



APPROVED MINUTES
CEMETERY SYSTEM BOARD OF TRUSTEES
MINUTES OF MEETING
CITY OF FORT LAUDERDALE
TOWER 101 - 101 NE 3rd AVENUE, SUITE 1100, 11th FLOOR
FORT LAUDERDALE, FL 33311
THURSDAY, NOVEMBER 13, 2025 – 3:30 P.M.

Members	Attendance	Cumulative Attendance	
		03/2025 through 03/2026	
		Present	Absent
Frank Adderley	P	5	1
Scott Busa	P	6	0
Alfonso Canales [arrived 3:32 P.M.]	P	4	3
Dennis Ulmer, Chair	P	7	0

City Staff

Kenya Baker, Senior Financial Administrator
 Kimberly Cunningham Mosley, Assistant City Attorney
 Rebecca McClam, Program Manager
 Stacy Spates, Cemetery Administrator
 Stephen Bynes, Parks Supervisor, Cemetery
 Regina Santiago, Family Services Coordinator, Cemetery
 Roylene Gumbs, Administrative Supervisor, Cemetery

Others

Ben Baker, Matthews International
 Kim Krause, Truist
 Karen Cruitt, Recording Secretary, Prototype Inc.

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m.

A. Roll Call

Roll was called.

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

It was determined a quorum was present.

C. Approval of Meeting Minutes for September 11, 2025

Motion made by Mr. Busa, seconded by Mr. Adderley, to approve the meeting minutes for September 11, 2025, as presented. In a voice vote, the **motion** passed

unanimously.
(3-0)

2. OLD BUSINESS

A. Approval of Design for Evergreen Private Estate (Discussion/Motion)

Ms. Spates introduced Mr. Ben Baker from Matthews International to present the final design for the Evergreen private estate. She explained the Board had previously reviewed a preliminary version and the purchaser had now finalized preferred specifications. She noted a height issue because Cemetery rules required a maximum of fifteen feet on all sides.

Mr. Baker provided a brief overview of the final specifications and described the proposed structure height, which exceeded the standard limit. He confirmed the proposed height was almost seventeen feet.

Mr. Bynes confirmed no other private mausoleums exceeded fifteen feet.

Chair Ulmer stated the Board needed clarity on its authority. Assistant City Attorney Cunningham Mosley advised the request might require City Manager or City Commission review and read Section 12.6 into the record.

Ms. Spates recalled prior walk-up mausoleums receiving special exemptions for larger patios and setback adjustments.

Board members discussed possible modifications and reviewed whether approval rested with the Board, the City Manager, or the City Commission.

Mr. Baker explained the family selected a cathedral-style design and he had already removed a cross element to lower the height. He noted further reductions would require additional direction.

Board members confirmed all other dimensions were within limits and the mausoleum would be located near the rear of the cemetery.

Motion made by Mr. Busa, seconded by Mr. Canales, to recommend approval of the design as presented, with the understanding the height exceeded the fifteen-foot limit by two feet and required additional review by the City Manager or City Commission before final approval. In a roll call vote, the motion failed (2-2), with Mr. Adderley and Chair Ulmer opposed.

Ms. Spates stated she would work with the family on revised options.

Mr. Baker agreed to explore lowering the roof pitch to meet the fifteen-foot limit.

B. Cemetery Software (Update)

Ms. Spates reported the cemetery software item scheduled for the November 18 City Commission conference was pulled. She explained the City Manager wished to review the issue further. She noted the City's gold standard was SOC 2 compliance and stated the Board was waiting for a meeting on the matter before bringing a future agenda item.

C. Sunset Memorial Gardens Cemetery Mausoleum Project (Update)

Senior Financial Administrator Baker reported the project remained in permitting and the team was waiting for approval to proceed.

D. Capital Improvement Projects (Update)

Ms. Spates stated she had distributed an updated project list as previously requested.

3. NEW BUSINESS

A. Perpetual Care Trust Fund Investment Review/Truist Bank

Ms. Kim Krause, Truist Bank, presented the quarterly investment update and reviewed the report through October.

Ms. Krause summarized market conditions and noted gains across equities, international markets, and fixed income. She reported S&P 500 performance remained concentrated in information technology, with the "Magnificent 7" up roughly 25 percent compared to 18 percent for the broader index. She noted earnings revisions were positive across most sectors and stated the market outlook remained constructive.

Chair Ulmer asked about consumer credit use. Ms. Krause confirmed spending remained elevated and stated monetary policy and fiscal support continued to provide momentum.

Ms. Krause reviewed the activity summary and reported a \$4 million increase in portfolio value through October, bringing the total to approximately \$40,518,820. She stated the team was considering replacing Atlanta Capital with a passive mid-cap strategy and noted total equity performance was 10.43 percent.

Mr. Busa asked whether a price-to-earnings ratio of 23 was concerning. Ms. Krause stated the technology sector traded at higher multiples and noted analysts were watching for potential risks.

Chair Ulmer encouraged members to complete Truist's required training. Ms. Krause confirmed she would add Mr. Canales and noted replays were available.

B. FY25 (Q4) Maintenance Reimbursement Request (Discussion/Motion)

Mr. Busa asked whether Q1, Q2, and Q3 reimbursements had been approved. Ms. Spates confirmed they had.

Mr. Busa asked about the 89 percent figure shown in the report. Ms. Spates provided clarification, and Mr. Busa referenced prior quarter reimbursements for comparison. Ms. Kenya Baker explained the difference reflected timing of posted expenses and noted some items were recorded after the quarter closed. She stated future reporting would show improved alignment.

Mr. Busa asked about the negative payroll accrual, and Ms. Baker explained the variance resulted from late postings and coverage across multiple periods.

Chair Ulmer reviewed the total amount of \$793,763.07.

Motion made by Mr. Adderley, seconded by Mr. Canales, to approve the FY25 Q4 maintenance reimbursement request in the amount of \$793,763.07. In a voice vote, the **motion** passed unanimously (4-0).

C. Other Business

Chair Ulmer asked whether a special meeting would be needed for the private estate item. He noted members were generally available and requested staff to notify the Board once a date was identified.

D. Communications to the City Commission

The Board discussed the need for additional appointees.

Mr. Adderley stated the current meeting time was difficult for members who worked and suggested considering alternate days.

Assistant City Attorney Cunningham Mosley advised Ms. Spates to consult the Clerk's Office regarding vacancies and scheduling options. She noted the Board could call a special meeting if needed.

Ms. Spates proposed December 11 as a possible date, but the idea was not pursued.

4. ADJOURNMENT

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

NEXT SCHEDULED MEETING: Thursday, January 8, 2026 – 3:30 P.M.