

## **MEMORANDUM**

**DATE:** November 4, 2024

**TO:** Melissa Marsh - City Manager

**FROM:** Giles Tucker - Community & Economic Development Director

**SUBJECT:** CDBG Yard Services- CDBG Lawn Service Contract Overage

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### **SUMMARY/BACKGROUND:**

On March 11, 2024, City Council approved the CDBG Lawn Service contract for the 2024 season, awarding the contract to Capital Landscape at a unit price of \$23.00 per lot. Staff asked for a contact limit not to exceed \$35,589. This contact amount was to cover the costs of 55 residences at 28 weeks at \$23.00. However, as the contract was written, service was provided for 29 weeks. Further, while there were months of service under 55 residences, for much of the season 56 residences were cut. Both deviations from were the result of human error on my part. This has resulted in a total cost of service of \$37,053, a total of \$1,464 over the City Council approved limit approved in March 2024. As City Council approved a contract budget "not to exceed" \$35,589, staff needs to reapproach City Council for an additional \$1,464 in costs to pay the remaining outstanding balance owed to Capital Landscape. There are ample remaining Yard Services funds to cover this overage and still fund the recently approved Snow Removal contract and next Lawn Service contract for 2025.

### **STAFF RECOMMENDATION:**

Staff requests that City Council amend the contract to Capital Landscape for the CDBG 2024 Lawn Service from \$35,589 to \$37,053.