



AGENDA MEMORANDUM

Action Item for the City Council Meeting March 2, 2021

DATE: February 23, 2021

TO: Peter Zaroni, City Manager

FROM: Mike Markle, Chief of Police
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Mowing and Securing of Non-Code Compliant Properties CDBG Funded

CAPTION:

Motion authorizing five, two-year service agreements for a combined amount not to exceed \$400,000.00 for mowing and securing of non-code compliant properties for Code Enforcement, with an agreement with each of the following Contractors: Apostle Construction Enterprises, LLC, Dexter Charles Rhines Jr., dba D.R. Lawn Maintenance, J.M. Perez and Grandsons LLC, TurnKey Lawn Care & Services, LLC, and Juan Carlos Valdez, dba Woodwerk Tree Trimming & Landscaping, each in an amount not to exceed \$80,000.00, with FY 2021 funding in the amount of approximately \$58,333.00 available through the General Fund and \$58,333.00 available through the CDBG Grants Fund for a combined amount of \$116,666.00.

SUMMARY:

This motion authorizes mowing and securing of non-code compliant properties for Code Enforcement to continue mowing and servicing properties that have code violations. These services include, mowing, trimming, edging, tree brush trimming, debris removal and securing properties.

BACKGROUND AND FINDINGS:

The Code Enforcement Division strives to prevent the deterioration of housing and commercial properties through the enforcement and abatement of code violations. Code Enforcement is budgeted an amount of \$100,000.00 from General Fund and \$100,000.00 from Community Development Block Grant annually for this work. Property owners are notified of code violations and given an opportunity to correct violations to be compliant. If a property owner is unable or unwilling to address the violations, the City can abate the violations and charge the property owner for services required. These contracts help facilitate a timely remedy and restore healthy environmental conditions for the

neighborhood by mowing, line trimming, edging, tree and brush trimming, removal of debris and securing of vacant properties.

Contracts and Procurement conducted a Request for Qualification (RFQ) process for the Police Department's Code Enforcement Division for mowing and servicing of non-code compliant properties. The RFQ process allows the City to make sure the firms interested in providing these services are qualified and have the equipment and manpower to perform the services. The City received five submissions and after evaluating each firm, is recommending the award to Apostle Construction Enterprises, LLC, Dexter Charles Rhines Jr. dba D.R. Lawn Maintenance, J.M. Perez and Grandsons LLC, TurnKey Lawn Care & Services, LLC and Juan Carlos Valdez, dba Woodwerk Tree Trimming & Landscaping as qualified firms to perform services.

ALTERNATIVES:

The alternative to not securing these long-term service agreements would be for the department to obtain this service through individual purchase orders and service agreements; however, securing larger longer-term agreements with reputable companies is more cost efficient and consistent with the department needs.

FISCAL IMPACT:

The fiscal impact for the Police Department in FY 2021 is an estimated amount of \$116,666.00 for five, two-year service agreements. The remaining estimated \$283,334.00 will be budgeted in future years through the annual budget process.

FUNDING DETAIL:

Fund:	1020	General Fund
Organization/Activity:	11500	Code Enforcement
Mission Element:	157	Enforce housing, zoning, and nuisance codes
Project # (CIP Only):	N/A	
Account:	530220	Demolition/ Clean-up Service
Cost:		\$58,333.00

Fund:	1059	CDBG Grant
Organization/Activity:	852108L	Clearance Program FY20
Mission Element:	157	Enforce housing, zoning, and nuisance codes
Project # (CIP Only):	N/A	
Account:	530220	Demolition/ Clean-up Service
Cost:		\$58,333.00

RECOMMENDATION:

Staff recommends approval of this motion authorizing a two-year service agreement with Apostle Construction Enterprises, LLC, Dexter Charles Rhines Jr., dba D.R. Lawn Maintenance, J.M. Perez and Grandsons LLC, TurnKey Lawn Care & Services, LLC, and Juan Carlos Valdez, dba Woodwerk Tree Trimming & Landscaping as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreements 3448, 3449, 3299, 3450 and 3451