

PARKS AND RECREATION COMMISSION AGENDA REPORT

March 11, 2021
Item 7

TITLE: APPROVE SEVENTH AMENDMENT TO CONTRACT WITH MONTE VISTA MEMORIAL INVESTMENT GROUP FOR GROUNDS MAINTENANCE AND BURIALS AT THE PLEASANTON PIONEER CEMETERY

SUMMARY

Monte Vista Memorial Investment Group (Monte Vista) was selected by the City of Pleasanton to provide grounds maintenance and burial services for the Pleasanton Pioneer Cemetery (Cemetery) in December 2016. Since that time, Phases I-IV of the Pioneer Cemetery Master Plan (Master Plan) have been implemented. These improvements have increased the cost of ongoing landscape and irrigation maintenance as well as grave digging fees charged by Monte Vista.

RECOMMENDATION

Approve the Seventh Amendment to the Professional Services Agreement for burial services and grounds maintenance with Monte Vista Memorial Investment Group (Attachment 1).

FINANCIAL STATEMENT

The total not to exceed amount of the proposed contract for fiscal years 2020/21 and 2021/22 (calendar year 2021) is \$210,020. In fiscal year 2018/19, the revenue received by the City for burials was \$161,242. In fiscal year 2019/20, the revenue received by the City for burials was \$223,857. The Cemetery operates as an enterprise fund, with operating revenues mostly off-setting operating expenditures. Operating expenditures include the contract with Monte Vista for grounds maintenance and grave digging, the contract with Graham Hitch for plot sales and burial services, City staff time, and all utilities. 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 December 2016, a contract was awarded to Monte Vista to perform the duties of burial services, marker installation, and grounds maintenance at the Cemetery (Attachment 2). Since that time, the Cemetery has had an increase in expected sales and burials, resulting in an increase in the service fees charged by Monte Vista. At the initial acquisition of the Cemetery, the annual burial total was estimated at 12. The Cemetery has had up to 50 burials per calendar year.

The First Amendment to the contract increased the amount of the contract to cover the higher than expected number of burials (Attachment 3).

The Second Amendment extended the term on the contract for an additional year and increased the do not exceed amount of the contract to \$100,000. This increase in contract amount was for increased burials, additional grounds maintenance, removal of cemetery décor per the approved Rules and Regulations, cleaning of headstones, leveling of existing gravesites, and increased labor costs for the contractor (attachment 4).

The Third Amendment extended the term of the contract for an additional year and increased the do not exceed amount of the contract to \$150,000. This increase in contract cost was due to increased labor costs for Monte Vista as well as increased burials. In addition, the cost for holiday burials was increased to match the weekend rates for the laborers (Attachment 5).

The Fourth Amendment temporarily extended the term of the contract for an additional month to allow time for the two parties to negotiate a new scope of work and seek City Council approval (Attachment 6).

The Fifth Amendment extended the term of the contract for an additional year, expanded the contractor's scope of work to include maintenance of the new Phase III improvements, and increased the do not exceed amount to \$184,580. The increase in contract cost was due to additional infrastructure, increased labor costs, and an estimated 40 burials per year (Attachment 7).

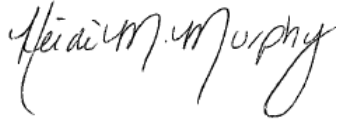
The Sixth Amendment extended the term of the contract for an additional year, and all other terms of the Fifth Amendment remain intact (Attachment 8).

DISCUSSION

The proposed Seventh Amendment increases the do not exceed amount of the contract to \$210,020. This increase in contract cost is due to increased maintenance and grave digging costs for Monte Vista based upon the installation of the Phase IV improvements. Improvements include additional landscaping, irrigation, and walkways. The previous contract cost was \$184,580. An additional \$21,690 is needed for increases to the ongoing landscape and irrigation fees and an estimated \$3,750 in additional fees for grave digging.

Monte Vista has been an excellent partner in cemetery operations—meeting the burial needs of the community and improving the appearance of the Cemetery.

Submitted by:

A handwritten signature in black ink that reads "Heidi Murphy". The signature is written in a cursive style with a large, looping 'H' and 'M'.

Heidi Murphy
Library and Recreation Director

Attachment:

1. Seventh Amendment
2. Original Agreement
3. First Amendment
4. Second Amendment
5. Third Amendment
6. Fourth Amendment
7. Fifth Amendment
8. Sixth Amendment