

Old City Cemetery Technical Advisor Committee Meeting

Wednesday, July 11, 2018

Coloma Community Center: GOLD RUN ROOM

4623 T Street, Sacramento, CA 95819

Gary Hyden called the meeting to order at 10:05 am

**Present:** Carson Anderson, Jeanne Baldwin, Lori Bauder, Caru Browns, Anita Clevenger, Raymond Costantino, Judy Eitzen, Marcia Eymann, Joe Flores, Gary Hyden, Samantha Minor, Cassandra Musto, Douglas Nelson, Jeff Nittka, Claudia Richardson, Will Sloane, Rob Taylor, Tony Ulep, Jane Howell, Jane McLeod, Lonnie Ratslaff, Leah Castro, Jennifer Holden, Lorraine Van Kekerix.

**Not Present:** Josh Tuttle, Connie Bettencourt, Shannon Brown, Chris Conlin, Jan Wooley

Preliminary comments – Gary proposed developing a subcommittee to oversee pruning guidelines; request that discussions are to stay inside the Old City Cemetery TAC group.

Pruning Guidelines & Policies Proposed Schedule:

- 7/23/18 – 1<sup>st</sup> subcommittee to meet
- 8/23/18 – final draft out to the TAC team
- 9/14/18 – feedback due date

1. The minutes from the April 17, 2018 meeting were approved by the group with the following amendments:

7 E. ~~Use of lawn mowers – list ways to prevent potential damage~~ Set guidelines for grounds keeping practices in Master Plan

8 D. Shannon Brown: Irrigation cannot be ~~shut off~~ abandoned

9 B. Outreach suggestions: Broadway PBID; Old Sac Residents (outreach to the PBIDs have begun)

2. Cemetery Assessment and Operations

Sloane/Nelson Presentation – Evolution of the site: Their firm was involved in the 2006-2007 Master Plan; good, positive process.

Discussion and Recommendations:

- Centralized control - Put formal manager in place at the cemetery three to five times a week. Manager on site would make decisions and execute action, spot check records and be a

resource. City staff and volunteers will remain. The manager position would be created under the Youth, Parks, and Community Enrichment (YPCE) Department. YPCE would advertise the position.

- Establish aggressive work order system; maintain tracking of all cemetery activities, and when work is completed update GIS data base.
- Review budget – City to spend money wisely
- Will Sloane recommended that the Historic Old Sacramento Foundation assume management of cemetery tours and other programming. Marcia Eymann agreed.
- New manager to put a process in place – review work orders and work to prioritize what is structurally wrong; manager to coordinate with the various City stakeholders. Looking for manager that can work organizationally.
- Marcia recommends looking for candidates in the Preservation Program; people with a background where they can work with volunteers
- Larry indicated groups Old City Cemetery (OCC), Rose Garden, and others will remain. Look at long-term solutions. How do we monetize? Recommends bringing in fresh people from a non-profit organization from a Touring company. They would be key in a long-term Tours vehicle to enhance the site. The outside organization would grow funds aggressively, on a larger scale versus the standard few thousand generated. Volunteers would be able to focus on horticulture aspects of the site.
- Some TAC members expressed concerns that their active tour committee would be shut down and they would be cut back in what they're able to do. Other TAC members expressed concern that the City will not permit office access to the volunteers five days a week.
- Need \$100-200K in tour revenue. A large tour organization is recommended to generate funds.
- The new manager can coordinate the tours
- Gary asked TAC members to email him the tour schedule for an understanding of what everyone is doing.
- The new manager would take on the liability through the City versus the Old City Cemetery group taking it on. TAC members expressed concerns of their position as the OCC board. Mr. Nelson indicated the need to bring in a different level of expertise and that coordination is needed between the new manager and the OCC group.
- Gary Hyden recommends focusing on what is needed versus who is needed at this point. Need to define the needs.
- There is not a formal Memorandum of Understanding (MOU) between the City and the OCC group. There is only a draft.
- The City will have to do an MOU with the volunteers

- Cemetery records – digitizing new records and maintaining old records will remain with Marcia Eymann. Everyone has access to the cemetery records online.
- Mapping – make user-friendly; obtain feedback from the public
- Maintenance – Tony Ulep and staff are doing a great job along with staff volunteers
- GIS staff is assessing the condition of plots
- Urban Forestry has a part in making tree assessments to address any concerns
- Cemetery record system – The City has the funds but staff is not in place to maintain it. Identify in policy.
- Larry posed the question – how do we make big changes and then small changes for impact?
- Caru Browns inquired about where the money raised will go. The organizational structure is currently being proposed and the volunteers are needed to man the fort. Collaboration is needed.
- Rob Taylor asked to see a flow chart and description of roles of who does what. Doug advised it is currently a work in progress which may be presented down the road.

The meeting concluded at approximately 12:00 noon.