



# Agenda Report

September 23, 2019

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Public Works  
**SUBJECT:** PURCHASE ORDER CONTRACT WITH CCG SYSTEMS, INC. FOR THE PURCHASE AND IMPLEMENTATION OF AN UPGRADE TO THE CITY'S FLEET MANAGEMENT INFORMATION SYSTEM, FASTER ASSET SOLUTIONS, FOR A TOTAL OF \$175,000

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize a purchase order contract with CCG Systems, Inc. (CCG) for the purchase and implementation of an upgrade to the City's Fleet Management Information System. Competitive bidding is not required pursuant to City Charter Section 1002(F), contracts for professional and unique services; and
3. Grant the proposed purchase order contract an exemption from the competitive selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

## **BACKGROUND:**

The Department of Public Works Building Systems and Fleet Management Division (BSFMD) is responsible for the maintenance and repair of over 1,100 City vehicles and equipment. In 1995, the City automated the tracking of all aspects of the City's fleet maintenance functions and purchased a proprietary windows-based enterprise fleet management information system, FasterWin, which is owned by CCG dba Faster Asset Solutions.

This automated system provides tools for comprehensive vehicle asset management, parts inventory and processing, accounting and internal billing, and reporting to assist BSFMD staff with managing all vehicle information and activities from initial acquisition through disposal. Currently, the City uses this system to assign a unique equipment

through disposal. Currently, the City uses this system to assign a unique equipment number for every City-owned vehicle and equipment and to account for all transactions associated with each unit such as fuel usage, creating service work orders for all vehicle maintenance and repairs, tracking internal and external labor and materials resources utilized with associated costs, managing parts purchases and inventory, and lastly, generating reports for historical data, replacement analysis, and billing information.

This 24-year old system has only been upgraded once in 2014. It is now obsolete and requires upgrading to a new web-based version, FasterWeb. Staff, therefore, recommends the necessary system upgrade to modernize core processes and functionality essential to the City's fleet operations. This crucial upgrade will provide several new features and system capabilities that will be implemented to further support users in managing various City fleet activities including advanced importing of fuel data, inventory barcoding scanning capability, enhanced reporting, expanded system platform allowing for individual workstation setup for service technician accessibility, and updated user dashboards that provide standard metrics for establishing and monitoring fleet performance measures. The new dashboards can also be configured to allow staff from various City departments to access and view data. Additionally, potential exporting capabilities to the City's financial system, Tyler Munis, exist and will be further explored for streamlining internal billing.

The system upgrade and implementation will include direct training by the vendor via live web-based sessions as well as in-person training. BSFMD Fleet staff will participate and attend all pertinent trainings. All system users will be trained separately for each FasterWeb module to ensure user proficiency prior to launch.

It is in the best interest of the City to upgrade the existing Fleet Management Information System for the reasons set forth above.

**COUNCIL POLICY CONSIDERATION:**

The proposed purchase supports the City Council's Strategic Plan goals to improve, maintain and enhance public facilities and infrastructure; to provide a high quality of public service, which adds to the quality of life in the City and increases its attractiveness through more efficient management of resources.

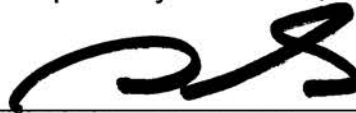
**ENVIRONMENTAL IMPACT:**

This purchase is exempt from CEQA per section 15061(b)(3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action is for system upgrade and implementation services and will not result in any new development or physical damages.

**FISCAL IMPACT:**

The total cost of this action is \$175,000. Funding for the upgrade and implementation will be addressed by the utilization of existing budgeted appropriations in the Fleet Maintenance Fund, budget account 51122058-811700 and Fleet Replacement Fund, budget account 50322060-811700. Ongoing costs for software and licensing support estimated at \$27,000 per year will be addressed annually by utilization of existing budgeted appropriations in the Fleet Maintenance Fund operating budget.

Respectfully submitted,



ARA MALOYAN, P.E.  
Director of Public Works

Prepared by:



Grace Wu  
Management Analyst IV

Approved by:



STEVE MERMELL  
City Manager