

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

02-154

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

AGENDA:

SYNOPSIS -

MARCH 18, 2002

Ordinance revision to 15-6, Sale of Burial Space, Lots, and Plots for Right of Interment.

SUBJECT:

FISCAL IMPACT -

SALE OF BURIAL
SPACE, LOTS, AND
PLOTS FOR RIGHT
OF INTERMENT

N/A

TYPE:

RECOMMENDATION -

Approval.

RESOLUTION
ORDINANCE
RECEIVE/FILE

BACKGROUND -

SUBMITTED BY:

Cemetery staff at Laurel Hill and Glendale Cemeteries conduct sales transactions for burial spaces, lots, and plots for right of interment. Fees are collected at the time. By municipal ordinance, the Park and Recreation Director of the City is authorized to execute all right of interment documents. A notary public attests the signature.

DONALD M. TRIPP
PARK AND
RECREATION
DIRECTOR

The Code of Iowa Chapter 556A.2B makes no reference to signature requirements.

Currently, obtaining the signature of the Director and recording the instrument in the Cemetery records is a function of the Administrative staff. This process necessitates a waiting period for the customer, expense of mailing the instrument, and communication among staff at three different locations.

Administrative and Cemetery staff recommend that we can improve our customer service with the signature on the right of interment instrument at the time of sale occurring at the cemetery offices. This will require designating a signature authority and a notary public to attest the signature at each cemetery office.

This proposal was received by the Cemetery Committee at their February 13, 2002 meeting. The minutes reflect an affirmative vote on this recommendation.

This proposal was received by the Park and Recreation Board on February 26, 2002, and passed with an affirmative vote.

Staff is recommending the designee as the individual in the position of Sales and Office Coordinator for both cemeteries. Staff is also recommending that the Intermediate Clerk at each cemetery attest the signature as a notary public.

The ordinance currently reads:

"The park and recreation director of the city is authorized to execute all right of interment documents."

With this change, the ordinance would read:

"The park and recreation director of the city or designee is authorized to execute all right of interment documents."
