

**HOUSING COMMISSION
PALM DESERT HOUSING AUTHORITY
STAFF REPORT**

MEETING DATE: July 9, 2025

PREPARED BY: Celina Cabrera, Senior Management Analyst

SUBJECT: REQUEST FOR AUTHORIZATION TO INCREASE FY 2024/25 POOL
AND SPA ADDITIONAL SERVICES WITH SERVICE FIRST, LLC.

RECOMMENDATION:

Recommend that the Housing Authority Board authorize an increase of \$6,581.00 to the not to exceed amount for additional services for pool and spa repairs with Service First, LLC for fiscal year 2024/25.

BACKGROUND/ANALYSIS:

On December 30, 2024, Service First completed a five-year contract to provide pool and spa maintenance and repair services for Palm Desert Housing Authority (Housing Authority) properties. The contract authorized an annual maintenance amount of \$138,573.11 and included an allowance of up to \$50,000 per year for additional services, which covered non-routine repairs, parts, and emergency responses beyond standard maintenance.

The Service First contract operated on a calendar year basis, beginning January 1st, which does not align with the Housing Authority's fiscal year. During a recent internal review, it was identified that in Fiscal Year 2024/25, expenditures for additional services exceeded the authorized amount by \$6,581.00. However, in Fiscal Year 2023/24, nearly \$9,896.00 in the additional services budget remained unspent.

This discrepancy is due to several invoices related to services performed near the end of calendar year 2023 being incorrectly posted to Fiscal Year 2024/25 rather than FY 2023/24. As a result, the current fiscal year reflects an overage that would not have occurred had the invoices been posted in the correct fiscal year.

To resolve this issue and ensure all valid expenses are covered, staff is requesting authorization to increase the FY 2024/25 allowance for additional services by \$6,581.00.

FINANCIAL IMPACT:

The financial impact is to increase the additional services amount by \$6,581.00 for the current fiscal year. Authorization does not require appropriation and there is no financial impact on the City's General Fund.