

July 7, 2022
Item 5

TITLE: RECOMMEND CITY COUNCIL APPROVE FIRST 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 June 2021. The contract has a five-year term but requires renewal every year. This amendment extends contractual services with Graham Hitch for the second year of the contract that can be extended for up to five years, increases the price for burial services from \$225 to \$275, increases the price for the Sales Administration Fee per Casket from \$2,500 to \$2,625, increases the price for the Sales Administration Fee per Cremains from \$1,033 to \$1,100, and increases the annual Management Fee from \$10,000 to \$11,000.

RECOMMENDATION

Recommend City Council approve the First Amendment to the Professional Services Agreement for cemetery management, plot sales and burial coordination for the Pleasanton Pioneer Cemetery (Attachment 1).

FINANCIAL STATEMENT

The total contract cost for fiscal year 2022/23 is based upon the number of burials estimated, with a contract amount not to exceed \$100,000. 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 expenditures are allocated in account 40150220-430101.

BACKGROUND

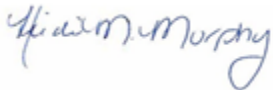
In July 2021, a contract was awarded to Graham Hitch to perform the duties of cemetery management, plot sales and burial coordination. The contract requires an annual renewal. The City first contracted with Graham Hitch to perform these duties beginning in 2016. Since that time, the Cemetery has had an increase in sales and burials.

DISCUSSION

The first amendment extends the term of the contract for one additional year, increases the price for burial services from \$225 to \$275, increases the price for the Sales Administration Fee per Casket from \$2,500 to \$2,625, increases the price for the Sales Administration Fee per Cremains from \$1,033 to \$1,100, and increases the annual Management Fee from \$10,000 to \$11,000.

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. Graham Hitch First Amendment to Agreement