



SPECIAL MEETING
CEMETERY SYSTEM BOARD OF TRUSTEES
CITY OF FORT LAUDERDALE
CITY HALL 8TH FLOOR CONFERENCE ROOM
THURSDAY, SEPTEMBER 24, 2018
3:00 P.M.

Members	Attendance
Michael Ruddy, Chair	A
Patricia Hayes, Vice Chair	P
Victoria Mowrey	P
Mark Van Rees	P
Dennis Ulmer	P
Richard Kurtz	P
Patricia Zeiler	P

City Staff

Stacy Spates, Liaison/Recording Minutes
Phil Thornburg, Parks and Recreation
Carl Williams, Parks and Recreation
Andrew Parker, IT
Veronica Wade, Finance
Arnette Torrence, Finance
Kirk Buffington, Finance
Stacey Daley, Parks and Recreation
Judith Angels, Parks and Recreation
Trevor Jackson, Parks and Recreation
Marco Hausy, City Auditor's Office
D'Wayne Spence, City Attorney's Office

Guests

Michael Elliott, Corporate Counsel for Carriage Services
Kim Krause, SunTrust
Mark Hall, SunTrust
Fred Nesbitt, Citizen

1. CALL TO ORDER

Vice Chair Hayes called the meeting to order at 3:03 p.m.

A. Roll Call

B. City Ordinance No. C-09-05, Quorum Requirement (Discussion)
It was determined that a quorum is present.

Pat Hayes served as Chair of this meeting.

2. NEW BUSINESS

A. Cemetery System Transition Planning (Discussion/Motion)

Mr. Thornburg started the meeting with an overview of the cemetery transition plans. Sales and maintenance staff will be hired on over the course of the year to provide services. Additional Parks and Recreation staff will be utilized to supplemental maintenance operations.

Cemetery equipment needs are approximately \$782,000. This new equipment will be phased in over time to replace the aging equipment in use. The Cemetery Board will continue to receive reimbursement requests for all maintenance related activities. The breakdown of maintenance costs will occur on a monthly basis.

Laura Reece, Budget Manager:

The City will set up an Enterprise Fund to pay for cemetery operating costs. The transfer of income to the General fund would remain the same. This will serve as expenditure from the Enterprise Fund and revenue to the General Fund.

Carriage Services Preneed Funeral and Cemetery Merchandise and Services Trust Fund:

According to Mr. Elliott, there is approximately \$4.2 million in the fund to cover preneed merchandise and services contracts. The trustor is Carriage and the trustee is Regions Bank. By October 20, 2018, the trust account will be frozen and Carriage will place the monies in a protective cash account.

B. Access to Carriage's Cemetery Management Software System (CFSS)

Carriage Services will not provide the City with access to CFSS. Carriage will provide a data dump of information from their proprietary cemetery management software (CFSS) to City.

The City is looking to procure cemetery management software for the cemetery system. Mr. Van Rees addressed the need for digital mapping and Geospatial capabilities in the new software.

C. Use of Cemetery Business Forms for Daily Operations

The City is in the process of developing cemetery business forms for use in daily operations in advance of 10/1/2018.

D. Other Business

The Jar Collection Ceremony will take place at North Woodlawn Cemetery on Friday, 10/26/2018 at 9:30 am.

E. Communication to the City Commission

None.

There being no further business before the Board, the meeting adjourned at 4:49 p.m.

Minutes prepared by: S. Spates, Liaison