



# City of Homer

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## Memorandum 21-094

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK

THRU: MELISSA JACOBSEN, MMC CITY CLERK

DATE: JUNE 2, 2021

SUBJECT: REWRITE OF HICKERSON MEMORIAL CEMETERY POLICIES & GUIDELINES

Inconsistencies have been found in the City's current policies and guidelines for the Hickerson Memorial Cemetery. The City Clerk's Office and Parks Division teamed up to evaluate how the two departments manage the cemetery and to rewrite/update our policies and standard operating procedures.

The draft we prepared brings the policies up-to-date, ensures missing/outdated information is incorporated, and addresses management issues that have come up in the past. Some of the primary changes include:

- Removes references to a Columbarium/Columbarium Niches – The City does not have a columbarium at the cemetery. The policies were written in anticipation of one being constructed, but that has not happened and there are no short-term plans to build one.
- Include information/policies concerning cremains plots – With the 2015 cemetery expansion, smaller 2'x2' plots were added exclusively for the interment of urns.
- Better clarifies the roles and responsibilities of the Clerk's Office as the designated Cemetery Office, Parks Division as the designated Maintenance Office, the reservation/interment permit applicants, and hired funeral/burial services.
- Provides more specific policies, rules, and guidelines concerning rights of transfer/reselling of cemetery plots, the number of plots a single household can reserve, interment requirements/allowances, and specifications for memorial markers.
- Establishes better record-keeping processes through the use of three separate forms: one for reservations only, one for interment permits, and one for plot transfers/reimbursements, and establishes a memorial marker deposit to ensure the City has the appropriate means to buy permanent markers in the situation a permit holder does not provide one themselves.

### Recommendation

Adopt the revised Hickerson Memorial Cemetery Policies & Guidelines

Attached: DRAFT 2021 Hickerson Memorial Cemetery Policies & Guidelines  
2018 Hickerson Memorial Cemetery Policies & Guidelines