

Staff Summary Report



Council Meeting Date: April 9, 2009

Agenda Item Number: _____

SUBJECT: Request approval of a resolution establishing a fee to administer the Tempe Double Butte Cemetery burial plot purchase agreement. This fee would be effective May 1, 2009.

DOCUMENT NAME: 20090409prsw01 **DOUBLE BUTTE CEMETERY (0702) RESOLUTION NO. 2009.20**

SUPPORTING DOCS: No

COMMENTS: N/A

PREPARED BY: Shawn Wagner, Parks and Recreation Supervisor - (480) 350-5299

REVIEWED BY: Sam Thompson, Deputy Parks & Recreation Manager - (480) 350-5234
Mark Richwine, Parks & Recreation Manager - (480) 350-5325

LEGAL REVIEW BY: Dave Park, Assistant City Attorney - (480) 350-8907

FISCAL NOTE: It is estimated that this fee will generate an additional \$2,500 annually for the Tempe Double Butte Cemetery enterprise fund. The recommended fee contains up to a 10% annualized increase to allow revenue to keep pace with the projected increased annual operational expenses.

RECOMMENDATION: Council adopt Resolution No. 2009.20 establishing a fee to administer the Tempe Double Butte Cemetery burial plot purchase agreement effective May 1, 2009.

ADDITIONAL INFO: This resolution establishes an administrative fee for the Tempe Double Butte Cemetery's new burial plot purchase agreement program. The recommended \$100 fee will allow the City to recover the costs associated with the time spent by staff to oversee and manage these purchase agreements.

Tempe Double Butte Cemetery is a self-supported enterprise established by the City Council. The new purchase agreement program will allow individuals interested in purchasing a burial plot the option of dispersing the cost of the plot over a 12 month period (instead of paying for the entire of the plot up front, as is required now). If the balance is not paid in full within this period all monies paid, less the processing fee, will be returned to the buyer(s) and no deed will be issued. If the status of the plot changes to "at-need" (the need for immediate burial) the balance will be due 24 hours prior to the service.

The recommended fee has been reviewed by the Cemetery Advisory Committee, who has recommended forwarding staff's recommendation for final Council action.

RESOLUTION NO. 2009.20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, ESTABLISHING POLICIES FOR CEMETERY FEES AND ESTABLISHING FEES AT DOUBLE BUTTE CEMETERY.

WHEREAS, the City Council of the City of Tempe has established a municipal cemetery operation at Tempe Double Butte Cemetery; and

WHEREAS, the Council has established Tempe Double Butte Cemetery as an enterprise, a self-supporting program within the City of Tempe; and

WHEREAS, the Council shall review and approve as needed, cemetery fees for Tempe Double Butte Cemetery to ensure its operation as an enterprise under the city's financial policies; and

WHEREAS, certain fees must be charged in order to recover costs associated with the development and operation of Tempe Double Butte Cemetery.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA that the policies for cemetery fees for Double Butte Cemetery and the fees are established effective May 1, 2009 as follows:

The City Manager, through his designee, shall adopt the following administrative fee for the Tempe Double Butte Cemetery burial plot purchase agreement to be increased annually by no more than 10%.

Cemetery Fee

Burial Plot Purchase Agreement Administrative Fee	\$ 100.00
--	------------------

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, this _____ day of _____, 2009.

CITY OF TEMPE

Hugh Hallman, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney