

CITY OF ARAB, ALABAMA

MANAGEMENT POLICIES FOR THE ARAB CITY CEMETERY

The following policies and procedures are hereby established and applicable to the administration, maintenance, and management of the Arab City Cemetery:

I. General provisions.

- A. The City of Arab Public Works Director, or his designee, is hereby identified as the "Cemetery Manager" and is charged with the administration, maintenance, and management of the Arab City Cemetery.
- B. Said administration, maintenance and management includes the following:
 1. Sale of individual burial plots.
 2. Maintenance of records regarding occupied plots, vacant plots already sold, and vacant plots available for sale.
 3. Supervision of activities associated with the marking off, digging, and preparing plots, and placement of monuments.
 4. Supervision of cemetery maintenance activities including, but not limited to, grass mowing and trimming, removal of unauthorized flowers, plants, or other items identified herein.
 5. Enforcement of various cemetery rules specified in these policies and procedures.

II. Sale of burial plots

- A. The Cemetery Manager shall establish efficient procedures for the sale of vacant burial plots.
- B. Said procedures shall include the preparation and use of purchase application and deed forms to ensure proper record-keeping for both the City and the individual purchasing burial plot(s).
- C. Effective the date of this resolution the cost of an individual burial plot shall be \$450.00. At the time of purchase; all lots shall be paid for in full. No lots will be reserved with out full payment.
- D. When no plot has been purchased prior to death, plot may be secured with full payment due within 30 days of interment.
- E. Burial plots may be purchased by individuals or families for personal or family use only, and may not be purchased by businesses or corporations.
- F. Title to previously purchased plots may not be transferred to individuals who are not members of the owner's family without the right of first refusal by the City of Arab. Re-purchase of such plots by the City shall be for an amount not to exceed the amount specified in this Section.
- G. Any title transfer of burial plots shall require a \$25.00 transfer fee.
- H. No monument can be set until plot has been paid in full.

III. Maintenance policies.

- A. No trees or shrubbery shall be planted in the cemetery without the consent and notification of the Cemetery Manager.
- B. Effective with the date of passage of this Resolution, no new obstacles, new planted live flowers or trees will be allowed around the monument.
- C. All perishable flowers associated with a burial shall be removed from a burial plot no later than two weeks after the burial.
- D. All permanent flowers shall be placed in a vase or a saddle on a monument. No glass containers allowed. No wire or metal anchors permitted to anchor flowers in the ground.

- E. All flowers shall be removed by March 1st, to get ready for Decoration Day in the month of May.
- F. Pot flowers and sprays may be left at a grave site up to one week past Decoration Day, after which only one pot may be left at the gravesite.
- G. Live flowers planted around monuments and not maintained properly are subject to removal by the Cemetery Manager. Artificial flowers that are faded or deteriorated will be removed at the discretion of cemetery manager.

IV. Monument and grave marker policies.

- A. Prior to the setting of any monument or grave marker, approval of the Cemetery Manager is required, in accordance with established procedures.
- B. All foot markers must be installed not more than one-half inch (½”) above ground level.
- C. Under no circumstances, shall any monument or grave maker be moved for access to another gravesite. There may be times when graves must be dug by hand, rather than with heavy equipment.
- D. No trucks or heavy equipment shall be permitted off of cemetery roads without some sort of ground protection. Any company or individual causing damage to the cemetery will be responsible for repairing said damage.
- E. Two working days notice from the Cemetery Manager is required prior to setting monuments or grave markers in the cemetery. Monument companies are responsible for obtaining such permission.
- F. Monuments and grave markers will be set only during Cemetery Manager working hours.

V. Burial and monument placement policies.

- A. Prior to a burial or installation of a monument the owner of, or the individual having control of the deed to a particular burial plot, shall complete the required plot “use” documents provided by the Cemetery Manager.
- B. Said documents shall, at a minimum, include the following information:
 - 1. Cemetery Addition Number.
 - 2. Cemetery Section Number or Letter.
 - 3. Cemetery Block Number.
 - 4. Burial Plot Number
 - 5. Owner of Burial Plot.
 - 6. Name of Person Being Buried.
 - 7. Name, Address and Phone Number of Contact Person(s).

IV. Revisions.

- A. The above policies are in effect until superceded or amended by resolution adopted by the Arab City Council.

ADOPTED THIS 3rd DAY OF March 2008 (**Resolution No. 2008-10R**)