

ELKO CITY CEMETERY

ADMINISTRATIVE POLICY

Introduction and Context

A full time staff of two city employees maintains the peaceful and beautiful surroundings of the Elko City Cemetery. This small staff is responsible for all aspects of the Cemetery's operations; including opening and closing graves, grass cutting and removal, weed control, tree planting and maintenance, building and equipment maintenance, and assistance in making arrangements and locating graves. The Cemetery includes 25 acres of property, 250 trees, 2 buildings, and 2500 feet of fence line. More than _____ graves are currently occupied and an average of 2 burials occur each week. In order to provide a high level of maintenance with a limited staff it has been necessary to implement a few simple guidelines governing the planting of trees, bushes, shrubs, plants and flowers. These regulations are not intended to reduce the ability for family members or friends to show love and respect; but are simple rules to help us make the entire property more pleasing in appearance and provide numerous ways for family members and friends to express their devotion. Thank you for following the regulations outlined below when caring for grave locations in the Cemetery.

Purpose

To provide policy guidelines and operational rules for the administration of the City of Elko Cemetery. This policy applies to all persons utilizing the City of Elko Cemetery.

These rules and regulations may be administratively amended at any time by the City, and shall be so changed and amended when any rule is found to be detrimental to the best interest of the plot owners as a whole or when new conditions require the adoption of other or further regulations.

Administration

The City cemetery shall be under the immediate supervision of the City Parks Superintendent, under the direction of the Director of Parks & Recreation. It shall be the duty of the Parks Superintendent to administer the provisions of this policy in respect to the City Cemetery and to perform such other work as may be required by the Director of Parks & Recreation.

Hours of Operation

Cemetery operating hours are Monday through Friday, 7:00 a.m. to 4:00 p.m. The Cemetery is open from dawn until 10:00 p.m... Please do not enter the cemetery after this hour. The cemetery will reopen at dawn the next morning.

Funerals, Interments, and Disinterments

Funerals, interments, and Disinterments within the City of Elko Cemetery shall be coordinated by the City Sextant and performed under the control of the Parks Department. All plots shall be opened and closed by employees of the City and members of the public are required to maintain a safe distance. Artificial grass, lowering devices, tractors, and other equipment provided by the City shall /be used exclusively for all interments, inurnments, entombments and disinterment. All Cemetery and gravesite charges must be paid prior to interment.

Schedule for Services

All services shall be conducted between the hours of 9:00 a.m. and 2:30 p.m. All burial services must be concluded and the cemetery empty before 4 p.m. The City recognizes that mitigating circumstances may arise necessitating a burial outside of normal hours. This can be arranged, subject to the availability of City staff. Overtime fees will be incurred if a burial is requested to be held after 2:30 p.m. or on weekends or holidays. Requests for an emergency waiver of this policy or any provision of this policy may be made to the Parks and Recreation Director or Parks Superintendent, as the designee of the City Manager, who shall have sole discretion to approve or deny the emergency waiver request. The emergency waiver request shall include payment for any and all additional expenses to the City for these services.

Conduct

Special decorum will be observed by all cemetery employees while services are being conducted at graveside. All nearby work will cease until the services are completed. Any person or vehicle etc. creating noise is required to stop the noise or leave the Cemetery during Cemetery functions. All traffic will cease in the area of a Funeral and all visitors are required to avoid interference or disruption of funeral services and scheduled functions.

Interments

The City must be notified at least 24 hours before any interment so the plot or niche may be properly prepared. The City of Elko Cemetery reserves the right to delay an interment when scheduling conflicts occur.

The cemetery allows one full size burial in one plot and as many as three inurnments on the same plot (only one headstone at the head and one flat marker in the center of the grave are allowed). An extended grave use fee is charged whenever cremations are buried in an occupied plot. Only one Inurnment is allowed in an ash lot except when the ashes of two deceased individuals share one container. An unused plot may be transferred to a family member. If the owner of the plot wishes to transfer the plot to another person, that transaction will require the owner to sign a quit claim deed and pay a transfer charge upon application for the transfer.

All interments including cremations require an approved vault or outside container. For every interment, the casket shall be enclosed in a vault approved by the Cemetery Sexton and consistent with the State Statute. Cremations also shall be contained in an acceptable container.

Disinterment

Disinterments shall be arranged with the Cemetery Sexton upon notice of at least one week.

For disinterment of remains (including cremated remains), the applicant must have written authorization from the closest living relative. Provisions concerning permission to remove remains shall be governed by State law in N.R.S. 451.

Headstone Policy

The remaining plots available at the Elko City Cemetery have been designated as "non-upright headstone areas". As such, the headstones in these areas must be set level with and conforming to the slope of the lawn and placed in line with adjacent stones so as to present a uniform appearance. This allows the city to more effectively maintain the beauty of the cemetery.

The Cemetery reserves the right to inspect all markers/memorials after installation and to require or make changes if improperly set.

Monuments and bronze markers are the personal property of the lot owner and thus the maintenance and care are the responsibility of the owner. Therefore, the City does not bind itself to maintain, repair, or replace any markers or monumental structures erected upon the plot which are lost or damaged due to weather, age, vandalism, or normal maintenance.

Cemetery staff endeavors to maintain orderly, well kept grounds. We encourage families to become involved and participate in the care of the stones and markers of deceased friends and family members. Over time, there will be normal aging and upkeep required for all of the monuments and markers in the cemetery.

Memorial Bench Policy

The Elko City Cemetery will allow, as available appropriate space permits, allow the installation of memorial benches on the cemetery grounds. In order to maintain an orderly and acceptable appearance, only benches made of stone, usually granite or marble, will be allowed. All requests for the installation of memorial benches, including their proposed location, must be approved by the Parks Superintendent prior to installation. Benches installed without the requisite permission will be removed at the expense of the owner.

Maintenance and Landscape Regulations

The City will provide perpetual care to the plot owner. This service consists of maintaining neat and attractive grounds; the watering and mowing of lawns; trimming around headstones; pruning of trees and shrubs planted by the City of Elko; cleanup and removal of trash, leaves, withered flowers, etc; and preservation of grade at the burial sites. This care does not include the planting or care of flowers nor the cleaning or repair of headstones erected on the burial sites.

Permanent grave decorations will be removed for you when they become unsightly or create maintenance problems.

The City reserves the right to regulate the method of decorating plots so that a uniform beauty may be maintained.

Decoration and Maintenance Schedules

Artificial flowers and decorations are allowed from November 1 to March 30. However, between April 1 and October 31, floral pieces, decorations, and displays left on any grave must be removed every Wednesday by cemetery closing and may be returned on Saturday morning to facilitate mowing. Those items not removed by Thursday morning will be permanently removed.

Holiday Decoration

Cut flowers, artificial flowers and wreaths are permitted for only one week following Memorial Day, Veteran's Day, and Mother's Day. The Cemetery will pick up and dispose of any remaining at the end of that time to facilitate mowing and maintenance. Grave decorations commemorating special events and holidays are permitted. Any remaining decorations will generally be removed by Cemetery staff after five days. Special items must be retrieved from grave locations by the family. Please contact cemetery maintenance staff personnel to ensure that special occasion decorations are not prematurely removed. The Cemetery staff does not retain any items removed from graves.

Funeral Decorations

All funeral flowers placed on a grave immediately after an interment will be removed by City personnel no less than five days and no more than 30 days after the service. This is done in order to prevent the flowers and plastic containers from becoming an eyesore

Cut Flowers

Cut flowers may be placed upon graves on the headstone in a regulation container any time of the year. Flowers, including burial service flowers, containers, and vases will be removed when they become unsightly, discolored or wilted.

Artificial Flowers

Potted plants, baskets and artificial flowers are allowed between October 31st and April 1st. With the beginning of the mowing season fresh flowers are strongly encouraged.

Trees-Shrubs

- Trees may be planted along the roadways at locations approved by the Parks Superintendent. Trees and shrubs are not permitted on individual lots.
- A person may not plant any kind of shrubbery, flowers or trees in the City cemetery except as approved by the Parks Superintendent.
- Only personnel authorized by the City shall trim, prune, or remove any part of the trees or shrubs in the Cemetery.

Other Decorations

- With the exception of holidays and other special occasions, the placing of boxes, shells, toys, flags, pinwheels, CDs, DVDs, articles of clothing, metal designs, ornaments, chairs, settees, glass, wood or iron cases, and similar articles which are placed on or around graves or lots that are deemed hazardous or create a maintenance problem will be removed and disposed of by cemetery staff. .
- No rocks, bark, chips, statues, birdbaths, benches, etc. shall be permitted on gravesites and will be removed and disposed of without prior notice.
- No lot or plot shall be defined by fence, railing, hedge or by any unauthorized memorial. Any items placed improperly or without permission shall be removed.
- The City of Elko shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs, plants, or herbage of any kind from the Cemetery as soon as, in the judgment of the management, they become unsightly, dangerous, detrimental, diseased, or when they do not conform to the standards maintained. The City shall not be liable for floral pieces, baskets, or frames in which or to which such floral pieces are attached. The Cemetery shall not be responsible damage caused by the elements, thieves, vandals, or by other causes beyond its control. Cemetery patrons are cautioned to avoid leaving costly or irreplaceable items at grave locations. The Cemetery is not responsible for stolen items although we are confident that the thieves will earn their just reward.

Vehicles

Speed limit in the Cemetery is 10 mph at all times. All vehicles and bikes must be kept on established roadways and parking areas at all times.

Animals

No animals are allowed to be in the cemetery at any time unless they are kept contained in an enclosed motor vehicle, with the exception of guide and companion dogs assisting the disabled.

Information

An information board is located on the building in the center of the Cemetery. This board will include postings giving you the most up to date information on when we will be clearing holiday decorations & what type of decorations are permitted for the season

Damaging or Removing Cemetery Property Prohibited

In accordance with N.R.S. 452.305, it is unlawful for any person to injure, deface, break, destroy or remove any headstone, tombstone, monument, grave decoration, tree, shrub, or any other property in the City cemetery. Violation of this statute is considered a category E felony and is punishable as provided in N.R.S. 193.130.

Conduct

- Visitors are expected to conduct themselves in a manner that accords due respect to the deceased.
- Alcoholic beverages and/or illegal drugs and boisterous activity are not allowed.
- Any form of active recreation on Cemetery grounds is prohibited.

Adopted by the Elko City Council on February 10, 2009.

Michael J. Franzoia, Mayor

Date