

# Elk Grove Cosumnes Cemetery District 2016 Annual Report



# **Board of Trustees**

**Steve Weaver, Chairman**

**Dennis Buscher, Vice Chairman**

**Nan Mahon, Trustee**

**Phillip Stark, Trustee**

**David Lema, Trustee**

# **Management and Staff**

**Jonathan Lambdin, District Manager**

**Debra Gale, Office Administrator**

**Alix Cote, Office Assistant**

**Jack Colombo, Head Groundskeeper**

**Josh Carpenter, Groundskeeper**

**Nate Broglio, Groundskeeper**

## **Vision Statement**

**The Elk Grove-Cosumnes Cemetery District provides a non-profit, governmental, public option for meeting the interment needs of District residents.**

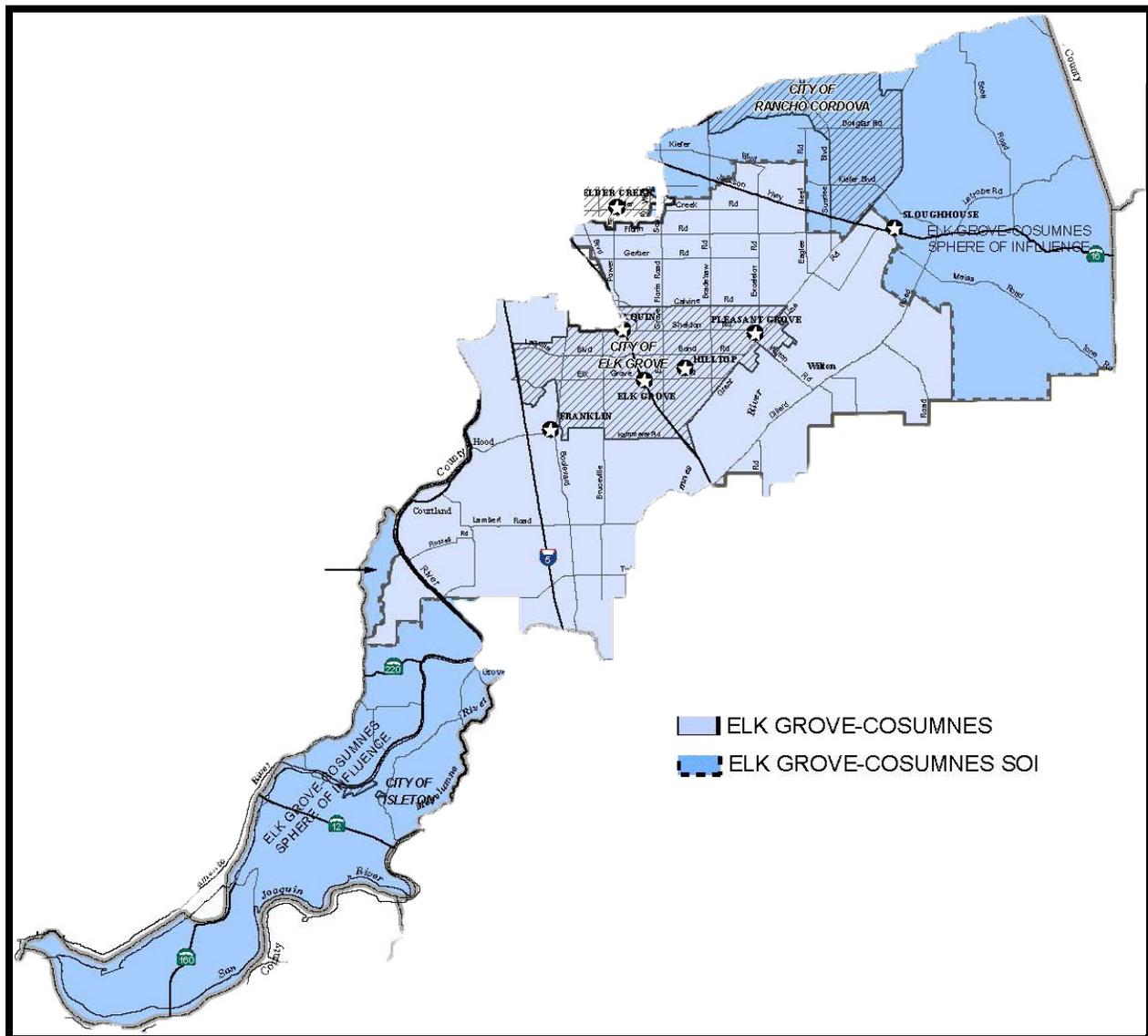
## **Mission statement**

**With compassion, care, respect for traditions, cultural and religious beliefs, the Elk Grove Cosumnes Cemetery District provides a range of interment options for residents of the District. The District is also a steward and conservator of local history by maintaining, and making available to the public, accurate maps and records for each of the six District cemeteries. The Trustees, Management and Staff of the District continually strive to honor those interred by providing a tranquil environment in each District cemetery.**

# Boundaries

Wholly within Sacramento County, the District encompasses approximately 246 square miles (158,000 acres), with a Sphere of Influence (SOI) and, therefore, with the potential need to expand to an additional 277 square miles (177,000 acres). In size by area, the District is one of the largest cemetery districts in the state. District boundaries join with the boundaries of Yolo, Solano, Contra Costa, San Joaquin, Amador and El Dorado Counties.

## District Map



## **History**

In 1874, two acres of land on the southeast corner of Elk Grove Boulevard and Highway 99 were set aside for a cemetery for Masons and their families. A need for a local burial plot for others than those with Masonic affiliation prompted the Lodge to purchase two adjoining acres in 1881. The Elk Grove Cemetery was again enlarged in 1887.

In 1951, the Elk Grove-Cosumnes Cemetery District was established under California Health and Safety Code 8890. At that time, the Masonic Lodge and the Odd Fellows deeded the Elk Grove Cemetery and Hilltop Cemetery to the District. The Elk Grove-Cosumnes District was consolidated with the Franklin Cemetery District in 1968; acquired the Pleasant Grove Cemetery in 1971 and the San Joaquin Cemetery in 1973; annexed the Florin-Elder Creek Cemetery District in 2005; enlarged the Pleasant Grove Cemetery in 2003 and again in 2004.

### **District Cemeteries**

- Pleasant Grove Cemetery 28.6 acres; Established 1859; Active  
(Sheldon Cemetery)
- Elder Creek Cemetery 1.2 acres; Established 1864; Inactive  
(Florin-Elder Creek Cemetery)
- Elk Grove Cemetery 5.0 acres; Established 1874; Active  
(Masonic Cemetery)
- Hilltop Cemetery 3.2 acres; Established 1878; Active  
(Odd Fellows Cemetery)
- San Joaquin Cemetery 2.5 acres; Established 1880; Inactive  
(Ebenezer Baptist Church Cemetery – originally 6.7 acres with burials occurring as early as 1874)
- Franklin Cemetery 4.3 acres; Established 1887; Active  
(Georgetown Cemetery)

## **Business**

The District is a non-profit entity receiving funding from a combination of local property taxes and service fees. Fees are required to remain at, or a small percentage above, the cost for service. An endowment care fund fee is charged for the perpetual care of the gravesite. Enabling legislation restricts the types of services the District may provide, thereby also limiting the ability of the District to cultivate funding for maintenance, operation, expansion and development of new or expanded cemeteries.

The District does not have the jurisdictional authority over the present or planned land uses within its boundaries. That responsibility is retained by the County and/or City in which our boundaries are located. Land use and population growth within the District boundaries are expected to continue to steadily increase. Therefore, the District is contemplating the development of resources for meeting the future needs of residents. However, long-term capacity to meet future service needs may be confined to the interment of cremains unless the District, in cooperation with the County and Cities within our boundaries, is able to identify and set aside additional acreage to create new cemeteries.

## **Financial Summary**

The District ended the Fiscal Year (July 1, 2015 to June 30, 2016) with:

- ❖ Total General Revenues of \$762,582
- ❖ Total Program Expenses of \$718,189
- ❖ Total Net Assets of \$5,896,519

## **Facilities**

The District maintains its headquarters and business offices at 8540 Elk Grove Boulevard in Elk Grove and a corporation yard with shops at 9736 Kent Street in Old Towne Elk Grove.

# **Management**

The District is managed by a full-time District Manager who is responsible for every element of the District operation. The Board of Trustees oversees the District Manager and District operations and provides guidance to the District Manager in four broad areas of concentration:

## **❖ Fiscal**

- Day-to-day financial management
- Fund maintenance
- Investment strategies
- Fee structure
- Procurement
- Annual audit

## **❖ Operations**

- Staffing
- Sales and customer service
- Equipment and facilities
- Cemetery maintenance

## **❖ Community Relations**

- Annual/historical/genealogical activities
- Docent/volunteer program
- Social media presence
- Liaison with other jurisdictions/community groups

## **❖ Projects**

- Existing cemetery landscaping and improvements
- New cemetery development
- Digital capture and archival of records

## **Major Events of 2016**

- ❖ With the retirement of the long-time District Administrator, the District retitled the position and hired a new District Manager.
- ❖ The Board adopted new service fees effective January 1, 2017.
- ❖ A corporation yard with shops was established to centralize the storage, security and maintenance of District equipment.
- ❖ The Board adopted and implemented an updated set of operating guidelines for upkeep and maintenance of all cemetery grounds.
- ❖ In addition to the custom of annually holding a Memorial Day Ceremony, the District began an annual Remembrance Program in the winter and adopted a resolution to initiate an annual fall History Week Program in 2017.
- ❖ Staff levels were increased by adding a part-time office assistant and a full-time groundskeeper.
- ❖ The Board adopted an updated investment strategy policy and transferred \$850,000 of pre-need and endowment funds from the County Pooled Investment Fund to an approved outside fund.
- ❖ The District conducted a total of 171 services (burials and interment of cremains) at the four active cemeteries.
- ❖ The District Manager initiated a review of:
  - All Board actions and resolutions from 1951 to date.
  - All personnel, fiscal and budgeting policies and procedures.

## **Planned or Anticipated Future Events**

- ❖ **Acquiring new excavating and soil-moving equipment.**
- ❖ **Reassigning existing and acquiring new service vehicles.**
- ❖ **Exploring the processes for making spot-purchases of up to \$10,000 for goods or services.**
- ❖ **Hiring an additional groundskeeper to establish two independent 2-person teams.**
- ❖ **Pursuing the acquisition of the surplus CalTrans acreage adjacent to the San Joaquin Cemetery.**
- ❖ **Retiring the note on the Pleasant Grove Cemetery acreage.**
- ❖ **Annexing the District's Sphere of Influence.**
- ❖ **Locating expansion acreage in the eastern and southwestern portions of the District and/or District's Sphere of Influence.**
- ❖ **Digitizing and archiving all District records.**
- ❖ **Establishing a docent/volunteer program.**
- ❖ **Establishing a program of meeting with other government jurisdictions within District boundaries to discuss common issues.**
- ❖ **Establishing mutual-aid pacts with Cemetery Districts in the area.**
- ❖ **Developing informational products to serve the historical and genealogical interests of the community.**
- ❖ **Clarifying with the County the long-term financial impact on the District of participation in their retirement program.**

## **Contact**

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