



**AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
SUB-COMMITTEE MEETING
JANUARY 25, 2021
2:00 PM
ATLANTIC RECREATION CENTER
2500 ATLANTIC AVENUE
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADJOURNMENT**
- 5. DISCUSSION: HISTORIC PRESERVATION FOUNDATION AND FRIENDS OF BOSQUE BELLO CEMETERY MEETING**
- 6. CEMETERY BUSINESS PLAN**
 - 6.1 Reports and Financial Statements

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at 904-310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

City of Fernandina Beach Personnel Allocation FTE							
	2020 FT	2020 PT	2020 FTE	2021 FT	2021 PT	2021 FTE	FTE Net Change
General Government							
City Clerk	4	0	4.00	4	0	4.00	-
City Manager	4	0	4.00	4	0	4.00	-
Finance	6	2	7.00	7	0	7.00	-
Information Technology	4	1	4.50	4	1	4.50	-
Human Resources	3	0	3.00	3	0	3.00	-
Legal	2	0	2.00	2	0	2.00	-
Planning	6	0	6.00	7	0	7.00	1.0
Public Safety							
Police	42	14	49.00	42	14	49.00	-
Fire	35	0	35.00	35	0	35.00	-
Code Enforcement	2	1	2.50	3	0	3.00	0.5
Public Works							
Facilities Maintenance	6.5	2	7.50	7.5	2	8.50	1.0
Streets	10	1	10.50	10	0	10.00	(0.5)
Culture Recreation							
Recreation	7	14	14.00	7	14	14.00	-
Parks	11	0	11.00	11	0	11.00	-
Peck Center	1	4	3.00	1	4	3.00	-
MLK Center	1	5	3.50	1	5	3.50	-
Youth Programs	3	5	5.50	3	5	5.50	-
Aquatics	1	12	7.00	1	12	7.00	-
Cemetery	2	0	2.00	2	0	2.00	-
Total General Funds	150.5	61	181.00	154.5	57	183.00	2.0
Special Revenue Funds							
Tree Trust	0	0	-	0	0	-	-
Building/Permitting	11	2	12.00	12	0	12.00	-
Total Special Revenue Funds	11	2	12.00	12	0	12.00	-
Enterprise Funds							
Golf Course	0	0	-	0	0	-	-
Airport	2	1	2.50	2	1	2.50	-
Sanitation	0	0	-	0	0	-	-
Wastewater Operations	12.5	2	13.50	12.5	2	13.50	-
Water Operations	12.5	0	12.50	12.5	0	12.50	-
Stormwater Management	6	0	6.00	6	0	6.00	-
Marina	0	0	-	0	0	-	-
Total Enterprise Funds	33	3	34.50	33	3	34.50	-
Internal Service Funds							
Fleet	2.5	1	3.00	2.5	1	3.00	-
Utility Billing	5	0	5.00	6	0	6.00	1.0
Utilities Administration	4	0	4.00	4	0	4.00	-
Total Internal Service	11.5	1	12.00	12.5	1	13.00	1.0
Total City							
Total City Personnel	206	67	239.50	212	61	242.50	3.0

City of Fernandina Beach, Florida

Annual Budget 2020-2021

170 CEMETERY FUND						
	ACTUAL 2018	ACTUAL 2019	BUDGET 2019	BUDGET 2020	BUDGET 2021	INCREASE / DECREASE
OPERATING REVENUE						
170 32970 BURIAL PERMITS	3,720	3,440	3,500	3,000	3,000	0.0%
170 34560 MARKER SETTING FEES	3,360	2,600	2,200	2,200	2,200	0.0%
170 34570 PERPETUAL CARE	66,826	64,336	50,750	50,000	40,000	-20.0%
170 34580 SALE OF LOTS	124,105	115,067	94,250	82,500	75,000	-9.1%
170 34585 GRAVE OPENINGS	-	-	-	-	-	0.0%
TOTAL	198,011	185,443	150,700	137,700	120,200	-12.7%
OTHER REVENUES						
170 36110 INTEREST	14,110	18,369	10,000	10,000	13,000	30.0%
170 36120 UNREALIZED GAIN/LOSS	(7,330)	12,044	-	-	-	0.0%
170 36990 OTHER REVENUE	-	-	-	-	-	0.0%
170 36992 GAIN ON SALE OF ASSET	1,445	-	-	-	-	0.0%
TOTAL	8,225	30,413	10,000	10,000	13,000	30.0%
TRANSFERS IN						
170 38101 FROM GENERAL FUND	-	11,300	11,300	11,300	31,300	177.0%
TOTAL	-	11,300	11,300	11,300	31,300	177.0%
CASH BALANCE FORWARD						
170 38910 CASH BALANCE FORWARD	99,469	68,159	76,300	111,261	33,495	-69.9%
170 38913 CASH BAL FOR RESTD CEMET	968,422	1,026,918	1,040,200	1,050,322	1,091,247	3.9%
TOTAL REVENUE AND CASH BALANCES	1,274,126	1,322,233	1,288,500	1,320,583	1,289,242	-2.4%

170 CEMETERY FUND

	ACTUAL 2018	ACTUAL 2019	BUDGET 2019	BUDGET 2020	BUDGET 2021	INCREASE / DECREASE
PERSONNEL						
170 51200 SALARIES	69,245	74,490	73,412	77,162	79,476	3.0%
170 51300 SEASONAL/TEMPORARY	-	-	-	-	-	0.0%
170 51350 PART TIME SALARIES	-	-	-	-	-	0.0%
170 51400 OVERTIME	780	-	2,000	2,000	2,000	0.0%
170 52100 FICA	4,872	5,186	5,769	6,056	6,233	2.9%
170 52200 RETIREMENT	22,750	23,419	22,611	18,488	17,551	-5.1%
170 52300 HEALTH INSUR	24,681	26,712	26,722	26,712	25,996	-2.7%
170 52301 LIFE INSUR	358	423	379	431	444	3.0%
170 52400 WORKERS' COMP	4,010	4,619	4,261	7,006	2,623	-62.6%
170 52500 UNEMPLOYMENT	-	-	-	-	-	0.0%
TOTAL	126,696	134,848	135,154	137,855	134,323	-2.6%
OPERATING EXPENSES						
170 53200 AUDITING	2,265	1,510	2,265	2,265	2,265	0.0%
170 53400 CONTRACTUAL	2,214	12,726	15,864	8,588	10,838	26.2%
170 54000 TRAINING/TRAVEL	-	-	-	-	-	0.0%
170 54101 COMMUNICATIONS-CELLULAR	7	-	-	-	200	0.0%
170 54300 UTILITIES ELECTRIC	1,061	1,340	3,600	3,800	3,800	0.0%
170 54310 UTILITIES-WATER & WASTEWATER	135	423	850	1,000	1,000	0.0%
170 54500 INSURANCE	2,890	3,001	3,015	2,834	1,171	-58.7%
170 54610 R/M BLDG & GROUNDS	17,602	14,446	20,000	13,000	13,000	0.0%
170 54611 R/M FACILITIES	-	-	-	-	2,500	0.0%
170 54620 R/M EQUIPMENT	398	2,460	2,000	2,000	2,000	0.0%
170 54630 R/M VEHICLES-LABOR	2,135	535	2,000	2,200	2,500	13.6%
170 54640 R/M VEHICLES-PARTS	3,139	545	2,000	1,500	2,000	33.3%
170 55200 OPERATING SUPPLIES	77	624	2,000	2,500	2,500	0.0%
170 55210 UNIFORMS	575	841	450	1,200	1,200	0.0%
170 55230 GAS/OIL	2,477	2,682	2,500	3,000	3,000	0.0%
170 55240 CHEMICALS	-	-	-	-	-	0.0%
TOTAL	34,975	41,135	56,544	43,887	47,974	9.3%
CAPITAL OUTLAY						
170 56300 IMPROVEMENTS	-	-	-	-	-	0.0%
170 56400 EQUIPMENT	18,431	-	-	22,000	-	-100.0%
170 56401 NON CAP EQUIP	-	-	-	-	-	0.0%
TOTAL	18,431	-	-	22,000	-	-100.0%
170 59990 RESERVE	67,107	55,004	5,802	40,236	15,698	-61.0%
170 59997 RESERVE REST'D FOR CEMETERY	1,026,918	1,091,247	1,091,000	1,076,605	1,091,247	1.4%
TOTAL EXPENDITURES AND RESERVES	1,274,126	1,322,234	1,288,500	1,320,583	1,289,242	-2.4%

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From: Mary Anne Waikart <mwaikart@gmail.com>

Date: January 11, 2021 at 3:21:04 PM EST

To: Teen <teenjeffpete@gmail.com>, marilyn barger <fmbarer@ptd.net>, Faith Ross <floridafaithross@gmail.com>, Mary Anne Waikart <mwaikart@gmail.com>

Subject: Assignment to the Columbarium Group of the FOBB

All, at last the simple notes of our meeting. Please make any corrections or additions that you might remember from our discussion. My notes had only the following:

Report of the meeting of the Columbarium Group, 30 December 2020.

The Columbarium Group (Teen Petersen, Marilyn Barger, Mary Anne Sharer, joined by Faith Ross) were asked to consider the issue of creating income streams for the Bosque Bello Cemetery.

In discussing this topic we were mindful that one way to create more income is to have fewer expenses. This is a brief and simple report of a brief and simple discussion.

Note: It was necessary to discover what FEES and CHARGES are already being made by Bosque Bello for the services provided. Those appear on a separate report submitted by Faith Ross. Yet other reports cover prices for the same items and services by other cemeteries, submitted by both Faith Ross and Dylan Edwards.

Suggestions:

- 1). Provide for self-guided "tours" or "historic information" or "cemetery information" for which a fee or a contribution can be asked.
- 2). Work with the Tree Conservancy to provide a selection of trees or shrubs which could be purchased for planting.
- 3). Include urns for an additional price.
- 4). Provide flower holders of a specified design which could be purchased as an add-on to the niches.
- 5). Include double niches and family plots in the first phase (allows for higher charges).
- 6). Consider adding some "walkway" element to the first phase (may allow for wider variety of product types).
- 7). Reopening fee (for double niches).
- 8). Work with Tree Conservancy to have trees identified and tagged with donors as a supporter for each tree.
- 9). Speaker programs with fees for the audience.

Note: We also discussed reopening fees, markers and plaques, "burial fees", and permits, all of which we suspected ARE or SHOULD BE included in the cremation fee.

On the cost saving side, suggestions:

- 1). Use pre-formed niches.
- 2). Don't move Nassau Street.

Sent from my iPad

