

EXECUTIVE BRIEF WORK SESSION

AGENDA DATE: May 5, 2022

DEPARTMENT: Public Works

TITLE:

Resolution No. 31-2022 - Revised Municipal Cemetery Rules and Regulations

SUMMARY:

The City cemetery rules and regulations have not been reviewed since 2013. Approval of this Resolution will update cemetery operating procedures, rules, and regulations.

BACKGROUND AND JUSTIFICATION:

Chapter 10 of City Code regarding the cemeteries requires an update to simplify, streamline, and transition language from the Ordinance to the more appropriate location in the rules and regulations. A few of these modifications consist of:

- the removal of any type of fee structure, as these are included in the annual Commission approved Schedule of Fees during the budget cycle
- the removal of provisions and definitions which should reside in the rules and regulations
- better defined plot deed and interment permit language
- Updated forms

These revised rules and regulations accompany the previously approved first and second reading of the updated cemetery Ordinance.

DIRECTION:

Move to approve/disapprove Resolution No. 31-2022 revising the cemetery rules and regulations.

ATTACHMENT(S):

Fiscal Impact Analysis – N/A
Resolution No. 31-2022
Revised Cemetery Rules & Regulations
Form – Burial Authorization Affidavit
Form – Reconveyance of Lot to City Affidavit
Form – Cemetery Reconveyance Deed
Form – Contract for Purchase of Grave Space
Form – Cemetery Plot Deed