



Cemetery Board Agenda

Wednesday, June 21, 2023
6:00 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **APPROVE THE MINUTES FROM THE CEMETERY BOARD MEETING**

- A. Consider approval of the minutes from the May 17, 2023 meeting. *(Staff presenter: Kerry Montgomery, Senior Administrative Secretary)*

3. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Cemetery Board on an item NOT posted on the agenda, shall speak during this section. A speaker card must be filled out and turned in to the city board secretary prior to addressing the board. Each speaker will be allowed three minutes to speak.

Each person in attendance who desires to speak on an item posted on the agenda shall speak when the item is called forward for consideration.

4. **REPORTS AND DISCUSSION ITEMS**

- A. Consider recommending approval of contract amendment with Lucas and Blessing (Burleson Cemetery Operators) to include proposed fees for grave and cremation spaces for newly expanded section of Burleson Memorial Cemetery. *(Staff Presenter: Jen Basham, Director of Parks and Recreation)*

5. **COMMUNITY ANNOUNCEMENTS**

6. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

7. **ADJOURN**

Jen Basham
Director of Parks and Recreation
817-426-9201
jbasham@burlesontx.com

CERTIFICATE

I hereby certify that the above agenda was posted on this the 16th of June 2023, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

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Cemetery Board

DEPARTMENT: Park and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: June 21, 2023

SUBJECT:

Consider approval of the minutes from the May 17, 2023 meeting. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)

SUMMARY:

OPTIONS:

- 1) Approve as presented
- 2) Approve with changes

RECOMMENDATION:

PRIOR ACTION/INPUT (Council, Boards, Citizens):

FISCAL IMPACT:

STAFF CONTACT:

Jen Basham
Director of Parks and Recreation
jbasham@burlesontx.com
817-426-9206

Burleson Cemetery Board
Minutes
May 17, 2023
DRAFT

Roll Call

Board Members Present:

Jamie Ibarra
Jamie Jones
John Gonzales
Steve Ann Richie
Laurene Davidson
Vanessa Shimek
John Weeks

Board Members Absent

Esmerelda Martin

Staff Present:

Jen Basham, Director
David Lopez, Deputy Director, Parks
Kerry Montgomery, Senior Administrative Secretary

1. CALL TO ORDER: 6:01 PM

2. APPROVE THE MINUTES

A. Approve minutes from the January 11, 2023 meeting.

A motion was made by Jaime Ibarra and seconded by Jamie Jones to approve the minutes as presented.

The motion passed 7 - 0, with Esmerelda Martin being absent.

3. CITIZEN APPEARANCES

None.

4. REPORTS AND DISCUSSION ITEMS:

A. Receive a report, hold a discussion, and give staff recommendations regarding the history and updates on the Cemetery Expansion for the Burleson Memorial Cemetery. (Staff presenter: David Lopez, Deputy Director of Parks)

Staff provided background of the expansion, a project summary and a review of the budget and timeline. A discussion followed.

B. Consider recommending approval of contract amendment with Lucas and Blessing (Burleson Memorial Cemetery Operators) to include proposed fees for grave and cremation spaces for newly expanded section of Burleson Memorial Cemetery. (Staff presenter: Jen Basham, Director of Parks and Recreation)

The board was asked to amend the operating contract with Lucas and Blessing to include fees for all grave and cremation space types featured in newly expanded section of the Burleson Memorial Cemetery. The board requested the presentation be re-packaged and brought back to them at the next meeting. They would like to see a slide including the proposed fees and the benchmark fees of similar cemeteries in the area for comparison.

Jaime Ibarra made a motion to table the item and Vanessa Shimek seconded the motion. The motion passed 7-0 with Esmerelda Martin being absent. Staff will bring back an updated presentation on June 12, 2023.

5. Community Announcements;

Ribbon Cutting for Burleson Memorial Cemetery Expansion in May 23, 2023 at 5:30 PM.

6. Board Requests for Future Agenda Items or Reports

The board requested that the Cemetery Rules to be reviewed and clarified at a future board meeting.

Adjourn

There being no further business, John Weeks, Vice-Chair, adjourned the meeting at 6:37 PM.

Kerry Montgomery, Senior Administrative Secretary

Cemetery Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: June 21, 2023

SUBJECT:

Consider recommending approval of contract amendment with Lucas and Blessing (Burleson Cemetery Operators) to include proposed fees for grave and cremation spaces for newly expanded section of Burleson Memorial Cemetery. *(Staff Presenter: Jen Basham, Director of Parks and Recreation)*

SUMMARY:

Review proposed fees for expanded area of cemetery.

OPTIONS:

- 1) Approve as presented
- 2) Approve with changes
- 3) Deny

RECOMMENDATION:

Staff recommends approving the presented fee structure.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

Cemetery Board reviewed this item May 17, 2023 and requested additional information be brought forward prior to taking action. The item was tabled.

FISCAL IMPACT:

STAFF CONTACT:

Jen Basham, CPRE
Director of Parks and Recreation

jbasham@burlesontx.com
817-426-9201

Cemetery Expansion Proposed Space Fees

Cemetery Board - June 21, 2023

Staff Presenter: Jen Basham, Parks and Recreation Director

Overview

Item A.

- 1 Cemetery Operations**
- 2 Cemetery Management Contract**
- 3 Current Fees**
- 4 Benchmarking**
- 5 Proposed Fees**

Cemetery Operations

Item A.

Parks and Recreation

- Contract management and oversight
- Grounds maintenance and operations
- Rule and ordinance compliance
- Capital program and assets management (excludes grave monuments)

City Secretary's Office

- Official record keeper and space fee remittance collections

Cemetery Management Contractor

- Sales, marketing, billing, fee collections, and pertinent accounting
- Burials and graveside services coordination
- Records retention and submissions from sales/burials

Space Owner

Adhere to cemetery rules and regulations, ensuring decor and monuments meet ordinance standards

Cemetery Management Contract

Item A.

- Contractor: Burleson Cemetery Operators LLC
dba Lucas and Blessing
 - Executed: November 12, 2018
 - Term: 10 years with two 5-year renewal options that must be approved by City Council
 - Items subject to fees:
 - Burial lot sales
 - "Extraordinary burial structures" e.g. columbaria, scatter gardens, etc.
 - Remittance fee to City: 65%
 - Fee increases greater than 10% from previous year must be approved by Council
- Fees have not increased since 2016



Current Space Fees (Original Section)

Item A.

Fees applicable to contract:

- Single grave space: \$1,450
- Companion space (double-depth): \$2,350
(second interment rite add \$900 to single grave space fee)
- Baby Space: \$245



Benchmarking Comparable Cemeteries

Item A.

Cemetery grave pricing reviewed to ensure adherence to current market rates for newly expanded area

- Bear Creek Cemetery - similar to Burleson as recently reinvented cemetery
- Laurel Land Cemetery - close in proximity and class
- Mansfield Cemetery - close in proximity and class
- Mt. Gilead - good model to consider for columbarium management and pricing currently managed by Lucas and Blessing
- Skyvue Cemetery - close in proximity and class
- **Other local cemeteries not recommended to compare to new Burleson improvements**



Benchmarking

Item A.

	Flat Marker	Upright	Cremation Space	Cremation Niche (Columbarium)	Baby	Double Depth	Family (3 plots)	Family (4 plots)
Mansfield City	\$2,000	\$2,000	NA	NA	NA	NA		
Skyvue Memorial	\$920	NA	NA	\$2,170- \$3,190	\$300-\$600	\$200		
Laurel Land Memorial	\$3,995-\$6,695	\$6,695	NA	\$4,495	\$695	\$2,795		
Bear Creek	\$300	\$3,000	\$1,200	NA	\$800	NA		
Mt. Gilead	NA	NA	NA	\$2,200	NA	NA		
Burleson	\$1,450	\$1,450	\$995	\$2,200	\$245	\$2,350	\$11,250	\$15,000

Fees

Item A.

Proposed fees provided by Lucas and Blessing using benchmark data provided on the previous slide

Space Type	# of spaces available in original area	# of spaces available in expansion area	Original Area Fees	Proposed Expansion Area Fees	Comments
Upright Monument	*300 (some spaces unusable due to size requirements)	320	\$1,450	\$2,500	Includes extra 2-ft. easement for monument with shrub wall
Flat Monument		576		\$1,700	
Double Depth	(Any full size space could be used as double depth)	(Any full size space could be used as double depth)	\$900	\$900	
Cremation Space	NA	300	NA	\$995	
Cremation Space	NA	128	NA	\$2,200	
Family Estate (3 plots)	NA	4	NA	\$11,250	3 spaces in center plaza near fountain with private shrub wall
Family Estate (4 plots)	NA	8	NA	\$15,000	4 spaces in center plaza near fountain with private shrub wall
Baby Spaces	16	190	\$245	\$500	
Total	316	1,558			

Revenue Projections

Proposed fees only applicable to expanded area, not original cemetery area

Space Type	Existing fees	Proposed	Revenue using existing fees	Revenue using proposed fees
Upright Monument	*\$1450	\$2,500	\$464,000	\$800,000
Flat Monument		\$1,700	\$835,200	\$979,200
Double Depth	\$2,350	\$2,350	(Any full size space could be used as double depth)	
Cremation Space	NA	\$995	\$298,500	\$298,500
Cremation Space	NA	\$2,200	\$281,600	\$281,600
Family Estate (3 plots)	NA	\$11,250	\$45,000	\$45,000
Family Estate (4 plots)	NA	\$15,000	\$120,000	\$120,000
Baby Spaces	\$245	\$500	\$46,550	\$95,000
Total			\$2,090,850	\$2,619,300
Net 65% remittance			\$1,359,052.50	\$1,702,545
Net Difference			\$343,492.50	

***No distinction made between flat and upright monument spaces in original cemetery area**

Operations and Maintenance (O&M) Costs

Item A.

Spaces Sales Revenues expensed over **20 years** (estimated time to sell all spaces)

Includes all remaining spaces available for sale including old section spaces

Remaining old section spaces assumed at existing rate

Assumes annual lot sales as constant over estimated time to sell all remaining lots

Does not include annual costs or budget for leveling leaning monuments in old section with foundation and piers

All revenues are net revenues accounting for **65% remittance** to City for every lot sale

Estimated Annual Revenue Using Existing Fees	Estimated Annual Revenue Using Proposed Fees	Annual O&M Costs for Entire Cemetery	Estimated Annual Cost Recovery Existing Fees	Estimated Annual Cost Recovery Proposed Fees
\$67,952.63	\$85,127.25	\$74,000	-\$6,047.38	\$11,127.25

Options

Item A.

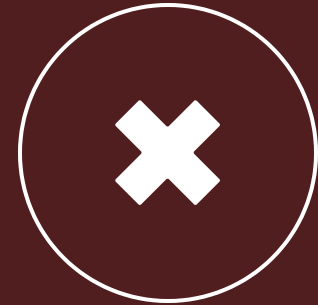
Staff Recommendation



**Recommend approval of fees
as presented**



**Recommend approval of fees
with changes**



**Recommend rejection of fees
as presented for new study
and assessment**