

PINEWOOD CEMETERY ADVISORY BOARD

Annual Report

Fiscal Year 10/2022-10/2023

PURPOSE

The Pinewood Cemetery Advisory Board was created to oversee the restoration of the Pinewood Cemetery, to accept tax-deductible donations, preserve pioneer legacies, oversee a Pinewood Cemetery Trust Fund apart from the general budget, supervise the proper care of the historic site and report to the City Commission periodically on the condition of and possible requirements of the cemetery. The Pinewood Board also hosts an annual “Pioneer Day” at the Cemetery to honor those individuals interred there.

MAJOR ACCOMPLISHMENTS

- On March 17 at 10:00 AM board members participated in a walk-through of the Cemetery along with guest Lorrie Martin and Deena Bell-Llewellyn, Assistant Public Works Director (Greenspace Management). Ms. Llewellyn presented a procedure to follow to prioritize efforts for restoration of site planning. The estimate for this work is \$20,000
 - o Phase 1: Obtain an updated survey and a tree survey.
 - o Phase 2: Tree removal plan for invasive and exotic (need to bid out, city staff cannot perform this work).
- May 1, 2023, Solanch Lopez, Marketing Manager in Economic Development, and the Co-Executive Director for Keep Coral Gables Beautiful presented a proposal to the board for a Cleanup Event to be scheduled on August 4, 2023. The Board unanimously approved the proposal and would support future events.
- August 4, 2023 Pinewood Cemetery Cleanup Event occurred in coordination with Keep Coral Gables Beautiful. The event had an estimated 40 volunteers, and collected over 7,000 lbs of oyster plants.
- The Board has discussed creating a strategic plan for the maintenance of the cemetery, including: applying for grants, future cleanups, cleaning the headstones and creating promotional materials to share with the community.
- Staff has met with multiple survey companies at the cemetery to go over a proposal and scope of work recommended by Ms. Bell-Llewellyn. Quotes are under review.

ORDINANCE CHANGES

There are no recommended ordinance changes at this time.

MEMBERSHIP REQUIREMENT CHANGES

There are no recommended membership requirement changes at this time.

COST OF MAINTAINING BOARD

**Staff time:

Secretarial / Minutes Administrative Assistant: \$2,000
Assistant Director: \$8,000

**Staff time is approximate and includes meeting preparation, meeting attendance, filing of minutes, research requested by the Board, and the preparations for and staff attendance at Pioneer Day

FUNDRAISING / BANK ACCOUNTS / GRANT APPLICATIONS / APPROVALS

Pioneer Cemetery Trust Fund Balance: \$6,750.00

Anna Pernas

Anna C. Pernas
Historical Resources and Cultural Arts Director
for Pinewood Cemetery Advisory Board

10/2/2023
Date