

Old City Cemetery Technical Advisory Committee Minutes

Meeting: Monday, April 8, 2019  
9:00 AM to 12 Noon

Sacramento City Hall  
915 I Street, 1<sup>st</sup> Floor – Room 1119  
Sacramento, CA 95814

Minutes Prepared: April 12, 2019

**Present:** Carson Anderson, Jeanne Baldwin, Connie Bettencourt, Caru Browns, Shannon Brown, Anita Clevenger, Raymond Costantino, Judy Eitzen, Marica Eymann, Gary Hyden, Cassandra Mustro, Douglas Nelson, Jeff Nittka, Tony Ulep, Claudia Richardson, Rob Taylor, Samantha Minor

**General:** The Technical Advisory Committee (TAC) reviewed and discussed the entire report. Following the general discussion, specific recommendations were discussed and clarified as follows.

**TAC Comments on Report**

**Page 3 Executive Summary 2:** Formalize the relationships, roles, and responsibilities between the City and volunteer groups through formal memoranda of understanding (MOU's).

TAC Comments:

1. Need to clarify the stakeholders is clearly worded. Org Chart is clear but needs a better narrative; roles clarified.

**Page 4 Executive Summary 4:** Continue progress on digitizing the Cemetery records and acquire a cemetery software system for web-based cemetery records that can be used on-site via cell phone for wayfinding and navigation in the Cemetery.

TAC Comments:

1. A record database is being created. Anyone can use cell phone or I-pad to look up cemetery information.

**Page 4 Executive Summary 5:** Re-establish the adopt-a-plot program that was successful in the Cemetery's revival.

TAC Comments:

1. The adopt-a-plot system is in place and operated by the City. The Cemetery Manager will be tasked with reviewing and making specific recommendations

**Page 9 Records Processes1:** Utilize the Cemetery Manager to enter new records into the system and update records when errors are identified.

TAC Comments:

1. The City Historian will direct the Cemetery Manager regarding use of volunteers to enter and have information.

**Page 14 Cemetery Maintenance 3:** When applicable use the work orders to coordinate with preservation resources to ensure that the site is being maintained, while still completing projects.

TAC Comments:

1. Work orders can ensure preservation issues are documented/flagged. List sensitive areas.

**Page 14 Cemetery Maintenance 6:** Review security to see if cost savings could be used towards equipment or capital projects.

TAC Comments:

1. Security staff is on-site close to mid-night. Security service is a constant part of the City's budget. City recommends continuing with security service.

**Page 14 Cemetery Maintenance 7** Update the burial procedure document, which is currently outdated.

TAC Comments:

1. Work in progress; high importance.

**Page 17 Organizational Structure 2:** Youth, Parks and Community Enrichment staff should continue to maintain the grounds, with oversight from the Cemetery Manager.

TAC Comments:

1. The Cemetery Manager will report to Park Maintenance Manager. Staff and Volunteers will report to the Cemetery Manager.
2. Cemetery Report, pages 18 and 19 – make 'organization' plural.

**Page 17 Organizational Structure 3:** Convention and Cultural Services staff should continue to be responsible for the physical records and the preservation of the site, in coordination with the Cemetery Manager.

TAC Comments:

1. Org Chart is clear however; the narrative does not align along with it. Should be updated to Preservation Director, not Preservation Manager.

**Page 19 Volunteer Group Coordination 2:** Pursue opportunities with the Sacramento History Alliance to become the primary (overarching) volunteer organization for fundraising and programming.

TAC Comments:

1. the Cemetery Manager will take the lead in pursuing partnering opportunities. Although some members of the wanted to eliminate the reference to the Sacramento History Alliance, the City Historian wishes to keep this reference in the report.

**Page 28 Plant Maintenance and Pruning Guidelines for the Protection of Historic Resources**

TAC Comments:

1. Approve guidelines as amended by the TAC sub-committee
2. Are there alternatives to removing roses that are overgrown? This would need to be analyzed on a case by case basis and the decision would be made by the Cemetery Manager after consultation with the City Historian, and the Preservation Director.

**Page 29 Volunteer Agreement**

TAC Comments:

1. Concern was expressed about obtaining permissions from City staff before volunteers can continue with work.
2. It was explained that everyone (including existing volunteers) needs to conform to code by obtaining necessary permissions.

**Adjourn**

12:00 pm:

**FOLLOW UP APRIL 29, 2019**

Comments from the TAC regarding specific recommendations were incorporated into the report as appropriate.

City staff tallied the TAC votes and by a significant majority, the TAC supported incorporation of all report recommendations into the Department of Youth, Parks & Community Enrichment (YP&CE) Historic City Cemetery management process.

YP&CE management has accepted the report recommendations. YP&CE has begun to incorporate the recommendations into management of the Historic City Cemetery.

The operations and assessment report is now complete.

**FOLLOW UP August 30, 2019**

A primary recommendation of the report was to create a permanent fulltime Historic City Cemetery Manager. The position was created, and it has been filled as of July 31, 2019. Among other management duties, it is the responsibility of the new Historic City Cemetery Manager to incorporate recommendations of the report into the Cemetery operations.

**Attachment 1**

**SACRAMENTO HISTORIC CITY CEMETERY  
OPERATIONS and ASSESSMENT REPORT**

**Technical Advisory Committee Report Recommendations Tally**

**Background**

The Department Youth, Parks, & Community Enrichment (YPCE) manages Sacramento the Historic City Cemetery as a Historic Regional Park. Preservation review of proposals involving the Cemetery's historic resources is provided by Preservation Director, in accordance with the City Code, Title 17. The City Historian collects, maintains and interprets all historical records including burial records, markers, and signage, and provides guidance on grave marking and location.

In order to improve Cemetery Operations and resolve conflicts between landscape maintenance, gardening activities, and preservation of the Cemetery as a historic resource, YPCE hired a consultant team with expertise in historic landscapes and cemetery management to develop a report analyzing existing operations and make recommendations to the City for improvements.

In addition, YPCE assembled a Technical Advisory Committee (TAC) to provide expert advice and stakeholder points of view to the consultant team as they prepared recommendations. In addition to providing input during the analysis and recommendation development process, the TAC was also tasked with reviewing the consultant recommendations and advising the YPCE on incorporation of the recommendations into the Cemetery management process. This report is a management study and as such it is the responsibility of YPCE, with assistance from the City Historian, and the City Preservation Director to accept and implement the recommendations.

**Summary**

The table below shows each of the major recommendations and the breakdown of TAC member votes regarding that recommendation. Based on input from City staff and the advice of the TAC, YPCE is incorporating the report recommendations into management of the Historic City Cemetery.

Recommendation Number	<b>Sacramento Historic Cemetery Technical Advisory Committee Vote Tally</b>	Recommend Approval	Do Not Recommend Approval / No Votes	Percentage Approved
<b>EXECUTIVE SUMMARY</b>				
<b>ES 1</b>	Have a full-time Cemetery Manager responsible for all aspects of the Cemetery management.	13	0	100%
<b>ES 2</b>	Formalize the relationships, roles, and responsibilities between the City and volunteer groups through formal memoranda of understanding (MOU's).	10	3	77%
<b>ES 3</b>	Provide agreed-upon guidelines for planting, pruning, and preservation of the cemetery's monuments and cultural resources (in progress).	13	0	100%
<b>ES 4</b>	Continue progress on digitizing the Cemetery records and acquire a cemetery software system for web-based cemetery records that can be used on-site via cell phone for wayfinding and navigation in the Cemetery.	13	0	100%
<b>ES 5</b>	Re-establish the adopt-a-plot program that was successful in the Cemetery's revival.	13	0	100%
<b>ES 6</b>	Consider establishing an endowment fund, through a not-for-profit organization, to eventually assist in funding the Cemetery operational, capital, and maintenance needs.	13	0	100%
<b>ES 7</b>	Develop a new automatic irrigation system to conserve water, protect stone monuments from damage, and reduce maintenance. Continue planning for the irrigation upgrade and budget for a phased installation.	13	0	100%
<b>HISTORICAL CEMETERY RECORDS</b>				
<b>HCR 1</b>	Review current paper records to ensure all the records from the previous 20 years are present at the Center for Sacramento History.	13	0	100%
<b>HCR 2</b>	Update ArcGIS database with burials over the last 20 years.	12	1	92%
<b>HCR 3</b>	Spot check the data in the ArcGIS system, specifically look at the period from 1960-2000.	12	1	92%
<b>RECORD PROCESSES</b>				
<b>RP 1</b>	Utilize the Cemetery Manager to enter new records into the system and update records when errors are identified.	13	0	100%
<b>CEMETERY MAPS</b>				
<b>CMs1</b>	Work to make the mapping system as user-friendly as possible.	12	1	92%
<b>CMs 2</b>	Explore cemetery-specific software that could integrate the current base map and provide a clearer way for the public to interact with the site.	13	0	100%
<b>CMs 3</b>	Have a group of users try the new system and provide feedback to further refine appearance.	12	1	92%

Recommendation Number	<b>Sacramento Historic Cemetery Technical Advisory Committee Vote Tally</b>	Recommend Approval	Do Not Recommend Approval / No <small>Votes</small>	Percentage Approved
<b>CMs 4</b>	Complete the review of all Cemetery plots and utilize the information to categorize their needs by urgency.	13	0	100%
<b>CEMETERY MAINTENANCE</b>				
<b>CM 1</b>	Develop horticultural guidelines for planting, pruning, and preservation of the cemetery monuments (in progress).	12	1	92%
<b>CM 2</b>	Establish a more standardized work order system that can be used to facilitate and track all non-recurring work.	12	1	92%
<b>CM 3</b>	When applicable use the work orders to coordinate with preservation resources to ensure that the site is being maintained, while still completing projects.	12	1	92%
<b>CM 4</b>	Keep work orders on file to facilitate discussions with lot owners, volunteer groups and other stakeholders.	12	1	92%
<b>CM 5</b>	Determine a replacement schedule for all necessary equipment on-site and integrate this information into the budget.	12	1	92%
<b>CM 6</b>	Review security to see if cost savings could be used towards equipment or capital projects.	12	1	92%
<b>CM 7</b>	Update the burial procedure document, which is currently outdated.	12	1	92%
<b>ORGANIZATIONAL STRUCTURE</b>				
<b>OS 1</b>	Install a full-time Cemetery Manager to oversee all activity at the Cemetery who works in the YPCE department for the director.	12	1	92%
<b>OS 2</b>	Youth, Parks and Community Enrichment staff should continue to maintain the grounds, with oversight from the Cemetery Manager.	12	1	92%
<b>OS 3</b>	Convention and Cultural Services staff should continue to be responsible for the physical records and the preservation of the site, in coordination with the Cemetery Manager.	12	1	92%
<b>OS 4</b>	Utilize the Cemetery Manager's presence on-site to facilitate projects identified in the Master Plan.	12	1	92%
<b>VOLUNTEER GROUP COORDINATION</b>				
<b>VGC 1</b>	Enter a memorandum of understanding with the Old City Cemetery Committee and other volunteer groups to formalize relationships.	12	1	92%
<b>VGC 2</b>	Cemetery Manager to Pursue opportunities with non-profit and volunteer organizations for fundraising and programming.	9	4	69%

Recommendation Number	<b>Sacramento Historic Cemetery Technical Advisory Committee Vote Tally</b>	Recommend Approval	Do Not Recommend Approval / No	Percentage Approved
<b>VGC 3</b>	Utilize the Cemetery Manager to coordinate volunteer efforts and facilitate work completed in the volunteer areas when requested by either the City or volunteers.	13	0	100%
<b>VGC 4</b>	Re-establish the adopt-a-plot program that was successful in the Cemetery's revival.	13	0	100%
<b>VGC 5</b>	Identify existing adopt-a-plot program sponsors, determine if they are active, and ensure that volunteers have signed volunteer agreements.	13	0	100%
<b>VGC 6</b>	Recruit new adopt-a-plot sponsors and provide training	13	0	100%
<b>LONG TERM CONSIDERATIONS</b>				
<b>LTC 1</b>	Explore ways to codify the City's relationship with outside groups who are stakeholders in the Cemetery.	13	0	100%
<b>LTC 2</b>	Consider establishing an endowment fund, through a not-for-profit organization, to eventually assist in funding the Cemetery operational, capital, and maintenance needs.	13	0	100%
<b>LTC3</b>	As budgets allow, explore the feasibility of increasing the City's financial contribution to the Cemetery over a defined period to offset future costs.	13	0	100%
<b>PLANT MAINTENANCE AND PRUNING GUIDELINES FOR THE PROTECTION OF HISTORIC RESOURCES</b>				
<b>PM 1</b>	Approve guidelines as amended by the TAC sub-committee	11	2	85%