




## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Kimberly A. McNeeley, CPRP, Acting Director  
Austin Parks and Recreation Department 

**DATE:** March 21, 2018

**SUBJECT:** CLARIFICATION – Cemetery Rules and Regulations

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I am writing to clarify information sent to you regarding the Parks and Recreation Department (PARC) Cemetery Rules and Regulations via memos dated November 17, 2017 and January 26, 2018. Both of these memos, signed by me, state “In 2013, PARC reviewed the existing Cemetery Rules and developed a dispute resolution process.” I am writing to tell you that this statement requires further explanation. In an effort to be fully transparent, I wish to share with you some clarifying information.

I have come to learn that the Parks and Recreation Department Cemetery Team developed a dispute resolution process in 2013, but soon after development, the dispute resolution process was postponed in order to focus on other efforts. The Department did not:

- Establish an effective date for implementation;
- Publish specific dispute resolution procedures;
- Conduct dispute resolution hearings; nor
- Receive requests for dispute resolutions.

The Parks and Recreation Department Cemetery Operations Division did, however, prioritize the completion of the Cemetery Master Plan that included an open and transparent public engagement process and further discussion around grave ornamentation. Subsequently, the Department developed the proposed Cemetery Rules, which includes a revised dispute resolution process. Once the Cemetery Rules are adopted, the Parks and Recreation Department will implement the dispute resolution process.

We acknowledge the incomplete information provided in the previous memos and have discussed the importance of clear communications. I assure you that the Department will work diligently to ensure inaccuracies do not happen in the future. Should you have any questions, please contact my office at (512) 974-6722.

cc: Spencer Cronk, City Manager  
Sara Hensley, Interim Assistant City Manager