

# Agenda Report



**MEETING DATE:** Tuesday, February 11, 2025

**TO:** City Council

**FROM:** PUBLIC WORKS & UTILITIES DIRECTOR LINDBERG  
ASSISTANT PUBLIC WORKS & UTILITIES DIRECTOR GREEN

**SUBJECT:** APPROVE FIRST CONTRACT AMENDMENT WITH UPSTREAM H2O TO ADD SEWER COLLECTIONS AND WATER OPERATIONS TO THE VMMS ASSET MANAGEMENT SOFTWARE IMPLEMENTATION, IN AN AMOUNT NOT TO EXCEED \$150,000; EXTENDING THE TERM OF THE CONTRACT TO JUNE 30, 2026; AND APPROVING

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## **RECOMMENDED ACTION:**

Adopt a resolution approving a First Amendment to the contract with Upstream H2O to add sewer collections and water operations to the VMMS (Visual Maintenance Management System) asset management software implementation, increasing the amount of compensation in an amount no to exceed \$150,000; extending the term of the contract to June 30, 2026; approving a budget transfer within the Water Enterprise Fund; and authorizing and directing City Manager to execute said amendment.

## **BACKGROUND:**

In 2024 the City implemented VMMS Facility In-Sight asset management software for the Wastewater and Recycled Water Treatment Facilities successfully and with a high rate of staff adoption. Staff is requesting adding the City's additional sewer and water vertical assets (pump stations, wells, generators, etc.) to the Upstream H2O system, requiring Council action.

## **DISCUSSION:**

Public Works and IT staff have been collaborating over the past year to develop an asset management implementation plan for the City's various assets with the intent of utilizing Cityworks or other similar enterprise-level asset management software. This continues to be an ongoing project for the City's various "horizontal" assets, such as water mains, sewer and storm sewer gravity mains, roadways, striping, parks, street lights, parking lots, etc.

While developing the implementation plan, it was determined that the Wastewater Treatment Facility equipment assets are complex with many layers, sub-parts, and components that may require tracking, maintenance, and replacement on a routine basis. While it is possible to

achieve this through a general enterprise asset management software, the implementation consultant cost and timeframe would be significant. While it is possible to achieve this through general enterprise asset management software, the implementation consultant cost and timeframe would be significant. It would also require years of dedicated IT staff and public works staff time both in the initial implementation and the continued maintenance of the asset management software, which is not feasible.

Upstream H2O's VMMS Facility In-Sight software was determined to be an easy-to-implement and user-friendly asset management tool specifically developed for the unique needs of water and wastewater equipment assets.

In May 2024, the city manager executed a contract with Upstream H2O, in an amount not to exceed \$99,500 for the implementation of the Facility In-Sight software for the Wastewater and Recycled Water Treatment Facility equipment assets. Implementation was completed in October 2024, and since then, operations and maintenance staff have embraced the asset management system, resulting in improved tracking of equipment needs and efficient completion of preventative maintenance, work orders, and daily operations rounds documentation.

Given the success of the Wastewater Treatment implementation, staff recommends moving forward with integrating water operations and sewer collections assets into the same system. Given the success of the Wastewater Treatment implementation, the staff recommends moving forward with integrating water operations and sewer collection assets into the same system. Staff requested a quote from Upstream H2O for the implementation costs of adding these two divisions to Facility In-Sight. The not-to-exceed estimate provided is \$150,000. This will increase the total contract amount to \$249,500, above the Council approval threshold. It is therefore recommended that the First Amendment to the software consulting contract with Upstream H2O be approved so that the City's utility asset management software implementation work can continue.

**STRATEGIC PLAN:**

This action is consistent with the Strategic Plan goals:  
2-Infrastructure & Environment  
7-Efficient and Well-performing Government

**FINANCIAL IMPACT:**

This \$150,000 amendment will be funded as follows:  
Sewer Enterprise Fund: \$62,500 from budget account 530-7307  
Water Enterprise Fund: \$87,500 from budget account 596-7307

The Sewer Enterprise Fund account above has a sufficient budget, but the Water Enterprise Fund will require a budget transfer of \$50,000 from budget account 913-7855-15131 to 913-596-7307.

**ALTERNATIVE ACTION:**

No reasonable alternatives are known at this time.

**ATTACHMENTS AND/OR REFERENCES (If any):**

None.