



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/23/2021

Agenda Placement: 6D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Michael Karath, Staff Services Analyst II - 299-1477

SUBJECT: Professional Services Agreement for Monticello Public Cemetery District grave digger

RECOMMENDATION

District Manager requests approval of and authorization for the Chair to sign a Professional Services Agreement with Brambila & Kelley, Inc. to provide grave digging and burial services for Monticello Public Cemetery District (MPCD).

EXECUTIVE SUMMARY

The previous MPCD grave digger abruptly left in 2020 to care for an ill relative in another state.

After staff unsuccessfully searched for a new on-call, licensed and insured grave digger, staff contacted Curtiss Kelley, who had previously served as the MPCD on-call grave digger. He stopped his service three years ago to start his own construction business. Since then, he has served as emergency back-up grave digger for the MPCD. Mr. Kelley expressed interest in returning as the on-call grave digger.

On December 16, 2020, the MPCD Advisory Committee unanimously endorsed the hiring of Curtiss Kelley as the District's on-call grave digger, citing his past experience and institutional knowledge of Monticello Cemetery and excellent reputation for his service.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No

What is the revenue source?	The revenue source is the fees collected for burial services in Monticello Public Cemetery.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The MPCD needs an experienced, licensed, and insured grave digger to provide burial services in Monticello Public Cemetery.
Is the general fund affected?	No
Future fiscal impact:	There is no fiscal impact past the current year.
Consequences if not approved:	The MPCD will have no experienced, licensed, on-call grave digger for burials in Monticello Public Cemetery. The MPCD will have to hire a grave digger from a private cemetery at a high price, if one is available.
County Strategic Plan pillar addressed:	Livable Economy for All
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The previous MPCD grave digger abruptly left in 2020 to care for an ill relative in another state. Staff could not find an on-call, licensed and insured grave digger after contacting local and regional cemeteries. Monticello Public Cemetery is unique in that it is remote and only has from zero to 10 interments a year. Surrounding cemeteries now employ full-time grave diggers because of the number of burials, usually 50 or more annually, that generate sufficient revenue to support a full-time position.

Three years ago, Curtiss Kelley served as the MPCD on-call grave digger. He stopped his service to start his own construction business. Since then, he has served as emergency back-up grave digger for the MPCD. Mr. Kelley expressed interest in returning as the on-call grave digger.

On December 16, 2020, the MPCD Advisory Committee unanimously endorsed the hiring of Curtiss Kelley as the District's on-call grave digger, citing his past experience and institutional knowledge of Monticello Cemetery and excellent reputation for his service.

SUPPORTING DOCUMENTS

A . Agreement

CEO Recommendation: Approve

Reviewed By: Susan Kuss