

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: August 28, 2025

PREPARED BY: Shawn Muir, Community Services Manager

SUBJECT: APPROVE AMENDMENTS NO. 1 TO C48520A-E FOR ON-CALL PARKS
AND LANDSCAPE ENHANCEMENT CONTRACTS

RECOMMENDATION:

1. Approve Amendment No. 1 to C48520A with AK Landscaping, to clarify the contract aggregate amount is \$750,000 per fiscal year for the contract term.
2. Approve Amendment No. 1 to C48520B with Excel Landscape, Inc., to clarify the contract aggregate amount is \$750,000 per fiscal year for the contract term.
3. Approve Amendment No. 1 to C48520C with Horizon Professional Landscape, Inc., to clarify the contract aggregate amount is \$750,000 per fiscal year for the contract term.
4. Approve Amendment No. 1 to C48520D with Mariposa Landscapes, Inc., to clarify the contract aggregate amount is \$750,000 per fiscal year for the contract term.
5. Approve Amendment No. 1 to C48520E with Vintage Landscape to clarify the contract aggregate amount is \$750,000 per fiscal year for the contract term.
6. Authorize the City Attorney to make any necessary non-monetary changes to the amendments.
7. Authorize the City Manager to execute the amendments and any documents necessary to effectuate the actions taken herewith.

BACKGROUND/ANALYSIS:

On October 24, 2024, the City Council approved Contract Nos. C48520A–E, establishing an aggregate not-to-exceed amount of \$750,000 to be distributed through task orders for parks and landscape enhancement projects throughout Palm Desert. The agreements are effective from December 1, 2024, through June 30, 2027, and include the option for two one-year extensions.

The original staff report and executed agreements did not specify that the \$750,000 amount is intended as an annual aggregate amount, and staff completed projects during FY 2024/25 that expended the full amount of the agreements. The proposed amendments would update contract language to provide for the annual aggregate amount – meaning up to \$750,000 may be allocated **each fiscal year** for the duration of the contracts. This clarification is consistent with budget assumptions and is necessary to ensure proper contract interpretation.

Staff requests approval of Amendment No. 1 to each of the five contracts to revise the compensation language and formally state that the \$750,000 is an annual aggregate amount for all approved contractors. Each amendment includes this updated language and does not alter the terms or scope of the existing agreements.

Legal Review:

This report has been reviewed by the City Attorney’s Office.

FINANCIAL IMPACT:

The approved FY 2025-26 Financial Plan and Capital Improvement Project (CIP) List includes \$1,075,000 allocated for landscape services across various Public Works operational accounts. Of this amount, approximately \$750,000 is recommended for contracts that will be administered through task orders for landscape projects. These contracts are intended for landscape improvements and repairs that are broader in scope, more complex in nature, or of greater scale than the City’s existing maintenance services agreements.

The remaining budget of approximately \$325,000 is allocated for traditional contracts used to perform routine maintenance and minor improvements, such as basic infill or irrigation repairs. These contracts are part of the City’s standard maintenance practices

Funding for subsequent years will be considered as part of the annual budget request process, and issuance of task orders will remain contingent upon budget approval. As a result, there is no additional financial impact to the General Fund associated with this action. The table below outlines the budget allocation and estimated expenses for each account in FY 2025-26:

<i>Account No.</i>	<i>Location</i>	<i>Budget</i>	<i>Expenses</i>	<i>Balance</i>
1104610-4332001	Civic Center Park	\$50,000	\$50,000	
1104610-4337001	Tri-Cities Sports	\$25,000	\$25,000	
1104611-4332001	Other Parks	\$50,000	\$50,000	
1104614-4337001	Medians	\$750,000	\$400,000	
2424595-4400100	Palm Desert Aquatic Center	\$50,000	\$50,000	
4004618-4400100	Park Improvements	\$100,000	\$100,000	
4004674-4400100	Civic Center Park Improvements	\$100,000	\$75,000	
Total:		\$1,075,000	\$750,000	\$325,000

Although the amounts listed are intended to cover the costs, actual distribution will vary based on actual use.

ATTACHMENTS:

1. Approved Staff Report for Contract Awards
2. C48520A Amendment No. 1 AK Landscaping
3. C48520B Amendment No. 1 Excel Landscape
4. C48520C Amendment No. 1 Horizon Professional Landscape
5. C48520D Amendment No. 1 Mariposa Landscapes
6. C48520E Amendment No. 1 Vintage Landscape