

CITY OF HOMER

PUBLIC WORKS

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MEMORANDUM

10-17

To: Walt Wrede, City Manager *W-Wrede*
From: Dan Gardner, Inspector *DMG*
Date: January 7, 2010
Subject: Hickerson Cemetery Expansion/Maintenance Costs

This memo follows up the memo from July 23, 2009 wherein a recommendation was made to purchase the three adjacent properties to Hickerson Cemetery to allow for expansion. The memo advised that if purchased, funds would need to be budgeted for the required improvements.

Following are estimated costs for improvements required to make the land useable. Additionally, estimated maintenance costs are provided for the existing cemetery and the proposed expansion.

Improvement Cost Estimate

- Land Purchase \$229,500
- 1200 LF of Driveway \$60,000
- Seeding for Lawn \$30,000 (Add \$100,000 if topsoil is required)
- Fencing \$23,500
- Project Oversight \$4320
- Surveying \$10,000

Total Estimate \$357,320

Existing Annual Maintenance Costs

- Mowing \$3500
- Parks Crew Noxious Weeds Efforts \$1000
- Snow Removal \$1000
- Misc Response Time & Materials \$1000
- Personnel – meeting & processing \$3240

Total Existing Maintenance \$9740

Estimated Additional Annual Maintenance Costs for Expansion

- Mowing \$3745
- Parks Crew Noxious Weeds Efforts \$1000
- Snow Removal \$1000
- Misc Response Time & Materials No Increase
- Personnel No Increase

Total Proposed Increase In Maintenance \$5745


Office of the City Clerk

Jo Johnson, CMC, City Clerk
Melissa Jacobsen, Deputy City Clerk II
Renee Krause, Deputy City Clerk I
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MEMORANDUM - REPORT

TO: MAYOR HORNADAY AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK 
DATE: JANUARY 7, 2010
SUBJ: CEMETERY PLOT SALES

The staff in the City Clerk's Office facilitates the sale of the cemetery plots and maintains the original cemetery map. On average, the process takes about an hour and a half because for most people, it is more than dropping off a check to pay a bill. Generally, the purchaser will come to the Clerk's office and review the map to see what plots are available for purchase and either make their selection at that time or go visit the cemetery to get an idea of the location of the plots.

Once a plot or plots have been selected, availability has been verified, and payment received, paper work must be processed between the Clerk's office and Public Works. Duties of the Clerks off staff include updating the original map, log book, and cemetery register, preparing and mailing deeds to the purchaser, and filing them in the respective permanent file. Many times plots are purchased and reserved. As a result, the paperwork has to be revisited when someone is interred. A copy of the updated cemetery register is posted periodically to the web and provided to the American Legion General Buckner Post 16 annually, just prior to Memorial Day.

In 2006 there were 26 plots sold, in 2007 there were 7 sold, in 2008 there were 9 sold, and in 2009 there were 17 sold. Per Resolution 98-28, cemetery plots are sold for \$200 each. Excavation of the plot can be arranged for additional fees.