

AGENDA



Recommendation for Council Action

AUSTIN CITY COUNCIL

Regular Meeting: November 15, 2018

Item Number: **020**

Parks and Recreation

Approve an ordinance amending the Fiscal Year 2018-2019 Schedule of Fees, Fines, and Other Charges to be set or charged by the City (Ordinance No. 20180911-002) to revise the Parks and Recreation Department's Cemetery Operations fees to fund increased contract fees from the vendor for interment services.

Lead Department	Parks and Recreation Department
Fiscal Note	The increase in fees is expected to generate an additional \$175,000 in revenue for Cemetery Operations, offset by an additional \$175,000 in contract costs. A fiscal note is attached.
Prior Council Action	June 27, 2013 - Council approved the initial contract term, item 48, on a 7-0 vote with direction to return to Council for approval of the extension options.
For More Information	Tonja Walls-Davis, Sales and Event Manager, 512-978-2324; Vera Labriola, Business Process Specialist (512) 974-6716
Council Committee, Boards and Commission Action	October 23, 2018 - Disapproved by the Parks and Recreation Board on a 4-2 vote, with Board Members Farasat, Mann, DePalma, Cofer, and Casias absent.

Additional Backup Information:

The proposed fee schedule for Cemetery Operations is attached. The increase in fees will cover the increase in costs for the services provided by the vendor.

The contract amendment that accompanies this companion Request for Council Action will provide for continued interment and burial services at five Austin cemeteries: Oakwood Cemetery, Oakwood Annex Cemetery, Evergreen Cemetery, Austin Memorial Cemetery, and Plummers Cemetery. The contractor has successfully performed these services for the City since 1990 and has considerable experience in similarly high-volume cemeteries throughout Texas.

This contract with Interment Services, Inc. was approved by Council in 2013, with the direction to return to Council for approval of contract extension options. The current contract expires November 28, 2018 and has two additional five year extension option terms remaining. Staff estimates the need to outsource these services for only three more years so instead of extending one full five year term, staff is requesting a three year term with the option of two additional one year terms; only if necessary.

The Parks and Recreation Department plans to transition all burial and interment services to City personnel within the next few years. This amendment to the current contract is needed to allow time to budget for staff and equipment, hire staff and procure equipment, and train newly hired staff to assume these responsibilities.

The original solicitation included the following MBE/WBE goals: 10.16% MBE and 4.12% WBE. The MBE/WBE goals were initially based on the scopes of work initially developed and sought by the Parks and Recreation department for this contract. The contractor elected to bid on only select portions and not all scopes of the solicitation. The contract that was awarded was for only a portion of the originally solicited scopes of work which included burials, interments, and monument settings. The proposed amendment will further reduce the scopes with the removal of monument setting requirements from the contractor's responsibilities. These narrower contracted scopes do not allow for the contractor to meet the established goals. The Small and Minority Business Resources Department continues to work with the Parks and Recreation Department to continue to monitor this contract and continues to work with the contractor to identify other potential subcontracting opportunities for the proposed contract amendment.

A solicitation was issued to replace the existing contract on June 11, 2018 and closed on July 3, 2018, however no offers were submitted. If the City is unable to extend the current contract, the City risks incurring increased costs due to the limited number of capable providers. An extension of the current contract would provide continuity of services and an opportunity for the current vendor to provide services until such time that City staff is able to assume all tasks associated with interment and burial services.

Contract Detail:

		Current	Requested	Revised
Contract	Length	Contract	Additional	Total

<u>Term</u>	<u>of Term</u>	<u>Authorization</u>	<u>Authorization</u>	<u>Authorization</u>
Initial Term	5 yrs.	\$3,934,000	\$3,934,000	
Administrative Increase	3 months	\$ 59,000		\$ 59,000
Proposed Amendment	5 yrs.		\$4,650,000	\$4,650,000
TOTALS	10 yrs., 3 mon.		\$3,934,000	\$4,650,000
		\$8,584,000		

Note:Contract Authorization amounts are based on the City's estimated annual usage.