



AGENDA REPORT

**Economic Development
Richmond Housing Authority (RHA)**

DATE:	March 3, 2026
TO:	Chair Martinez and Members of the Board of Commissioners of the Richmond Housing Authority (RHA)
FROM:	Antoinette Terrell, RHA Executive Director Nannette Beacham, Economic Development Director
Subject:	Contract with Desert Parks Landscaping (dba Pacific Site Management) for Landscaping Services
FINANCIAL IMPACT:	The proposed \$36,000 contract will be funded through the U.S. Housing and Urban Development's (HUD) annual allocation of Operating Subsidy and rent from Public Housing Residents and is included within the approved fiscal year 2025-2026 RHA Nystrom Village budget (Account String: 44545191- 400537).
PREVIOUS COUNCIL ACTION:	None
STATEMENT OF THE ISSUE:	The Richmond Housing Authority's landscape maintenance contract with Desert Parks Landscaping, doing business as Pacific Site Management, expired on June 30, 2025. During the contract period, emergency tree maintenance was necessary, resulting in total expenditures exceeding the not-to-exceed contract amount. City staff require authorization to pay the outstanding invoices for services rendered during the contract term.

RECOMMENDED ACTION:	ADOPT a resolution to APPROVE a contract with Pacific Site Management for \$36,000, to pay for outstanding invoices for landscaping services performed under the previous contract, with a new contract term ending June 30, 2026 – Economic Development/Richmond Housing Authority (Nannette Beacham/Antoinette Terrell 510-621-1300).
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DISCUSSION:

The multi-year landscaping contract with Desert Parks Landscaping (dba Pacific Site Management) provided routine grounds maintenance to Nystrom Village from its start date of May 21, 2019, through its expiration on June 30, 2025. During the contract term, a pair of trees fell during a storm event and several trees and large limbs were identified as posing immediate safety risks to residents, staff, and buildings. These hazards required urgent response to prevent potential injury and further property damage.

To address these conditions, Pacific Site Management performed tree removal and hazard-mitigation services at RHA’s direction. As a result, these expenditures caused the overall contract expenditures to exceed the not-to-exceed amount by \$36,000.

RHA’s procurement policies require approval for payments that exceed a contract’s authorized limits, City staff is requesting Board authorization to pay the outstanding invoices for services that were completed during the valid contract period with funds that are available in FY2026 budget.

Tree located at 1418 Florida Ave.



Tree located along Marina Way South



Trees down along Marina Way South



DOCUMENTS ATTACHED:

- Attachment 1 – Contract
- Attachment 2 – Outstanding Invoices
- Attachment 3 – Resolution