

Agenda Statement

Meeting Date:

To: City Council

Through: Jim Hunt, City Manager

From: Karin Sturdy, Director of Parks & Recreation

Agenda Item: Process for reserving cemetery plots



BACKGROUND & JUSTIFICATION:

Current Seward City Code allows for the reservation and/or sale of cemetery burial sites or plots.

7.20.040. - Burial site reservations.



- (a) Upon establishment of rules and procedures by city council resolution, burial sites may be reserved on a first come, first served basis by any person for himself or immediate family members to a maximum of ten burial sites. In order to encourage family grave lot use and to discourage institutional speculation, funeral homes and other similar corporate or business entities are excluded from acquiring burial sites except for a specific immediate burial.
- (b) The city will maintain burial reservation records to include at a minimum the name and address of the permittee and the date of reservation. The city will not authorize the use of reserved burial sites by anyone other than the purchaser or his properly designated representative.
- (c) Burial reservation rights to any unused plot may be relinquished to the city but may not be sold to a third party.
- (d) Reservation fees for a space vacated due to exhumation will not be refunded, and the burial site will return to the pool of unreserved sites.

(Ord. 96-27)

This proposed reservation process does not change our current burial process.

A resolution is required to establish burial site rules and procedures. The following proposal is intended to establish a process by which cemetery plots may be reserved. The City of Seward's 1996 Cemetery Plan recommends the City "issue certificates" granting burial rights (versus a fee simple real estate) to specific sites at a fee set by council resolution and adjusted as the maintenance needs are recognized."

Cemetery reservation procedues.

1. A City cemetery reservation request form, granting burial rights must be filed at any parks and recreation site.
2. The reservation fee shall be paid. Fees shall continue to be set by City Council.
3. The requester and parks and recreation staff must meet in person to mutually agree upon a site or number of sites.
4. The City section of the City's cemetery reservation request form, which includes the specific location(s) must be completed by parks and recreation staff.
5. The City shall identify the agreed-upon site(s) and report the final reservations to:
 - a. Parks & Recreation cemetery division
 - b. The Seward City Clerk, who shall retain the original, completed request form.

- c. Community Development, which shall oversee the addition of the information to the City's cemetery GIS layer.
- 6. The City shall work with a vendor and the customer to obtain an approved plot reservation marker
- 7. The City shall install the reservation marker according to department standards. Markers shall be installed annually by Memorial Day and Labor Day.
- 8. At the time a reserved site is to be put to use, the required burial permits and arrangements remain the responsibility of the family.
- 9. "Reserved site" markers shall be removed at internment and may be given to the family or retained by parks and recreation staff for re-use, if available. All "reserved site" markers must be flush to the ground.
- 10. It is the intent of the City to work with families who cannot afford this fee by partnering with local service agencies.

Fees:

- A. One full, cemetery site may be reserved at the cost of \$500.
 - B. No group or family discount is provided for multiple plots.
- (Lasting, permanent cemetery markers may cost over \$200 each. The estimated time for City staff to file a reservation form is three hours. Perpetual care for a cemetery plot may range from \$50 to \$300 per year.)

INTENT:

The intent of this City Code is to provide a mechanism for community members to pay for and reserve a cemetery plot or multiple family plots within the City's finite cemeteries.

<u>CONSISTENCY CHECKLIST:</u>		Yes	No	N/A
1.	Comprehensive Plan <i>(document source here):</i>			
2.	Strategic Plan <i>(document source here):</i>			
3.	Other <i>(list):</i>			

FISCAL NOTE:

The costs of the cemetery reservation marker and City expenses should be paid utilizing reservation revenues.

Approved by Finance Department: Krista Erickson

ATTORNEY REVIEW: Yes _____ No _____ Not Applicable _____

RECOMMENDATION:

The City Council approve resolution 2018- authorizing the City Manager to establish the process for members of the public to receive a certificate to allow burial and reserve a renewable cemetery plot for ten years.