



Minutes Double Butte Cemetery Advisory Committee September 15, 2010

Minutes of the Double Butte Cemetery Advisory Committee meeting held on September 15, 2010, 4:00 p.m., Tempe Public Library – Library Board Room, 2nd Floor, 3500 S. Rural Rd.

Members Present:

Brad Olsen, Chair
Sandi Hutson, Vice-Chair
Robert Marshak
Jim Mack
Eduarda Yates
Carol McKnight

Members Absent:

Katherine Schmidt (excused)
Patti Tolson-Gonzalez (excused)

City Staff Present:

John Osgood, Deputy Director – Public Works
Shenee Martin, Administrative Assistant II – Recreation/Community Services
Sam Thompson, Parks Supervisor – Public Works
Jerry Hart, Deputy Financial Services Manager
Shawn Wagner, Recreation Administrator – Recreation/Community Services
Cynthia Yanez, Executive Assistant – Community Services

Guest:

Allison Oswald – ASU/The State Press

Meeting convened at 4:05 pm.

Brad Olsen called the meeting to order.

Agenda Item 1 – Consideration of Meeting Minutes of July 21, 2010

No quorum.

Agenda Item 2 – Public Appearances

John Osgood, Deputy Director of Public Works introduced himself and let the committee know that the Public Works Department will be overseeing the maintenance of the Cemetery and

provide staff support for the committee. Cynthia Yanez will still administer the sales of the Cemetery.

Agenda Item 3 – Elections

Shawn Wagner stated that election of new officers no longer have term limits.

Motion: Robert Marshak moved to re-elect Brad Olsen, Chair and Sandi Hutson, Vice-Chair for another year.

Second: Carol McKnight

Motion carried.

Agenda Item 4 – Maintenance Updates

Sam Thompson informed the committee, that the city will maintain the cemetery with parks staff at least once a week and will rely on volunteers and county programs as additional support to maintain the Cemetery. The maintenance of the cemetery is being absorbed into the general fund operations. Sam assured that the City is doing what it can under the budget restraints.

Asphalt slurry seal was done in-house on September 1st.

Shawn Wagner stated that Sam Thompson coordinated the painting at the maintenance facility which is now completed.

Agenda Item 5 – Cemetery Enterprise Fund-Update

Jerry Hart, Deputy Financial Services Manager stated that the presentation the Double Butte Cemetery committee received on July 21st will be presented at the Tempe City Council Issue Review Session on Thursday, September 16th. Each committee member received a copy of the presentation materials. Shawn Wagner, Sam Thompson and Jerry Hart will be presenting:

- a) Budget Balancing Plan
- b) Long Range Forecast
- c) Cemetery Fund (long term projections)
- d) Report to Council and Committee – Deficit of the expenditures exceeding revenues on annual basis.

The Cemetery is currently operating in a deficit with expenditures exceeding revenues. City staff is proposing to council that all costs of administration and maintenance will be absorbed by the general fund. Sales administration will be absorbed into the Community Services Department and maintenance will be absorbed into the Public Works Department. All Double Butte Cemetery associated revenues will be used to offset the bond debt service.

Agenda Item 6 – Sales Report

Cynthia Yanez, Executive Assistant presented a handout sheet reflecting new burial and peripheral sales. She stated the numbers are a little off and there have been new sales after the renovation which doesn't include curbing, etc. Sales have been steady but not as strong as previous years. There have not been a lot of families purchasing large plots at this time. The City offers payment plan options for people to pre-purchase but it has been very slow.

Jerry Hart asked if other cemeteries were experiencing a slow time. Cynthia said yes other cemeteries and mortuaries have been slow and there has been an increase in cremations.

Agenda Item 7 – Chair/Board Comments

Jim Mack thanked Shawn and Cynthia and moved to draft letters of appreciation on their behalf.

Meeting adjourned at 4:38 p.m.

Prepared by: Shenee Martin, Administrative Assistant II, (480) 350-5242

Reviewed by: Shawn Wagner, Recreation Administrator, (480) 350-5299