



PARKS AND RECREATION COMMISSION AGENDA REPORT

December 8, 2022
Item 7

TITLE: RECOMMEND CITY COUNCIL APPROVE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH AMERICAN CEMETERY MAINTENANCE AND BURIAL FOR GROUNDS MAINTENANCE AND BURIAL SERVICES FOR THE PLEASANTON PIONEER CEMETERY IN AN AMOUNT NOT TO EXCEED \$331,500

SUMMARY

American Cemetery Maintenance and Burial (ACMB) was selected by the City of Pleasanton to provide grounds maintenance and burial services for the Pleasanton Pioneer Cemetery in December 2021. Since this time, ACMB has provided outstanding burial services, offering customers additional services including upright headstone installations, developing heritage family lots, and restoration of older headstones. Additionally, the number of burials continues to be high, approximately 50 per year. This amendment extends the terms of the agreement for 18 months and increases costs associated with services. Extending the contract for 18 months will allow the contract to run on a Fiscal Year cycle in line with the other cemetery service contracts.

RECOMMENDATION

Recommend City Council approve the First Amendment to the Professional Services Agreement with American Cemetery Maintenance and Burial for grounds maintenance and burial services for the Pleasanton Pioneer Cemetery in an amount not to exceed \$331,500.

FINANCIAL STATEMENT

Funds for this contract have been allocated in the Cemetery Enterprise Fund. The Professional Services Agreement with American Cemetery Maintenance and Burial is in the amount not to exceed \$331,500 for an 18-month contract term. The agreement includes \$15,000 of "as-needed" services. The Cemetery operates as an enterprise fund, with operating revenues mostly off-setting operating expenditures. The City's General Fund provided a subsidy of \$121,353 in Fiscal Year (FY) 2021/22 to the Cemetery Fund. Cemetery expenditures are allocated in account 40150220-430101.

BACKGROUND

In December 2021, following a Request for Qualifications (RFQ) process, a contract (Attachment 1) was awarded to American Cemetery Maintenance and Burial (ACMB) to perform the duties of grounds maintenance and burial services at the Pleasanton Pioneer Cemetery (PPC). ACMB has provided outstanding grounds maintenance and burial services throughout 2022.

At the initial acquisition of the PPC in 2007, the annual burial total was estimated at 12. Now, the PPC has approximately 50 burials per calendar year. The PPC has also undergone multiple capital improvement projects (e.g., landscaping), resulting in increased value of plots in the Cemetery as well as increased maintenance costs.

DISCUSSION

The First Amendment (Attachment 2) extends the term of the contract for 18 additional months from January 1, 2023, through June 30, 2024. The 18-month contract will allow future contracts to run on the Fiscal Year cycle with the other cemetery contracts. Price increases shown in Exhibit A of Attachment 2 reflect the increased cost of business as well as an estimated number of burials. "As-needed" services are also included in the ACMB contract but will likely only be used on days after large storms and will not be used often.

To account for price increases to this contract, an amendment to the Master Fee Schedule for the Pleasanton Pioneer Cemetery is being brought forward as a separate agenda item.

Submitted by:



Heidi Murphy
Director of Library and Recreation

Attachments:

1. ACMB Burial and Maintenance Agreement
2. First Amendment to the Agreement