



City of Grass Valley City Council Agenda Action Sheet

Title: Grass Valley Professional Services Agreement for Consultant Services for Nevada Cemetery District (NCD)

CEQA: Not a Project

Recommendation: That City Council authorize the City Manager to sign a contract, subject to legal review, with Nevada Cemetery District to provide financial services.

Prepared by: Catrina Olson, Deputy Administrative Services Director

Council Meeting Date: 05/23/23

Date Prepared: 05/18/23

Agenda: Consent

Background Information: Nevada Cemetery District is a California Municipal Corporation in Nevada City that provides a variety of affordable interment services. NCD has determined that it requires professional accounting services. Grass Valley staff were approached by NCD with the idea that Grass Valley Finance and Administrative Staff provide these necessary services.

February 1, 2023, the City provided a proposal to begin providing the District these services on February 27, 2023. The City will provide a variety of professional accounting services for time and materials at the rate of \$95.95 per hour for the Deputy Administrative Director, \$60.44 per hour for the Senior Accountant and \$44.04 for the Accounting Specialist. The term of the agreement initially begins at two years with the option to extend services for two additional one-year terms based on need and performance. Professional fees not to exceed \$18,000 annually. More specific details are outlined in exhibit A, Scope of Services.

The finance staff has commenced providing the District with professional accounting services which has thus far been extremely successful and helpful to the District.

Council Goals/Objectives: Executing a contract to provide financial consulting professional services with Nevada Cemetery District executes portions of work tasks towards achieving and maintaining Strategic Plan Goal - High Performance Government and Quality Service and Community Leadership in communicating and collaborating with other agencies.

Fiscal Impact: None.

Funds Available: N/A

Account #: N/A

Reviewed by: City Manager

Attachments:

1. Grass Valley Professional Services Agreement to Provide Consultant Services for the Nevada Cemetery District