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### City Manager's Report

January 27, 2026 City Council Meeting

Prepared by: Denis Nishihara, Director of Community Services

Item#: 12.4

**Subject:** Consider Authorizing the Director of Community Services to Negotiate and Execute a Contract for Mowing and Basic Landscaping Services with Miguel A. Garcia Landscaping in the amount of \$60,000.

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**Recommendation:** Adopt a resolution authorizing the Director of Community Services to negotiate and execute a contract with Miguel A. Garcia Landscaping for mowing and basic landscaping services in an amount not to exceed \$60,000.

**Purpose:** This resolution authorizes a contract with a local landscaping company to provide mowing, edging, blowing, trimming, and turf repair services across six of the City's parks. By outsourcing these routine tasks, the City will achieve cost savings while freeing up Park Maintenance staff to concentrate on higher-priority responsibilities, including tree maintenance, fuel reduction efforts, playground inspections, and the enhancement of key public areas such as trails, creeks, parking lots, and facilities.

**Strategic Plan Strategy:** Maintain/Improve Quality of Life (1a.) Provide and maintain vibrant public spaces, events and programs and ensure a well-designed and protected City infrastructure.

**Background:** In July 2025, the Community Services Department issued an informal Request for Proposals (RFP) for landscaping services. Miguel A. Garcia Landscaping (MAG) provided the most cost-effective and highest-quality solution. Over the past few months, their current services have expanded from weed abatement and irrigation repair to supporting field maintenance at Lion's Park and Rotary Park.

At the conclusion of the negotiation process a total of three (3) companies submitted competitive quotes for the outlined services. The companies were: R & F Landscaping, Inc., (\$4,450), Four Seasons Landscape and Property Services (\$4,550) and MAG Landscaping, (\$4,350). MAG was the most qualified and only compliant contractor, with extremely competitive price levels. The Community Services Department manages and maintains 48 areas of public space, including but not limited to 2.5-3.5 miles of public trail, over 60 acres of parkland across 8 parks, 8 community gardens, 11 facilities, 6 parking lots, 2 cemeteries, and a multitude of recreation classes, programs, and events. These spaces require daily oversight for vandalism, repair, trash abatement, cleaning, irrigation repair, regular mowing, pest management, and basic landscape maintenance to ensure safety, aesthetics, and usability for residents and visitors. Maintenance responsibilities are currently assigned to only four full-time

staff members who handle tasks across parks, public restrooms, facilities, parking lots, community gardens, public spaces, trails, and deferred maintenance.

In accordance with City procurement policies and Public Contract Code Section 22032(a), which states public projects of seventy-five thousand dollars (\$75,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order, staff pursued a negotiated contract approach for annual mowing and basic landscaping services at six of the City's parks (Lions Park, Duffy Park, Lumsden Park, City Park, Rotary Park, and Orchard Hill Park). The contract term is proposed for one year, with options for renewal based on performance.

Contractual landscaping service is a current practice utilized by the Community Service Department to offset costs and ensure quality service.

**Discussion:** All proposals were evaluated based on criteria including cost, experience with similar projects, references, insurance coverage, and compliance with City requirements (e.g., licensing, equipment standards, and environmental practices). Including certification to support long term sport field repair, weed mitigation, tree trimming and irrigation repair. Two of the three proposers did not meet the minimum qualifications nor demonstrated capability to perform the work.

Staff recommend negotiating and executing a contract with MAG at a monthly cost of \$4,350 (annualized to \$52,200), effective January 13, 2026. This service will reassign a basic weekly task to a contractor, saving money and allowing Park Maintenance staff to focus on primary repair issues, such as tree maintenance, fuel reduction, playground inspections, and beautification of primary spaces (trails, creeks, parking lots, and public facilities). This contract does not displace a position, nor is it an impact on existing positions. This is a cost-saving measure supporting existing low staff levels without the extensive overhead for an added position, which the City is unable to fund.

Funding for this contract is available in the Community Services Department's operating budget for Fiscal Year 2025-2026.

**Options:**

1. Adopt the resolution recommended by staff.
2. Take no action and direct staff to take other actions.

**Environmental:** This action is exempt from the California Environmental Quality Act (CEQA) under Section 15301 (Existing Facilities) as it involves routine maintenance of public parks.

**Cost:** The cost of the proposed contract with MAG is an amount not to exceed \$60,000.

**Budget Impact:** The \$60,000 not to exceed amount of the proposed contract with MAG was assumed in the adopted Fiscal Year 2025-2026 Operating Budget.

**Attachments:**

- A. Resolution
- B. MAG Cost Sheet
- C. Contract for Services

A handwritten signature in blue ink, appearing to read "Dave Warren", written over a horizontal line.

Dave Warren, City Manager

A handwritten signature in black ink, appearing to read "Denis Nishihara", written over a horizontal line. The signature is enclosed in a faint rectangular box.

Denis Nishihara, Director of Community Services