

**Meeting Date (?)** 12/15/2015

**Subject Matter\* (?)** Consideration for approval of new Cemetery Fee Schedule  
This must match rolling agenda entry

**Department of Origin\*** PARKS & RECREATION

**Submitted By\*** M. Darrell Lovelette

**Type of Meeting\***  BCD  Special  Regular

**Classification\***  Public Hearing  Consent  Statutory  Regular

**Ordinance\***  None  First Read  Second Read  First & Only Read

**Strategic Initiative\***  Public Safety  Service  
 Economic Development  Infrastructure  
 Quality of Life

**Agenda Item Description\*** Consideration of a Resolution to establish a new schedule of fees to be charged and collected for the sale of spaces at the Bryan City Cemetery and the Oakwood Cemetery.

**Summary Statement\*** Periodically, the Parks and Recreation Department staff and the City Cemeteries Advisory Board review and evaluate fees and charges in an attempt to recover operational costs, where applicable, and to stay competitive while remaining accessible to all residents. If City Council adopts this resolution, the fees will be put in place upon adoption of the Resolution. This proposed fees schedule was reviewed by the City Cemeteries Advisory Board at their October 27, 2015 meeting, and the Board unanimously recommended approving the new fees schedule.

In evaluating the fees, the Parks and Recreation staff surveyed a number of cemeteries both within and outside the area. A survey analysis (Excel spreadsheet as a pdf document) is attached to this Council Action Form. As the comparison shows, the City of Bryan's fees are lower than cemeteries surveyed. The City of Bryan's current fees, as listed in the attachment, are \$500 for a standard space and \$100 for an infant, which were set in 2003. Since that time costs of operation and care have increased in the cemetery. Staff recommends increase the standard space fee to \$750 and the infant space fee to \$200.

Additionally, the City is in the process of developing the remaining cemetery land at the Bryan Cemetery because of space need. This expansion will reduce the Cemetery Endowment Fund by about \$900,000.

Staff is proposing to remove a number of fees from the current fees schedule. The fees that are proposed for removal address services the City has not provided in many years. Instead, today these services are provided by mortuaries/funeral homes as part of the funeral service.

To better ensure sufficient funds exist in the future for cemetery care and upkeep, adequate funding through fees should be established to maintain future capital needs and on-going operations and maintenance costs.

**Staff Analysis & Recommendation\*** The City Cemeteries Advisory Board voted on October 27, 2015, to recommend the adoption of the fee schedule resolution as presented. The fees will achieve the goals of staying competitive, accessible to most residents, and provide funding for both current operation and care and future capital needs within the cemeteries. The Parks and Recreation staff concurs with the recommendation.

**Options\***

(In Suggested Order of Staff Preference)

1. Approve the Resolution as presented and recommended by the City Cemeteries Advisory Board and staff.
2. Approve the Resolution with modifications, which may require consideration at a future City Council meeting.
3. Do not take action to adopt the fee schedule and instead send the fees schedule back to the City Cemeteries Advisory Board for additional review.
4. Do not approve the resolution and continue with the current fee structure.
5. Do not approve the resolution and provide further direction to staff.

**Funding Source\***

Funding is not needed for the approval or implementation of the fee schedule.

**Attachments**

Cemeteryfeecomparison_11162015.pdf	35.9KB
Consideration for approval of new Cemetery Fee Schedule_Resolution.docx	36.86KB

Please detail attachments and note attachments available for viewing in City Secretary's Office:

1. Fee Comparison Spreadsheet
2. Resolution 2894 Cemetery Fees -- Red Lined Version, Cemetery Fee Resolution

**Dept. Head Signature**



**Deputy City Manager  
Signature**



**City Manager Signature**



**City Attorney Signature**

