



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**March 5, 2024**

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**TOPIC:** Second Amendment for Service First Fountain Maintenance Services Agreement

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**AGENDA TITLE**

Amend the Agreement with Service First to Increase the Contract Amount by \$300,000 Annually for Fountain Maintenance and Repair Services (General Fund)

**RECOMMENDED ACTION**

Authorize the City Manager to execute a second amendment to the agreement with Service First to provide scheduled fountain maintenance and repair services, increasing the amount by \$300,000 annually, for a total agreement amount of \$1,868,000, for the remaining term through December 31, 2025 (Agreement No. A-2024-XXX).

**GOVERNMENT CODE 84308 APPLIES:** Yes

**DISCUSSION**

As of July 1, 2022, park maintenance functions have transferred from the Parks, Recreation, and Community Services Agency (PRCSA) to the Public Works Agency (PWA). PWA's Parks, Fleet, and Facilities Division provides fountain maintenance and repair throughout the city.

On September 13, 2021, PRCSA released a Request for Proposal (RFP) for fountain maintenance, and on November 16, 2021, Service First was awarded the contract. They have provided continuous maintenance services for city fountains and pools. Their professional and prompt response has been instrumental in keeping city fountains beautiful, healthy, and safe for all residents and visitors.

Over the years, there has been a need for an increased level of maintenance services due to vandalism and deferred maintenance. Additionally, rising costs of materials and labor also impact ongoing operations to meet the high standard of service to City residents and visitors. Service First has provided high-quality maintenance services to the City since its contract commencement in 2021. To fund the increased level of service and unforeseen repairs, staff recommends increasing the annual agreement amount by \$300,000 to cover services (Exhibit 1). The fountains to be maintained under this contract include:

- Civic Center fountains (three fountains)
- Second Street Promenade
- Sasscer Park (soon to be repaired)

In addition to the routine maintenance, scope of work will include minor equipment replacement and upkeep.

**FISCAL IMPACT**

Funding is available in the FY 2023-24 budget and funding for subsequent fiscal years will be included in the proposed budgets for City Council consideration. The following table summarizes the funds budgeted and available for expenditure to deliver agreement services.

<b>Fiscal Year</b>	<b>Accounting Unit-Account #</b>	<b>Fund Description</b>	<b>Accounting Unit, Account Description</b>	<b>Amount</b>
<b>Amendment</b>				
2023-24 (Feb-Jun)	07417655-62320	Civic Center Maintenance	Civic Center Maintenance, Maint. & Repair Bldg. & Ground	\$125,000
2024-25	07417655-62320	Civic Center Maintenance	Civic Center Maintenance, Maint. & Repair Bldgs & Ground	\$300,000
2025-26 (Jul - Dec)	07417655-62320	Civic Center Maintenance	Civic Center Maintenance, Maint. & Repair Bldgs & Ground	\$150,000
<b>Original Contract</b>				\$1,293,000
<b>Total:</b>				<b>\$1,868,000</b>

**EXHIBIT(S)**

1. Second Amendment to Agreement with Service First

Submitted By: Nabil Saba, P.E., Executive Director - Public Works Agency

Approved By: Tom Hatch, Interim City Manager