability

Previous Council Action:
There is no recent Council action relevant to this item.

Background:
Maintenance & Operations is currently utilizing multiple software platforms to track and record the work that our Street, Sewer and Stormwater System, and Facility maintenance divisions perform across the City. Our current software does not meet the needs of our staff as it has inherent limitations that slows our ability to perform work while still collecting all of the information we need to support data driven decision making. We are also currently dependent on legacy platforms for historical data associated with the work that was performed across the City.

In deploying Elements XS, Maintenance & Operations will be consolidating the work that we track in ServiceNow, Websoft's Mobile MMS, Brightly's FacilityDude, and Irth Solutions' Utilisphere. We will also be migrating the data associated with the historical work that Maintenance & Operations has stored in these platforms and MaintStar. By consolidating the data collected and processed by our department, we will be better positioned to support data driven decisions that will enhance the City's streets, sewer and stormwater systems, and facilities.

Discussion:
Elements XS is a map-based, ArcGIS integrated solution that will allow our staff to leverage the existing asset repository that exists within the ArcGIS database. In addition to eliminating data duplication, the functionality of the platform will result in better quality data being generated by our staff. This will help ensure that Maintenance & Operations is consistently communicating the work we perform maintaining the City's streets, sewer and stormwater systems, and facilities.

The Elements XS Enterprise License allows for unlimited licenses and will be capable of tracking and scheduling the work our department performs across the City, track projects, provide reports, issue and inventory parts, and other functions. By tying our asset and work order management software to the City's ArcGIS Enterprise system, we will be reducing the data input burden for City staff, better communicating the work that we perform to our partners in Public Works and Utility Services, and saving money by consolidating our multiple existing platforms. Maintenance & Operations is looking to enter into a multi-year agreement with Novotx as the software will meet and improve upon our asset management tracking needs.

Financial Implications:
The total cost to the City for the five year agreement with Novotx shall not exceed $773,863.00.

The total cost of year one is $307,500.00; this includes the annual subscription to Elements XS which is $114,000.00 as well as initial implementation services including onboarding, training, and professional services. Funding for year one of this agreement is being allocated in the FY25 Street Maintenance ($163,897.50 from the Street Fund), Sewer and Stormwater System Maintenance ($108,916.50 from the Sewer Fund), and Facility Maintenance ($34,686.00 from the General Fund) division budgets.

For the remaining years of the agreement, years two and three are fixed at $114,000.00 and years four and five are subject to annual 3% increases. The annual cost to the City for Elements XS for the duration of the five year agreement is provided in the table below.

Year 1	$307,500
Year 2	$114,000
Year 3	$114,000
Year 4	$117,420
Year 5	$120,943
Total	**$773,863**

We estimate that, by year three of the agreement, there will be a cost savings to the City through the cancellation of the agreements and licenses associated with the software that our department will be migrating away from.

Legal Implications:
Legal review completed for compliance with City procedures and Nevada law.

Recommendation:
Staff recommends Council approve the Novotx sales agreement for a five year contract that includes the initial implementation and annual subscription for Elements XS and authorize the Director of Maintenance & Operations to execute the contract or any other required documents in an amount not to exceed $773,863.00.

Proposed Motion:
I move to approve staff recommendation.

Attachments:

Novotx Sales Agreement
Novotx Software License Agreement