



CITY OF

NEWPORT BEACH

City Council Staff Report

August 26, 2025
Agenda Item No. 23.

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Approval of Amendment No. One to Professional Services Agreement with Brightly Software, Inc. for Facility Maintenance Software

ABSTRACT:

The City of Newport Beach utilizes Brightly Software, Inc. (Brightly) Asset Essentials software to track, maintain and manage City facility maintenance and repair functions. Staff requests City Council approval of Amendment No. One to the professional services agreement with Brightly, extending the City's ability to use Asset Essentials for facility maintenance management for an additional three years.

RECOMMENDATIONS:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Approve Amendment No. One to the professional services agreement with Brightly Software, Inc. for Facility Maintenance Software to extend the term through June 30, 2028, increase the agreement amount by \$68,613.21 for a total not-to-exceed amount of \$187,351.80, and authorize the Mayor and City Clerk to execute the agreement.

DISCUSSION:

The City maintains approximately 100 public buildings. These include restrooms, recreational facilities, libraries, fire stations and support buildings. The facilities require preventative maintenance to remain functional and reactive maintenance to address issues that arise due to use. Staff utilizes a software program called Asset Essentials to organize these maintenance needs. The program allows staff to track and analyze facility maintenance needs and plan maintenance efforts.

In April 2023, the City entered into an agreement with Brightly for a total cost of \$118,738.59. The contract included the conversion of the City's facilities condition assessment data into Asset Essentials formatting and access to two years of Asset Essentials facility maintenance management.

City personnel have been using the program to manage the City's facility maintenance and repairs for two years with favorable results. As the original contract approached its end of term, the City solicited a proposal from Brightly to continue using Asset Essentials for three additional years.

Per Council Policy, the original contract was signed by the city manager as it was within the city manager's signing authority. The proposed contract amendment pushes the total contract cost above that signing authority and thus the new extension must be approved by the City Council.

FISCAL IMPACT:

The adopted Capital Improvement Program budget includes sufficient funding for the approval of this agreement. The additional three-year cost of Brightly is \$68,613.12. It will be expensed to the Facilities Maintenance Master Plan account in the Public Works Department, 57101-980000-26F02.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENT:

Attachment A – Amendment No. One to the Professional Services Agreement