



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 12/17/2024

File ID #: 24-2114

TO: Board of Trustees
FROM: Steven Lederer, Director of Public Works
REPORT BY: Michael Karath, Staff Services Analyst II
SUBJECT: Monticello Public Cemetery District (MPCD) - Budget Amendment for Landscaping Services; Contract Amendment No. 4 to Agreement No. 230118B (MPCD) for Landscaping Services

RECOMMENDATION

Approve and authorize Amendment No. 4 to Agreement No. 230118B (MPCD) with Prestige Lawn Care Maintenance to increase the \$1,800 monthly maintenance fee by \$200 for a total monthly fee of \$2,000 beginning in January 2025 to perform extra edging work around the boundaries of the newly constructed pathway system within the cemetery. (Fiscal Impact: \$1,200 Expense; Monticello Public Cemetery District; Budgeted; Discretionary)

BACKGROUND

Monticello Public Cemetery was built on a foothill, a steep incline that makes it difficult to access graves, particularly for senior citizens. Absent level walking paths, Monticello Public Cemetery District (MPCD) staff has observed seniors unable to traverse the lawn to participate in burial services. While staff had completed a leveling and re-seeding of the entire lawn and an erosion project at the north fence line, heavy rains still cascade down the hill taking their annual toll, creating uneven areas that are difficult to negotiate, particularly with a walker or wheelchair. In 2022, the MPCD Advisory Committee unanimously voted to endorse building a pathway system for increased access and safety.

In 2024, the pathways project was completed. However, the edging of the paths will necessitate more maintenance work to keep the grass level at the pathway boundaries, as a mower will be unable to traverse the paths.

MPCD staff is not requesting a budget transfer, as there are sufficient funds in the landscaping budget to cover

the increase through the remainder of FY25.

Requested Actions:

1. Approve Amendment No. 4 to Agreement No. 230118B (MPCD) with Prestige Lawn Care Maintenance for a new contract monthly maintenance fee of \$2,000 for the remainder of FY25.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	These funds are needed to properly maintain the cemetery grounds.
Is the general fund affected?	No
Future fiscal impact:	The monthly maintenance fee will be increased to \$2,000 for the remainder of the contract.
Consequences if not approved:	The cemetery will appear unsightly as grass will grow higher than the pathways along the edges.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act. [See Class 1 (“Existing Facilities”) which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15301; see also Napa County’s Local Procedures for Implementing the California Environmental Quality Act, Appendix B.