

## PARKS AND RECREATION COMMISSION AGENDA REPORT

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May 14, 2020  
Item 4

**TITLE: APPROVE FIFTH AMENDMENT TO CONTRACT WITH GRAHAM HITCH MORTUARY FOR CEMETERY MANAGEMENT, PLOT SALES AND BURIAL COORDINATION FOR THE PLEASANTON PIONEER CEMETERY**

### **SUMMARY**

Graham Hitch Mortuary (Graham Hitch) was selected by the City of Pleasanton to provide cemetery management as well as plot sales and burial coordination for the Pleasanton Pioneer Cemetery (Cemetery) in July 2016. This amendment extends contractual services with Graham Hitch for the fifth year of a contract that can be extended for up to five years, increases the price for burial services from \$225 to \$250, and adjusts the do not exceed amount to \$100,000.

### **RECOMMENDATION**

Approve the Fifth Amendment to the Professional Services Agreement for cemetery management, plot sales and burial coordination for the Pleasanton Pioneer Cemetery.

### **FINANCIAL STATEMENT**

The total contract cost for fiscal years 2018/2019 and 2019/2020 is based upon the number of burials estimated, with a contract amount not to exceed \$100,000. In fiscal year 2017/18, the revenue received by the City for burials was \$141,843. In fiscal year 2018/19, the revenue received by the City for burials was \$165,292. The Cemetery operates as an enterprise fund, with operating revenues mostly off-setting operating expenditures. The City's General Fund provides a \$50,000 subsidy to the Cemetery Fund. Cemetery revenues and expenditures are allocated in accounts 40150220-430101 and 40250222-430101.

**BACKGROUND**

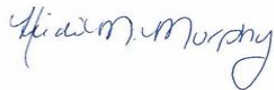
In July 2016, a contract was awarded to Graham Hitch to perform the duties of cemetery management, plot sales and burial coordination. Since that time, the Cemetery has had an increase in sales and burials.

**DISCUSSION**

The fifth amendment extends the term of the contract for one additional year, increases the burial service fee from \$225 to \$250 per burial, and increases the do not exceed amount of the contract to \$100,000.

Graham Hitch has been an excellent partner in cemetery management, plot sales, and burial coordination—meeting the needs of the community.

Submitted by:



Heidi Murphy  
Director of Library and Recreation

Attachments:

1. Fifth Amendment to Agreement with Graham Hitch Mortuary