

Meeting Minutes of the Cemetery Technical Advisory

Committee Wednesday, Oct. 25, 2017

9 am to 12 noon

City Hall – 915 I Street, Room CH1119

The meeting was called to order by Director Chris Conlin at 9 am.

Present: Carson Anderson, Connie Bettencourt, Shannon Brown, Chris Conlin, Gary Hyden, Tony Ulep, Jeff Nittka, Jorge Acevedo, Anita Clevenger, Judy Eitzen, Marcia Eymann, Samantha Minor, Cassandra Musto, Claudia Richardson, Rob Taylor, Josh Tuttle, Jan Wooley, Caru Browns, Jeanne Baldwin, Councilmember Hansen's Rep Samantha Minor

Not Present: David Heitstuman (optional attendee)

I. Overview of Department of Parks and Recreation (DPR) Responsibilities for Cemetery Management

A. Cemetery Manager: A Request for Proposal (RFP) expired on Oct. 25. The RFP has been extended to Nov. 28. The goal is to hire by January 2018.

B. Member suggestion: Reach out to outside cemeteries for recruitment (i.e., Mountain View). Marcia Eymann mentioned she will reach out to a group she knows of that has an interest.

C. Maintenance Responsibilities, Budget, and Staff: The Department of Parks and Recreation (DPR) is responsible for everything i.e., roads, trees, electricity, landscape, 132 long-term support volunteers, 502 Program (inmate program). The annual budget is \$280,000 with 2 full-time employees.

D. Gary Hyden: Three cameras are currently installed. There may be funding to replace the cameras with real-time cameras.

E. Marcia Eymann: Convention and Cultural Services, Center for Sacramento History's main role is the recordkeeping of volunteer hours.

II. Policy Guidance from Council and Commissions

A. Master Plan was approved in 2007.

B. Council approved DPR Measure U Funding to go towards the cemetery.

C. Issues such damage to historic resources, e.g.as broken tomb stones are within the DPR's ability to address via the Management Plan

D. The management plan should include a policy encouraging application for grants to fund a conservator (people with knowledge and expertise).

III. Demonstration of Cemetery Data Base – 832 collected records out of 2000+

A. Two data bases were presented 1) a physical facilities data base prepared by DPR staff and; 2) a name, date of internment, and cause of death data base

prepared by CCS staff. Eventually the two data bases will be incorporated into a single City Historic Cemetery, portions of which will be made to the public. This data base will be a major management tool for the Cemetery.

B. A drone was used to capture a current high-resolution image for the facilities data images.

C. It was suggested that monuments and trees should be included in the facilities database. Jorge Acevedo, Geographic Information Specialist II stated that the tree information is existing on the City's Arborist Data Base and can be added to the Cemetery Data Base.

D. Jan Wooley suggested the database should include appropriate information from the National Registry application and award.

E. Marcia Eymann indicated a kiosk will be placed in the Cemetery so the public can access portions of the database. Data is in the process of being collected including photos.

F. Monuments and trees should eventually be marked/included in the database

G. Josh Tuttle suggested having access to a cemetery arborist could be helpful to prevent liabilities

H. Caru Browns suggested wheelchair accessibility be addressed in the Management Plan.

IV. Overview of Irrigation Improvements Plan Phase One

A. Gary Hyden: There is currently enough funding to address the basic infrastructure. In general, currently construction costs are coming in about 15% to 20% higher due to the booming construction economy. This will need to be considered when planning first phase irrigation improvement

B. If all irrigation were addressed, the cost would be \$2M to \$3M.

C. Chris Conlin indicated DPR will seek resources.

V. TAC Discussion and Input on Management Plan Goals and Objectives

A. Gary Hyden recommends each member review page 41 (Section on Issues and Recommendation) of the Sacramento Historic City Cemetery Master Plan which was distributed at the meeting.

B. Jeff Nittka and Gary Hyden: A web address will be created for members to send and review input.

C. Management Plan should address Issues:

1. Member expressed issues with entrance to the cemeteries. Cars enter the wrong way due to the possibility of signage placement. Issue should go to Public Works. Councilmember Hansen's Representative will follow-up.

2. No room for emergency vehicles or cars to park on existing roadways. Correction: The carriageways are narrow, and when several cars are parked, large vehicles such as fire trucks cannot pass. It has been suggested in the past, that some carriageways be designated as 'no parking' to facilitate emergency access to the property.

3. Josh Tuttle: Create processes and prioritize to address old, broken

monuments. 'Active' families will be responsible for repairs.

4. Marcia Eymann's staff is collecting contact information on new burials. The data will be entered/linked to the database. This issue was brought up because information regarding burials for the last two years is not available on site. This limits assistance for visitors by volunteers and city staff.
5. Clearly outline furnishings permitted (i.e. benches). Correction: This issue is addressed in the master plan, pages 54-55.
6. Implement photography guidelines
7. Volunteers were no longer permitted 3 days per week to be on the grounds to assist the public. Tony Ulep will inquire with Richard Perez on possibly getting volunteers. Correction: Volunteers are in the City Office (Formerly Visitor Center) 3 days a week to help the public. With staff unavailable most of the time cemetery is open, visitors ask volunteers for assistance to locate burials or historical information. (The cemetery is open 70-80 hours/week depending on the season with just one staff person currently). As the city has refused permission to recruit volunteers for the cemetery (except for Adopt-A-Plot) this means that visitors are not served. Parks would be responsible for the volunteers program, including tracking volunteer hours.
8. Master Plan does not allow for building expansions. Correction: The Master Plan does call for expanding and/or replacing buildings to provide additionally office and work space for volunteers. (MP pages 47-51).
9. Gary Hyden plans to utilize ground sonar or other appropriate grave site detection methodology for layout of mainline irrigation.
10. Claudia Richardson: The pedestrian cross walk with a flashing light on Broadway is being installed on the west side of 10th and Broadway from restaurant to cemetery. Also, better signage, etc. on 9th Street approaching Broadway. In the past, the OCCC had discussed the 'cross walk' for safety ingress/egress reasons for a number of years with city staff with no resolution. Leah Castro may look into these matters with City Traffic Management staff.

VI. Director wrap-up meeting schedule discussion

VII. Chris Conlin will forward to the TAC team: contact list, and, March time frame for next meeting

VIII. Meeting concluded at 12 noon