

Purpose

The Clerk's Office is responsible for maintaining and updating the cemetery database, updating the cemetery map, keeping an accurate record of veteran's burials, processing grave opening payments, delivering grave open orders to the Parks & Recreation Department, processing payments for lot sales, processing payments for foundations, providing customer service to the citizens on a pre-need basis in lot sales, in a professional yet caring atmosphere. Care and maintenance of the cemetery grounds is now provided by the Parks Department. The cemetery will remain in the General Fund for the foreseeable future.

Goals and Objectives

- Provide customer service in a professional yet caring atmosphere
- Develop a marketing plan to increase awareness of the City Cemetery
- Beautify the cemetery grounds by utilizing uniform landscaping
- Develop a detail cost-analysis of cemetery services
- Streamline operational expenses
- Established a memorial tree and bench program

Programs and Highlights

Continue development of a tree and landscaping program.

Purchase a 1-Ton Dump Truck conjunction with the Parks Department.

Parks & Public Works will demolish one of the two maintenance building.

Sold 9 graves with 2 transfers which amounted to \$6,000, which placed \$3,000 in the Perpetual Trust Fund this last year?

Grave openings generated \$12,100.