



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: JUNE 13, 2023
DEPARTMENT: ADMINISTRATION
FROM: JIM PIA, ASSISTANT CITY MANAGER
BY: ERIC SANDOVAL, GIS ADMINISTRATOR
TITLE: CITYWORKS SOFTWARE RENEWAL

RECOMMENDED MOTION:

A motion to approve a resolution to purchase the renewal of Cityworks Asset Management software license from Azteca Systems LLC., in an amount not to exceed \$71,000.

EXECUTIVE SUMMARY:

The City of Salinas maintains various assets on City owned properties, buildings, and facilities. In 2022, the City Council approved the purchase of Cityworks Asset Management software to assist staff with tracking information and creating work orders to maintain City infrastructure, parts and equipment at City parks, buildings, and leased properties.

BACKGROUND:

The City of Salinas presently owns 283 parcels of land, upon which are located 179 buildings and an unknown number of other improvements, such as landscaping, pathways, recreational equipment, utility connections, artwork, and other features and characteristics. There are approximately 82 active leases and licenses which provide third parties the right to temporarily possess or use portions of these properties. In addition, the City leases or subleases several properties from outside entities for its own use.

Responsibility for different aspects of properties fall under the purview of different departments. This results in an array of complexity with regards to property operation and maintenance. For example, vegetation management on City-owned properties is handled by at least six different City Divisions utilizing multiple contracts. Facilities maintenance is handled either through Library and Community Services or through Public Works. Utility bills are received and paid directly by Finance. Property Tax payments and lease monitoring are currently handled through

Administration, while insurance is handled by the Legal Department. Many properties are maintained by Departments that exclusively use the facility (such as pump stations). Maintenance of properties that are leased are sometimes the responsibility of the Tenant, and sometimes not, depending on the terms of the lease. For many years staff has tried to manage the City's properties and facilities without a centralized management system.

In 2022, the City Council approved the purchase of Cityworks Asset Management software to assist staff with tracking information and creating work orders to maintain City infrastructure, parts and equipment at City parks, buildings, leased properties. The management software also allows staff to generate improved reporting for short and long-term budget planning.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

This request supports City Council's Strategic Goals and Strategies of Effective and Culturally Responsive Government, by ensuring that the information systems can support City programs, projects, and City services for the community.

DEPARTMENTAL COORDINATION:

In addition to the Community Development (Economic Development), Library and Community Services, and Public Works (Facilities) Departments, a high degree of cooperation and coordination between the Finance (Information Technology) and Public Works (GIS) Departments is needed. Consultation with other City Departments and Divisions that would be affected by the software may be required.

FISCAL AND SUSTAINABILITY IMPACT:

Funding for this purchase has been submitted to City Council as part of the FY 2023-24 Annual Budget. There is no recommended action for new appropriations.

ATTACHMENTS:

1. Resolution
2. Cityworks Quote