



CITY OF FORT LAUDERDALE

**APPROVED**  
**CEMETERY SYSTEM BOARD OF TRUSTEES**  
**MINUTES OF VIRTUAL MEETING**  
**CITY OF FORT LAUDERDALE**  
**CITY HALL 7<sup>TH</sup> FLOOR CONFERENCE ROOM**  
**100 N. ANDREWS AVENUE, FORT LAUDERDALE, FL 33301**  
**THURSDAY, SEPTEMBER 10, 2020 – 3:30 P.M.**

| <b>Members</b>           | <b>Attendance</b> | <b>Cumulative Attendance</b>   |                |
|--------------------------|-------------------|--------------------------------|----------------|
|                          |                   | <b>03/2020 through 02/2021</b> | <b>Present</b> |
| Dennis Ulmer, Chair      | P                 | 3                              | 0              |
| Fred Nesbitt, Vice Chair | P                 | 2                              | 1              |
| Pamela Beasley-Pittman   | P                 | 3                              | 0              |
| Paul Gitnik              | P                 | 3                              | 0              |
| Chelsea Krebs            | P                 | 1                              | 1              |
| Richard Kurtz            | A                 | 2                              | 1              |
| John Lilli               | A                 | 0                              | 3              |
| Michael Watson           | P                 | 3                              | 0              |
| Patricia Zeiler          | P                 | 2                              | 1              |

City Staff

Stacy Spates, Cemetery Administrator  
D'Wayne Spence, Assistant City Attorney  
Linda Logan-Short, Finance  
Trevor Jackson, Parks and Recreation  
Carl Williams, Park and Recreation  
Lucretia Penrow, Parks and Recreation  
Luisa Agathon, City Manager's Office  
Jerry Jean-Philippe, Moderator  
Jamie Opperlee, Recording Secretary, Prototype, Inc.

Guests

Mark Hall, Truist (Sun Trust)  
Kim Krause, Truist (SunTrust)  
Ken Krasnow, Colliers  
Brook Berkowitz, Colliers  
Suzanne McDonough, Colliers

**1. CALL TO ORDER**

Chair Ulmer called the meeting to order at 3:30 p.m.

**A. Roll Call**

Roll was called and it was determined a quorum was present.

**B. City Ordinance No. C-09-05, Quorum Requirement**

Ms. Spates provided details for participation in the virtual meeting and explained the process for public comment.

**2. OLD BUSINESS**

**A. Cemetery Management Software Purchase**

Ms. Spates shared her screen and explained ranking of the bids for a cemetery management software purchase had been completed, and the recommendation was to move forward with CemSites. She stated the expenditure totaled \$359,320 for the purchase of the software for a five (5) year term, and the contract could be extended for two (2) additional two (2) year terms. She noted that Mr. Gitnik had served as a non-voting member of the RFP committee and could provide additional information.

Ms. Zeiler asked if the five (5) year term had to be paid in advance, and Mr. Gitnik stated it was a five (5) year agreement but payments would be made annually. D'Wayne Spence, Assistant City Attorney, clarified the terms of the contract. He explained the vote would be on whether to approve entering the contract for a five (5) year term, after which time funds would be allocated annually.

Mr. Nesbitt asked Mr. Gitnik if he was familiar with the company. Mr. Gitnik stated that the company had a good track record and favorable references. He stated CemSites gave a strong presentation and noted that the City was given a fixed fee on data conversion. He added that it was impressive the City was able to negotiate the long-term contract with no increases. Mr. Gitnik stated data would be backed up on site, and the City would have rights to a real copy of the software if the company were to go out of business.

Chair Ulmer asked how many bidders there were. Ms. Spates stated there were four (4) bidders and one (1) was disqualified, so three (3) were reviewed. Dr. Pittman asked how long CemSites had been in business, and Mr. Gitnik responded that the company was more than five (5) years old. Ms. Spates added that the company represented more than 30 years in cemetery design.

Chair Ulmer called for public comment and there were none to speak.

**Motion** made by Mr. Gitnik, seconded by Ms. Zeiler, to approve the five (5) year software contract with CemSites. In a roll call vote, the motion passed unanimously (7-0).

### **B. Cemetery Investment Policy (IPS)**

Ms. Spates explained the City had been reviewing the Cemetery IPS for about a year and a half, with reviews by SunTrust, the City's Finance Department, and an outside consultant. She stated the final draft of revisions was before the Board for review and asked for questions and comments.

Mr. Nesbitt pointed to a quarterly review of SunTrust's performance outlined on page six (6) and noted other reviews in the plan were bi-monthly. He asked if the review should be bi-monthly or semi-annually. Mr. Gitnik stated he believed the language set a standard for quarterly review at minimum.

Mr. Nesbitt asked for clarification on the removal of real estate from the portfolio as described on page eight (8). Ms. Krause stated there was real estate investment REIT in the portfolio. She explained the scratched line referenced direct real estate investments and noted elsewhere in the document it discussed REITs. Discussion ensued regarding whether the language restricted unnecessarily and required amendment.

**Motion** made by Mr. Gitnik, seconded by Ms. Zeiler, to amend number 11 of the IPS to include the following language: Added language: "Mutual funds and co-mingled trust funds, including real estate investment trusts (REITs), providing the underlying investments meet the minimum quality standards of trust investment." In a roll call vote, the motion passed unanimously (7-0).

**Motion** made by Mr. Nesbitt, seconded by Ms. Zeiler, to approve the IPS as amended. In a roll call vote, the motion passed unanimously (7-0).

## **3. NEW BUSINESS**

### **A. Approval of Meeting Minutes for July 9, 2020**

**Motion** made by Mr. Nesbitt, seconded by Ms. Krebs, to approve minutes of the July 9, 2020 meeting as presented. In a roll call vote, the motion passed unanimously (7-0).

### **B. Cemetery Land Acquisition**

Luisa Agathon, City Manager's Office, gave a brief history of the City's land acquisition and stated Colliers was the City's real estate advisors. Ken Krasnow of Colliers provided

an overview of the process via *PowerPoint* presentation along with Brook Berkowitz and Suzanne McDonough. He noted the team had worked to expand parks and worked with a similar advisory board on that project. Mr. Krasnow stated that due to public meeting disclosures, the properties were not brought before the Board for approval until a contract was in place to approve. He explained how properties are identified for City acquisition and the process in place once properties were identified, and stated outreach had begun with adjacent property owners regarding expansion of existing cemeteries.

Chair Ulmer asked if the auto salvage site adjacent to Woodlawn Cemetery was among those being reviewed. Ms. Berkowitz stated they were looking at every possibility. Chair Ulmer asserted the site likely had environmental issues and it might not be feasible to dig on the site. Ms. Berkowitz noted there is a City-owned property south of the cemetery which was being discussed. Chair Ulmer asked when in the process issues such as land use amendment, annexation, and feasibility was reviewed. Ms. Berkowitz responded that discussion would happen during due diligence.

Mr. Krasnow clarified that the team wanted to make sure sites had been put under an option to purchase contract before they were broadcast publicly. Mr. Ulmer asked if any sites adjacent to Sunset Memorial Gardens had been identified. Ms. Spates asked that updates be provided to her to share with the Board or that the realtors return once they were further into the process. Ms. Berkowitz asked that Board members reach out if they had information on properties or ideas.

Ms. Krebs asked if there was a timeline in place. Mr. Krasnow stated it was challenging, but he was confident there would be progress made. Chair Ulmer asserted that once the cemetery software was implemented, it would give the Board a better handle on what was available. Dr. Pittman asked what the next steps would be if there was no adjacent land available. Mr. Krasnow stated he would ask the City Manager's office to develop a plan. Ms. Agathon noted the Board would be asked to provide feedback and identify where in the City space was needed beyond the two (2) current locations.

### **C. Trust Fund Investment Review – SunTrust Bank**

Kim Krause, Truist with Sun Trust, presented a *PowerPoint* of the trust fund investment review. Ms. Krause explained August had been a strong month in the U.S. equity market, with the S&P up seven (7) percent. She stated there had been a pull-back in September caused by large-cap tech stocks and noted reasons for diversity in the investment portfolio. Ms. Krause outlined the argument for higher-risk investments in the current market and reviewed the current portfolio value. She stated that even with distributions, the portfolio was almost back to the January 1 balance. She explained the portfolio continues to be positioned for U.S.-based large-cap equities and outlined the performance year-to-date.

#### **D. Maintenance Reimbursement Requests for June and July 2020**

Ms. Spates presented the June maintenance reimbursement requests.

**Motion** made by Mr. Nesbitt, seconded by Ms. Zeiler, to approve the June maintenance reimbursement in the amount of \$144,307.26. In a roll call vote, the motion passed unanimously (7-0).

Ms. Spates presented the July maintenance reimbursement requests. Ms. Penrow noted there were three (3) payroll periods in July, which resulted in a payroll increase over the previous month.

**Motion** made by Ms. Zeiler, seconded by Ms. Krebs, to approve the July Maintenance Reimbursement in the amount of \$155,800.60. In a roll call vote, the motion passed unanimously (7-0).

#### **E. Cemetery P&L Statement**

Ms. Spates presented the cemetery profit and loss statement. There were no questions.

#### **F. Other Business**

Ms. Penrow confirmed there were no requests from members of the public wishing to speak at the virtual meeting.

Chair Ulmer stated there was a walk-on item, approval of the August 31, 2020 special meeting minutes.

**Motion** made by Mr. Nesbitt, seconded by Mr. Gitnik, to approve minutes of the August 31, 2020 special meeting as presented. In a roll call vote, the motion passed unanimously (7-0).

Chair Ulmer reminded the Board members of the investment training on September 23 and 30. Ms. Spates noted on October 6, the purchase of the software and the irrigation would be on the City Commission agenda.

Ms. Zeiler stated she thought the Board should be aware that FDOT did some excavation outside Woodlawn Cemetery for an exit ramp. She noted they had an archaeologist on standby and human remains were found. She stated there would be an interment on a future date.

#### **G. Communication to the City Commission**

None.

**4. ADJOURNMENT**

**NEXT SCHEDULED MEETING DATE: THURSDAY, NOVEMBER 12, 2020 – 3:30 P.M.**

There being no further business to come before the Board, the meeting was adjourned at 4:40 p.m.

Attachments: CemSites Bid Package  
Cemetery Investment Policy (IPS)  
Cemetery Land Acquisiton  
Trust Fund Investment Review

[Minutes prepared by C. Parkinson, Prototype, Inc.]