

THE VALDEZ MEMORIAL CEMETERY

Information and Policies Packet

The Valdez Memorial Cemetery is ran by the City of Valdez. Its management and maintenance is the responsibility of the Valdez Parks and Recreation Department.

The Cemetery Manager and Parks Maintenance Supervisor is located at:

555 West Egan Street, Valdez, Alaska 99686

Phone: (907) 835-5413

Web Site link: www.valdezak.gov/parks

Burial coordination, plot reservation, policies, and overall management of the cemetery are overseen and by the Cemetery Manager who is the Parks Maintenance Supervisor.

Resolution 10-18 ATTACHMENT "A" Valdez
Memorial Cemetery POLICIES

Definitions:

The following definitions shall apply herein:

Cemetery Manager means the person duly assigned for the purpose of administrating the cemetery.

City of Valdez, for the purposes of this document, shall be synonymous with Valdez Memorial Cemetery.

Columbarium means a structure, either freestanding or part of another building, containing niches for the inurnment of cremated remains.

Companion niche means a niche in the columbarium that will hold up to two urns, each no larger than 5 ½" x 5 ½" x 7".

Contractor or *worker* means any firm, vendor or person engaged in placing, erecting or repairing any memorial or performing any work in the cemetery grounds, other than an employee of the City of Valdez.

Cremated remains or *cremains* means all the material left after the cremation process is complete and usually stored and transported in an urn.

Interment means burial, entombment or inurnment of the remains of a deceased person.

Inurnment means the permanent placement of cremated remains which are contained in an urn in a niche.

Plot, Lot or *Gravesite* means a specific location in the cemetery designated by the managing agency as being used or to be used for the interment of human remains.

Memorial means any marker or structure upon or in the lot, niche or crypt placed thereupon or therein or partially therein for the purpose of identification or in memory of the deceased.

Niche means a compartment in a columbarium for permanent placement of an urn or urns containing cremated remains.

Niche owner means the next of kin or responsible person (as determined by the Cemetery Manager) who purchases a niche. The niche owner does not acquire the property itself, but only the entitlement to the rights of inurnment within a niche in the columbarium. All ownership of the land and the columbarium remains with the Valdez Memorial Cemetery.

Niche plaque means a granite or bronze marker attached to the front of a niche on a columbarium which is used as a memorial for the human remains in the identified niche.

Per Stirpes: Per stirpes ("by branch") is a legal term in Latin. An estate of a decedent is distributed per stirpes, if each branch of the family is to receive an equal share of an estate.

Plot owner is the person who has paid for the plot.

Reservation holder is the person's name that the plot owner has assigned to the plot or niche.

Statement of Purpose

Policies for Burials

This document is designed to establish and preserve a serene, dignified setting to enable quiet reflection, honor to the deceased and healthy grieving by bereaved family members and friends of the deceased. All reservation holders shall be bound by such amendments to this document as the cemetery shall make in accordance with the appropriate ordinance of the City of Valdez. All reservation holders are advised that when the cemetery management makes a reservation of a lot or grants a right of interment, it conveys only a burial easement of the cemetery property, and not ownership of such property.

In this Document

The Valdez Parks Department (who are the caretakers and management of the Valdez Memorial Cemetery) institutes and oversees regulations necessary to facilitate its management responsibility. Regulation may specifically relate to the following subjects:

1. The general administration and supervision of Valdez Memorial Cemetery, including the right to enlarge, reduce, re-plat or change the boundaries or grading of any portion of the cemetery;
2. The reservation, use and disinterment of any burial site within the Valdez Memorial Cemetery;
3. The type (stone, wood, bronze, concrete, etc.) and size (minimum and maximum) of burial site markings and memorials;
4. General maintenance and grave preparations;
5. General access to the Valdez Memorial Cemetery, including pedestrian and vehicle traffic;
6. The issuance of permits for the reservation, use and disinterment of burial sites within the Valdez Memorial Cemetery;
7. The establishment of fees for services and permits issued in connection with the agency's regulation of the Valdez Memorial Cemetery.

City of Valdez Responsibilities & Disclaimers

Responsibilities to Protect Monuments

The City of Valdez shall take reasonable precaution to protect all grave markers within the Valdez Memorial Cemetery from loss or damage, but expressly disclaims any responsibility for loss or damage from causes beyond such reasonable precautions. Damages incurred directly or collaterally and caused by or resulting from the elements, an act of God, thieves, vandals, malicious mischief, unavoidable accidents, or order of any military or civil authority shall be excluded from the City of Valdez's responsibility. *(An example of military or civil order: Flood waters raise the river and in order to prevent flooding. The National Guard is required to enter the area through the cemetery, and a head stone is damaged by military during the event. The city shall not be liable.)*

Specified Rights Retained by the City of Valdez

- A. The City of Valdez reserves the right at any time to enlarge, reduce, re-

plat or change the boundaries or grading of the city tracts in the Valdez Memorial Cemetery or any part thereof; to modify or change location of or move or re- grade roads, drives or walks or any part thereof; to lay, maintain and operate or alter or change pipelines or gutters or sprinkling systems, drainage or otherwise. Prior written notice to tract holders will be given by the City of Valdez should such work infringe upon the holders of tracts.

- B. The City of Valdez reserves for itself the perpetual right to enter and exit over all plots for the purpose of maintenance operations or any emergency work necessary to the operation of the Valdez Memorial Cemetery.
- C. The City of Valdez reserves the right to establish and begin charging a fee for the lots and the grave openings and closings.

Designation of Property

The property located adjacent to River Drive on the south side of the Richardson Highway is known as the Valdez Memorial Cemetery. All reservation holders are advised that when the Cemetery Management makes a reservation of a lot or grants a right of interment, it conveys only a burial easement of the cemetery property, and not ownership of such property. All reservation holders also know that the cemetery and most of Valdez are susceptible to flooding.

General Instructions

- A. No objects which are inconsistent with a serene, dignified setting to enable quiet reflection, honor to the deceased and healthy grieving by bereaved family members and friends of the deceased are permitted on the grounds without specific permission from Cemetery Management.
- B. All persons are forbidden to break or injure any tree or shrub, mar any landmark, marker or memorial, or in any way defame the grounds of the cemetery.
- C. No money shall be paid to the attendants at the grounds.
- D. All orders, inquiries and complaints must be filed with the Cemetery Management.
- E. Other than caring for the cleanliness of a plot, no person other than authorized

cemetery personnel shall be allowed to perform construction or deconstruction work on any grave or lot within the grounds without permission from the Cemetery Manager.

- F. Persons carrying food of any kind onto the premises are asked to pack remaining items and wrappings out of the cemetery when finished. All intoxicating liquors/substances are strictly prohibited within the borders of the cemetery.
- G. A person shall not drive any motorized vehicle on the grass.
- H. No unleashed animals will be allowed on the cemetery grounds. The pet owner/attendant is responsible for cleaning up after the pet.
- I. All children under 12 shall be accompanied by a parent or guardian while on cemetery grounds.

Landscaping

Green Space Buffer

To maintain the character of the cemetery, the City of Valdez shall maintain a green space buffer around the perimeter.

Plants, Shrubs, Trees, Turf, Landscaping & Improvements

- A. No live trees, shrubbery, plants or turf shall be planted, transplanted, harvested or pruned within the Valdez Memorial Cemetery without the written consent of the Cemetery Manager.
- B. Cemetery Management shall have the authority to accomplish any of the above operations upon any lot when it is deemed necessary or advisable.
- C. *(Example: A cottonwood tree has become a fall danger and must be removed.)*
The City of Valdez shall provide grass cutting at reasonable intervals, raking, cleaning, grading, and landscaping.

Permanent Obstructions on Burial Lot

No enclosure of any kind, such as a fence, coping, hedge, or ditch, shall be permitted around or about any grave or burial lot and no burial lot shall be raised above the established grade. If there are religious reasons for needing to do so, they shall be made known to the Cemetery Manager and appropriate exceptions may be made.

Movable Obstructions on Burial Lot

Wooden benches, boxes, shelves, toys and other articles upon a grave or burial lot near the headstone shall only be permitted in summer months, May 1-Oct 15, and may be removed if they become aged, faded, broken or otherwise a hazard or nuisance to lawn care or maintenance being accomplished, or become inconsistent with the concept of a memorial cemetery as written in the statement of purpose in this document. Temporary decorations are also permitted during religious, national and state holidays. All decorations shall be removed each fall, no later than October 15th. Those not removed by family members shall be removed and discarded by maintenance staff. Due diligence shall be shown by Cemetery Management to notify owners of the specified clean up date.

Maintenance of Cemetery

The City of Valdez is responsible for the appearance of the Valdez Memorial Cemetery. The maintenance of the park shall be accomplished through a program administered by the Parks and Recreation Department.

Roads and Driveways

The City of Valdez shall maintain the driveways, signs, and any structural additions such as gates and fencing of the Valdez Memorial Cemetery and may close access to the cemetery in periods of adverse conditions. (*Example: flood waters*)

Gravesite Decorations

- A. Placing fresh cut flowers, potted plants or flowers, wreaths, or flower baskets is permitted at any time.
- B. All flags, balloons and other decorations placed by

persons/organization on multiple plots shall be removed by the same persons/organization within one month's time, unless the persons/organization is diligent about maintaining the decorations throughout the summer. If not cared for appropriately, the Cemetery Management has the right to remove such decorations. *(example: Memorial Day flags which are blown off of the plots by high winds)*

- C. Plastic or silk flowers and artificial decorations are expected to be diligently cared for once placed on a plot or niche. Those not being cared for may be removed by Cemetery Management or lawn care.
- D. For maintenance and safety reasons, ceramic and glass containers of all types are discouraged.
- E. Unattended lit candles are prohibited at all times.
- F. Decorations will not be placed in or attached to trees, shrubs, or bushes.
- G. New trees, plants or shrubs may be planted at a burial site only with the expressed authorization of the Cemetery Manager. *(Reasoning: Plants and shrubs have roots that invade other plots and make digging difficult which may cause collateral damage to adjacent plot. Also, trees eventually die and fall which can cause severe damage to multiple plots.)* If any current or future tree, shrub or plant standing upon any lot encroaches on adjacent lots or avenues, the Cemetery Management has the right to prune, cut or remove such plants or take other action needed to correct the condition.
- H. No person shall harvest or remove any flower, plant or shrub, either wild or cultivated, from the cemetery grounds or move said flora from one grave to another.
- I. If for religious or personal reasons, a wooden headstone or marker is needed, a traditional wooden religious symbol such as a Christian Cross, Orthodox Cross, or Star of David or other religious icon of no more than 48" tall above ground

level x 36" wide may be placed, centered at the head of the grave above the permanent marker in the upright marker sections of the cemetery. A permanent marker which meets the minimum size specifications is still required. *(Example: A wooden cross is erected on a plot. A small permanent marker is still required so the gravesite may be identified many years later when the wood has become unreadable or has been destroyed from natural causes. Any permanent marker which meets the minimum height requirement may be used.)*

- J. A seasonal wooden upright marker is permitted at a gravesite in the cemetery between October 1 and April 30 to identify the grave during the winter months to allow loved ones to visit the site. *(Example: A headstone may be only 10 inch high, making it difficult to find in the winter. This provision allows loved ones to use a marker as a snow pole to find a specific site.*

- K. Removal of snow for the purpose of creating a walkway to and from an existing grave shall be accomplished by the cemetery staff only, using GPS locations. The removal of snow from an existing grave is discouraged. In order to find a snow-covered headstone in winter and remove snow for grieving, it is recommended that persons either mark the site in the fall with a snow pole, or contact the Cemetery Office for GPS coordinates. Only a plastic shovel may be used and snow should not be shoveled onto neighboring plots. *(Explanation: Shoveling in a cemetery when headstones cannot be seen could allow for accidental damage to adjacent markers or headstones.)*

Markers and Headstones for Plots

- A. All graves shall have a permanent grave marker installed within five (5) years after the burial. If a permanent marker is not within the financial means of the family, a brass plaque similar to those marking a columbarium niche may be purchased, and Cemetery Management will provide a small concrete base for the plaque to be installed upon. This concrete base shall meet only the minimum requirements for headstone size. Permanent markers are to be installed by the City of Valdez under the supervision of the Cemetery Manager. Other arrangements can be made with the approval of the Cemetery Manager. Permanent markers will be installed by Cemetery Management whenever conditions will allow, normally during the months of April through October.

B. Individual Grave Marker Specifications and Guidelines:

Installation: All foundations for grave markers shall be installed at the head of the grave by the City of Valdez and at the expense of the subject party and shall reflect the most current fees as stated in the Valdez Memorial Cemetery Fee Schedule.

No more than one grave marker per plot shall be allowed, unless a single plot is used for multiple infant caskets. In such a circumstance, two headstones (one at the head of the grave and another at the head of the second small casket's location) will be permitted. These headstones shall be placed in this manner to allow for mowing. All pre-existing family plans for themed plots or multiple markers prior to June 2010 shall be reviewed with the family and the Cemetery

Manager for the possibility of multiple markers. All persons planning to use a plot for multiple urns should be aware of the necessity to preplan a single permanent headstone that allows for the addition of plaques as urns are placed.

1. The minimum flat marker size shall be 5" x 9" and will be installed so as to sit a minimum of four inches (4") above the ground level to reduce damage from mower blades.
2. All markers shall have either raised or engraved letters of a

minimum of one-quarter inch (1/4") in depth/thickness.
(Explanation: Winter snow causes erosion, as does the moist summer weather, causing engraved letters no longer to be visible due to moss and lichen accumulation.)

3. The maximum size of a headstone or marker:

a. Maximum height of each upright single grave marker, including base, is 48" from ground level. The base dimension's maximum shall be no more than 36" in length, left to right x 18" in depth, front to back x 8" in height, top to bottom. Its maximum weight, including base, shall not exceed 1,500 lbs.

b. Maximum height of each upright double grave marker, including base, is 48" from ground level and the maximum length, width and depth/height of base of such grave marker is 60" in length, left to right x 18" in depth, front to back x 8" in height, top to bottom. Its maximum weight, including base, shall not exceed 2,500 pounds.

(Explanation of maximum sizes: The grave sites are very close together; therefore, any markers that may fall over must be small enough so that they have no possibility of landing on another grave marker.)

4. Statuary, shrines, mausoleums, and other memorialization shall be subject to municipality building codes. The maximum height of any statuary, shrine or other memorial shall be 6 feet. The width and breadth of the base and/or memorial shall be governed by the adjacent burial lots' aesthetic appearance when erected. No memorialization weighing over 1,000 lbs. shall be installed closer than ten feet in any direction to an existing burial lot.

C. All markers shall have a minimum inscription:

1. First and last name of deceased, year of birth and year of death.
(Example: John Doe 1965 – 2003)

2. Additional inscriptions are optional, but must be in good taste. Examples of poor taste would be profanity, or slang which is meant to elicit a negative response or to provoke others.

- D. Temporary markers will be provided free of charge for the first 5 years. These markers shall be removed by cemetery management each fall during cemetery clean up and reinstalled each spring.
- E. The charges for building foundations, installation, maintenance and continual care of all markers and memorials shall be reasonable and uniform. Reasonable care of the cemetery property, including markers, memorials, crypts, and urns is subject to the exclusion of occurrences beyond the control of Cemetery Management.
- F. The type of installation of any foundation for a monument or memorial will be at the discretion of Cemetery Management. *(Explanation: Newer areas of the cemetery have bedrock so there is not a need for copious amounts of compaction dirt to solidify the base. However, other parts of the cemetery are predominantly silt and will need much more work to ensure monuments and markers are safe from falling over.)*

Rules for Visitors

Opening and Closing Times

Although the cemetery is open 24 hours a day, loitering will not be allowed in order to ensure that those who are there to grieve will have their private, quiet space. Any person found loitering shall be asked to leave, and if loitering continues, he/she may be considered a trespasser.

Visitations

- A. Cemetery visitors are expected to willingly follow all published policies. Individuals who do not comply will be asked to leave. Information identifying cemetery personnel and all reservation holders thereto will be on file in the office of the Cemetery Manager and permanent records will be kept at the City Clerk's office. Notice of the policies, copies thereof or excerpts there from, may be furnished to anyone upon request.

- B. Cemetery Management reserves the right to refuse admittance to any person who is under the influence, is exhibiting disorderly conduct or otherwise presents a disturbance or potential hazard to the cemetery or its authorized visitors.
- C. No person will be permitted to use profane or boisterous language loud enough to inhibit the ability of the average person in the same area to converse freely without leaving, or in any way disturb the quiet and good order of the cemetery.

Parking and Use of Vehicles

Speed Limit and Traffic in the Cemetery

- A. **SPEED LIMIT:** Vehicles shall not be operated in the Valdez Memorial Cemetery at a speed greater than five (5) miles per hour.
- B. **MOTOR VEHICLE PARKING PROHIBITED:** Vehicles shall not park or come to a full stop in front of an open grave unless said vehicle is used by persons attending the funeral service at that grave. Vehicle parking is restricted to roadways only.
- C. **PEDESTRIANS:** All persons within the Valdez Memorial Cemetery shall refrain from traversing on the graves.

Interment and Disinterment Policies

- A. All openings, closings, plot preparation, interments, disinterment's, and reinterments shall be made by the City of Valdez.
- B. Whenever possible, advance notice shall be given to the Cemetery Manager a minimum of 48 hours prior to the preparation of the gravesite for interment or disinterment. Due to winter freezes, a 24 hour burial for religious reasons may not be possible in winter. All efforts will be made to attempt penetration of the ground for plot preparation.
- C. The Cemetery Manager shall be provided with the appropriate State burial and transit permits before interment will be permitted.
- D. No disinterment will be done without proper court orders and proper legal paperwork.
- E. The burial lots can be used for no other purpose than interment of a casket or urn.
- F. No interment, disinterment or re-interment shall be made on Sunday unless approved by the Cemetery Manager and additional fees apply. *(Reasoning, city employees work Mon-Fri and there may come a time when there are not enough employees available for a Sunday burial. However, every effort will be made to meet the family's request for a Sunday service if they so choose.)*
- G. Interment or disinterment shall be made by the City of Valdez in compliance with all State and City Health and Sanitation Laws.
- H. No more than two infant coffins may be placed in a single 5' x 10' burial lot.

Funeral Services

A mortuary, church, friend, or organization conducting a funeral service may provide, place and remove greens, decorations, or seating, which they have provided and used for a burial. The City of Valdez shall furnish plot preparation and digging, necessary lowering devices and

temporary seating as requested (up to 12 chairs). All funeral services shall *be* arranged through *Cemetery Management*.

Reservations, Use and Disinterment of Burial Sites

- A. The reservation, use and disinterment of burial sites, either within the Columbarium or a Plot within the Valdez Memorial *Cemetery* shall *be* accomplished only upon the issuance of an appropriate permit by *Cemetery Management*. All such permits shall *be* issued in accordance with the provisions of this document.
 - B. A one-time reservation fee as specified in the current Valdez Memorial Cemetery Fee Schedule, **will** give the reservation holder exclusive use of the lot so identified. As public law prohibits the actual sale of cemetery land, there is no conveyance of title or land ownership involved in the reservation of a gravesite. Such reservation is essentially a "lifetime easement" which guarantees such exclusive use.
1. Prior to a person's death, reservations can be made under "Name of the individual seeking the plot" or by a "Family Member" or "Legal Guardian" or an individual holding "Legal Power of Attorney."
 - a. Plot and Columbarium reservations shall be made through the Cemetery Manager and may not include plots for individuals who have not yet been born. Reservation of plots or niches is intended for immediate family (father, mother, sister, brother, son, or daughter, spouse or domestic partner), unless legal power of attorney for another person has been granted.
 2. Following a person's death, reservations and funeral arrangements may be made by the spouse/partner/family member, or by the decedent's "Executor of Estate" or an individual holding "Legal Power of Attorney."
 3. Reservations **will** be renewed at five-year intervals at no extra charge. The cemetery will send a certified letter to each reservation holder which must elicit a positive reply. If respondent does not reply or otherwise confirm the reservation within 3 months of the letter

being received, the reservation is then canceled and will revert back to the cemetery.

4. The transfer of any interment right by any reservation holder or their designee shall not be binding upon Cemetery Management unless same shall first be duly approved in writing by the Cemetery Manager. The right then must be re-conveyed to the cemetery, at which time a new conveyance will be issued to the new owner.
5. Each reservation holder is vested with the right to his or her interment only. If the reservation owner dies intestate, the owner of interment rights may dispose of same by will, subject to the foregoing conditions. Interment rights will descend to his or her heirs according to the laws of descent, except as otherwise provided in the ordinances at such time.

Interment and Disinterment (Casket, Vault and Urns)

- A. Lots in this cemetery shall be used for no other purpose than the burial of the human dead.
- B. The right is reserved by Cemetery Management to require at least 48 hours written notice before an interment (up to 72 hours in the winter season, October 15 through April 30), and up to two weeks' notice prior to any disinterment or removal.
- C. On day of burial a time will be determined by Cemetery Management and family of decedents. If more than 1 hour late a late fee will be applied to burial costs.
- D. It is unlawful to permit final disposition of a dead human body or fetus unless accompanied by a duly executed burial-transit permit issued by the State of Alaska, any other state in the union, or Canada. This permit must accompany the body until its final disposition and will then be retained in permanent records kept on file in the City Clerk's office. The process of cremation is itself considered final disposition. Cremated remains shall not require a burial-transit permit for interment in the cemetery.

- E. A duly executed Burial Application and Marker Installation Permit (City of Valdez burial form) will be required for each interment and/or marker installation.
- F. Cemetery Management shall in no way be liable for any delay in the interment of a body where a protest to the interment has been made, or where the rules and regulations have not been complied. Cemetery Management reserves the right under such circumstances to place the remains in a receiving vault until the full rights of the parties involved have been determined. Cemetery Management reserves the right to require that any protest to any interment or disinterment be in writing and to be formally filed at the Office of the Cemetery Management.
- G. In the case of a rare major flood the City of Valdez is not responsible for any movement of the interred persons.
- H. Cemetery Management shall not be liable for errors made with the interred person's identification. Cemetery Management shall compare the name and number of the person given by the mortuary with the burial permit. Cemetery Management will not be liable in any way for the embalming of any body.
- I. The interment and recording of all human remains within the cemetery is the sole responsibility of Cemetery Management, and such recording shall be performed by authorized cemetery personnel and with information submitted to Cemetery Management by the designated family member, their designee, or person listed as the reservation holder. This includes but is not limited to:
 - 1. The recording of interments in the permanent records and books of the cemetery;
 - 2. Locating the burial space from cemetery records, maps and surveys, excavations of the ground for burial, lowering the casket, and closing the grave;
 - 3. The placement of outer grave cribs or supports where work is required of personnel below the surface of the ground (setting of burial vaults);
 - 4. The opening, casket or urn placement, sealing or closing of mausoleum crypts, columbarium niches or burial space for human or cremated remains;
 - 5. Placing of memorials or markers.

- J. Tents, artificial grass, lowering devices, and other equipment owned by the cemetery shall be used exclusively in making interments, disinterment's and removals.
- K. When instructions from reservation holders regarding the location of an interment space cannot be obtained or are indefinite, or when for any reason the interment space cannot be opened where specified, the Management may, in its discretion, open it in such a location as it deems best and proper, so as not to delay the funeral, and Cemetery Management shall not be liable in damages for any error so made.
- L. Cemetery Management shall not be responsible for any telephone or facsimile order given as to the particular space, size and location of any lot until a written contract for interment rights is executed.
- M. No more than one body of adult size or the remains of one body of adult size shall be interred in one grave, vault, crypt or niche, unless such grave, vault, crypt or niche has been reserved with written agreement that more than one body or the remains of same may be interred. Exceptions by written agreement will be allowed where two infants and cremains of up to four (4) urns can be buried in one standard lot.
- N. No disinterment shall occur without prior receipt by Cemetery Management of a duly executed court order for such disinterment which is issued from the District Court in the State of Alaska.
- O. Cemetery management shall exercise due care in making any disinterment or removal; however, it shall not assume any liability for damage to any casket or burial case or urn incurred when making such removal. A licensed mortician must be present at all disinterment's. NO disinterment's will be made with court order and accompanying legal documentation.
- P. All interment, disinterment and work relating to lots or memorials will be completed by employees of the City of Valdez under direction of Cemetery Management. Cemetery Management will be responsible for grading, landscaping, and improving and maintaining the lots, opening and closing the lots, and all interments, except where noted by written agreement.
- Q. Interment rights are to be reserved and made in this cemetery only with the written approval of Management and subject to the policies and procedures of

the Valdez Memorial Cemetery now or hereafter adopted.

- P. Funeral parties shall be subject to the direction of Cemetery Management upon entering its property. A late fee will be applied for funeral parties that are more than 1 hour late to agree upon date and time.
- Q. When a funeral or interment is in progress within two hundred feet (200') or less from a work place where such work in progress may create a distraction, all work being performed in that area shall cease.

Vaults

- A. A wooden grave box for enclosing caskets shall be required for all burials of human remains in a casket. This box shall be provided at no cost by the City of Valdez to ensure the walls of the open plot do not crumble prior to interment. This box shall be built by Cemetery Management following the City's receipt of the appropriate measurements of the casket.
- B. Performance standards for a burial vault require that it be capable of performance at -30° F. to +120° F. and be able to withstand passage of a backhoe or truck weighing 20,000 lbs. gross weight or 5,000 lbs. per wheel at a maximum depth of eight feet (8') from the bottom of the unit and covered by at least 24" of soil. A manufacturer's warranty of performance for a minimum of 100 years shall be required for all vaults. In the absence of such warranty, Cemetery Management may require a strength test by the municipal engineer at the supplier's or manufacturer's expense, including those costs associated with delivery and removal of the vault to and from the test site at the cemetery.

Policies for the Valdez Memorial Cemetery Columbarium

Inurnment

Only human cremated remains in an urn may be placed in the niche. A separate burial application shall be required for each urn to be inurned.

Opening/Closing

A niche may be opened only by request of the niche owner as listed in the cemetery burial records (per stirpes) or as determined by the Cemetery Manager. All such openings shall be documented in the records maintained by the Valdez Memorial Cemetery. All openings and closings and work relating to niches or the columbarium in general will be completed by cemetery personnel under the direction of Management. The initial opening and closing of the niche **is** included in the cost of the niche. If it is necessary to reopen a niche at a later date, for interment of a second or subsequent urn or other reasons, an additional fee will be incurred unless the niche is being upgraded or refunded.

Inscriptions

- A. The inscription on the brass niche plaque will include a minimum of the first name, middle initial and last name together with the year of birth and the year of death.
- B. All inscriptions of the plaque minimum requirements will be of a standardized font dictated by Cemetery Management. Additional language on the plaque may consist of the font and size chosen by the family.
- C. The Cemetery Manager shall provide designated plaque sizes and details for ordering. All plaques, flower holders, and emblems shall be installed by the employees of the City of Valdez under direction of Cemetery Management.

Emblems

One 2" x 2" (or smaller) flat brass emblem is permitted on the single or companion niche and shall be centered below the niche plaque. Photographic images are permitted but must conform to the emblem sizes as specified above. All emblem design or photographic images will be approved by the Cemetery Manager and installed by employees of the City of Valdez under direction of Cemetery Management.

Decorations

Fresh flowers are permitted in niche vases at any time. Plastic or silk flowers shall be permitted as long as the person installing them continues to care for them and replaces or removes faded, damaged, or otherwise decayed or unsightly arrangements. Cemetery staff reserves the right to remove and discard arrangements which do not meet the criteria mentioned above in this paragraph. Niche vases can be ordered through the

Cemetery Manager. Only standardized vases which are ordered through and installed by the Cemetery Management will be allowed.

- A. Arrangements too high or too bulky for the niche vases are not permitted. Sand, gravel, etc. in a niche vase to hold flowers in place is not permitted.
- B. Wire to fasten arrangements to a vase or niche plaque is not permitted.
- C. Glass or ceramic containers are not allowed in the Columbarium area.
- D. No arrangements, flags, or decals, etc. shall be taped, wired, glued or pasted to a niche plaque or front.
- E. All unsightly arrangements shall be removed at the discretion of cemetery personnel. If not otherwise removed from the columbarium, all floral arrangements may be removed no later than October 15th of each year or at any time when they become unsightly. Cemetery personnel are not responsible for plants, vases or decorations and assume no responsibility for their return.
- F. No memorials, including but not limited to candles, flags, stuffed animals, balloons, mobiles or other moving decorations, clothing, toys, food, etc. shall be placed at the columbarium without prior notification of Cemetery Management. These may be immediately removed and discarded by cemetery personnel without prior notice. *(Explanation: This provision gives cemetery personnel the opportunity to remove old items and also informs personnel when families desire to keep items at the columbarium for an occasion. This policy is intended to keep cemetery personnel from accidentally removing items too early.)*

Refund

The niche is personal and may not be transferred to any other person except by will. If the niche is surrendered, 75 percent of the original cost of the niche shall be refunded to the niche owner listed in the cemetery burial records (per stirpes) or as determined by the Cemetery Manager.

Right to Remove Urns, Niche Plaques, and Cremains

The Valdez Memorial Cemetery Management retains the absolute right, in its sole discretion, to remove urn(s) and niche plaques, or to relocate all or any part of the cremains, as it deems necessary or advisable. *(Explanation: The City of Valdez Cemetery Management? is the only holder of a key to the columbarium and thus is the only entity which can open it. People who move to other areas of the country may choose to take a family member's ashes with them to be inurned at a different location with other loved ones. This policy allows cemetery personnel to retrieve the urns for them.)*

Forfeiture of Ownership

In the event a niche owner violates or refuses to adhere to these policies and procedures, the owner will be informed three times, one of those times in writing, by the Cemetery Manager that such violations exist. If the violations are not rectified, ownership of the niche by the offending niche owner shall be forfeited. The previously stated refund policy will still be in effect. *(Example: A person decides to install his/her own plaque and drills holes through the granite or glues items to the face of the columbarium; these could be reasons to cause forfeiture of ownership.)*

Grounds' Keeping

Grounds' keeping is the responsibility of the City of Valdez and all planting, pruning and other structural changes, adaptations or improvements shall be accomplished only under the approval and guidance of Cemetery Management. Persons wanting to provide individual care for their loved one's plot or niche **will not** be discouraged unless they do not abide by the policies and procedures listed in this document under Landscaping.

Administration and Appeal

- A. The Cemetery Manager is authorized to make exception, suspensions, or minor modifications to Valdez Memorial Cemetery and Columbarium policies or procedures when in his/her judgment such changes are advisable.
 1. All such actions will be documented with the City Manager for inclusion in City Council review of such action(s) at the next scheduled City Council meeting.
 2. Timely notice will be made to aggrieved persons to file an appeal if

desired.

- a. An aggrieved person may appeal a decision of the Cemetery Manager to the Director of Parks, Recreation and Cultural Services within ten days of the decision. The Director of Parks, Recreation and Cultural Services shall accept such written argument from the aggrieved party and make a written decision based on the standards provided in this document.
 - b. The decision of the Director of Parks, Recreation and Cultural Services can be appealed through the City Manager and may also go as far as the City Council if desired.
3. The Cemetery Manager shall recommend new policies and procedures needed to administer the Valdez Memorial Cemetery and Columbarium and to amend, alter or change existing policies and procedures, with public notice, when such action becomes necessary.

Burial Records

The Cemetery Management as the managing agency shall keep records of all burials, inurnments, and disinterment in the Valdez Memorial Cemetery. An official map of the Valdez Memorial Cemetery shall be maintained by the agency so that the exact place of burial or disinterment by section, row and plot can be ascertained. All permanent records shall be kept on file at the City Clerk's office. The municipality shall not be responsible for the accuracy of burial records prior to the year 2010.

Resolution 10-18 ATTACHMENT "B"

Valdez Memorial Cemetery Deposit and Fee Schedule:

1. All fees for interment and inurnment, memorials and care are due and payable prior to the accomplishment of such action or workordered.
2. Owners of all gravesite reservations obtained prior to October 1, 2020 shall be contacted every five (5) years beginning in the fall of 2020, to require payment for previously reserved plots and or niches. All new owners of gravesite reservations following October 1, 2020 will be contacted in writing, if necessary via certified letter, every five (5) years thereafter (beginning Fall of 2020) to determine if the person or persons are still interested in retaining the reservation. Lack of a written response to this contact within

3 months of receipt of said certified letter shall be deemed a lack of interest in retaining the plot or niche and shall result in the release of the plot or niche back to the City of Valdez to be used for other reservations. If written confirmation has not been received, all reservation deposit moneys shall be kept by the City of Valdez. If the owner has given a written response declining the renewal of his/her previous reservation, then 75% of the initial deposit shall be refunded, with the remaining 25% of the reservation fee retained by the City of Valdez for administrative costs.

3. All reservation deposits will be applied to the cost of interment or inurnment. Any cost incurred above the amount initially paid for reservations is the obligation of the owner's family or responsible designee and is payable prior to service being ordered.

Gravesite / Plot Reservation Deposit Schedule:

Gravesite reservation, one-time deposit per plot: \$100.00

Gravesite reservation transfer fee: \$75.00

Gravesite / Plot Burial Fee Schedule:

Gravesite Internment Summer: \$500.00

Gravesite Internment Winter: \$750.00

Urn Inurnment summer: \$200.00

Urn Inurnment winter: \$350.00

Funeral service late fee: \$50.00 fee charged if over an hour late

***All graves purchased prior to Jan 1 2010 will be grandfathered in and not be required to pay the updated burial fees.**

***Once Parks Maintenance has begun digging the grave, the burial fee will be charge in the event of a cancelation. No exceptions.**

Placing urns in plots which were reserved prior to October 1, 2020 shall be allowed. However, once an urn is in a plot, there cannot be a casket buried in that same plot atop the urns. Plots that already have a casket in them will be allowed to place up to four (4) urns in the ground atop the casket location. Urns shall be buried at a minimum depth of 24" and a maximum depth of 36" in a rust-proof, decay-proof container.

Headstone or Marker Specifications for an inurnment of an Urn in a Plot:

There shall be only one headstone allowed per plot unless it is a lot containing two infant

coffins. Persons planning on inurnment of multiple urns at one location should plan the purchase of their grave markers appropriately; for example, having one headstone which allows for the attachment of additional brass plaques to add names as family members are inurned in the plot.

Columbarium inurnment Reservation Deposit Schedule:

Columbarium reservation, one-time single niche deposit: \$100.00

Columbarium reservation, one-time companion niche deposit: \$75.00

Columbarium reservation transfer fee: \$50.00

(Transfer fees are non-refundable and non-applicable towards further services)

Columbarium inurnment Fee schedule:

Urn placement: \$175

Inurnment Requirements for Plaques:

Niche and Required Brass Plaque: Single Niche

The minimum required information on a plaque for a single niche is: first and last name of deceased, year of birth, and year of death. (Example: John Doe 1965-2003) To insure uniformity, all plaques shall be ordered through and installed by the City of Valdez Cemetery Manager or his/her designee.

Plaque size for a single niche is: 2" high x7 ¾" wide

Niche and Required Brass Plaque: Companion Niche

The minimum required information on a plaque for a companion niche is: first and last name of deceased, year of birth, year of death (Example: John Doe 1965-2003) for each person inurned. To insure uniformity, all plaques shall be ordered through and installed by the City of Valdez Cemetery Manager or designee.

Plaque size for a companion niche is: 2" high x7 ¾" wide. and two of them fit on a single

mounting plate

Note: Companion niches allow for only two (2) urns, size 5½" x 5½" x 7". Companion niche urns may be provided by the city upon request and the cost shall reflect the price for which they were originally purchased from the manufacturing company.

Disinterment (Exhumation or removal from Columbarium) Fees:

Disinterment, (casket): \$750.00 (no disinterment in winter)

*unless court ordered

Disinurnment from a plot (Urn): \$250.00

Disinurnment from Columbarium (Urn) \$75.00

Headstone Installation Fees

To insure uniformity, all monument installation shall be performed or supervised by Cemetery Management or his/her designee.

Monument installation, 50 through 199 pounds: \$100.00

Monument installation, 200 through 599 pounds: \$200.00

Monument installation, 600 through 1500 pounds: \$250.00