



MAYOR CELESTE T. RODRIGUEZ
VICE MAYOR MARY MENDOZA
COUNCILMEMBER JOEL FAJARDO
COUNCILMEMBER MARY SOLORIO
COUNCILMEMBER VICTORIA GARCIA

CITY OF SAN FERNANDO CITY COUNCIL

MEETING AGENDA
SPECIAL MEETING – 6:00 PM
TUESDAY, MAY 28, 2024

CITY HALL COUNCIL CHAMBERS
117 MACNEIL STREET
SAN FERNANDO, CA 91340

Please visit the City's YouTube channel to live stream and watch previously recorded City Council meetings, which is also available with Spanish subtitles at: <https://www.youtube.com/c/CityOfSanFernando>

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including in-person translation services, or other services please call the City Clerk Department at (818) 898-1204 or email at cityclerk@sfcity.org at least 2 business days prior to the meeting.

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

Live stream audio and video, via YouTube, at: <https://www.youtube.com/c/CityOfSanFernando>

SUBMIT PUBLIC COMMENT IN PERSON

Members of the public may provide comments in person in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the City Clerk.

SUBMIT PUBLIC COMMENT VIA EMAIL

Members of the public may submit comments **by email** to cityclerk@sfcity.org no later than **12:00 p.m. the day of the meeting**, to ensure distribution to the City Council prior to consideration of the agenda. Comments received via email will be distributed to the City Council and made part of the official public record of the meeting.

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING

Members of the public may **call-in between 6:00 p.m. and 6:15 p.m.** Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Mayor. Note: This is audio only and no video.

SAN FERNANDO CITY COUNCIL

Special Meeting Notice and Agenda – May 28, 2024

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Call-in Telephone Number: (669) 900-6833

Meeting ID: 833 6022 0211

Passcode: 924965

When connecting to the Zoom meeting to speak, you will be placed in a virtual “waiting area,” with your audio disabled, until it is your turn to speak and limited to three minutes.

CALL TO ORDER

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

Recommend consideration of requests received for remote teleconference meeting participation made by members of the City’s legislative bodies, as permitted under the provisions of Assembly Bill (AB) 2449, Government Code Section 54953, and the City of San Fernando adopted Resolution No. 8215, effective March 1, 2023.

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF SPECIAL MEETING AGENDA

Recommend that the City Council approve the agenda as presented and move that all ordinances presented tonight be read in title only as authorized under Government Code Section 36934.

DECORUM AND ORDER

The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council (SF Procedural Manual). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting, may be removed from the room if the Presiding Officer so directs the sergeant-at-arms and such person may be barred from further audience before the City Council.

PUBLIC STATEMENTS

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Members of the public may provide **a live public comment by calling in between 6:00 p.m. and 6:15 p.m. CALL-IN INFORMATION: Telephone Number: (669) 900-6833; Meeting ID: 833 6022 0211; Passcode: 924965**

ADMINISTRATIVE REPORTS

1) FISCAL YEAR 2024-2025 BUDGET STUDY SESSION NO. 3

Recommend that the City Council:

- a. Review and discuss the Fiscal Year 2024-2025 Proposed Budget; and
- b. Provide direction to staff, as appropriate.

2) DISCUSSION AND CONSIDERATION REGARDING UPDATES ON AMERICAN RESCUE PLAN ACT FUNDING

Recommend that the City Council

- a. Receive an update on American Rescue Plan Act funds; and
- b. Provide direction to staff, as appropriate.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT

The meeting will adjourn to its next regular meeting on June 3 2024.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Julia Fritz, City Clerk

Signed and Posted: May 24, 2024 (3:00 p.m.)

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet website www.sfcity.org. These are also available for public reviewing prior to a meeting in the City Clerk Department. Any public writings distributed by the City Council to at least a majority of the Councilmembers regarding any item on this regular meeting agenda will also be made available at the City Clerk Department at City Hall located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours.

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Special Meeting

San Fernando City Council

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Erica D. Melton, Director of Finance/City Treasurer

Date: May 28, 2024

Subject: Fiscal Year 2024-2025 Budget Study Session No. 3

RECOMMENDATION:

It is recommended that the City Council:

- a. Review and discuss the Fiscal Year (FY) 2024-2025 Proposed Budget (Attachment “A”); and
- b. Provide direction to staff, as appropriate.

BACKGROUND:

1. On February 13, 2024, the City Council held a Special Study Session to review the 2022-2026 Strategic Goals and discuss Fiscal Year 2024-2025 City Council Priorities.
2. On March 18, 2024, the City Council received a presentation of the Annual Comprehensive Financial Report for the fiscal year ending June 30, 2023, FY 2023-2024 Mid-Year Budget update, and FY 2024-2025 Budget Outlook. This marked the kick-off of the Fiscal Year 2024-2025 Budget Season.
3. On March 25, 2024, the Director of Finance hosted the biannual Local Transaction Tax Town Hall for the community to receive important information on the City transaction tax proceeds, provide a forum to ask questions to staff and provide feedback and receive information regarding the FY 2024-2025 Budget Calendar.
4. During April 2024, the City Manager and Director of Finance met with each Department to develop the FY 2024-2025 City Manager’s Proposed Budget, which includes revenues and expenditures for the General Fund, Enterprise Funds, and all Special Revenue Funds.
5. The Director of Finance presented the FY 2024-2025 Budget Calendar to the Transportation and Public Safety Commission (April 4th), Planning and Preservation Commission (April 8th), Parks, Wellness, and Recreation Commission (April 11th), and Education Commission (April 30th), and the Community Academy (May 7th).

Fiscal Year 2024-2025 Budget Study Session No. 3

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6. On May 6, 2024, the Fiscal Year 2024-2025 Proposed Budget was posted to the City's website ([SFCITY.ORG/Finance/#Financial-Documents](https://www.sfcity.org/finance/#financial-documents)).
7. On May 8, 2024, an in-person and virtual (YouTube and Zoom) Proposed Budget Town Hall Meeting was held.
8. On May 13, 2024, Budget Study Session No. 1 was held with presentations from the City Manager's Office, City Clerk, Administrative Services (restructured Finance Department to include Human Resource), Community Development, and Recreation & Community Services Departments.
9. On May 20, 2024, Budget Study Session No. 2 was held with a presentation from the Police Department.

ANALYSIS:

Budget Overview.

During the budget process last year, staff asked City Council to "let the dust settle" to allow time to fill a number of vacant positions and catch up on a number of long-term capital projects. Over this period, the City has hired more than 16 full-time employees, which represents just under 15% of total authorized positions. Prior year vacancies now filled consist of key leadership positions, including the Director of Public Works, Director of Community Development, Water Operations Manager, Director of Recreation and Community Services and Personnel Manager. There were also vacancies in critical field positions such as Community Preservation Officers, Public Works Maintenance Workers and Police Officers.

Staff was also able to address a number of capital projects, including completing construction on Phase 2 of the Slurry Seal Project, Recreation Park Infiltration System, Glenoaks Bridge Safety Fencing Project, Layne Park Renovation project, and Well 3 Treatment System. The City also made significant progress on the Pacoima Wash Bike Path and Upper Reservoir Replacement.

The theme of the FY 2024-2025 City Manager's Proposed Budget is to *"Return to the Essentials: Prioritizing Core Values and Enhancing Quality."* The focus of the recommendations provided in the Proposed Budget is to begin the process of setting the vision for redefining the "San Fernando Way," by creating a universal shared set of organizational values and developing staff to meet enhanced service expectations. The old "San Fernando Way" meant doing more with less as staff only had the time and resources to be reactive by applying temporary Band-Aids before moving on to the next fire. The new "San Fernando Way" means that we do things the right way, take pride in our work, and provide the best customer experience for our community. It is through the lens of transitioning from a reactive organization to a proactive organization that the work plans and budget requests in this Proposed Budget are put forward.

Fiscal Year 2024-2025 Budget Study Session No. 3

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Just under \$3.0 million in enhancement requests were submitted by Departments, with a total of \$925,220 recommended in the Proposed Budget (\$424,320 in one-time and \$500,900 in on-going enhancements) (Attachment “B”). More detailed information on approved enhancements is included in the “Recommended Enhancements” section of proposed budget document. Overall, the General Fund has a budget surplus (i.e., total revenues exceed total expenditures) of approximately \$401,529. More information regarding the FY 2024-2025 Proposed General Fund Budget will be provided during the scheduled Budget Study Sessions.

Measure A and Measure SF.

In June 2013, San Fernando voters approved a 0.50% local transaction use tax (Measure A) for a period of seven years. In November 2018, voters approved to extend the tax indefinitely, which will provide financial stability to the City in the near future. In November 2020, San Fernando voters approved an additional 0.25% local transaction use tax (Measure SF), for a total local transaction use tax of 0.75%. This effort was critical to keep sales tax local and avoid other taxing entities from passing a transaction tax that would otherwise be imposed on San Fernando customers, but spent regionally rather than locally.

The Local Transaction Use Tax is projected to raise approximately \$5.1 million in FY 2024-2025 and will continue to be used to pay off existing debt, enhance services to the community, provide the financial resources necessary to implement the City’s Strategic Goals 2022-2026, and protect rainy day fund reserves,. More detail on City’s Local Transaction Use Tax expenditures, can be found in the City Manager’s Budget Message in the Proposed Budget document.

Capital Improvements.

The FY 2024-2025 Proposed Budget includes funding for a number of critical capital improvements to address the backlog of deferred maintenance, including \$1.2 million for Phase 4 of the Citywide slurry seal project, \$7.7 million for water improvements, \$15.8 million for transportation and traffic safety improvements and \$1.5 million for sewer system improvements. Funding for these capital improvements is provided primarily through Special Revenue Funds, Capital Grant Funds and Enterprise Funds.

More detailed information regarding the FY 2024-2025 Proposed Capital Improvement Program may be found in Section VI. “Capital Improvement Projects” of proposed budget document.

BUDGET IMPACT:

The total Proposed Budget for all funds is approximately \$53.1 million. The Proposed General Fund budget is \$27.7 million (1% increase from FY 2023-2024). In accordance with the City’s Budget Policy, the FY 2024-2025 Proposed General Fund Budget represents a balanced budget, with General Fund revenues of \$28.1 million, expenditures of \$27.7 million and proposed enhancements of \$925,220 resulting in an estimated surplus of \$401,529.

Fiscal Year 2024-2025 Budget Study Session No. 3

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Follow up items to be considered at the conclusion of Department budget presentations are included in the “Additional Enhancement Requests: Not Included in the Proposed Budget” section of Attachment “B” and City Council Special Meeting Re-Cap in Attachment “C.”

CONCLUSION:

It is recommended that the City Council review the FY 2024-2025 Proposed Budget and allocate the resources required to move the 2022-2026 Strategic Goals and Council Priorities forward in the upcoming fiscal year.

ATTACHMENTS:

- A. Fiscal Year 2024-2025 City Manager’s Proposed Budget ([provided digitally through web link and hardcopy available at the Finance counter](#))
- B. Summary of Fiscal Year 2024-2025 Enhancement Requests
- C. 2024-2025 Budget Study Sessions: City Council Special Meetings Re-Cap

Fiscal Year 2024-2025 City Manager's Proposed Budget

[\(provided digitally through web link and hardcopy available at the Finance counter\)](#)

**CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
FISCAL YEAR 2024-2025**

DEPT	DESCRIPTION	DEPT REQ	CITY MANAGER RECOMMENDED				NOTES
		AMOUNT	ONGOING	ONE-TIME	TOTAL		
GENERAL FUND							
City Manager's Office	BCRC Self-Help Kiosk	1,000	-	-	-	Included in Marketing Supplies Enhancement	
City Manager's Office	Marketing Materials (e.g. Pop-up banner, Portable Podium & PA System, Branded Giveaways, Table Cloths, etc.)	1,000	-	2,000	2,000	Includes Kiosk - community engagement framework	
City Manager's Office	New Work Stations in CMO	3,500	-	-	-	Future Year Consideration	
City Manager's Office	Upgrade Technology in Community Room and Conference Rooms A and C	3,000	-	-	-	Utilize existing budget (e.g. departmental supplies, etc.)	
City Manager's Office	New Position: Administrative Assistant for Economic Development/BCRC	100,000	-	-	-	Future Year Consideration	
City Clerk	Update the 2001 Records Retention and Management Schedule	8,500	-	8,500	8,500	For legal compliance purposes	
City Clerk	Annual Ongoing Subscription to Maintain Updated Records Retention and Management Schedule	450	-	-	-	Not needed for FY2024/25; to be included in FY 2025/26 Budget	
City Clerk	Elections Expenses - LA County	60,000	-	60,000	60,000	Regular consolidated election	
Community Development	New Position: Deputy CD Director/Planning Manager	211,400	211,400	-	211,400	To assist with department succession planning	
Community Development	Contract Services: Deputy Building Official/Inspector	116,304	-	100,000	100,000	Includes Supplemental Community Development Services (e.g. building, planning, etc.)	
Community Development	Contract Services: Mixed Use Overlay & Objective Design Standards	150,000	-	-	-	Extension being requested due to SCAG and REAP Grant Funds On-hold	
Community Development	Contract Services: ADU Ord Update/Prototypes/Program	80,000	-	-	-	Includes Supplemental Community Development Services Enhancement	
Community Development	Contract Services: Residential Landscape Ordinance	45,000	-	-	-	Includes Supplemental Community Development Services Enhancement	
Community Development	Post Card Mailing Residential Properties- Citywide	3,463	3,500	-	3,500	To support beautification program/community engagement framework	
Community Development	Special Assignment Pay for Lead Community Preservation Officer (5%)	4,000	-	-	-	To be reviewed through SFPCA negotiations	
Community Development	New Vehicle - Hybrid Corolla	25,935	-	-	-	To be reviewed as part of Fleet Analysis	
Administrative Services	IT Managed Services Provider (MSP) Replacement	25,000	25,000	-	25,000	Replacement required due to system retirement	
Administrative Services	Financial System Replacement (Implementation)	150,000	-	100,000	100,000	Replacement required due to system retirement	

**CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
FISCAL YEAR 2024-2025**

DEPT	DESCRIPTION	DEPT REQ	CITY MANAGER RECOMMENDED			
		AMOUNT	ONGOING	ONE-TIME	TOTAL	NOTES
Administrative Services	Financial System Replacement <i>(Annual Subscription)</i>	90,000	40,000	-	40,000	Replacement required due to system retirement
Administrative Services	Citywide PC Replacement Program (Year 2)	35,000	-	25,000	25,000	To complete Citywide hardware replacement for technology updates
Administrative Services	City Applicant Tracking Software (NEO-GOV)	12,100	-	-	-	Continue advertising jobs through current NEO-GOV subscription & create fillable application in new website
Administrative Services	HR Professional Development <i>(e.g. HR Staff Certification, Citywide Harassment Training, Citywide CPR Training, etc.)</i>	9,250	-	-	-	Utilize existing budget <i>(e.g. professional/contractual services)</i>
Administrative Services	Tuition Reimbursement	4,500	-	4,500	4,500	Staffing development pending proper form submittal
Administrative Services	Professional Development - IT Certification	3,750	-	-	-	Utilize existing budget <i>(e.g. professional/contractual services)</i>
Administrative Services	HR Staff to attend continuing professional education and conferences	7,500	5,000	-	5,000	Staffing development pending proper form submittal
Administrative Services	Additional cost for pre-employment medicals and DOJ	2,000	-	-	-	Utilize existing budget <i>(e.g. professional/contractual services)</i>
Administrative Services	Finance Manager Position Reclassification	15,000	-	-	-	Future Year Consideration. Continue succession planning discussion.
Administrative Services	Reclass Personnel Office Clerk to PT Admin Asst.	5,000	5,000	-	5,000	To assist with department succession planning
Administrative Services	Additional office supplies	1,200	-	-	-	Utilize existing budget <i>(e.g. departmental supplies, advertising, etc.)</i>
Administrative Services	M365 Commercial to Government Migration - Licensing	120,968	-	-	-	Future Year Consideration for Phased IT Upgrade approach
Administrative Services	M365 Commercial to Government Migration - Professional Services	56,080	-	-	-	Future Year Consideration for Phased IT Upgrade approach
Administrative Services	M365 Commercial to Government Migration - Backups	3,923	-	-	-	Future Year Consideration for Phased IT Upgrade approach
Administrative Services	Position Reclassification: Personnel Tech to Human Resources Tech II	4,642	-	-	-	Approve Position Title Change Only
Administrative Services	Position Reclassification: Personnel Assistant to Human Resources Assistant	6,714	-	-	-	Approve Position Title Change Only
Administrative Services	New Position: Management Analyst for Risk Management	149,000	-	-	-	Future Year Consideration. Continue succession planning discussion.
Administrative Services	Desktop scanners and printer for staff	1,000	-	-	-	Utilize existing budget <i>(e.g. departmental supplies)</i>

**CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
FISCAL YEAR 2024-2025**

DEPT	DESCRIPTION	DEPT REQ			CITY MANAGER RECOMMENDED		NOTES
		AMOUNT	ONGOING	ONE-TIME	TOTAL		
Police Department	New Position: Police Records Specialist	120,000	-	-	-	Future Year Consideration. Consider leveraging technology solutions initially.	
Police Department	4x Handheld Ticket Writer	30,000	30,000	-	30,000	Leveraging technology to increase efficiency and may generate additional revenue	
Police Department	Position Reclassification: Police Corporal Program (5)	40,000	40,000	-	40,000	To assist with department succession planning	
Police Department	Electric Traffic Enforcement Vehicle & Outfitting	100,000	-	-	-	To be reviewed as part of Fleet Analysis	
Police Department	E-Subpoena (year 1)	11,320	4,000	7,320	11,320	Leverage technology to increase efficiency	
Police Department	Background Investigations (10)	15,000	-	15,000	15,000	One-time for increased recruitment efforts (e.g. investigations, polygraph, psych, uniforms)	
Police Department	Polygraphs (10)	2,500	-	-	-	See increased background appropriation	
Police Department	Psychological Evaluations (10)	4,500	-	-	-	See increased background appropriation	
Police Department	Uniforms of New Officers	7,000	-	-	-	See increased background appropriation	
Police Department	POST Training for New Officers	20,000	-	20,000	20,000	One-time for increased recruitment efforts	
Police Department	POST ICI Training for New Detectives	2,800	-	-	-	See increased training appropriation	
Police Department	Ammunition Cost Increase	15,000	-	10,000	10,000	Includes all ammunition and supplies	
Police Department	40mm Less Lethal Launcher (2)	4,000	-	-	-	See ammunition/supplies enhancement	
Police Department	Promotional Materials	2,000	-	-	-	Utilize existing budget (e.g. departmental supplies)	
Police Department	Office Furniture/Cubicle Replacement	60,000	-	-	-	Review Facility Assessment for Citywide priority ranking and future consideration	
Police Department	Facility Upgrade/Paint Refresh	30,000	-	-	-	Review Facility Assessment for Citywide priority ranking and future consideration	
Police Department	Scheduling Software	5,600	-	-	-	Pending Financial System implementation	
Police Department	Tuition Reimbursement	32,000	-	32,000	32,000	Staffing development pending proper form submittal	

**CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
FISCAL YEAR 2024-2025**

DEPT	DESCRIPTION	DEPT REQ		CITY MANAGER RECOMMENDED			NOTES
		AMOUNT	ONGOING	ONE-TIME	TOTAL		
Police Department	Overtime	57,000	-	-	-	-	Future consideration after full-staffing is achieved
Recreation & Comm. Svcs.	Position Reclassification: 1-PT Clerk to 1-FT Clerk @ Rec Park	60,000	-	-	-	-	Use existing staff resources (e.g. Management Intern, etc.)
Recreation & Comm. Svcs.	New Position: Create Afterschool Teen Program @ Rec Park (1 - Recreation Leader II and 2- Recreation Leaders I)	54,750	-	-	-	-	Discuss with City Council during Budget Study Sessions
Recreation & Comm. Svcs.	Create new Afterschool Teen Program at Recreation Park (materials and supplies)	8,000	-	-	-	-	Discuss with City Council during Budget Study Sessions
Recreation & Comm. Svcs.	Fully fund All Citywide Special Events	86,320	50,000	-	50,000	-	Overall event costs currently \$169,782. Review for base costs with fundraising to assist covering additional needs.
Recreation & Comm. Svcs.	Addition of a Workstation at Las Palmas for Part-time use	1,500	-	-	-	-	Repurpose existing resources and review need through PC Replacement Program
Recreation & Comm. Svcs.	CPRS Membership & Conference (2-RCS Staff Members)	3,210	3,000	-	3,000	-	To support professional development
Recreation & Comm. Svcs.	BCRC operations and programs supplies	12,500	3,000	-	3,000	-	Recommended in Economic Development Division - Social Services Project Code (BCRC)
Recreation & Comm. Svcs.	Ice machine for Recreation Park	2,500	-	2,500	2,500	-	For Community purposes for events and programs use as well as in interim pending HVAC upgrade
Recreation & Comm. Svcs.	Las Palmas Staff Professional Development (e.g. senior forums and wilderness trainings)	1,430	1,000	-	1,000	-	Staffing development pending proper form submittal
Recreation & Comm. Svcs.	Contract services for senior fest, family hikes, transportation - Ongoing	4,200	-	-	-	-	Activities should be grant/fee supported; Review Prop A allocation for transportation
Recreation & Comm. Svcs.	Cover event supply expenses that were supported by the event support acct	2,500	-	-	-	-	Consider as part of overall event funding
Recreation & Comm. Svcs.	Las Palmas and Resource Center Staff Adobe Acrobat Subscription	864	-	-	-	-	Utilize existing budget (e.g. IT, subscriptions)
Public Works	Citywide Signage Updates (e.g. Parking, Sweeping, Speed Limits, etc.)	50,000	-	37,500	37,500	-	Commercial Corridor Street Signs with 6 month timeline; additional funding recommended using Traffic Safety Fund
Public Works	Position Reclassification: Convert 2-PT Maintenance Workers to 1-FT (Graffiti)	40,000	40,000	-	40,000	-	To place emphasis on Graffiti maintenance efforts and will assist with position recruitment and retention
Public Works	Position Reclassification: Convert 2-PT Maintenance Workers to 1-FT (Trees)	40,000	40,000	-	40,000	-	To place emphasis on Tree maintenance efforts and will assist with position recruitment and retention
Public Works	Pothole Patching Trailer/Vehicle	145,000	-	-	-	-	Focus on continuing residential paving program. Reconsider after pavement management plan update.
Public Works	Grappler Truck (for bulky item pick up)	145,000	-	-	-	-	To be reviewed as part of Fleet Analysis

**CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
FISCAL YEAR 2024-2025**

		DEPT REQ	CITY MANAGER RECOMMENDED			
DEPT	DESCRIPTION	AMOUNT	ONGOING	ONE-TIME	TOTAL	NOTES
Public Works	Backhoe Loader	210,000	-	-	-	To be reviewed as part of Fleet Analysis
Public Works	Stump Grinder Heavy Duty	27,000	-	-	-	To be reviewed as part of Fleet Analysis
GENERAL FUND ENHANCEMENT TOTAL: \$		2,969,673	500,900	424,320	925,220	
SPECIAL FUNDS ¹						
Public Works	Citywide Signage Updates (e.g. Parking, Sweeping, Speed Limits, etc.)	50,000	-	12,500	12,500	Fund 013 - Traffic Safety Fund
Community Development	Homeless Outreach Initiatives	54,837		54,837	54,837	Fund 028 -Measure H (Annual County Allocation)
Police Department	Narcotics Incinerator/Drug Disposal Program	11,937	-	11,937	11,937	Fund 110 - Operating Grants (Opioid Settlement Funding)
SPECIAL FUND ENHANCEMENT TOTAL: \$		116,774	-	79,274	1,927,714	
PROPRIETARY FUNDS ¹						
Recreation & Comm. Svcs.	Rec Park Gym Floor Recoating (biannual maintenance)	3,300	-	3,300	3,300	Fund 043 - Facility Management Fund
Public Works	New Position: Water System Operator	115,000	115,000	-	115,000	Fund 070 - Water Fund
Public Works	Purchase 10 Sewer Manholes and Rings	8,500	-	8,500	8,500	Fund 072 - Sewer Fund
PROPRIETARY FUNDS ENHANCEMENT TOTAL: \$		123,500	115,000	8,500	3,982,228	

**CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
FISCAL YEAR 2024-2025**

		DEPT REQ	CITY MANAGER RECOMMENDED			
DEPT	DESCRIPTION	AMOUNT	ONGOING	ONE-TIME	TOTAL	NOTES
ADDITIONAL ENHANCEMENT REQUESTS: NOT INCLUDED IN PROPOSED BUDGET						
Recreation & Comm. Svcs.	Position Reclassification: Convert 1-PT Office Clerk to to 1-FT (Rec Park)	60,000	60,000	-	60,000	Requested during Budget Study Session #1
Recreation & Comm. Svcs.	Christmas and/or Dia de los Muertos Parade	40,000	40,000	-	40,000	Requested during Budget Study Session #1: The cost would range between \$30k - \$40k. A Halloween parade would be a completely new special event while the holiday parade can be an addition to the existing tree lighting special event which may cost less. Some of the costs considered are staff overtime, traffic control, barricades, emergency services, portable restrooms, staging and sound, entertainment, activities, marketing and promotion and other miscellaneous costs.
Recreation & Comm. Svcs.	New Program & Startup Costs: Create Afterschool Teen Program @ Rec Park. Costs include personnel (1 - Recreation Leader II and 2- Recreation Leaders I) and materials/supplies	54,750	54,750	8,000	62,750	Discussion held During Budget Study Session #1
Recreation & Comm. Svcs.	Create new Afterschool Teen Program at Recreation Park (materials and supplies)	8,000	8,000	-	8,000	Discussion held During Budget Study Session #1
City Manager's Office	Contracted Services: To develop Public Arts process and complete existing mural projects	75,000	25,000	50,000	75,000	Additional Staff Request if directed to move forward with Public Arts/Mural Program. Includes cost to develop ongoing public arts program (\$25,000) and manage Women's Suffrage Mural (\$50,000)
Police Department	Overtime: Additional DUI Checkpoints	8,000		8,000	8,000	Requested during Budget Study Session #2. Cost as presented is per each additional DUI Checkpoint.
Police Department	Position Reclassification: Convert 1-PT to FT Parking Enforcement Officer	60,000	60,000		60,000	Discussion held During Budget Study Session #2 to increase parking enforcement efforts. Funding alternatives through budgeted personnel costs available.
Police Department	New Program: Reinstatement of Park Ranger Program. Includes ongoing personnel (2 PT Positions, uniforms, and training) and one-time equipment (new vehicle) costs.	115,000	125,000	35,000	160,000	Requested during Budget Study Session #2. Program previously in place from 2003 - 2009 added security to City recreational facilities to ensure protection of public property with 2 PT Parker Rangers. Additional program costs include uniforms, firearms training, and vehicle.
ADDITIONAL ENHANCEMENT REQUESTS TOTAL: \$		420,750	\$ 372,750	\$ 101,000	\$ 473,750	

**CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
FISCAL YEAR 2024-2025**

		OPERATING BUDGET		PROPOSED BUDGET	
FUND	FUND TITLE	REVENUES	EXPENDITURES	RECOMMENDED ENHANCEMENTS	REVISED SURPLUS/DEFICIT
001	General Fund	28,055,808	26,729,059	925,220	\$401,529
013	Traffic Safety Fund ²	17,103	-	12,500	\$4,603
028	Measure H Fund	54,837	-	54,837	\$0
110	Operating Grants ³	11,937	-	11,937	\$0
041	Facility Maintenance Fund	1,756,667	1,721,507	3,300	\$31,860
070	Water Fund	5,785,000	5,417,078	115,000	\$252,922
072	Sewer Fund ²	7,134,401	5,417,078	8,500	\$1,708,823

¹ Does not include Capital Improvement Program Requests, which are contained in Section VI

² Revenues include Fund Balance

³ Includes Fund Balance specific to Opioid Settlement Project Code

2024-2025 Budget Study Sessions: City Council Special Meetings Re-Cap

DEPT	BUDGET ITEM ¹	FOLLOW UP	RESPONSE
CMO	None	None	None
CLK	None	None	None
ADM	None	a. Cybersecurity Training for City Council; b. Current Employee Vacancy Rate for City vs Best Practice; and c. Professional Development Investment (Total & By Department)	a. City Council along with All Staff will be issued an annual KnowB4 Training by December 2024 in conjunction with IT Policy Updates; b. The City's current vacancy rate for full time positions is currently 4.2% (5 FT Vacancies/119 FT Positions) compared to the industry standard of 3.5% per the US Bureau of Labor Statistics. c. See Attached
CD	None	d. Agendize Commercial Code Enforcement Policy & Educational Post Card for Future City Council Meeting	d. This item has been included in the Agenda Forecast for City Council review by September 2024.
RCS	- Consider Converting PT Office Clerk position to FT Office Clerk - Consider Hosting a Christmas or Day of the Dead Parade - Consider Implementing a Teen After-School Program	e. Status of FY2023/24 Park Gap Fund, including update on slide installation at Rec Park; f. Information on why 5K and Dia De La Muertos were originally combined and costs/dates for separating events; g. Survey if Afterschool Program duplicate from existing LAUSD programs and interest.	e. See attached; f. See attached; and g. Staff contacted LAUSD and although there are activities through their Beyond the Bell afterschool program, the programs are different and would complement each other.

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DEPT	BUDGET ITEM ¹	FOLLOW UP	RESPONSE
PD	<ul style="list-style-type: none"> - Consider Additional DUI Checkpoints; - Consider Park Ranger Program; and - Consider Additional Parking Enforcement Resources for After-Hours Enforcement <p style="margin-left: 40px;">Phase 1: 1 PT to FT - Fill Vacant PT for After Hours Enforcement</p> <p style="margin-left: 40px;">Phase 2: Increase PE Resources (Staff or Contractual Services) upon adoption of new Residential Parking Program (Costs to be detailed when presented to City Council)</p>	<p>h. Information on allowable uses of Opioid Settlement Funding, including youth programming; and</p> <p>i. Status of Substance Abuse and Mental Health Services Administration (SAMHSA) Grant implementation;</p>	<p>h. See attached; and</p> <p>i. Staff has been in communications with the granting agency for purchasing guidelines and will be returning to City Council in July with professional service agreement awards associated with grant implementation.</p>
PW	TBD	<p>j. Update on Signage and outreach plan for the Cindy Montañez Natural Park; and</p> <p>k. Discussion of process on fixing facilities for parks, including signage, restrooms, graffiti removal and sidewalk dip at Las Palmas Park.</p>	<p>j./k. Public Works to include updates during May 28th Budget Study Session Presentation</p>

¹ All Budget Items Included as *Additional Enhancement Requests: Not Included in Proposed Budget* in Attachment "B"

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c. Professional Development Investment

DEPARTMENT	FTE	PROF. DEV BASE BUDGET	PROF DEV ENHANCE- MENT REQUESTS	TUITION ENHANCE- MENT REQUESTS	TOTAL W/ ENHANCE- MENT REQUESTS	AVERAGE AMOUNT PER EMPLOYEE
City Council	5.00	28,500	-	-	28,500	5,700
City Manager's Office	4.00	22,020	-	-	22,020	5,505
City Clerk	2.00	8,100	-	-	8,100	4,050
Administrative Services	11.00	18,150	5,000	4,500	27,650	2,514
Comm. Development	8.00	23,238	-	-	23,238	2,905
Police	51.00	54,775	20,000	32,000	106,775	2,094
Public Works	33.00	38,377	-	-	38,377	1,163
Rec. & Comm. Services	10.00	6,220	4,000	-	10,220	1,022
TOTALS:	124.00	\$199,380	\$29,000	\$36,500	\$264,880	\$2,136

e. Status of 2023-2024 Park Gap Funding:

DESCRIPTION	BUDGET	SPENT	BALANCE	NOTES
Repair Rec Park Slide	13,850	0	13,850	Staff was able to safely remove the damaged slide and reconfigure the play apparatus. There are two existing slides on the play apparatus (see attached photos). Staff recommends that the savings from reconfiguring the play apparatus instead of replacing it be used for playground bridge repair. Public works and Recreation staff currently working on finalizing specifications and cost estimates.
Replace Basketball Rim	7,510	0	7,510	Estimates pending.
Las Palmas Park Elevator	2,000	0	2,000	Staff looking to completely replace the elevator and other potential alternatives in lieu of the elevator, such as a ramp. Parts are no longer for sale for the existing elevator, therefore the recommendation of complete replacement. Recreation staff are working in conjunction with Public Works in getting quotes on the complete replacement.
Traffic Control for SF Valley Mile	20,000	469	19,531	Staff was able to secure sufficient sponsorship funds to cover most event costs.
Increase MMAP Match	8,000	0	8,000	The City applied for \$20,000 through the California's Art Council and was only awarded \$18,000. Therefore, the \$2,000 in gap funding will cover apparel, office supplies and educational materials for the program.
Totals:	\$51,360	\$469	\$50,891	

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Photos of Play Apparatus (As of May 23, 2024):

Area where play apparatus was reconfigured



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Photos of Play Apparatus – Bridge (As of May 23, 2024):



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f. Information on why San Fernando Valley Mile (SFVM) and Day of the Dead (DOD) were originally combined and costs/dates for separating events:

- History of Events and Rationale for Combining: The 5K Race and Family Relay typically took place in September but due to warmer weather, they continued to be postponed annually, eventually coinciding with the Day of the Dead (DOD) Event. During a transition period between Directors in 2016-2017, the staff proposed merging both events to infuse a thematic element into the 5K race, boost participation, and streamline event planning.

Since both the 5K and DOD events were previously held at Rec Park, combining them proved more efficient given the venue's suitability for hosting both simultaneously. In 2021, only the DOD event was held due to the gradual reintroduction of programming post-pandemic and staff restructuring.

In 2022, post-pandemic, Dr. Loy suggested transforming the race from a 5K to a 1-mile run, akin to New York's "Miracle Mile," and relocating it from Rec Park to Maclay for logistical advantages, providing a direct route from the City arch to the civic center. The proposal was preferable in the first year due to Rec Park's closure for the capital infiltration project.

The SFV Mile event was greenlit due to the partnership with CSUN and their ability to secure a title sponsor (\$40,000 – Anthem). Since Dr. Loy's retirement, the CSUN staff overseeing SFVM, the university opted not to fill his position, resulting in the loss of 3Wins' faculty advisor. Consequently, in December 2023, the program was absorbed, albeit operating at reduced capacity, limited to SF exclusively.

While the DOD event in the Maclay parking lot has been managed effectively by staff, it's worth mentioning that using County lots incurs fees, unlike the free park setting, which better suits the style of the cultural festival. Staff can provide further details upon request.

- Proposed Event Dates: If events were separated, the San Fernando Valley Mile Run would take place on Saturday, October 26th and the Day of the Dead event on Saturday, November 2nd.
- Proposed Event Costs: Nominal savings would be achieved if the events are separated.
 - Day of the Dead & SFVM Events Together: Total Cost = \$57,572 (DOD = \$17,153 & SFVM = \$40,418)
 - Separate Events: \$56,390 (DOD = \$14,400 & SFVM = \$42,250). When separated, pre-staging the day prior is not required and in turn, a light tower rental is unneeded. Also, there is less spending required for supplies for Day of the Dead Event. The event can also be relocated to Recreation Park, which would relieve rental costs for the current parking lot where the event has been held to be in closer proximity to the SFVM.

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h. Information on allowable uses of Opioid Settlement Funding Including Youth Programming:

On December 6, 2021, City Council adopted a resolution authorizing the execution of settlement agreements with certain manufacturers, distributors, and retailers of opioid pharmaceuticals. Original estimates for total settlements amounts to be distributed to subdivisions was approximately \$2.19B of which the City was projected receive approximately \$230,000 in under these settlement agreements over a seven year period.

Settlements between California State Subdivisions have been reached with Distributors, J&J, Teva, Allergan, CVS, Walgreens, and Walmart. The City has received payments totaling \$35,973.45 to-date.

The Proposed Budget for Fiscal Year 2024-2025 includes a recommendation of \$11,937 to be used for a drug take back/disposal program to purchase a narcotics incinerator. The purchase of the incinerator will result in cost savings because currently, when narcotics are destroyed, a caravan requiring multiple officers to escort the seized property to the City of Long Beach is required. However, the City of Long Beach's incinerator has since closed which has caused the City and other Los Angeles County agencies to no longer have a viable alternative to destroy seized narcotics.

Settlement funds are intended to be used for future remediation of the opioid crisis, and efforts should be focused on community-based public health approaches to prevention, treatment, recovery, and/or harm reduction. More details regarding allowable uses are outlined in the attached California Department of Health Care Services Law Enforcement Expenses with Opioid Settlement Funds Fact Sheet (April 2024).



LAW ENFORCEMENT EXPENSES WITH OPIOID SETTLEMENT FUNDS

Fact Sheet

California Participating Subdivisions receiving allocations from the California Abatement Accounts Fund are required to fund future opioid remediation activities, as listed in Exhibit E of the National Opioid Settlement Agreements. This includes the ability to fund local law enforcement agencies to conduct opioid-related activities. This fact sheet is intended to highlight allowable and non-allowable law enforcement expenditures for California Abatement Accounts funds.

More information about opioid settlement funds can be found on the [DHCS Opioid Settlements webpage](#). Questions can be directed to OSF@dhcs.ca.gov.

Allowable Law Enforcement Activities

Settlement funds are intended to be used for future remediation of the opioid crisis, and efforts should be focused on community-based public health approaches to prevention, treatment, recovery, and/or harm reduction. A comprehensive list of allowable activities for the California Abatement Accounts Fund can be found in [Exhibit E](#) of the National Opioid Settlement Agreements, including law enforcement activities. Specific law enforcement activities must fall into one or more of the following categories, all of which **must** focus on opioid remediation:

- » Education or training on opioid remediation for first responders;
- » Diversion from the criminal justice system;
- » Warm handoff or overdose response;
- » Naloxone purchase and/or distribution;
- » Treatment within corrections or transitioning into the community;
- » Drug take back or disposal; and
- » Wellness and support services for first responders related to secondary trauma associated with opioid-related emergency events.

Exhibit E of the National Settlement Agreements

Participating Subdivisions may coordinate with local law enforcement agencies to implement the activities outlined in [Exhibit E](#) of the National Opioid Settlement Agreements.¹ Exhibit E is broken into Schedule A (Core Strategies) and Schedule B (Approved Uses). Schedule A provides a list of core opioid remediation strategies identified through the National Opioid Settlements, while Schedule B provides a list of additional opioid remediation strategies identified through the settlements.

Table 1 at the end of this document provides a list of Exhibit E activities relevant to law enforcement.

California’s High Impact Abatement Activities

Importantly, **at least 50 percent of California Abatement Accounts funds must be spent on one or more of California’s High Impact Abatement Activities (HIAA)**. The HIAA are specific activities that the State of California has prioritized for the use of opioid settlement funds. California’s HIAA ensure that funds are spent toward marginalized communities that are disproportionately impacted by opioid use disorder (OUD); substance use prevention for vulnerable youth; building substance use disorder (SUD) treatment infrastructure; diverting people with a SUD from the justice system; and expanding naloxone access. California’s HIAA are listed below.

No.	Activity
1	Provision of matching funds or operating costs for substance use disorder facilities with an approved project within the Behavioral Health Continuum Infrastructure Program (BHCIP)
2	Creating new or expanded substance use disorder (SUD) treatment infrastructure
3	Addressing the needs of communities of color and vulnerable populations (including sheltered and unsheltered homeless populations) that are disproportionately impacted by SUD

¹ The List of Opioid Remediation Uses (“Exhibit E”) was established in the 2021 National Janssen and Distributors Settlement Agreements. Since its creation, Exhibit E has been used as the basis of eligible opioid remediation uses for funds received from California Opioid Settlements.

No.	Activity
4	Diversion of people with SUD from the justice system into treatment, including by providing training and resources to first and early responders (sworn and non-sworn) and implementing best practices for outreach, diversion and deflection, employability, restorative justice, and harm reduction
5	Interventions to prevent drug addiction in vulnerable youth
6	The purchase of naloxone for distribution and efforts to expand access to naloxone for opioid overdose reversals.

Criminal Justice Diversion

California’s HIAA #4 relates to diversion from the criminal justice system. Diversion is a term used to describe intervention approaches that redirect individuals with an SUD away from formal processing in criminal justice settings and into treatment, recovery, and/or other support services. Diversion strategies include pre-arrest, pre-arraignment, and pre-trial activities aimed at directing an individual towards a treatment or care program as an alternative to imprisonment. For example, many diversion programs involve law enforcement engagement with individuals at the point of a potential arrest, and offer referrals to behavioral health services, other physical health services, social supports, and harm reduction resources.

For more information and examples of diversion programs, visit:

- » National Council on Mental Wellbeing: [Deflection and Pre-arrest Diversion to Prevent Opioid Overdose](#)
- » AddictionFreeCA.org: Information about Opioid Treatment in [California’s Jails and Drug Courts](#)
- » [Civil Citation Network](#)
- » [The Police Assisted Addiction and Recovery Initiative \(PAARI\)](#)
- » [Law Enforcement Assisted Diversion \(LEAD\) Model](#)
- » [Drug Abuse Response Team \(DART\)](#)
- » [Naloxone Plus Strategies](#)
- » [Civil Citation Network Pre-Arrest Diversion Program](#)
- » [Narcotics Diversion to Treatment Initiative](#)

Unallowable Law Enforcement Activities

A list of unallowable activities is available in the [Opioid Settlement Guiding Principles Resource](#). Additional law enforcement activities that may **not** use funds from the Abatement Accounts Fund include:

- » Conducting search and seizure activities, including the purchase of K9s;
- » Providing training not specific to opioid remediation;
- » Activities or equipment related to the apprehension of suspects, such as the BolaWrap handheld device and other compliance tools;
- » Gathering evidence for prosecution of potential criminal activities;
- » Purchasing equipment for the identification of illicit substances that result in criminal charges in correctional facilities, such as body scanners;
- » Purchasing equipment for the purpose of evidence gathering for prosecution, such as the TruNarc Handheld Narcotics Analyzer;
- » Purchasing equipment not related to the treatment of SUD or mental health conditions, such as automated external defibrillators (AEDs), first aid kits, extrication equipment, gloves;
- » Providing officer health/wellness services not specifically geared toward addressing secondary trauma associated with opioid-related emergency events and response; and
- » Covering direct and indirect costs not in alignment with [DHCS' Reasonable Administrative Costs policy](#).

Additional Resources

- [Guiding Principles for Allocating Opioid Settlement Funds](#)
- [Evidence Based Strategies for Abatement of Harms from the Opioid Epidemic](#)
- [SAMSHA Evidence-Based Practices Resource Center](#)

Table 1. Exhibit E Allowable Law Enforcement Activities for Opioid Remediation

The below table lists Exhibit E activities relevant to law enforcement, matched with potential High Impact Abatement Activities that may be relevant depending on the focus of the effort.

Education and Training on Medication-Assisted Treatment (MAT), SUD, and/or Naloxone

Location in Exhibit E	Description/Example Activities	Potential High Impact Abatement Activity (HIAA)
Schedule A, A (Naloxone), 1	Expand training for first responders, schools, community support groups and families.	3, 6
Schedule A, A (Naloxone), 1	Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.	3, 6
Schedule A, B (MAT), 3	Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders.	-
Schedule B, Part I, D (Criminal Justice-Involved Persons), 7	Provide training on best practices for addressing the needs of criminal justice involved persons with OUD and any co- occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.	3, 4
Schedule B, Part II, H (Preventing OD), 3	Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.	6

Education and Training for Officers on Dealing with Fentanyl

Location in Exhibit E	Description/Example Activities	Potential HIAA
Schedule B, Part III, I (First Responders), 1	Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.	-

Diversion Activities

Location in Exhibit E	Description/Example Activities	Potential HIAA
Schedule A, G (Prevention Programs), 5	Funding and training for first responders to participate in pre-arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.	4
Schedule B, Part I, D (Criminal Justice-Involved Persons), 1 (1-6)	<p>Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:</p> <p>Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“PAARI”);</p> <p>Active outreach strategies such as the Drug Abuse Response Team (“DART”) model;</p> <p>“Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;</p>	3, 4

Location in Exhibit E	Description/Example Activities	Potential HIAA
Schedule B, Part I, D (Criminal Justice-Involved Persons), 1 (1-6)	<p>Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“LEAD”) model;</p> <p>Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or</p> <p>Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.</p>	3, 4

Warm Handoff to Treatment/Participation in Overdose Response Teams

Location in Exhibit E	Description/Example Activities	Potential HIAA
Schedule A, E (Hand-off Programs), 2	Expand warm hand-off services to transition to recovery services	4
Schedule B, Part I, C (Connect People), 11	Expand warm hand-off services to transition to recovery services.	4

Purchase and Distribution of Naloxone

Location in Exhibit E	Description/Example Activities	Potential HIAA
Schedule A, A (Naloxone), 2	Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service	3, 6
Schedule B, Part II, H (Preventing OD), 1	Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public	3, 6

Substance Use Treatment Services to Individuals in Correctional Facilities or Transitioning to the Community

Location in Exhibit E	Description/Example Activities	Potential HIAA
Schedule B, Part I, D (Criminal Justice-Involved Persons), 2	Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.	3, 4
Schedule B, Part I, D (Criminal Justice-Involved Persons), 3-6	Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.	2, 3
Schedule B, Part I, D (Criminal Justice-Involved Persons), 3-6	Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any cooccurring SUD/MH conditions who are incarcerated in jail or prison.	2, 3

Location in Exhibit E	Description/Example Activities	Potential HIAA
Schedule B, Part I, D (Criminal Justice-Involved Persons), 3-6	Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any cooccurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.	2, 3
Schedule B, Part I, D (Criminal Justice-Involved Persons), 3-6	Support critical time interventions (“CTI”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.	2, 3

Drug Takeback, Disposal, and Education

Location in Exhibit E	Description/Example Activities	Potential HIAA
Schedule A, G (Prevention Programs), 4	Funding for community drug disposal programs	-
Schedule A, H (Expanding SSP), 1	Provide comprehensive syringe services programs with more wrap-around services, including linkage to OUD treatment, access to sterile syringes and linkage to care and treatment of infectious diseases.	3
Schedule B, Part II, G (Prevent Misuse), 4	Drug take-back disposal or destruction programs.	-

Wellness Services for Officers

Location in Exhibit E	Description/Example Activities	Potential HIAA
Schedule B, Part III, I (First Responders), 2	Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.	-

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Erica D. Melton, Director of Finance/City Treasurer

Date: May 28, 2024

Subject: Discussion and Consideration Regarding Updates on American Rescue Plan Act Funding

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive an update on American Rescue Plan Act (ARPA) funds; and
- b. Provide direction to staff, as appropriate.

BACKGROUND:

1. On March 12, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law. ARPA provides, among other items, payments to individuals of up to \$1,400 per person, extended unemployment benefits, and \$350 billion in fiscal stimulus funding paid directly to state and local governments.
2. Through the fiscal stimulus payments, the City received a total of \$5,818,339 in ARPA funds, to be used to address impacts from the COVID-19 pandemic. On July 13, 2021, the City received its first distribution of ARPA funds in the amount of \$2,909,170. The second distribution of \$2,909,169 was received in July 2022.
3. On June 21, 2021, the City Council approved Resolution No. 8075 which appropriated \$160,760 in ARPA funding to pay for technology improvements that support touchless services or reduce the need for “in-person” services (e.g., upgrade to VOIP telephone system, secure online credit card payment software, and make necessary network improvements to support the new systems), as well as additional facility cleaning and upgraded broadcast equipment/cameras in the Council Chambers and laptops for each City Councilmember.
4. On September 7, 2021, the City Council accepted ARPA funds, appropriated \$250,000 to reimburse the City for COVID-19 response related expenditures, and directed staff to move

Discussion and Consideration Regarding Updates on American Rescue Plan Act Funding

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forward with engaging a professional services firm to assist with administration of the ARPA funds.

5. On October 4, 2021, the City Council approved an Agreement with Hinderliter, de Llamas and Associates (HdL) to provide COVID-19 Relief and Economic Recovery Program Administration Services related to the City's ARPA funds.
6. On April 4, 2022, the COVID Relief Program Ad Hoc provided an update to City Council and received input regarding Councilmember priorities for use of ARPA funds. The City Council also elected to take the City's total allocation as "Revenue Loss" which allows the greatest flexibility to expend the funds.
7. On September 6, 2022, the City Council adopted Resolution No. 8175 which appropriated \$4,200,000 in ARPA funding towards specified programs and projects, including the City Mobile App – Virtual San Fernando; Downtown Master Plan; Wi-Fi at Las Palmas and Recreation parks; sidewalk repairs; First Time Home Buyer and Rehab Loan Revolving Fund; City Hall Beautification; solar power at City Facilities; Water System Capital Improvements; and a feasibility study for new City park space.
8. On November 7, 2022, the City Council adopted Resolution No. 8191 which appropriated \$200,341 in ARPA funding to address the budget gap for the Layne Park Revitalization Project.
9. On February 21, 2023, the City Council adopted Resolution No. 8216 which appropriated the remaining ARPA fund balance of \$1,007,239 to fund the budget gap for the Annual Street Resurfacing Project and allow the City to slurry seal a full 12-miles of residential streets.
10. On April 17, 2023, the City Council authorized a re-appropriation of \$300,000 from the solar power at City facilities project to be instead used towards homeless outreach services and related programming.
11. On August 7, 2023, the City Council reviewed the status of ARPA funded programs/projects and directed staff to return to a City Council meeting in October for additional discussion, including status updates of current ARPA funded projects and recommendations for reallocating unused ARPA funds.
12. On October 16, 2023, the City Council reviewed the status of ARPA funded programs/projects, provided direction to decrease funding from (1) Water System Capital Improvement Project by \$1 million due to alternative funding sources; (2) Wi-Fi at Las Palmas & Recreation Parks with Computer Rooms by \$154,961 due to memorandum of understanding (MOU) between the City and the County to support broadband connectivity; and (3) the City Mobile App/Virtual San Fernando by \$51,800 due to negotiated contracts less than the original budgeted amount. The released funding were in turn directed to the Annual Street Repavement Program (\$250,000), Citywide Curb Repainting (\$200,000), Las Palmas Park & Recreation Park Emergency Generators Installation (\$150,000), Las Palmas Park HVAC &

Discussion and Consideration Regarding Updates on American Rescue Plan Act Funding

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Server Room Transition and Pioneer Park Project (\$450,000). Staff was to return to a City Council meeting at Mid-Year for additional updates.

13. On March 18, 2024, staff provided a presentation to City Council for discussion of the Fiscal Year (FY) 2023-2024 Mid-Year Budget, which included adjustments as directed at the October 16, 2023 meeting.
14. At City Council meeting on April 2, 2024, the City Council directed staff to return at its next meeting to review the status of ARPA funded programs/projects.
15. This item was continued from the April 15, 2024 City Council Meeting to the next regular meeting on May 6, 2024. City Council also directed staff to include the following additional information to be considered as part of the ARPA allocation discussion:
 - a. A map reflecting segments of sidewalk that were identified for repairs through the initial walk audit;
 - b. How the existing sidewalk improvement inventory intersects/overlaps with the Safe and Active Streets (SAS) plan (i.e. address sidewalks along SAS corridors);
 - c. Additional information on the Precision Concrete Cutting technique;
 - d. More detail on the scope of work for the facility assessment report;
 - e. A cost estimate to complete additional sidewalk repairs; and
 - f. Include deadline to use ARPA funds.
16. This item was continued from the May 6, 2024 City Council Meeting to the next regular meeting on May 20, 2024; however, due to the large number of items to be considered on May 20th, and due to the relevance of this item to the Public Works Capital Improvement Budget, the City Manager scheduled the item to be considered with the Public Works Budget presentation on May 28th.

ANALYSIS:

The focus of the City's ARPA Expenditure Plan ("Plan") is to provide funding to projects that are transformative, programs that address a gap in service as identified through community/business surveys, and critical infrastructure projects that require gap funding. Priority is also given to resident support, business support and capital improvement programs/projects that have limited options to secure alternate funding sources.

Per City Council approval, ARPA funding has been appropriated toward the programs and Projects included in the table below. As a result of alternative water capital project funding sources, including \$7.5 million from former State Senator Hertzberg and \$3 million from Senator Caroline Menjivar, City Council additionally directed staff to re-appropriate funds towards additional programs during its October 16, 2023 meeting. Current program and project appropriations are outlined below:

Discussion and Consideration Regarding Updates on American Rescue Plan Act Funding

#	PROGRAM/PROJECT	CURRENT BUDGET	ACTUAL SPENT	OBLIGATED/ CONTRACTED	BALANCE	STATUS
1	Annual Street Repavement - Phase II	1,007,232	1,007,232	-	-	Complete
2	COVID-19 Relief/ Response Reimbursement	205,940	205,940	-	-	Complete
3	Layne Park Revitalization Project	200,341	200,000	-	341	Complete
4	Council Chambers/ AV Upgrade	24,981	24,981	-	-	Complete
5	Upper Reservoir Project	850,000	381,921	468,079	-	In Progress
6	Homeless Outreach Services	300,000	35,000	140,000	125,000	In Progress
7	Pioneer Park Project	254,961	-	254,961	-	In Progress
8	Annual Street Repavement - Phase III	250,000	-	250,000	-	In Progress
9	Downtown Master Plan	250,000	63,017	186,983	-	In Progress
10	Technology Improvements	179,845	41,378	-	138,467	In Progress
11	Las Palmas & Recreation Parks Generator Project	150,000	-	150,000	-	In Progress
12	City Mobile App - Virtual San Fernando	148,200	29,080	119,120	-	In Progress
13	Feasibility Study - New City Park Space	50,000	4,900	43,900	1,200	In Progress
14	First Time Homebuyer Support & Rehabilitation Loan Revolving Fund	500,000	-	-	500,000	Planning Stage
15	Sidewalk Repairs	500,000	-	-	500,000	Planning Stage
16	Las Palmas HVAC Project	400,000	-	-	400,000	Planning Stage
17	Citywide Curb Repainting	200,000	-	-	200,000	Planning Stage
18	City Hall Beautification	100,000	-	-	100,000	Planning Stage
19	Las Palmas Park Server Room Transition	50,000	-	-	50,000	Planning Stage
20	Wi-Fi at Las Palmas & Recreation Parks w/Computer Rooms	25,000	-	-	25,000	Planning Stage
	BUDGETED APRA FUNDS:	\$5,646,500	\$1,993,449	\$1,613,043	\$2,040,008	
	TOTAL ARPA FUNDING:	\$5,818,339				
	BALANCE AVAILABLE:	\$171,839				

ARPA Projects Status – In Progress.

Discussion and Consideration Regarding Updates on American Rescue Plan Act Funding

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Of the programs/projects approved by City Council for ARPA funding, the following nine (9) projects totaling \$2,433,655 are in progress. It is expected that all of these funds will be expended by December 31, 2024. Status updates on each are provided below:

- *Project 5. Upper Reservoir Project (\$850,000):* This project is under construction, with the installation of the concrete floor slab (foundation), the four vertical walls that make up the square 1.1 million gallon reservoir, the roof shoring in preparation for pouring of roof deck completed. Pipe work in the right-of-way (i.e. street and sidewalk) along Foothill Boulevard will be starting in the coming months. The project is on track to be completed by June 2024.
- *Project 6. Homeless Outreach Services (\$300,000):* On April 17, 2023, the City Council approved a one-year professional services agreement with an expiration of June 7, 2024, with North Valley Caring Services to provide outreach to individuals experiencing homelessness. With sufficient funding incorporated in the current agreement, staff has requested an administrative one-year extension to allow sufficient time for a request for proposal to be developed and issued to determine next steps for continued outreach services.
- *Project 7. Pioneer Park Project (\$24,961):* On February 5, 2024, the City Council approved the design for the Pioneer Park Playground Renovation Project, initiating a 15-week timetable for fabrication of the equipment, delivery and installation, site preparation, demolition, etc. Barring any delays, the Pioneer Park Playground Renovation Project will be completed in June 2024.
- *Project 8. Annual Street Repavement – Phase III (\$250,000):* On April 2, 2024, the City Council approved a Construction Contract to American Asphalt South, Inc. for Fiscal Year 2023-2024 Phase III, Annual Street Resurfacing Project. Completion of Phases I and II addressed approximately 60% of the City streets through preventative maintenance. Phase III will focus on approximately three miles of streets that are moderately-to-significantly deteriorated with cracks and potholes, so a more robust three-step slurry seal process will be performed. Estimated project completion is expected by November 2024.
- *Project 9. Downtown Master Plan (\$250,000):* On April 17, 2023, the City Council approved a Professional Services Agreement with Dudek for preparation of the Downtown Master Plan. Project kick-off meetings have been held, a community survey has been initiated, and the first community event, Downtown WalkShop, was held on Saturday, April 27, 2024.
- *Project 10. Technology Improvements (\$179,845):* Through Resolutions approved by City Council on June 21, 2021 and September 7, 2021, (Resolution Nos. 8075 and 8097, respectively), funding was approved for technology improvements that facilitate

Discussion and Consideration Regarding Updates on American Rescue Plan Act Funding

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touchless operations, remote participation, and dissemination of information to the community. Projects to-date have included implementation of the VOIP telephone system, network improvements to support police mobile data systems, online credit card payment software, and software to enhance remote operations. The remaining balance is earmarked for use in offsetting costs associated with the City's transition from the current accounting/timekeeping/utility billing system, which must be retired by December 2027. Quotes and software demonstrations are currently scheduled for May – July with plans to present to City Council for professional services award by August 2024.

- *Project 11. Las Palmas & Recreation Parks Generator Project (\$150,000):* On February 20, 2024, the City Council approved Contract Services Agreement with Zetroc Electric, LLC for the installation and licensing of two emergency backup power generators for Las Palmas and Recreation Parks. This project is currently underway, the pad and conduit are in place. Air Quality Management District (AQMD) permits are pending, which once acquired, will then trigger the next step of installing the generators.
- *Project 12. City Mobile App/Virtual San Fernando (\$148,200):* The My San Fernando app was launched in March 2024. The website redesign component with Granicus was approved by City Council on October 16, 2023, and is currently under development with City staff working with Granicus to design the site, migrate all essential content from the current website to the new one, develop new web pages, and consolidate necessary information to create a more user friendly interface for residents and businesses. An anticipated public launch timeframe is set for October 2024.
- *Project 13. Feasibility Study – New City Park Space (\$50,000):* On August 7, 2023, the City Council approved a Professional Services Agreement with Kounkuey Design Initiative, Inc. (KDI) for a Land and Open Space Inventory Study to update the Parks and Recreation Master Plan. The final report will emphasize the needs and desires of the San Fernando community, and KDI is working closely with stakeholders to ensure the feasibility of proposed park spaces. A presentation was provided on survey findings at the April 11, 2024 Parks, Wellness and Recreation Commission Meeting.

ARPA Projects Status – Planning Stage.

Of the programs/projects approved by Council for ARPA funding, the following seven (7) totaling \$1,775,000 are in the planning stages. Pending final direction, these funds will be obligated through a contract or Purchase Order by December 31, 2024 and expended by December 31, 2026. Status updates on each are provided below:

- *Project 14. First Time Home Buyer Support & Rehabilitation Loan Revolving Fund (\$500,000):* On February 20, 2024, staff presented and discussed the establishment of a Home Rehabilitation Loan Program to be administered in partnership with Gain Federal Credit Union (Gain FCU). The proposed loan parameters for the City program were

Discussion and Consideration Regarding Updates on American Rescue Plan Act Funding

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designed to make financial lending accessible to a broader range of San Fernando residents compared to traditional bank loans. Staff returned to provide additional information at the April 2, 2024 City Council meeting. Discussion included conversations held with the California Department of Housing and Community Development (HCD) CalHome grant funding of \$135 million dollars home improvement and homebuyer program that can be used to fund the City's First Time Homebuyer Loan Program or Rehabilitation Loan Program. CalHome funding is allocated based on the City's funding request and current experience in administering the loan program. To qualify for these grants, the City must have experience administering a Home Rehabilitation Loan or a First Time Homebuyers Loan program within the last two years. Additionally, a First Time Home Buyer and Rehab Loan Program were identified in the City's certified Housing Element to support new homeowners and maintaining the City's existing housing stock.

On April 2, 2024, the City Council moved to discuss funding for the Home Rehabilitation Loan Program in conjunction with ARPA Funding Updates.

- *Project 15. Sidewalk Repairs (\$500,000):* Staff is in progress of surveying the City's sidewalk inventory to assess areas of need, with one-third now completed. Pending the survey completion, a plan will be developed to prioritize high-traffic areas, locations near schools and public facilities and sections with frequent damage. High priority areas are anticipated be under construction by summer 2024.
- *Project 16. Las Palmas HVAC Project (\$400,000):* Project specifications are being developed with the aim of presenting to City Council by June 2024. This project will include specifications related to the server room transition due to overlapping scopes of work.
- *Project 17. Citywide Curb Repainting (\$200,000):* Staff has contacted Los Angeles County Department of Public Works City Services Division to request their assistance in implementing this project. The Citywide project includes conducting a comprehensive paving, striping, and pavement/curb painting initiative with an estimated start of August 2024.
- *Project 18. City Hall Beautification (\$100,000):* A Request for Proposal (RFP) to paint approximately 8,250 square feet of the stucco surface along the perimeter of the City Hall building is being finalized. The RFP is scheduled to be released in June 2024.
- *Project 19. Las Palmas Park Server Room Transition (\$50,000):* A Request for Proposal is being developed in conjunction with the Las Palmas Park HVAC project due to overlapping scopes of work. The specifications and contract award are anticipated to be presented to City Council by June 2024.

Discussion and Consideration Regarding Updates on American Rescue Plan Act Funding

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- *Project 20. Wi-Fi at Las Palmas and Recreation Parks with Computer Rooms (\$25,000):* Grant funding was received through the Los Angeles Education Partnership (LAEP) to expand the computer room at Las Palmas Park. Additional computers for Recreation Park to replicate the Las Palmas Park computer center are being purchased concurrently by the end of June 2024.

Additional Information Requested by City Council.

During the City Council Meeting on April 15, 2024, direction was provided to staff to address several items in consideration of ARPA funding. Each request and associated response is provided as follows:

INFORMATION REQUEST	RESPONSE
a) A map reflecting segments of sidewalk that were identified for repairs through the initial walk audit;	City of San Fernando map (See Attachment “A” – Sidewalk Inventory) showing blocks where damaged sidewalks, drive approaches, curb and gutters, non-ADA wheelchair ramps, missing ADA ramps, etc., were identified. The entire blocks, both sides of the streets, were surveyed. These inspections were prioritized based on complaints from community members.
b) How the existing sidewalk improvement inventory intersects/overlaps with the Safe and Active Streets (SAS) plan (i.e. address sidewalks along SAS corridors);	The selection of blocks that were surveyed was based on complaints, claims, areas around schools, high traffic areas, and staff observations. The SAS report was not available at the time, therefore the SAS report was not used to determine survey locations. Many of the blocks survey coincide with the SAS corridors. If direction is provided to expand the sidewalk improvement program, staff will prioritize areas identified as pedestrian corridors in the SAS.
c) Additional information on the Precision Concrete Cutting technique;	See Attachment “B” – Proposal for Sidewalk Condition Assessment and Sidewalk Maintenance - March 2024
d) More detail on the scope of work for the facility assessment report;	See Attachment “C” – Facilities Assessment Scope of Work
INFORMATION REQUEST	RESPONSE
e) A cost estimate to complete additional sidewalk repairs; and	<p><u>Conventional Remove and Replace Sidewalk Repair</u></p> <p>a. Estimated cost to complete concrete repairs at 48 blocks segments surveyed (Approx. 5.0 miles): \$8,154,000.</p>

Discussion and Consideration Regarding Updates on American Rescue Plan Act Funding

	<ul style="list-style-type: none"> b. Estimated cost to complete concrete repairs in entire City: \$50,064,000. c. Number of street miles in the City: 47.2 miles or approx. 94.4 miles of sidewalks. d. Miles of street surveyed: 14.2 miles. <p><i>Notes:</i></p> <ul style="list-style-type: none"> a. Estimated costs are composed of construction costs, design, const. contingencies, const. inspection, const. management, labor compliance, testing, and project oversight. b. It is assumed that the 14.2 miles of streets surveyed are mostly the worst locations, thus the most expensive to repair (calculated at \$1,630,000/mile). The remainder 33.0 miles of streets were calculated at 50% less or \$815,000 per mile. c. Detail cost estimates were prepared for the 48 blocks block segments. <p><u>Using Precision Concrete Cutting Techniques</u></p> <p><u>Based on Case Study</u></p> <ul style="list-style-type: none"> a. 94.4 Miles @ \$455 per sidewalk mile = \$43,000 b. Estimated repairs per mile = 95 c. 94.4 mile @ 95 per mile = 9,000 repairs d. Average cost per repair \$105 e. Estimated total project cost 9,000 @ \$105 = \$950,000 f. Sidewalk requiring remove and replace \$3,000,000 g. Total estimated project cost approximately \$4,000,000
<p>f) Include deadline to use ARPA funds.</p>	<p>Per ARPA Guidelines, all funds must be obligated (under contract/purchase order) by December 31, 2024, and fully expended by December 31, 2026.</p>

BUDGET IMPACT:

The City received \$5,818,339 in federal ARPA funding. A remaining undesignated balance of \$171,839 is available in ARPA Funds from projects. Per ARPA Guidelines, all funds must be obligated (under contract/purchase order) by December 31, 2024, and fully expended by December 31, 2026.

Discussion and Consideration Regarding Updates on American Rescue Plan Act Funding

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CONCLUSION:

Staff recommends that the City Council discuss current ARPA fund appropriations, available funding, and program/projects options to provide direction, as appropriate.

ATTACHMENTS:

- A. Map – Sidewalk Inventory
- B. Proposal for Sidewalk Condition Assessment and Sidewalk Maintenance (March 2024)
- C. Facilities Assessment Scope of Work

City of San Fernando Sidewalk Inventory



Scale
1:450
EM 4/16/24

SURVEYED LOCATIONS - SIDEWALK IMPROV. PROJ. FY23-24



THE CITY OF SAN FERNANDO

Proposal for

SIDEWALK CONDITION ASSESSMENT and SIDEWALK MAINTENANCE

March 2024



Presented to: Wendell Johnson, The Department of Public Works, City of San Fernando
March 28, 2024



WHAT WE DO

We help cities keep their sidewalks safe, accessible, and ADA complaint while managing tight budgets.

The challenge for city managers is how to manage sidewalk maintenance and risk within the constraints of your budgets.



The information in this document is confidential, and is to be used only by City of San Fernando and Precision Concrete Cutting in evaluating the project.



OUR SOLUTION

A PROGRAM OF SIDEWALK ASSET MANAGEMENT SERVICES

- Uses the latest technologies to identify sidewalk problems
- Provides in depth analysis, service options, and planning
- Uses an array of tools specifically developed for sidewalk assessment and repair;
 - Hand-held computing technology with GPS mapping,
 - Specialized measuring instruments,
 - Patented sidewalk repair equipment.
- Quickly fix the sidewalks without costly demolition and replacement.
- Comprehensive inspection and repair report identifying completed repairs and those to be repaired by other methods including complete reconstruction and tree issues



OUR SOLUTION

Fast, Affordable and Sustainable

A sustainable Sidewalk Maintenance & Replacement Program that:

- Quickly Minimizes Risk
- Maximized the useful life of your sidewalk assets
- Minimizes the amount of costly reconstruction
- Enables managers to control their budgets.



CITYWIDE SIDEWALK ASSESSMENT & REPAIR PROGRAM

3 Step Process

- Surveying to find Hazards
- Hazard Mitigation
- Surveying Demolition & Replace Hazards (D&R).

These processes collect the information used by our clients to manage the maintenance of their sidewalk infrastructure and produce an audit-able record with the specializations of each repair.

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CITYWIDE SIDEWALK ASSESSMENT

Comprehensive Sidewalk Audit and Reporting

- Assessment of sidewalks, driveway approach, curb & gutter
- Identifies problems per ADA specifications
- Specifies the type, & severity of the problems
- Recommend priority and solution for each location
- Identifies areas for complete Demolition & Replacement
- Itemized Report including date, size, square feet, address, description, and GPS location.
- Color coded maps with GPS location of each hazard
- Photographs of damaged areas as specified by the City



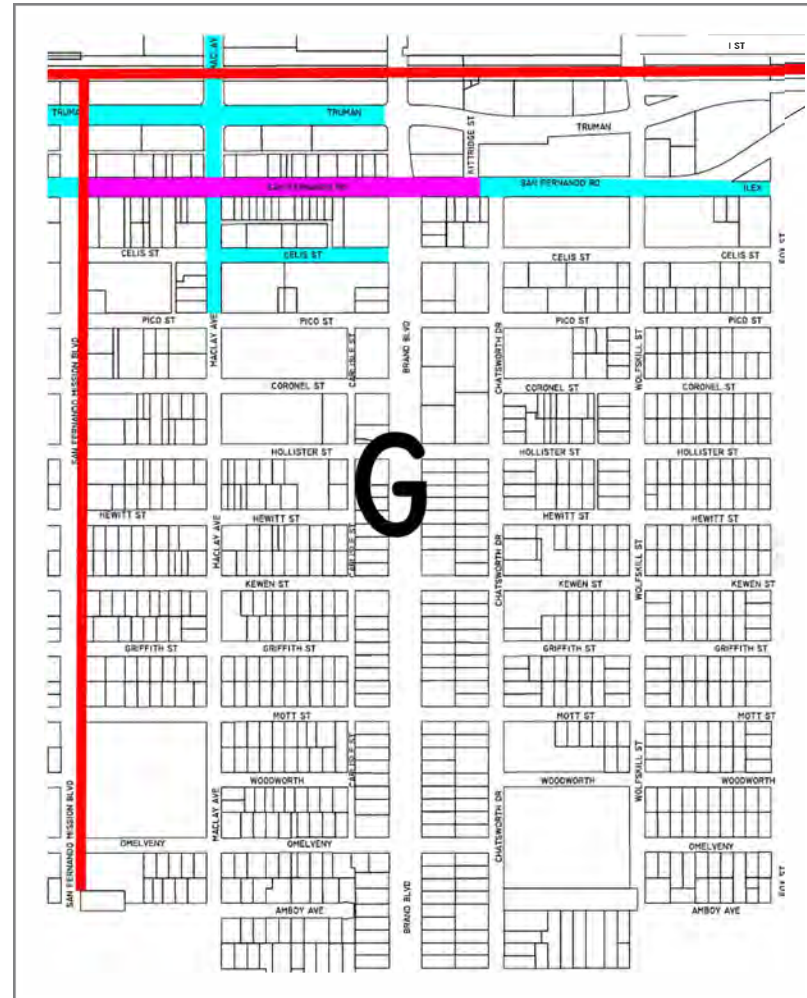
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SIDEWALK ASSESSMENT AREA

City of San Fernando

Project includes the audit of sidewalk conditions in the public right of way within the city limits of San Fernando, CA., Tree Maintenance Grid G





SIDEWALK ASSESSMENT AREA

Street Segments - Tree Maintenance Grid G

Sidewalk Assessment includes the street segments highlighted in Black.





SIDEWALK ASSESSMENT AREA

City of San Fernando

Grid G

19.42 Estimated Sidewalk Miles includes the list of street segments listed in the limits of San Fernando, CA

Item #	City	GRID	Street	Between	And	Miles	Feet	
1	San Fernando	G	Maclay Ave	Acala Ave	100ft Past Truman	0.659		
2	San Fernando	G	Carlisle St	O'Melveny Ave	Pico St	0.388		
3	San Fernando	G	Brand Blvd	Acala Ave	100ft Past Truman	0.658		
4	San Fernando	G	Chatsworth Dr	Acala Ave	San Fernando Rd	0.584		
5	San Fernando	G	Wolfskill St	Acala Ave	100ft Past Truman	0.665		
6	San Fernando	G	Fox St	200ft West of Amboy	Truman St	0.662		
7	San Fernando	G	Amboy Ave	San Fernando Mission Blvd	to end		1,075	
8	San Fernando	G	Amboy Ave	Wolfskill St	Fox St		531	
9	San Fernando	G	O'Melveny Ave	San Fernando Mission Blvd	Chatsworth Dr	0.314		
10	San Fernando	G	O'Melveny Ave	Wolfskill St	Fox St		541	
11	San Fernando	G	Woodworth St	Maclay Ave	Carlisle St		516	
12	San Fernando	G	Woodworth St	Chatsworth Dr	Fox St		1,089	
13	San Fernando	G	Mott St	San Fernando Mission Blvd	Fox St	0.525		
14	San Fernando	G	Griffith St	San Fernando Mission Blvd	Carlisle St		1,089	
15	San Fernando	G	Griffith St	Chatsworth Dr	Fox St		1,094	
16	San Fernando	G	Kewen St	San Fernando Mission Blvd	Fox St	0.526		
17	San Fernando	G	Hewitt St	San Fernando Mission Blvd	Carlisle St		1,094	
18	San Fernando	G	Hewitt St	Chatsworth Dr	Fox St		1,089	
19	San Fernando	G	Hollister St	San Fernando Mission Blvd	Fox St	0.526		
20	San Fernando	G	Coronel St	San Fernando Mission Blvd	Brand Blvd		1,270	
21	San Fernando	G	Coronel St	Chatsworth Dr	Fox St		1,093	
22	San Fernando	G	Pico St	San Fernando Mission Blvd	Fox St	0.526		
23	San Fernando	G	Celis St	San Fernando Mission Blvd	Fox St	0.526		
24	San Fernando	G	San Fernando Rd	San Fernando Mission Blvd	Fox St	0.531		
25	San Fernando	G	Ilex St	San Fernando Rd	Fox St		251	
26	San Fernando	G	Kittiridge Rd	San Fernando Rd	Truman St		215	
27	San Fernando	G	Truman St	San Fernando Mission Blvd	100ft Past Fox St	0.546		
CITY OF SAN FERNANDO ZONE G TOTALS						Total Miles/Feet	7.636	10947.00
						Feet to miles	2.07	
						Total Lineal Miles	9.71	
							19.42	

CITY OF SAN FERNANDO GRID G - SIDEWALK ASSESSMENT						Miles	Cost
Total Estimated Sidewalk Miles						19.42	

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CITYWIDE SIDEWALK ASSESSMENT

Our Approach

- Simple and fast.
- Survey resources include experienced data collectors,
- Handheld computer terminals with specialized data collection and GPS mapping software application,
- Experienced data processing and analysis.



The information in this document is confidential, and is to be used only by the City of San Fernando and Precision Concrete Cutting in evaluating the project.



CITYWIDE SIDEWALK ASSESSMENT

Survey is focused on the following areas of sidewalk maintenance

- **Sidewalk Condition**

- Measurement of physical distresses such as **cracks, spalled surfaces, gaps, settling and heaving**:

- Spalled surface, holes in surfaces, and cracks, 1" wide or greater
- Deteriorated joints that have an eroded condition greater than ½" wide.

- **Sidewalk Trip Hazards.**

- Identify differential displacement between sidewalk sections greater than ¼" high.
- Sidewalk trip hazards are recorded and divided by the Height, Width, and Length of the vertical face exposed.

- **Curb and Gutter (optional)**

- The condition of curbs & gutters can be evaluated by location.
- Distresses such as cracking, spall, pop outs, settling, heaving, and pooling can be defined and categorized for repair

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CITYWIDE SIDEWALK ASSESSMENT

Sidewalk Trip Hazards

Sidewalk trip hazards are recorded and divided by the size of the vertical face exposed. We group surveyed hazards into the following three classes.

Hazard Classes

Less Severe (small)	Above 1/4" high to 1/2"
Severe (medium)	Above 1/2" high to 1"
Most Severe (large)	Above 1" high to 2"


We recommend the repair of trip hazards by precision saw cutting for all hazards above 1/4" to 2" high to save cost and extend the useful life of the existing sidewalk.

Larger trips (above 2") and are best resolved by demolition and replacement of the entire panel.

The "demolition and replace" work can follow the cutting of individual trip hazards to reduce the amount of reconstruction needed.

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EXAMPLE: SIDEWALK CONDITION REPORT

																					
City of La Puente City Manager 15900 East Main Street La Puente, CA 91744 (626) 855-1500					Sidewalk Inspection Report Matrix District 6 Hayland Street										Precision Concrete Cutting 5737 Kanan Road Agoura Hills, CA 91301 Total Sq. Ft. 1118						
LOCATION SPECIFICS							CONDITION							SEVERITY		RECOMMENDED REPAIR				VISUAL	
No.	Street Name	Segment From	Segment To	Street Side N, S, E, W	Location/Description	Insp Date	Height 1	Height 2	Lineal Feet	Spall	Joint	Crack	Tree	Rating 1-5 P1-5	Patch Fill	Replace	Saw Cut	Panel Width	Length (L/F)	SQ FT	Image
1	Hayland Street	Aileron	Del Valle	N	1159 Aileron Ave along Hayland Hydrant	2014-11-21	0.625	0	1.5					2			X	4	4	16	Hazard 1
2	Hayland Street	Aileron	Del Valle	N	1159 Aileron Ave along Hayland Hydrant	2014-11-21	1.5	0.5	4					3			X	4	8	32	Hazard 2
3	Hayland Street	Aileron	Del Valle	N	1159 Aileron Ave along Hayland Corner of fence	2014-11-21	0.625	0	2.5					2			X	4	6	24	Hazard 3
4	Hayland Street	Aileron	Del Valle	N	1159 Aileron Ave along Hayland New concrete	2014-11-21	0.75	0	1					2			X	5	9	45	Hazard 4
5	Hayland Street	Aileron	Del Valle	N	1159 Aileron Ave along Hayland Drive Way	2014-11-21	0.625	0	12					2			X	12	4	48	Hazard 5
6	Hayland Street	Aileron	Del Valle	N	15755 Hayland Drive Way	2014-11-21	0.5	0	2.5					1			X	4	8	32	Hazard 6
7	Hayland Street	Aileron	Del Valle	N	15755 Hayland Corner post	2014-11-21	0.625	0	2.5					2			X	4	8	32	Hazard 7
8	Hayland Street	Aileron	Del Valle	N	15749 Hayland Tree	2014-11-21	1.375	0	3.5					3			X	4	8	32	Hazard 8
9	Hayland Street	Aileron	Del Valle	N	15749 Hayland Xcut	2014-11-21	1	0	2					2			X	4	8	32	Hazard 9
10	Hayland Street	Aileron	Del Valle	N	15749 Hayland Xcut	2014-11-21	0.625	0	1.5					2			X	4	8	32	Hazard 10
11	Hayland Street	Aileron	Del Valle	N	15749 Hayland	2014-11-21	2.625	0	4					P4		X		4	8	32	Hazard 11
12	Hayland Street	Aileron	Del Valle	N	15749 Hayland	2014-11-21	0	0					X	P4				4	8	32	Hazard 12
13	Hayland Street	Aileron	Del Valle	N	15749 Hayland Near Tree	2014-11-21	0.5	0	3.5					1			X	4	8	32	Hazard 13
14	Hayland Street	Aileron	Del Valle	N	15749 Hayland Drive Way	2014-11-21	1	0.375	13					2			X	7	18	126	Hazard 14
15	Hayland Street	Aileron	Del Valle	N	15713 Hayland Tree	2014-11-21	0.5	0	3					1			X	4	5	20	Hazard 15
16	Hayland Street	Aileron	Del Valle	N	15709 Hayland	2014-11-21	0	0		X				5	X			4	8	32	Hazard 16
17	Hayland Street	Aileron	Del Valle	S	1114 Del Valle At Drive Way	2014-11-21	1.25	0	3.5					3			X	4	8	32	Hazard 17
18	Hayland Street	Aileron	Del Valle	S	1118 Del Valle At Drive Way	2014-11-21	1.625	0	4					3			X	4	6	24	Hazard 18
19	Hayland Street	Aileron	Del Valle	S	1118 Del Valle At Drive Way	2014-11-21	1.125	0	4					3			X	4	8	32	Hazard 19
20	Hayland Street	Aileron	Del Valle	S	1118 Del Valle At Drive Way	2014-11-21	0.625	0.25	4					2			X	4	8	32	Hazard 20
21	Hayland Street	Aileron	Del Valle	S	1140 Molinar Ave At Drive Way	2014-11-21	1	0	2.5					2			X	4	4	16	Hazard 21
22	Hayland Street	Aileron	Del Valle	S	15702 Hayland st At Drive Way	2014-11-21	0.375	0	1.5					1			X	4	5	20	Hazard 22
23	Hayland Street	Aileron	Del Valle	S	15702 Hayland st At Drive Way	2014-11-21	0	0		X				5	X			4	16	64	Hazard 23
24	Hayland Street	Aileron	Del Valle	S	15702 Hayland st At Drive Way	2014-11-21	0.5	0.375	4					1			X	4	4	16	Hazard 24
25	Hayland Street	Aileron	Del Valle	S	15702 Hayland st At Drive Way	2014-11-21	0.375	0	2.5					1			X	4	8	32	Hazard 25
26	Hayland Street	Aileron	Del Valle	S	15718 Hayland st At Drive Way mailboxes	2014-11-21	0.5	0.125	4					1			X	4	8	32	Hazard 26
27	Hayland Street	Aileron	Del Valle	S	15718 Hayland st Drive Way	2014-11-21	0	0						4			X	7	11	77	Hazard 27
28	Hayland Street	Aileron	Del Valle	S	15718 Hayland st Tree cracks	2014-11-21	0.25	0	2					1			X	4	8	32	Hazard 28
29	Hayland Street	Aileron	Del Valle	S	15718 Hayland st Drive Way	2014-11-21	0	0		X				5	X			11	10	110	Hazard 29
Cell Totals										3			1		3	1	24			1118	










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EXAMPLE: SIDEWALK CONDITION REPORT

Sidewalk Inspection Photos

HAYLAND STREET
Aileron Ave. to Del Valle Ave.

LP District 6

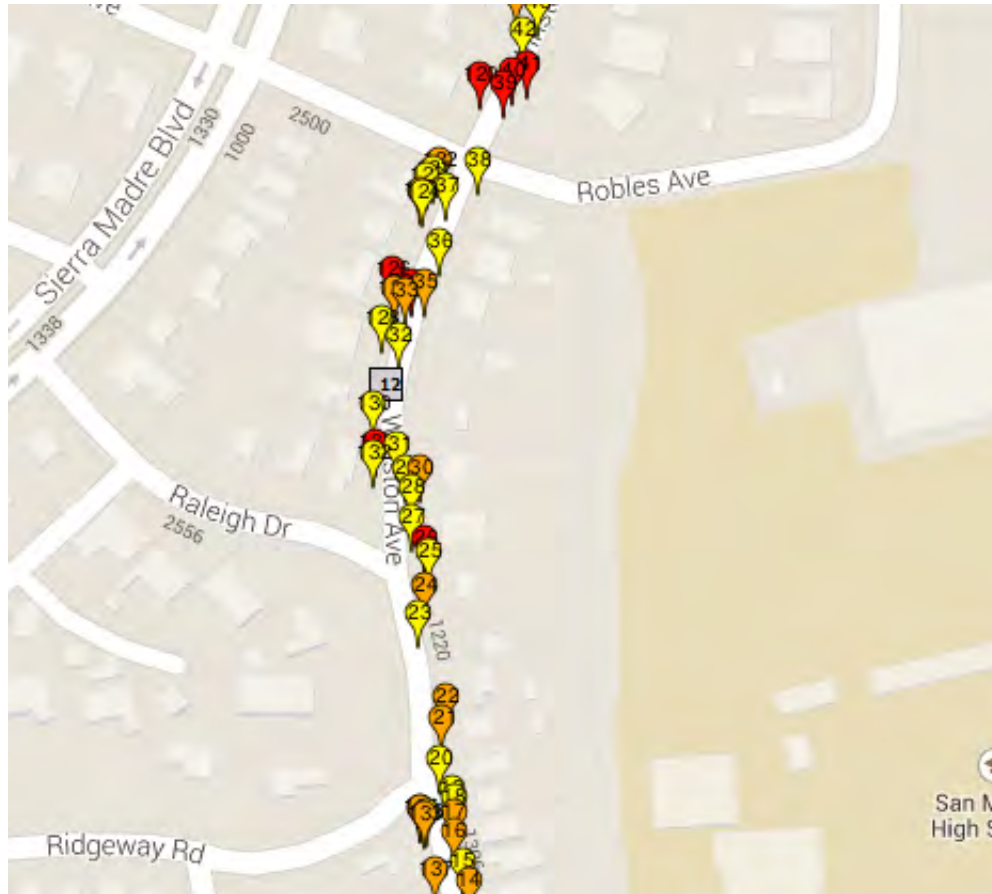
 <p>Hazard 1: 1159 Aileron Ave along Hayland Hydrant</p>	 <p>Hazard 2: 1159 Aileron Ave along Hayland Hydrant</p>	 <p>Hazard 3: 1159 Aileron Ave along Hayland Corner of fence</p>
 <p>Hazard 4: 1159 Aileron Ave along Hayland New concrete</p>	 <p>Hazard 5: 1159 Aileron Ave along Hayland Drive Way</p>	 <p>Hazard 6: 15755 Hayland Drive Way</p>
 <p>Hazard 7: 15755 Hayland Corner post</p>	 <p>Hazard 8: 15749 Hayland Tree</p>	 <p>Hazard 9: 15749 Hayland Xcut</p>

LP D6 - Hayland St - Aileron Ave to Del Valle Ave.xlsx- Inspection_Photos 1 of 4 1/6/16

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EXAMPLE: ITEMIZED MAP OF GPS LOCATIONS



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DEMOLITION & REPLACEMENT REPORT

Location of Hazards Requirement Demolition & Replacement process:

- A separate report of hazards that require complete demolition and reconstruction will be provided to the City of San Fernando.
- The list of locations includes the address, GPS location, Photographs, and Square Footage of the panels the need to be replaced.
- The example below shows hazards that require Demolition & Replacement panels (grey squares) within a project area. To produce this map, the location data was plotted in the company's GIS application.

The information in this document is confidential, and is to be used only by the City of San Fernando and Precision Concrete Cutting in evaluating the project.

EXAMPLE: REMOVE & REPLACE REPORT



City of La Puente
 City Manager
 15900 East Main Street
 La Puente, CA 91744
 (626) 855-1500

REMOVE - REPLACE

Sidewalk Inspection Report Matrix
 District 1
 Villa Park Street

Precision Concrete Cutting
 5737 Kanan Road
 Agoura Hills, CA 91301
Total Sq. Ft.
282

LOCATION SPECIFICS						CONDITION									SEVERITY	RECOMMENDED REPAIR					VISUAL
No.	Street Name	Segment From	Segment To	Street Side N, S, E, W	Location/Description	Insp Date	Height 1	Height 2	Lineal Feet	Spall	Joint	Crack	Tree	Rating 1-5 P1-5	Patch Fill	Replace	Saw Cut	Panel Width	Length (L/F)	SQ FT	Image
8	Villa Park Street	Main	Leverett	N	17227 villa park 5	2014-12-06	4	2	4					4		X		4	24	96	Hazard 8
20	Villa Park Street	Main	Leverett	N	17327 villa park	2014-12-06	4	2	4				X	4		X		5	18	90	Hazard 20
39	Villa Park Street	Main	Leverett	S	17218 villa park	2014-12-06	1.5	1.5	4					4		X		4	12	48	Hazard 39
42	Villa Park Street	Main	Leverett	S	17218 villa park	2014-12-06	1.75	0	4	X				5	X	X		4	12	48	Hazard 42
Cell Totals										3		1	6		4	4	41		282		

The information in this document is confidential, and is to be used only by The City of San Fernando and Precision



EXAMPLE: ITEMIZED R & R LOCATIONS

EXAMPLE DISPLAY OF
HAZARD AND R&R
LOCATIONS USING
SURVEY DATA



The information in this document is confidential, and is to be used only by the City of San Fernando and Precision Concrete Cutting in



CITYWIDE SIDEWALK ASSESSMENT

PRICE SUMMARY

SIDEWALK ASSESSMENT SERVICES

The fee for sidewalk assessment services shall be \$455.00 per sidewalk mile.

City of San Fernando, Sidewalk miles:

COST PER SIDEWALK MILE	TOTAL SIDEWALK MILES	ESTIMATED MAN DAYS	TOTAL ESTIMATED SURVET COST
\$455	19.42	10	\$8,836.00

The information in this document is confidential, and is to be used only by the City of San Fernando and Precision Concrete Cutting in



LEADING UNEVEN SIDEWALK REPAIR

Benefits of our service include

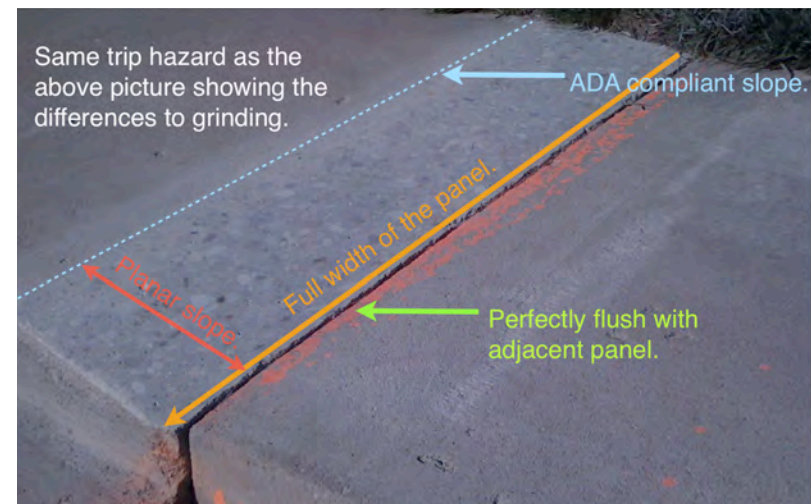
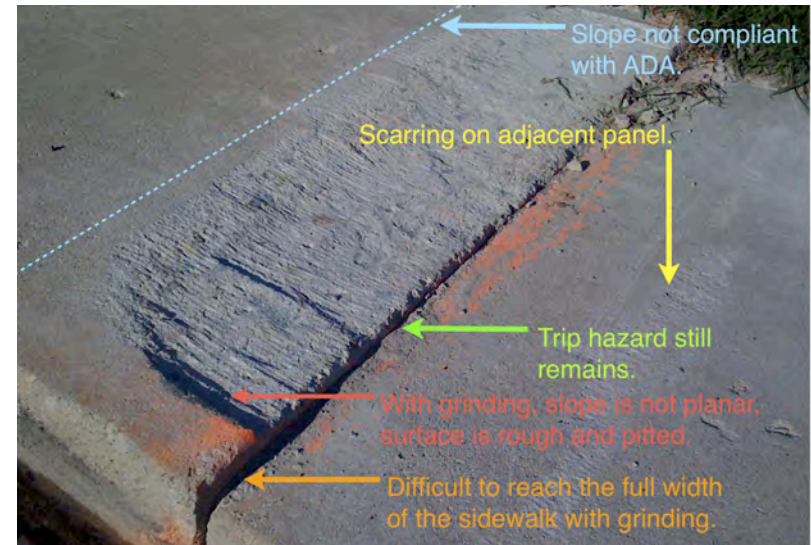
- **Substantial budget savings over other methods**
- **Guaranteed ADA and OSHA Compliance**
- **Reduced liability risk**
- **A clean, attractive finish**
- **Quick repair with little disruption in service**
- **Safe and longer lasting sidewalks**
- **Satisfied community members**

The information in this document is confidential, and is to be used only by the City of San Fernando and Precision Concrete Cutting in evaluating the project.



WHY WE DON'T GRIND

- Grinding often damages the concrete (breaks edges, knocks out aggregate, scars adjacent panels, creates micro cracks).
- Difficult to comply with the ADA slope requirements
- Not recommended for larger trip hazards (over 1 inch)
- Often unsightly (leaves a rough, uneven scarring)
- Has no cost advantage
- Unable to remove hazards next to objects
- Very slow process and generates lots of dust



The information in this document is confidential, and is to be used only by the City of San Fernando and Precision Concrete Cutting in evaluating the project.



LEADING UNEVEN SIDEWALK REPAIR

Rather than grind down trip hazards or replace the sidewalk, we cut trip hazards with precision diamond saws.

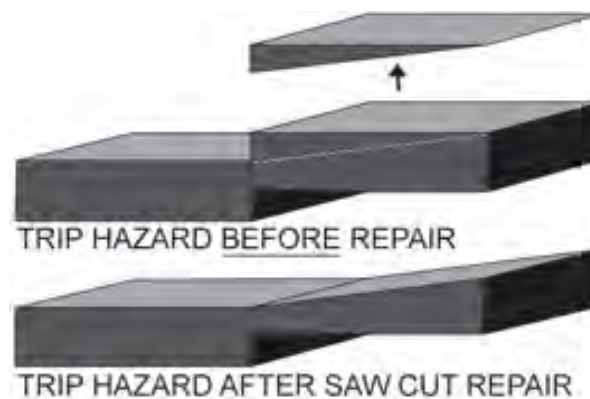
- **Proven patented diamond saw cutting method**
 - completely removes difference in vertical elevation of greater than 1/4 inch to 1 1/2 inches between panels. **Saves more sidewalk!**
- **Superior results compared to unsightly grinding and asphalt patching**
 - Lower Risk through full compliance with ADA and OSHA requirements.
 - More Permanent solution vs. asphalt ramping and concrete patching
 - Aesthetics more correct for city residents & visitors, no ugly grinds or asphalt ramps.
- **Remove sidewalk hazards quickly, with little disruption of foot traffic**
 - up to 150 repairs per day



LEADING UNEVEN SIDEWALK REPAIR

Our Guarantee

1. Hazards removed from the full length of the panel (full edge-to-edge repair);
2. Sidewalks repaired at a slope of 1:12 or 1:8, in compliance with ADA requirements;
3. Handicap ramps or special areas repaired at a slope of 1:12, in compliance with ADA requirements;
4. Debris from repaired areas collected and removed;
5. A dust abatement system used during all repair operations;
6. The repaired areas are clean and uniform with a coefficient of friction exceeding OSHA requirements for public walkways;
7. A detailed report with GPS map locations and audit-able invoice is presented for every repair.



The information in this document is confidential, and is to be used only by the City of San Fernando and Precision Concrete Cutting in evaluating the project.



SUPERIOR RESULTS



SUPERIOR RESULTS

GRIND



SAW



REMOVED HAZARDS AT LOS ANGELES

PRECISION SAW CUTTING





FAST, EFFECTIVE, ECONOMICAL



- 3 man crew can repair up to 150 hazards a day
- Can repair in tight places against walls, fences, sign poles, benches
- Can repair slab 3 or more times before replacement
- Low cost \$3 - \$5 per square foot



CITYWIDE SIDEWALK ASSESSMENT & REPAIR PROGRAM

SIDEWALK ASSESSMENT AND REPAIR

Divide City into multiple (2-8) sidewalk maintenance zones.

Sidewalk assessment performed on a Zone by Zone basis in sequence with sidewalk trip hazard removal.

Enables immediate and progressive identification and mitigation of sidewalk risk throughout the city

The fee for sidewalk assessment services shall be included in the sidewalk repair cost on a location by location basis.



CASE STUDY - ACTUAL PROJECT DATA

Based on a 5' x 7' average panel size and an estimated replacement cost of roughly \$10 per square foot, we estimate the cost to remove and replace **1172** sidewalk panels (approx. 41,020.00 square feet) is **\$410,200.00**.

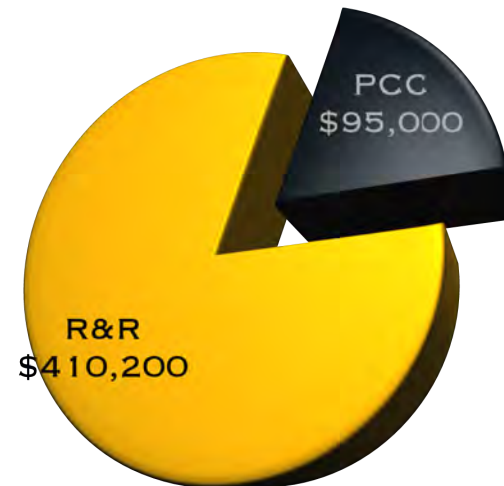
Total cost using Precision Concrete Cutting is \$95,000, **a savings of \$315,200.00**.

Total cost per square foot using Precision Concrete Cutting is \$2.31 per square foot, or an approximate savings of \$7.69 per square foot.

Project Summary:

Total Repairs	1,172
Total Lineal Feet	8,204
Cost Using PCC	\$95,000

Cost Savings with PCC \$315,200.00





Prepared by

Gary Beneduci
Precision Concrete Cutting
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Cell: 858 699-1089
garyb@safesidewalks.com
www.safesidewalks.com

**Sidewalk Asset Management Specialist
for Los Angeles Inland Empire**



PREPARED FOR

City Of San Fernando ("Subscriber")

110 N Maclay Ave Unit 103

San Fernando, CA 91340

PREPARED BY

Brightly Software Inc ("Company")

11000 Regency Parkway, Suite 300

Cary, NC 27518

Dude Solutions is now Brightly. Same world-class software, new look and feel.

Meet Brightly at brightlysoftware.com

PUBLISHED ON

March 20, 2024



Q-401458

Sourcewell/NJPA purchasing contract

- <https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents> (<https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents>).
- Contract #090320-SDI

Subscription Term: 14 months (05/01/2024 - 06/30/2025)

Cloud Services				
Item	Start Date	End Date	Pricing Based On	Investment
Asset Essentials Enterprise	5/1/2024	6/30/2024	100,000.00 Sq. Ft.	1,274.14 USD
- Facilities/Physical Plant Module	5/1/2024	6/30/2024		Included
- Asset Essentials Inventory	5/1/2024	6/30/2024		Included
- AE Safety	5/1/2024	6/30/2024		Included
- Dude Analytics	5/1/2024	6/30/2024		Included
- GIS Asset Management	5/1/2024	6/30/2024		Included
2.0 Month(s) included at no additional cost on the first term 05/01/2024 - 06/30/2024				-1,274.14 USD
				Subtotal: 0.00 USD



Professional Services		
Item	Pricing Based On	Investment
Asset Essentials Enterprise Implementation with Consulting	100,000.00 Sq. Ft.	7,347.02 USD
PM Schedule Creation	100,000.00 Sq. Ft.	1,591.00 USD
Equipment Barcode Tagging	100,000.00 Sq. Ft.	1,591.00 USD
Facility Condition Assessment	100,000.00 Sq. Ft.	11,756.00 USD
		Subtotal: 22,285.02 USD
Total Initial Investment		22,285.02 USD



Cloud Services Subscription	
Item	Investment Year 2 Start Date: 07/01/2024
Asset Essentials Enterprise	7,644.83 USD
- Facilities/Physical Plant Module	Included
- Asset Essentials Inventory	Included
- AE Safety	Included
- Dude Analytics	Included
- GIS Asset Management	Included
Total:	7,644.83 USD



Asset Essentials Implementation with Consulting

GIS Rider Statement of Work

Summary:

Company will provide specified professional consulting services to Subscriber to implement Asset Essentials, an on-line Computerized Maintenance Management System – Geographic Information System (GIS) functionality. These professional services include meeting with key stakeholders to ensure the set-up and configuration of the system will meet the client's operational needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.

In Scope: The Deliverables below will be considered in scope of this SOW

1. Asset Essentials GIS Implementation
2. Asset Essentials GIS Training

Deliverables:

- Project initiation and discovery
- Available GIS data loaded
- GIS configuration
- User acceptance testing (UAT)
- End User training for Administrator and Full User roles

Acceptance Process:

As each deliverable is completed, the Project Coordinator will confirm with the Subscriber and document acceptance in the Project Community Portal.

- Project initiation and discovery
 - Kickoff call complete.
 - Discovery call complete
 - Data, configuration, and training requirements documented.
- Available Data Loaded
 - Available GIS data is loaded in AE to meet documented data requirements.
- Account Configuration
 - GIS features have been setup and configured to meet documented configuration requirements.



- User Acceptance Testing
 - Consultant-led end-to-end walkthrough and client UAT has demonstrated functionality satisfying configuration requirements.
- End User Training
 - Administrator and Full User roles have been received training on their role.

Assumptions:

Subscriber Assumptions:

- There will be a single point of contact/project manager for the duration of the project.
- IT department is responsible for ensuring access to mobile devices, internet connections, email access, and web link access to the software such as white listing IP addresses.
- The appropriate resources will be available for all scheduled activities. Canceling or rescheduling consulting activities within 2 weeks of the scheduled activity may result in a rescheduling fee being assessed.
- For on-site activities, Subscriber will provide a dedicated space with adequate technology, including but not limited to monitor/projector, computers, mobile devices, quality phone and internet connections.
- Will provide relevant data to be loaded in a timely manner and in Excel or CSV format. Each record type will be provided in one file with one sheet with column headings and one record with corresponding attributes per row.
- If unable to provide data in an acceptable format for import, Consultant will guide Subscriber on how to manually create records.
- Subscriber has up to five business days to confirm deliverable acceptance. No response will be interpreted as acceptance.

Company Assumptions:

- Consultant will not access any 3rd party systems for the purpose of exporting data.
- For on-site activities, Company will bill Subscriber for actual travel and associated expenses incurred.
- Any services not explicitly included in this SOW are assumed to be out of scope.

Project Schedule:

- Kick-off Call with Project Coordinator
 - Confirm software and services purchased
 - Identify key stakeholders
 - Assign resources
 - Schedule key milestone dates, including anticipated projected completion date
 - Access to Company's on-line Learning Management System
 - Access to an interactive project plan
- Discovery with Consultant
 - Interview key stakeholders to understand specific maintenance & operations objectives
 - Overview of AE with key stakeholders, including data import requirements
 - Determine optimal GIS configuration to meet objectives and drive KPIs



- Document data, configuration, and training requirements
- Schedule required consulting activities and confirm projected completion date
- Data loaded by Consultant
 - Review, cleanse, and load available GIS data
- Account configuration by Consultant
 - Work Order creation from Map
 - Citizen Portal
 - Mobile Profiles
 - Configure GIS Map settings
 - Configure GIS Layer configuration
 - Asset syncing
- User Acceptance Testing
 - Configuration demo to walk through the end-to-end workflow from request to completion
 - Demonstrate key functionality meets configuration requirements
- Consultant conducts End User Training for Administrator and Full User roles
 - End-to-end walkthrough for their role
 - Desktop and mobile training
- Project Close

Change Management:

Subscriber may request that the Company add services not in the specifications by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

Invoicing:

At the conclusion of Go Live Support, the main consulting milestone will be completed to trigger billing for the full consulting service.

Asset Essentials Implementation with Consulting Statement of Work

Summary:



Company will provide specified professional consulting services to Subscriber to implement Asset Essentials (AE), an on-line Computerized Maintenance Management System. These professional services include meeting with key stakeholders to ensure the set-up and configuration of the system will meet the client's operational needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.

In Scope: The Deliverables below will be considered in scope of this SOW:

1. Asset Essentials Implementation with Consulting
2. Asset Essentials Training
3. Post Consulting Go-Live Support

Deliverables:

- Project initiation and discovery
- Available location, asset, user, PM schedule Data Loaded
- Account configuration
- User acceptance testing (UAT)
- End User training for Administrator and Full User roles
- Go-Live support

Acceptance Process:

As each deliverable is completed, the Project Coordinator will confirm with the Subscriber and document acceptance in the Project Community Portal.

- Project initiation and discovery
 - Kickoff call complete
 - Discovery call complete
 - Data, configuration, and training requirements documented
- Available data loaded
 - Available location, asset, user, PM schedule data is loaded in AE to meet documented data requirements.
- Account Configuration
 - Account has been setup and configured to meet documented configuration requirements.
- User Acceptance Testing
 - Consultant-led end-to-end walkthrough and client UAT has demonstrated to Subscriber functionality meets configuration requirements.
- End User Training
 - Administrator and Full User roles have received training on their role.
- Go-Live Support



- 30-day Go-Live Support period has been concluded.

Assumptions:

Subscriber Assumptions:

- There will be a single point of contact/project manager for the duration of the project.
- IT department is responsible for ensuring access to mobile devices, internet connections, email access, and web link access to the software such as white listing IP addresses.
- The appropriate resources will be available for all scheduled activities. Canceling or rescheduling consulting activities within 2 weeks of the scheduled activity may result in a rescheduling fee being assessed.
- For onsite activities, Subscriber will provide a dedicated space with adequate technology, including but not limited to monitor/projector, computers, mobile devices, quality phone and internet connections.
- Will provide relevant data to be loaded in a timely manner and in Excel or CSV format. Each record type will be provided in one file with one sheet with column headings and one record with corresponding attributes per row.
- If Subscriber is unable to provide data in an acceptable format for import, Consultant will guide Subscriber on how to manually create records.
- Subscriber has up to (5) business days to confirm deliverable acceptance. No response will be interpreted as acceptance.

Company Assumptions:

- Consultant will not access any 3rd party systems for the purpose of exporting data.
- Once End User Training has been completed, 30-day Go-Live Support period begins, consisting of up to 4 weekly 30-minute check-ins with the Implementation Specialist. If client does not attend a scheduled check-in, it will be assumed no assistance was needed.
- For on-site activities, Company will bill Subscriber for actual travel and associated expenses incurred.
- Any services not explicitly included in this SOW are assumed to be out of scope.

Project schedule and approach:

- Kick-off Call with Project Coordinator
 - Confirm software and services purchased
 - Identify key stakeholders
 - Assign resources
 - Schedule key milestone dates, including anticipated project completion date
 - Access to Company's on-line Learning Management System
 - Access to an interactive project plan
- Discovery with Consultant
 - Interview key stakeholders to understand specific maintenance & operations objectives
 - Overview of AE with key stakeholders, including data import requirements
 - Determine optimal AE configuration to meet objectives and drive KPIs
 - Document data and configuration requirements
 - Schedule required consulting activities and confirm projected completion date



- Data loaded by Consultant
 - Review, cleanse, and load available user, location, asset, and scheduled PM data
- Account configuration by Consultant
 - Populate key drop-down menus
 - Review/modify request and work order templates
 - Configure workflow for request/approval/assignment of work orders
- User Acceptance Testing
 - Configuration demo to walk through the end-to-end workflow from request to completion
 - Demonstrate key functionality meets configuration requirements
- Consultant conducts End User Training for Administrator and Full User roles
 - End-to-end walkthrough for their role
 - Desktop and mobile training
- Go-Live Support
 - Company provides (4) weekly check-in calls with Implementation Specialist and Subscriber
 - Company Implementation specialist addresses any issues identified. Where issues require product support, Implementation Specialist will submit to Company Support
 - Implementation Specialist adjusts configurations as needed prior to project close
- Project Close

Sample Project Timeline (project timelines may vary):

Timeline Events	Day 1	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
Project Kick Off Call	█													
LMS (Learning Management System) Review and Q&A		█	█	█	█									
Discovery Call			█											
Data Review					█									
Data Loading						█								
Account Configuration						█	█							
UAT (User Acceptance Testing)								█						
User Training								█						
Post-Consulting Call									█					
GLS (Go Live Support)										█	█	█	█	
Project Close														█

Change Management:

Subscriber may request that the Company add services not in the specifications by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

Invoicing:



At the conclusion of Go Live Support, the main consulting milestone will be completed to trigger billing for the full consulting service.



Special Terms for Asset Essentials:

Asset Essentials pricing is based on a maximum storage limit of 200GB of data. Data storage that exceeds 200GB may subject to an additional fee.



Facility Condition Assessment Scope of Work

Purpose

Brightly's ("Company") facility condition assessment ("FCA") is a visual assessment evaluating the facility systems based on the following Standard Scope of Work ("SOW"). This FCA service will collect data on major facility assets, as well as provide narratives that summarize assessment observations and comments. An inventory of Equipment Items as well as a forecast model of upcoming System/Sub-System replacements will be imported into Company's work & asset management, capital forecasting and capital prediction software solutions as set forth on the applicable Order Form.

Value

By partnering with Company you not only gain the engineering expertise of Company's Service Providers; you also are provided with assurance that the data collected as a result of the facility condition assessment is properly integrated into your Company software applications. Company has successfully completed more than 800 projects ranging from Facility Condition Assessments, Asset Inventory Collection (including barcoding) and preventive maintenance schedule creation. Our methodology provides you with confidence to make better data, decision-making on both short-term and long-term capital investment needs of your organization.

Deliverables

All FCA's will include a deliverable containing the following items:

- Narrative report with descriptions of major systems and corresponding conditions
- Primary digital photos of key components and deficiencies are included in the narrative
- 20-year capital Reserve table with System/Sub-System replacement costs and dates
- Import of Systems-level detail into client's Company capital forecasting/prediction solution
- Import major Equipment Items into client's Company work & asset management solution.

Methodology and Approach

A Certified Company Service Provider will collect, document, and analyze the facilities assessment data to achieve the following:

- At the start of each building or facility assessment we will interview client's staff to understand what improvements have been made in the last three years, what improvements are planned in the next three years and known problems that may exist.
- Inventory all major building equipment including quantity, size, asset tag number, manufacturer, model and serial number.
- Identify deficient conditions in terms of deferred maintenance and building condition.
- Provide a reasonable cost analysis for the above-mentioned efforts.
- For single building projects, provide a report for the property that details the assessment data.
- For multi-building projects, data will be collected from every building in the portfolio. The narrative report will include an executive role up for all sites included with the service.

The field data collection will be performed at an individual and system level as described below:



1. Detailed data collection of individual equipment items will be captured to build an equipment inventory which will be imported into Company's work & asset management solution as defined in the Asset Inventory and System/Component table below.
2. A condition assessment of major building systems, including HVAC, Electrical, Plumbing, Roofing, Site Paving, Vertical Transportation, Structural and Building Envelope to be imported into Company's capital forecasting/prediction solution as defined in the Asset Inventory and System/Component table below.
1. HVAC equipment items only will also be tracked in the capital forecast or prediction solution as specific Sub-Systems. For these items, Make/Model/Serial Number will be captured and tracked in the Equipment Inventory, and the item will also be included as a Sub-System.
2. All other major Systems will be collected at the Systems Level in Company's capital forecasting solution as a general Sub-Systems.

Asset Inventory and Systems/Component Table

The following table defines the standard SOW that will be followed to capture the equipment data used to build the Equipment Inventory, which will be imported into the Work & Asset Management Solution as well as the System-Sub-System data used to build the Capital Reserve Table that will be imported into the capital forecasting or prediction solution.

Table Column Header Descriptions

Individual or System Level Capture

- Individual = Item will be collected individually
- System = Item will be grouped by system or sub-system, location will correspond to the associated building structure

Item Represented in Capital Forecasting or Prediction solution? Y/N

- No = Cost information related to individually captured items will be provided at a system or sub-system level only in capital forecasting or prediction solution

Included in Equipment Inventory? Y/N

- No = Item will not be setup in the work & asset management solution

*Items captured as a system will be setup as a single equipment inventory item so that work can be tracked against it.

Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Exterior Systems				



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Exterior Doors	System Level	Yes	No	
Exterior Walls (Finish)	System Level	Yes	No	
Exterior Windows	System Level	Yes	No	
Roofing	System Level	Yes	No	
Electrical				
Automatic Transfer Switch	Individual	No	Yes	Make/Model/Serial number will be captured when available
Electric Door Systems	Individual	No	Yes	Exterior Doors Only
Emergency Generators	Individual	No	Yes	Must be Permanently Installed, does not include mobile units
Main Distribution Panels	Individual	No	Yes	Primary panel bringing utility into building only
Motor Control Centers	Individual	No	Yes	
Switchgear	Individual	No	Yes	
Transformers	Individual	No	Yes	Primary Service to Building (Must be Client Owned)
Breakers, switches or starters	Not Included in Service			
Individual light fixtures (emergency, exterior, etc.)	Not Included in Service			
Motors	Not Included in Service			
Portable Generators	Not Included in Service			



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Secondary Electrical Panels	Not Included in Service			
VFDs	Not Included in Service			
Emergency Back-Up Lights	System Level	Yes	Yes	Cost model based upon building SQ FT cost
Lighted Exit Signs	System Level	Yes	Yes	
Equipment				
Commercial Laundry (washers, dryers)	Individual	No	Yes	
Commercial Trash Compactors	Individual	No	Yes	Client-Owned, Permanently-installed facility infrastructure units only
Residential Type Appliances, Shop Tools and Equipment	Not Included in Service			Residential Washer/Dryers, Refrigerators, Microwaves and Ranges Not Included
Exterior Enclosure				
Garage Door & Garage Door Opener	Individual	No	Yes	Commercial Type Garage Openers Only (Excludes Residential single care garage doors)
Fire Protection				
Eyewash / Safety Showers	Individual	No	Yes	Permanently Installed Items
Fire Pump	Individual	No	Yes	Main Fire Pump and Jockey Pumps greater than 1 HP
Main Fire Panel	Individual	No	Yes	
Fire valves, hydrants	Not Included in Service			Included in Alarm System SF Cost



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Smoke detectors, horn strobes	Not Included in Service			Included in Alarm System SF Cost
AEDs	System Level	Yes	Yes	
Fire Alarm System	System Level	Yes	Yes	Barcode applied to Main Fire Panel
Fire Extinguishers	System Level	Yes	Yes	
Specialty Fire Suppression System	System Level	Yes	Yes	Kitchen-Style Suppression System
Sprinkler System	System Level	Yes	Yes	
HVAC				
Air Handling Units	Individual	Yes	Yes	Includes Rooftop and Ground
Boilers	Individual	Yes	Yes	
Building Automation System	Individual	Yes	Yes	
Chilled Water pumps	Individual	Yes	Yes	
Chillers	Individual	Yes	Yes	
Cooling Tower pumps	Individual	Yes	Yes	
Cooling Towers	Individual	Yes	Yes	
Deaerators	Individual	Yes	Yes	
Energy Recovery Units	Individual	Yes	Yes	
Exhaust Fans	Individual	Yes	Yes	Rooftop Only
Exhaust hoods	Individual	Yes	Yes	
Furnaces	Individual	Yes	Yes	Non-Residential



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Heat Pumps	Individual	Yes	Yes	Make/Model/Serial number will be captured for both interior and exterior when accessible; otherwise it will be captured as one single cost and item
Hot Water pumps	Individual	Yes	Yes	
Make Up Air Units	Individual	Yes	Yes	
Package AC Units	Individual	Yes	Yes	Includes Rooftop and Ground
Split Systems	Individual	Yes	Yes	Ductless Split Systems will be captured as one single item. The barcode will be located on the exterior unit
Unit Heaters	Individual	Yes	Yes	
Fan Coil Units*	Individual	Yes	Yes	Included in the service and quantified based on client supplied data and/or drawings only. *No visual capture.
Unit Ventilators*	Individual	Yes	Yes	Included in the service and quantified based on client supplied data and/or drawings only. *No visual capture.
VAV Boxes*	Individual	Yes	Yes	Included in the service and quantified based on client supplied data and/or drawings only. *No visual capture.
Window Units	Not Included in Service			
Radiators	Not Included in Service			
Thermostatic Controls	Not Included in Service			
Interior Systems				



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)		Included in Equipment Inventory? (Y/N)	Comments
Interior Ceiling	System Level	Yes		No	
Interior Doors	System Level	Yes		No	
Interior Floor	System Level	Yes		No	
Interior Walls	System Level	Yes		No	
Kitchen					
Dishwashers	Individual	No		Yes	Commercial-Style, non-residential
Freezer (Walk In, Reach In)	Individual	No		Yes	
Grease Traps	Individual	No		Yes	Will not receive a barcode if barcoding services is included
Large Kitchen Equipment	Individual	No		Yes	Valued above \$2,000
Oven, Stoves	Individual	No		Yes	
Refrigerator (Walk In, Reach In)	Individual	No		Yes	Commercial-Style, non-residential
Broilers, Grills, Fryers	Individual	No		Yes	Valued above \$2,000
Counter Top Appliances	Not Included in Service				
Cutlery	Not Included in Service				
Tables, Racks	Not Included in Service				
Plumbing					
Domestic Hot Water Heaters	Individual	No		Yes	80 Gallons and Above. Does not include Instant Hot Water Heaters
Domestic Water Booster Pumps	Individual	No		Yes	1 HP and above



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Hot Water Storage Tank	Individual	No	Yes	
Main Backflow Preventer	Individual	No	Yes	Includes Domestic and Fire Suppression
Sump Pumps	Individual	No	Yes	
Fixtures	System Level	Yes	No	
Filters	Not Included in Service			
Strainers	Not Included in Service			
Valves	Not Included in Service			
Site Improvements				
Drainage Systems	System Level	Yes	No	
Parking, Paving , Sidewalks	System Level	Yes	No	
Utilities	System Level	Yes	No	Under the floor, behind the wall related items – electrical distribution, Domestic water/sewer & HVAC Ductwork. Cost per sq. ft. estimation for replacement/rehab.
Vertical Transportation				
Dumb Waiter	Individual	No	Yes	
Elevators	Individual	No	Yes	
Escalators	Individual	No	Yes	



For the Equipment Items and Systems/Sub-Systems listed in the Asset Inventory and Systems/Component Table above, the following attributes will be captured as follows depending on whether the item is included in the Equipment Inventory and/or as a General or Specific System Component of the Capital Forecast or Capital Prediction solution:

	Work & Asset Management Data Population (Y/N)	Capital Forecasting Data Population (Y/N)	
Field Name	Equipment Items	General Sub-System	Specific Sub-System
Equipment Item Number	Y	N	Y*
			Corresponding Equipment Item Number will replace Sub-System ID
System-Component ID	N	Y	N*
			Corresponding Equipment Item Number will replace Sub-System ID
Site/Location/Building Name	Y	Y	Y
Description	Y	Y	Y
System/Sub-System	N	Y	Y
Classification/Type	Y	N	N
Unit of Measure	N	Y	Y
Quantity	N	Y	Y
Unit Cost	N	Y	Y
Manu/Model/Serial Numbers	Y	N	N*
			Will be included on Individual Equipment Record



	Work & Asset Management Data Population (Y/N)	Capital Forecasting Data Population (Y/N)	
Field Name	Equipment Items	General Sub-System	Specific Sub-System
Tag (if available)	Y	N	N
Date In Service (if available)	Y	Y	Y
Condition	Y	Y	Y
Estimated Replacement Cost	Y	Y	Y
Estimated Next Replacement Date	Y	Y	Y
Life Cycle	Y	Y	Y
Included in 20-year Capital Forecast?	N	Y	Y

Evaluation

At the conclusion of the assessment(s), the Company Service Provider will prepare reports as described above that include:

- A general description of the property and improvements and comment generally on observed conditions.
- Comments for components that are exhibiting deferred maintenance issues and provide estimates for "immediate" and "capital repair" costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last three years, or currently under contract. The Company Service Provider shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- A schedule for recommended replacement or repairs (schedule of priorities).
- Address critical repairs separately from repairs anticipated over the term of the analysis.
- A FCI index number for each building.
- A twenty year capital plan with an Executive Summary with graphic presentation of results to provide a quick, "user-friendly" summary of the property's observed condition and estimated costs assigned by category.

Cost Estimating



Each single building report will include an estimated cost for each System/Sub-System repair or replacement anticipated during the evaluation term. The capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item. A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings.

In addition to the detailed description of the deficiencies, we will provide cost estimates for the deficiencies noted. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects, if available.

Company Service Providers use the ASTM Uniformat II system for categorization and a proprietary blend of national prevailing industry-standard cost models for cost estimating. Company also maintains and updates our cost estimating system with information received from the field. Through our construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This allows us to project costs based on local conditions and to maintain a cost database that in most cases is more current than published models.

Assumptions

- Average building square footage is greater than 10,000 sq. feet. If average square footage of all buildings to be included to receive the service is less than 10,000 sq. feet, custom pricing is needed.
- All buildings are located within one primary geographic zone/region (Example – School District, Higher Education, Main Campus, and Town). If multiple or scattered locations across the state are to receive the service a custom quote must be obtained. (Example – Multiple Higher Education Satellite Campuses locations, State Department Agencies)
- Residence Halls – A sampling would be based upon visits to approx. 20% of the rooms. When calculating the projected replacement cost of the in-residence items, these items will be treated as a system. A cost based upon the sampling will be generated for the system. Individual in-room collection of assets would not be provided, if desired a custom quote would be needed.
- Reconciliation of existing equipment in Company work & asset management solutions and updating of historical records will not be performed. If reconciliation is required this is subject to additional costs depending upon the amount of changes requested.
- Capture of Data plate information is subject to readily accessible, legible information plate.
- Company team members make final determination of whether areas housing assets are safely accessible for data collection.
- Company team members will not move assets or interfere with asset functionality to collect nameplate information.
- All Data on SOW is captured at the asset level – subcomponents of assets listed on the SOW will not be captured.
- Equipment not in service or identified as "Run-to-Fail" are excluded from data gathering service unless inventory is required for compliance purposes.

Client Responsibility



1. Client will provide the needed input, resources, and documentation to support the tasks of the service and associated timelines for delivery of the service.
2. Any data to be migrated from client drawings or spreadsheets has to be provided to the Company Service Provider within 15 business days of completion of onsite activity.
3. Client will review and provide any feedback related to data sent to them for review by Company Service Provider or Company within 15 business days or unless otherwise determined.
4. If Data is not reviewed within the 15 business day time period Company will assume that the Data provided by the Company Service Provider is approved and will load into the client's software.
5. Client will be responsible for scheduling and coordinating all meetings and interviews involving other teams, departments, management teams or other necessary resources required for the success of this project.
6. Client will provide adequate access to working facilities (i.e., access badge, parking pass), if specific authorization or clearance is required client will notify Company and/or Company Service Provider in advance of onsite.
7. Client will ensure that the Company Service Provider is granted accessibility to the facilities and/or systems required to conduct the necessary work defined in this SOW. If Company Service Provider is not granted access to all areas, this could result in missed information gathering and/or delays in implementation timelines. For Flat Roofs, this means providing the Company Service Providers with access to a ladder so that they are able to conduct a visual assessment.
8. Client will ensure that the Company Service Provider is granted accessibility to Company Software, for Clients with Connect Authenticate/Single Sign On this may require your Technology Team to setup the Company Service Provider in your organizations Identity Provider service.
9. Client will provide a knowledgeable escort for work defined in this SOW and access to personnel as necessary.
10. Reconciliation of existing equipment in Company work & asset management solutions and cleanup of historical records and/or data within the software is subject to additional costs depending upon the amount of changes requested.
11. Company is not responsible for reconciliation of portable or moveable assets after onsite collection is performed.
12. Addition of Equipment Barcode Tagging services must be purchased prior to onsite activity by the Company Service Provider and is not included in the Standard FCA SOW.

Milestone Billing - Invoice Schedule

Invoicing for the Facility Condition Assessment service will be provided as delivery milestones are completed for projects equal or greater than 154,000 square feet. Below is the schedule for the billing milestones and the related percentage.



Facility Condition Assessment Milestones	Description	Percentage
Mobilization	Project acquisition template set up, Vendor kickoff call with client, Travel arrangement costs; other miscellaneous pre-visit preparation	15%
On-Site Field Data Capture	Project launch meeting with client first day of onsite, acquisition of data to Scope of Work at all locations included in project, and closing meeting at end of onsite activity to confirm completion and review next step actions.	35%
Data Management	Data activity, including quality assurance and control that occurs after field work is completed to produce the data file.	35%
Report	Creation and delivery of final narrative reports (FCA), and data files (FCA/ Data Gathering) to client.	15%

*If project is greater than 1.5M Square feet additional milestones will be leveraged.

Equipment Inventory Barcoding Service

Purpose

The Equipment Inventory Barcoding Service works with your Brightly Work & Asset Management solution in conjunction with an "Equipment Inventory" (Data Gathering) or a Facility Condition Assessment (FCA) service offering.

Value

Barcoding identifies equipment by assigning a unique number to that equipment item which will then serve as an identifier in your Brightly Work & Asset Management system database allowing for easier identification and tracking of the item. The barcoding of equipment inventory occurs during the onsite equipment data gathering/ collection process.

Deliverables by Brightly to the Client include the following:

- Commercially produced weather resistant barcodes will be applied to the major pieces of equipment covered in the scope of work provided in the Data Gathering or Facility Condition Assessment services.
- Barcode numbers will be available for use at the time equipment inventory data is imported into your Brightly Work & Asset Management solution.

The Brightly Service Provider will make an effort to apply barcodes in a convenient location so the facility's maintenance staff can easily identify them. Based upon our professional expertise, we recommend the following –

- Application of the barcode shall be placed **next to the Data Plate of an Asset**. Placing barcodes in this



location ensures that the barcode can be easily identified and associated to the asset in a CMMS software.

- If data plate is not present, or is inaccessible, the barcode will be placed in an accessible area that is easily seen by maintenance technicians, does not detract from the appearance of the equipment, isn't in danger of being tampered with, or will be otherwise destroyed through normal use and cleaning of the asset.

Assumptions

- Purchase of service is made prior to onsite activity. If onsite activity has been completed, custom pricing would be required as a revisit would be needed for the placement of the barcodes.
- For Asset Essentials Clients, determination of 1D (Standard) vs 2D (QR Codes) is required prior to onsite activity. URL creation along with QR code purchase and encoding is needed prior to onsite activity. If determination is not provided prior to onsite activity, 1D (Standard) barcodes will be used.

Invoice Schedule

Invoicing for the Barcoding Service will be provided upon completion of onsite activity at 100%.

Preventive Maintenance Schedule Creation

Purpose

Preventive Maintenance (PM) Schedule creation is a service offering provided in conjunction with an "Equipment Inventory" (Data Gathering) service or Facility Condition Assessment (FCA). PM Schedules will be generated off the equipment inventory collected by the Company Service Provider during either the Data Gathering or FCA service. The intent of this service is to identify needed procedures and inspections required to maintain facilities systems in safe, reliable and efficient condition.

Value

By leveraging Company's PM Schedule Creation service, Company clients are able to leverage and incorporate regular preventive maintenance best practices of their equipment. By performing regular or routine maintenance best practices, you ensure that your equipment is operating under safe and optimal conditions thus preventing the potential for downtime and shorter life expectancy.

Deliverables

All Preventive Maintenance Schedule Creation services include the following deliverables:

- Creation of PM Schedules for populating your Brightly Work & Asset Management solution
- Data population within Company Software. No report will be provided.

Methodology and Approach

Company Service Providers leverage multiple libraries of PM standards to create PM schedules. These standards are based upon prevailing national codes and standards such as ASTM, ASHRAE, NFPA and BOMA. Procedures related to performing the tasks within the schedule will include:



- Safety Points
- Tools Required
- Estimated Time to Complete Maintenance
- Step-by-step procedure to complete maintenance work order

Prior to the import or population within the Company Software, the Company Service Provider will:

- Review of PM Task Check-off Lists with Client
- Setup baseline PM schedules for the equipment inventory collected
- Work with the Client to determine PM Schedule assignment. Assignment includes setting up the appropriate Technician or contractor who will be performing the related PM tasks into the master import template to ensure that the routing of work flows accordingly in the Work & Asset Management Solution. Assignment will be made at the location or craft level. Anything above and beyond this level of assignment will be managed and maintained by the client within the software or require a custom scope of work for the Company Service Provider to deliver. For assignment to occur, the client must have the Technician or contractor created in the software prior to onsite activity.
- Work with the Client to determine the start date, frequency and load balancing based upon client staffing. If start dates cannot be determined or agreed upon within a timely manner, the PM Schedules will be loaded into the Client's Work & Asset Management solution as "Inactive".

Assumptions

- Client will provide feedback/review of PM Schedules within 15 business days of delivery from the Company Service Provider. If feedback/review of PM Schedules exceeds 30 business days, Company will provide a Deliverable Acceptance Form to the client to complete review within 30 days. If feedback is not provided during this time period, Company will assume delivery of the service and import the PM schedules as "inactive" in the system. Company will provide training on how updates can be made within the software or perform mass updates if needed for a fee.
- Once PM Schedules are imported into the Company Work and Asset Management applications, any updates and/or alterations of those schedules need to be communicated to Company within 30 days. Company will only make updates related to the below items:
 - Discontinuation of PM Schedules created with the service
 - Alteration of frequency on existing schedules created with the service
 - Alteration of start dates for the schedules created with the service

Otherwise, any revisions beyond this 30 day period will be the responsibility of the client to perform within the software or Company to perform at an additional fee.

- Reconciliation of existing PM Schedules in the client's account is subject to additional costs depending upon the number of active PM's and is not a part of the standard SOW.

Invoice Schedule

Invoicing for the PM Schedule Creation Service will be provided upon receipt of PM Schedule drafts at 100%



Order terms

- By accepting this Order, and notwithstanding anything to the contrary in any other purchasing agreement, Subscriber agrees to pay all relevant Subscription Fees for the full Subscription Term defined above.
- Payment terms: Net 30
- Billing frequency for Cloud Services will be Annual.
- First Cloud Services invoice to be sent on or around .
- The "Effective Date" of the Agreement between Subscriber and Company is the date Subscriber accepts this Order.
- This Order and its Offerings are governed by the terms of the Brightly Software, Inc. Master Subscription Agreement found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) ("Agreement"), unless Subscriber has a separate written agreement executed by Brightly Software, Inc. ("Company") for the Offerings, in which case the separate written agreement will govern. Acceptance is expressly limited to the terms of the Agreement. No other terms and conditions will apply. The terms of any purchase order or similar Subscriber document are excluded and such terms will not apply to the Order and will not supplement or modify the Agreement irrespective of any language to the contrary in such document.
- To the extent professional services are included in the Professional Services section of this Order, the Professional Services Addendum found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) is expressly incorporated into the Agreement by reference.
- During the Subscription Term, Company shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, (8:00 am – 8:00 pm EST for Community Development Services) Monday through Friday ("Business Hours"), excluding Company Holidays.
- Company maintains the right to increase Subscription Fees within the Subscription Term by an amount not to exceed the greater of prices shown in the investment table or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Subscription Terms will be charged at the then-current rate.
- Acceptance of this Order on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the terms set forth herein, you must not accept this Order and may not use the Offerings.
- Proposal expires in sixty (60) days.
- Subscriber shall use reasonable efforts to obtain appropriation in the full amount required under this Order annually. If the Subscriber fails to appropriate funds sufficient to maintain the Offerings described in this Order, then the Subscriber may terminate the Offerings at no additional cost or penalty by giving prior written notice documenting such non-appropriation. Subscriber shall use reasonable efforts to provide at least thirty (30) days prior written notice of non-appropriation. Subscriber agrees non-appropriation is not a substitute for termination for convenience, and further agrees Offerings terminated for non-appropriation may not be replaced with functionally similar products or services prior to the expiration of the Services Term set forth in this Order. Subscriber will not be entitled to a refund or offset of previously paid, but unused Fees.



Additional information

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Subscriber. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Subscriber. Tax exemption certifications can be sent to [accountsreceivable@brightlysoftware.com \(mailto:accountsreceivable@brightlysoftware.com\)](mailto:accountsreceivable@brightlysoftware.com).
- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-401458 on any applicable purchase order and email to [Purchaseorders@Brightlysoftware.com \(mailto:Purchaseorders@Brightlysoftware.com\)](mailto:Purchaseorders@Brightlysoftware.com)
- Brightly Software, Inc. can provide evidence of insurance upon request.



Signature

Presented to:

Q-401458

March 19, 2024, 2:34:39 PM

Accepted by:

Printed Name

Signed Name

Title

Date