

CEMETERIES BOARD OF TRUSTEES  
CITY OF FORT LAUDERDALE  
City Hall 8th Floor Conference Room  
Thursday, November 8, 2007  
3:30 p.m.

<u>Board Member</u>	<u>Attendance</u>	<u>Cumulative Attendance</u> 2/2007 – 1/2008	
		<u>Present</u>	<u>Absent</u>
Mark Van Rees, Chair	A	3	3
Victoria Mowrey, Vice Chair	P	5	0
Alfred Calloway	P	3	0
Cameron Mizell	P	2	0
Ann Platt [3:56]	P	5	1
Jose Portela	P	5	0
Dolores Sallette	P	2	0
Larry Sherman	P	4	1
Susan Telli	A	2	1

Also Present

Julius Delisio, Cemetery Board Liaison  
Jamie Opperlee, Recording Secretary  
John Moritz, Carriage Services  
John Banas, Carriage Services  
Trevor Jackson, Carriage Services

The meeting was called to order by Vice Chair Mowrey at 3:42 pm.

**1. Minutes Approval**

- A. Meeting of 9/13/2007**
- B. Special Meeting of 9/25/07**

Mr. Sherman pointed out spelling errors on the September 13 minutes.

**Motion** made by Ms. Sallette, seconded by Mr. Sherman, to approve the minutes of the September 13, 2007 and September 25, 2007 meetings as amended. In a voice vote, the motion passed unanimously.

**2. Old Business**

**A. Cemetery Contract**

Mr. Delisio reported the RFP had gone out the previous Tuesday and was due December 4. If only one qualified bid was received, the committee would not be called to meet. A meeting was scheduled for 10:00 a.m. on November 15 at

Lauderdale Memorial for all bidders, to address any questions. Mr. Delisio advised that the RFP could be viewed on the City's website.

Mr. Delisio said nothing substantive had changed in the contract since they last discussed it. A \$50,000 administrative fee had been added to pay for the employee they discussed. Mr. Delisio explained that all technical questions must be submitted and answered in writing to ensure "everybody gets back the same answer."

Mr. Mizell wondered why Ms. McCaffrey felt only one Cemeteries Board of Trustees member should be on the selection committee. Mr. Delisio explained that the City wanted to ensure no one could claim the committee favored Carriage because the CBT had already approved awarding the contract to them.

### **3. New Business**

#### **A. Private Mausoleum at Evergreen**

Mr. Delisio said they had a contract with the family, and they had met the \$500,000 requirement at Evergreen. The tentative site was immediately south of Turchin. Mr. Delisio said this was a three-crypt, rainbow granite design. He pointed out that 20' X 20' was the standard private estate plot in Evergreen and Lauderdale Memorial, Sunset and Evergreen, and this would not take up 20' X 20'.

Mr. Delisio reported the mausoleum contractor had concerns from an engineering perspective with the large easement between the lake and the cemetery. Once this private mausoleum was built, it would interfere with access to additional sites. Mr. Delisio would meet with an engineering company to discuss what the impact would be on the other three sites if this were erected next to Turchin.

[Ms. Platt arrived at 3:56]

**Motion** made by Ms. Platt, seconded by Mr. Portela, to approve the private mausoleum at Evergreen. In a voice vote, the motion passed unanimously.

#### **B. Fiscal Year 2006 – 2007 Cemetery Financials**

Mr. Delisio drew the Board's attention to page one regarding the trust fund, and stated they had begun the year with \$15.9 million and were now at \$17.1 million, and had taken approximately \$1 million out. Mr. Delisio estimated \$8 million in the corpus, so a large portion was available for capital expenditures. Mr. Delisio remarked that Bank of America had always stayed within the parameters

prescribed by the investment policy, Board and City Commission, and had done a very good job.

Mr. Delisio reminded the Board that they still owed \$71,000 to the Sunset building construction out of this fund. There was a \$14,000 invoice, he had not received and the \$57,000 City engineering fee.

Mr. Delisio then referred to page two, showing the amount of money paid by Carriage monthly to Perpetual Care. He explained that the previous year, Carriage had paid them \$637,000, and the most of the \$100,000 difference was due to private estates. Mr. Delisio said they were getting to the point that Sunset and Lauderdale Memorial were evening out.

Regarding the Gross Receipts page, Mr. Delisio explained that the Sales/Cash Receipts figures were hard dollars, not sales, totaling approximately \$5.3 million. The Service/Merchandise Trust represented the amount Carriage was required to contribute to the Trust for pre-need. This was contributed at 110% of wholesale on merchandise and 70% on services. The third category, Cash Payment to City, showed payments into the general fund in the form of a management fee. Mr. Delisio explained that in the new contract, this amount was set at a minimum of \$525,000, and the bid asks for an annual increase.

Mr. Delisio stated Carriage had paid the City \$47,282, representing 5% over the \$3 million, less allowable deductions. Last year, they had paid a total of \$555,000 cash to the City in the General Fund, and \$655,000 to the Perpetual Care Trust. The City had received approximately 20% of the \$5.3 million of the actual cash flow.

Mr. Delisio referred to the allowable deductions page, and explained Carriage had been allowed to take out the maintenance reimbursement, even though this was not included in their gross receipts. This "double deduction" would not be included in the new agreement. They would also not allow a deduction for interest on sales in the new contract. The only allowable deduction in the new contract would be the money already paid to the Perpetual Care Trust. The minimum payment to the General Fund in the new contract would be \$575,000, which exceeded what they were currently receiving.

### **C. Maintenance Reimbursement July – September 2007**

Mr. Delisio pointed out that the maintenance line on this report included "two very large numbers here that we're not used to seeing." The \$23,000 and \$26,000 were for tree trimming done at Lauderdale Memorial and Evergreen.

**Motion** made by Ms. Platt, seconded by Ms. Sallette, to approve the maintenance reimbursement. In a voice vote, the motion passed unanimously.

## **Other Items**

[This item was taken out of order]

### Tree Project

Mr. Delisio informed the Board that the homeowners association had questioned why the tree project was not on the Board's agenda this month, and he had explained that since they had just spent \$25,000 trimming the trees on the cemetery side, there was no desire to go forward with the tree project now.

Ms. Platt pointed out that they had been lucky this year that no hurricanes had affected them. She felt they must address the regeneration of new Australian Pines on the site. The Board agreed to put this on their January 2008 agenda.

Mr. Delisio said it was part of the current agreement that Carriage would clean the bank and wall. He agreed to meet with Mr. Jackson to discuss removing some of the Florida Holly along the bank, and the Australian Pine seedlings.

Mr. Delisio introduced John Banas, Carriage Services' new managing partner. Mr. Banas stated he graduated from Lynn University as a funeral director and had operated services at Forest Lawn. Mr. Banas said he looked forward to furthering the relationship between Carriage and the City.

### Sunset Memorial Gardens Ribbon Cutting

Ms. Mowrey congratulated Mr. Delisio on the ribbon cutting and veterans memorial dedication at Sunset Memorial Gardens, stating it was a magnificent event. She remarked that the veterans memorial was "beyond magnificent," and said the veterans present were in awe. Ms. Sallette remarked that her brother, a veteran, was extremely impressed with the event.

### Candlelight Remembrance Services

Mr. Delisio announced the candlelight remembrance service would be held at Lauderdale Memorial Park on Saturday, December 8 at 5:30 p.m. and at Sunset Memorial Gardens on Saturday, December 15 at 5:30 p.m.

### Letter to Funeral Directors Regarding Cemetery Closing Policy

Mr. Delisio distributed copies of a letter Carriage would send to funeral directors regarding the cemetery closing policy due to weather. These would be mailed within the week.

### Woodlawn Fence

Mr. Portela remarked that the Woodlawn fence had been quickly repaired. Mr. Delisio reported that the fence was actually down for perhaps two months, and the repair was the responsibility of FDOT.

Approval of New Agreement

Mr. Delisio was not sure if the Board would need a special meeting to approve the agreement. Ms. Mowrey said she would ask Mr. Delisio to schedule a special meeting if it was appropriate.

**4. Adjournment**

The Board's next regular meeting was scheduled for January 10, 2008.

There being no further business to discuss, the meeting was adjourned at 4:32 p.m.