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Title: Community Development Agency, Administration and Finance Division, recommending the Board authorize the expansion of the Renke Annex to the Georgetown Pioneer Cemetery in the form of the addition of four new single-sided columbaria containing twenty-four niches each, for a total of ninety-six niches.

FUNDING: Georgetown Cemetery Zone of Benefit Special Taxes.

Sponsors:

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Date	Ver.	Action By	Action	Result
1/26/2016	1	Board of Supervisors	Approved	Pass

Community Development Agency, Administration and Finance Division, recommending the Board authorize the expansion of the Renke Annex to the Georgetown Pioneer Cemetery in the form of the addition of four new single-sided columbaria containing twenty-four niches each, for a total of ninety-six niches.

FUNDING: Georgetown Cemetery Zone of Benefit Special Taxes.

DEPARTMENT RECOMMENDATION

The Community Development Agency, Administration and Finance Division (Agency), is recommending the Board authorize the expansion of the Renke Annex to the Georgetown Pioneer Cemetery in the form of the addition of four new single-sided columbaria containing twenty-four niches each, for a total of ninety-six niches.

DISCUSSION / BACKGROUND

The Georgetown Cemetery Zone of Benefit was formed on February 28, 1984 by Resolution 57-84 to provide cemetery creation and operation services for two public cemeteries within the Zone boundaries. These include the Georgetown Pioneer Cemetery, with the later addition of the Renke Annex, and the Georgia Slide Cemetery (see Attachment A). The land for the Renke Annex was transferred to the County by the Renke family through a Grant Deed accepted November 23, 1999. On August 17, 2002, by Resolution 217-2002, the Renke Annex to the Georgetown Pioneer Cemetery was dedicated for public cemetery purposes.

In 1984 the Georgetown Cemetery Advisory Committee (Committee) was appointed for the Georgetown Cemetery Zone of Benefit #3 (Zone). Duties of the Committee include meeting periodically with the property owners and residents within the Zone to identify unmet service needs, evaluating the adequacy of the services provided, making recommendations regarding the scope of services to be provided, preparation of suggestions for the annual budget, and other matters

pertaining to the Zone.

In order to enhance the public experience at the cemetery, the Committee recommends that a metal and wood pavilion be purchased and installed on the existing concrete circle in the center of the Renke Annex. The pavilion would provide a protected space for funeral services, visiting families, and memorial events.

Further, in order to provide above-ground interment space for the general public, the Committee recommends expanding the Renke Annex in the form of the addition of four new single-sided columbaria containing twenty-four niches each (see Attachment B). This would provide a total of ninety-six new niches, greatly increasing interment space for cremated remains for the general public and complementing the columbaria installed in May 2014 for exclusive use by veterans and their spouses.

It is anticipated that these new columbaria will be located next to the existing sidewalk on the upper slope. This public columbaria project will also require concrete foundations for the columbaria and a crane and operator to move the columbaria onto the new concrete foundations.

County Cemetery Ordinance Code Section 8.20.110 includes a provision that requires authorization of the Board of Supervisors in the form of a permit prior to the expansion of a cemetery. Approval of the proposed expansion by the Board of Supervisors will constitute, for all intents and purposes, the required permit.

Construction of mausoleums and columbaria is subject to provisions of Part 5 of Division 8 - Cemeteries, of the Health and Safety Code, commencing with Section 9501. Health and Safety Code Section 9550 requires the cemetery authority constructing the improvements to obtain a building permit for each columbarium; however, Agency Building Unit staff advised that the type and configuration and installation of the prefabricated niche walls does not require a building permit and is considered an accessory building.

The proposed public columbaria project received a Categorical Exemption under the California Environmental Quality Act.

Upon Board approval, Agency staff will enter into agreements for the construction and installation of the proposed public columbaria project. Prior to selling any public niche spaces, Agency staff will submit a revised fee schedule for the new public niches for Board consideration and adoption.

ALTERNATIVES

NA

OTHER DEPARTMENT / AGENCY INVOLVEMENT

The Agency will submit agreements as needed to County Counsel and Risk Management for review and approval.

CAO RECOMMENDATION

Chief Administrative Office recommends moving staff's recommendations.

FINANCIAL IMPACT

The purchase and delivery of four single-sided columbaria with twenty-four niches each is estimated

to cost \$17,000. Concrete foundations for the columbaria are estimated to cost \$4,000 and a crane and operator to move the columbaria onto the new concrete foundations is estimated to cost \$2,500. The total estimated cost of the public columbaria project is \$23,500.

The Fiscal Year 2015/2016 Zone budget includes \$44,500 for fixed assets which is sufficient to complete the proposed public columbaria project.

The Agency is currently reviewing the charges for all of its services and anticipates presenting proposed fee adjustments to the Board for consideration in February 2016. Because the above public columbaria costs are estimates, the Agency is unable to determine the final amount to be used in calculating the appropriate fees for selling the public niches, and therefore, the anticipated revenue amount is unknown at this time. Since the Agency intends to recommend full cost recovery of the public columbaria project in its proposed fees, a revised fee schedule to include the new public niches will be submitted for Board consideration and adoption upon construction completion and final accounting of the public columbaria project.

Future maintenance of the proposed public columbaria will be provided by the Zone special taxes and by the endowment care portion of the public niche fees.

CLERK OF THE BOARD FOLLOW UP ACTIONS

NA

STRATEGIC PLAN COMPONENT

Infrastructure, Effective Services

CONTACT

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