

**AGENDA ITEM REPORT**

DATE: January 21, 2025
DEPARTMENT: Human & Veteran Services
REQUESTER: Julie Boudreaux
TITLE: Approve Vendor Contracts to Provide Indigent Cremation Services

I. MOTION REQUESTED

- A) Approve contracts for Indigent Cremation Services with Carriage Florida Holdings, Inc. dba Fuller Metz Cremation and Funeral Services, Carriage Florida Holdings, Inc. dba Harvey – Engelhardt Funeral and Cremation Services, Gallaher American Family Funeral Home LLC, Legacy Options Bonita Springs LLC, Legacy Options Fort Myers LLC, Mullins Memorial Funeral Home & Cremation Service, Inc., and Northstar Funeral Services Florida, LLC dba Fort Myers Memorial Gardens Funeral Home, Cemetery & Crematory to provide cremation services for deceased persons who have no family or whose family cannot afford cremation services.
- B) Authorize the Board Chair or designee, on behalf of the Board, to execute the vendor contract documents with the local licensed funeral establishments and if necessary, approve any future amendments that do not substantially alter the original intent of the contract.
- C) Authorize the County Manager or designee the authority to renew the contract, for up to two additional years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Approves contracts with Carriage Florida Holdings, Inc. dba Fuller Metz Cremation and Funeral Services, Carriage Florida Holdings, Inc. dba Harvey – Engelhardt Funeral and Cremation Services, Gallaher American Family Funeral Home LLC, Legacy Options Bonita Springs LLC, Legacy Options Fort Myers LLC, Mullins Memorial Funeral Home & Cremation Service, Inc., and Northstar Funeral Services Florida, LLC dba Fort Myers Memorial Gardens Funeral Home, Cemetery & Crematory to provide cremation services for deceased persons who have no family, or whose family cannot afford cremation services. Services are provided at the established rate of \$389.00. Contracted vendors will provide services through September 30, 2025, according to a monthly rotation list maintained by Human and Veteran Services. Expenditures will be on an as-needed basis as approved in the budget.

III. BACKGROUND AND IMPLICATIONS OF ACTION

The Lee Board of County Commissioners has delegated administration of indigent cremations to Human and Veteran Services through County Administrative Code 15-7, which was adopted February 10, 2004.

Florida Statute, Title XXIX, Chapter 406 outlines the definitions and requirements for disposal of unclaimed or indigent remains. Approval executes contracts with licensed and insured funeral establishments and ensures compliance with Florida Statute 406.50.

The Lee Board of County Commissioners is required by Florida Statute 406.52 to assume financial responsibility for the cremation of the remains of an indigent persons whose death occurred within the county. Payment for indigent cremation services is provided through General Funds: \$55,591 in fiscal year 2022, \$50,654 in fiscal year 2023, and \$49,715 in fiscal year 2024.

Beginning in fiscal year 2020, the process for procuring funeral establishments was changed to an annual invitation to participate. Funeral establishments receive an invitation, vendor application, and agreement via mail or email with a deadline to reply. Funeral establishments that reply and provide documentation of the licenses and insurance will be added to a monthly rotation list and remain in that rotation order for a period of one year, so long as they have insurance and licenses. Services are provided at the County established rate of \$389.00 per unclaimed or indigent remains.

A letter of invitation to participate was sent to current and interested licensed funeral establishments in Lee County. The letter invited each funeral establishment to submit a Lee County Vendor Application and current license and insurance documentation. Application packets were due to Human and Veteran Services staff on September 13, 2024.

The vendor rotation and rate for cremation services will be implemented immediately upon Board approval. Human and Veteran Services staff will administer the indigent cremation program in accordance with the State Statute and local policies.

IV. FINANCIAL INFORMATION

Current Year Dollar Amount: See Comments below.
Included in the Current Budget?: Yes
Fund: General Fund
Comments: Services provided at established rate of \$389.00.

Is this a revenue or expense item? Expense

Is this Discretionary or Mandatory? Mandatory - Florida Statute, Title XXIX, Chapter 406

Will this item impact future budgets? Yes

Program: N/A

Project: N/A

Account Strings: FC5610100100

Fund Type? General Fund

V. RECOMMENDATION

Approve

ATTACHMENTS:

FM Memorial Gardens Contract, Fuller Metz Contract, Harvey-Engelhardt Contract, Legacy Options - Bonita Springs - Contract, legacy Options Fort Myers - Contract, Mullins Memorial FM and CC - Contract, Gallaher American Family - contract

REVIEWERS:

Jami Browder, Human & Veteran Services	Created/Initiated - 1/9/2025
Mary Tucker, Procurement	Approved - 1/10/2025
Julie Boudreaux, Human & Veteran Services	Approved - 1/10/2025
Anne Henkel, Budget Services	Approved - 1/10/2025
Peter Winton, County Manager	Approved - 1/10/2025
Amanda Swindle, County Attorney	Approved - 1/10/2025
Robert Codie, County Manager	Final Approval - 1/10/2025