



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> November 6, 2023		<b>Subject: Resolution No. 3090</b> Authorizing City Manager to execute a Master Service Agreement with OpenGov, Inc. for Asset Management Software Services.  <b>Staff Member:</b> Delora Kerber, Public Works Director  <b>Department:</b> Public Works	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

City of Wilsonville Resolution approving the execution of a Master Services Agreement with OpenGov, Inc. for Asset Management Software Services in the amount of \$290,084.09 over a five-year period.

**EXECUTIVE SUMMARY:**

The City has been using Cartegraph Operations Management Software, an OpenGov software product, since 2014. This software allows the City to manage its various assets by inventorying publicly owned infrastructure, tracking maintenance performed, and scheduling preventative and reactionary work through work orders.

The software offers staff rapid access to the number, type, location, and other detailed information about the City's infrastructure. Maintenance workers are able to record inspections, attach photos and document other relevant information on 67 unique asset categories. Through the software, staff is able to track asset conditions, costs and work history. Cartegraph is also integrated with the City's Geographic Information System (GIS) providing updated information on assets to staff and the public through the City's mapping services.

Using Cartegraph, supervisors can create, assign and schedule work tasks for employees who can receive the work order in the field using the Cartegraph mobile application. This allows staff to efficiently manage every task in the workday and perform the needed maintenance at the right time.

Resources used such as labor hours, equipment, and materials are recorded for each work task. This provides useful information for the development of maintenance budgets and goals based on performance metrics. Additionally, this software has been integral in managing and tracking the City's response during emergencies such as COVID-19 or the 2021 ice storm, allowing the City to quickly gather data that meets the stringent requirements for Federal Emergency Management Agency (FEMA) reimbursement requirements.

Additional functionality of the software includes the Scenario Builder module that can create data driven budgeting plans for pavement network, water utilities, parks systems, and more. It will run multiple scenarios for an asset to predict costs, prioritize projects, and plan for the future.

Currently we are working with Cartegraph on the integration of their software with City's Munis financial software to ensure a smooth, automatic transfer of data related to the water utility billing system between systems to improve efficiency.

Cartegraph is an integral part of city operations and used by Parks, Engineering, Planning, Finance, Transit, Code Compliance, Library, and Public Works Departments.

For this subscription renewal period staff negotiated a five-year agreement with guaranteed costs. With a multi-year agreement, cost increases for Years One, Two and Three costs are limited to 5% over the previous year and Years Four and Five are limited to 4% over the preceding year.

Total contract price for the five-year subscription is \$293,084.09 with annual payments as follows:

Year 1: \$55,161.08 (includes two OpenGov Conference tickets valued at \$2,109)

Year 2: \$55,619.64

Year 3: \$58,400.62

Year 4: \$60,736.64

Year 5: \$63,166.11

The agreement is automatically renewed each year unless either party notifies the other party of its intent not to renew not less than 30 days before the end of the current term.

**EXPECTED RESULTS:**

Continue seamlessly using the City’s asset inventory to provide data-driven information about public infrastructure.

**TIMELINE:**

Five-year subscription that is automatically renewed annually unless either Party gives 30-day notice before end of term not to renew.

**CURRENT YEAR BUDGET IMPACTS:**

No impacts. Funding for asset management software services is include in Fiscal Year 2023- 2024 budget.

**COMMUNITY INVOLVEMENT PROCESS:**

N/A

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

Cartegraph allows staff to be able to efficiently and effectively track City owned assets

**ALTERNATIVES:**

Reject the five–year subscription of Master Service Agreement.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 3090
  - A. OpenGov Master Services Agreement