141.8 SUBJECT: ORGANIZATION AND POLICY

:1 OBJECTIVE:
Administers, operates, and maintains the City's public cemetery, known as "Greenwood Cemetery."

:2 AUTHORITY:
This procedure amended by City Council September 15, 2003.

:3 DIRECTION:
Cemetery Sexton, as a classified employee, receives direction through the City Clerk/General Administration Director, or designee, for the supervision of Greenwood Cemetery.

:4 FUNCTIONS:
A. Administers, operates and maintains Greenwood Cemetery, located at 1603 Greenwood Street, Orlando, Florida; and maintains the adjacent Greenwood Urban Wetland.

B. Prepares graves and assists in interment services.

C. Sells cemetery space and maintains records.

:5 FORMS:
None.

:6 COMMITTEE RESPONSIBILITIES:
None.

:7 REFERENCE:

:8 EFFECTIVE DATE:
This procedure effective September 15, 2003.