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# APPENDIX F

## 2013 PROJECT SCOPING PROCESS



**Scoping Process for the Cemetery Master Plan  
 Summary of Stakeholder Feedback  
 DRAFT Scope of Work**

**SUMMARY OF CEMETERY STAKEHOLDER FEEDBACK FOR  
 DRAFT SCOPE OF WORK  
 UPDATED SEPTEMBER 3, 2013**

The Parks and Recreation Department (PARD) will soon address long-term planning for the City's municipal cemeteries. PARD issued a Requests for Proposals for a Cemetery Master Plan in September 2013 for all five City of Austin cemeteries. Once a contract has been successfully awarded, the master planning process is projected to begin in early 2014.

In June, 2013, the City of Austin Parks and Recreation Department (PARD) held a series of meetings about the upcoming cemetery master plan process. The primary purpose of the meetings was outreach to stakeholders interested in the five municipal cemeteries and feedback about the general issues that should be addressed in the master plan as well as issues related to the public engagement process.

PARD then developed a draft Scope of Work for the master plan, which was informed by both community input and departmental goals for the cemeteries. PARD posted the draft Scope of Work in order to receive feedback from the community.

PARD appreciates the community's participation in the meetings in June as well as the Scope of Work review meetings in August and looks forward to a great master planning process, which is expected to begin in early 2014.

Following are the responses received through questionnaires, the public meetings, and emails:

<b>Public feedback on the Draft Cemetery Scope of Work</b>	
For initial 2012 Bond priorities, ensure that irrigation at Austin Memorial Park has received a recent evaluation and is considered for priority funding	Consider conducting oral histories to get additional feedback on Oakwood Cemetery Annex History
Maintain historical entrance at Austin Memorial Park	Incorporate best practices for stump removal
Ensure that acreage listed for Austin Memorial Park is correct.	Include the carriage house/maintenance barn at Austin Memorial Park in list of structures
Ensure that history of minority communities is key component of historic context section	Expand Scope of Work to include recommendations about ground cover
The term "recreation" should not be used	Include "educational" and "artistic" opportunities in addition to Heritage Tourism opportunities
Overall impression: you have covered most of the bases, but due to your budget and the fact you have 5	



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cemeteries, I fear that this scope of work will have the same fate as the one you put the Maintenance out for bid. We have a lot of the history and maps & Deeds for each site. Good people in both groups who can provided some of what you feel you need.

**Feedback received via Email**

**Overall impression** – you have covered most of the bases, but due to your budget and the fact you have 5 cemeteries, I fear that this scope of work will have the same fate as the one were you put the Maintenance out for bid. We have a lot of the history and maps & Deeds for each site. Good people in both groups who can provided some of what you feel you need.

The **blue text** is the ref from your Draft – my comments are in black.

**1.3 Critical elements of the Cemetery Master Plan will include:**

A mention of site history needs to be made here. It is addressed in part in section 3.1. This is important to help current and future administrators understand the development of each site. Evergreen’s East side having over 400 unaccounted burials from the old Highland Park Cemetery is an important fact as well as the back fill and trash dump areas. The fact that Oakwood was a State owned property until 1856 and that the majority of the lots were developed and sold by the Austin Cemetery Association, NOT the City of Austin needs to be conveyed. Another important fact is that families purchased 25x30 foot plots and it was their responsibility to care for them. Also those families did in some cases bury their own dead within their plots which is only a part of the reason your records are not complete. Having an overview of cemetery management history and being fair about the pros and cons of each will help others know were we have been what worked and what did not.

**2.1 PARD manages five (5) cemeteries, two (2) of which have space available for plot sales. PARD manages all aspects of cemetery management, including operations and maintenance, sales and marketing, and internments.** There are un developed, never sold, small areas in Oakwood and Oakwood annex that could be sold. To say that only 2 have space available for plot sales is inaccurate.

The only cemetery we have very little information about is Plummer’s. We know the upper area was used for burials but that area is not 8 acres large

**2.3.1.2 Austin Memorial Park Cemetery is an active municipal cemetery with capacity for approximately 20,000 additional plot sales.** There is a formula for determining the number of graves you can get per Acre. It ranges from 800 – 1500 standard internments per acre with 1000 being the average. It may be best to list the unused area at AMP in acres and not try to guess at the est. number of additional plots as the master plan is asked to address columbarium units and other concepts. In the proposal you should be asking that each site be assessed for areas that could be developed.

**2.3.1.4 Austin Memorial Park Cemetery includes the 1928 Caretaker House and Office.** You have excluded the Equipment barn and maintenance yard areas.

**2.3.2.1 Evergreen Cemetery was established in 1926 and has historically been the burial grounds for the surrounding African-American community.** As stated above, Highland park cemetery needs to be part of the Evergreen site history and planning.

**2.3.3.2 Oakwood Cemetery is 40 acres in size, has more than 23,000 burials and has no capacity for additional burials.** Not true. You perceive there are no burial spaces for sale. There are areas that were never developed or sold, there are lots that were never used and are abandoned, and families still utilize unused areas within their family Lots so there is capacity for additional burials and limited unused areas that could be developed.

**2.3.4.2 Oakwood Cemetery Annex is 22 acres in size, has more than 13,000 interments and has no capacity for additional burials.** Again the same as above. You have pockets like the center circle in block F and an area in Block B by the main gate that were never sold as well as some area around the rest house.

**2.3.4.3 Oakwood Cemetery Annex includes a 1920s historic restroom building.** This building is referred to as the Rest House. It was more than a rest room and may have a fuel oil tank buried in the back corner for an old heater inside.

**2.3.5.3 Plummer's Cemetery has no capacity for additional burials.** This is a fair statement but not true. The known burials are is not the full site acreage, much of it is not usable due to slope, some of the area along Springdale Rd. south of the known cemetery is in fact part of the cemetery land and could be used,

A better statement would be :  
When the city acquired the property no burial records or maps were received, due to the high number of unmarked graves and lack of grave space ownership documentation, the city has suspended further burials until a comprehensive site study can be preformed.

**3.2.1.1.3 Historically significant persons buried in each cemetery.** This is a very broad statement. . SAC has a long list of historic figures at Oakwood and Oakwood Annex. At first glance it appears that you are looking for a list of Important people with the goal to provide the cemetery that they rest at a higher priority, which excludes Plummer's and most of Evergreen. Family members could attack this Item and lead to your defending it time and time again.

To expect the vendor to generate a list of all historically Significant persons is unrealistic.

You may consider clarifying the statement to read : **The consultant shall come up with a process for**

**identifying Historically significant persons that could be featured in tourism information and for grant purposes. The list for each site will be populated by descendants, friends groups and staff on an ongoing basis.** This has a tie into **3.2.6.8 Programming, Use, Recreation, and Heritage Tourism Opportunities.**

**3.2.2 Geospatial Database -** within this section is a lot of work that you are asking to be done. The CIMS group charges \$400/ Acre to create data base info like what you are asking for. This item could be a deal breaker considering your budget of \$130K , we have the legal boundaries and the deeds to each site. Plummer’s is the only cemetery where the boundaries are not clearly defined by fencing and adjacent roadways / businesses ( and the NE tip of Evergreen accessed from Greenwood Dr). We have a lot of this data on existing maps that could be transferred into new map sets but the accuracy is only as good as the old maps.

**3.2.3 Asset Condition and Assessment.**

**3.2.3.1 Inventory, access, map and document the conditions of above-ground features in the five (5) City of Austin Municipal Cemeteries** there are by your estimate over 63,500 burials at the city cemeteries and you are asking someone to inventory every aboveground feature? If I were reading this as a potential bidder I would laugh out loud and toss it aside. You do clarify this a few lines down in 3.2.3.3.1 and address this exactly as an ADD Alternative on page 10 Item

**5.4.7.1.1.1 Consultant will plot each grave site in GIS geo-database (approximately 66,500 grave sites) and provide a conditions assessment of each grave site.**

I can see that it would be great to have someone else do all of this work and import it into a program like CIMS but the reality is you need to ask for a representative sample of each cemeteries conditions that place the public at risk like leaning headstones and trip hazards and dead trees, this is the data that will get you funding.

**3.2.3.2 PARD will conduct a facility assessment of all cemetery buildings, which will be excluded from the scope of this project.** That nice of you to do the six buildings but the condition of these buildings needs to be included in the Master Plan and the assessments need to be realistic and not just guesses as you did in the past.

**3.2.3.3.2 Fencing and Gateways: The Consultant shall evaluate the condition, appropriateness and efficacy of fencing and gateways and shall make recommendations for repair and/or replacement in all five (5) cemeteries.** Should read “**Perimeter Fencing and Gateways**” so as not to confuse with historic family plot fencing at any cemetery.

**3.2.3.3.4 Drainage Systems: Consultant shall evaluate drainage systems and identify areas of persistent flooding and areas where storm water poses a threat to cemetery assets. Consultant will determine if additional engineering analysis is required, and prioritize accordingly in the Implementation Guide.** This is going to be I big ticket item requiring a sub contracted engineering firm, this could be a deal breaker at your current budget of \$ 130K.

**3.2.4.4 Security and Vandalism: The Consultant shall determine the major threats to cemetery security and identify strategies for the reduction of crime, vandalism and theft. The Consultant shall address theft and security issues with regard to historic iron fencing.** SAC has done a lot in this area and has the documentation to show steps we have taken, also at risk is the **Brass flower urns, brass plaques and statuary, and stain Glass in mausoleums** as well as some of the nicer benches at AMP. Perhaps adding “**and other funerary Items**” as a catch all.

**3.2.6.1 Regulations and Laws.** – ownership and right of burial are not in this list. We have no idea what’s has been used and what in theory is abandoned property. Does a descendant Five generations down line have ownership rights, what documentation should be required before allowing new burials in an old family plot at Oakwood or in the area known as the Colored grounds? You are asking for legal opinions but do not list legal background in the requirements in section 7.

### **3.2.6.2 Cemetery Oversight**

**3.2.6.2.1 The Consultant will review current structure of cemetery oversight by council-appointed Parks and Recreation Board and provide recommendations for organizational improvement and best practices.** – YES the foot in the door for a cemetery advisory group as a subset of the PAB.

### **3.2.6.5 Grave Ornamentation, Maintenance, and Rule Compliance**

**3.2.6.5.1 The Consultant shall review the current cemetery rules and evaluate compliance issues related to grave ornamentation and the installation of unauthorized site furnishings, such as privately –purchased benches. Recommendations shall have consideration for maintenance implications as well as sensitivity towards the needs of cemetery users to memorialize and commemorate loved ones.** Wow you know you have the authority under the current rules to do this and are backed by state law- I see this as un necessary and a ploy to defend your actions by saying “ Look right here it is a recommendation in the Master Plan” by doing this as part of the master plan you are showing a weakness in your ability to manage the sites.

What is needed here is a recommendation for a clear dispute resolution Process. Some people you will not please no matter what you do, You do not need them crying to the media and council. If you have a dispute resolution process in place that is a tool that council can use to deflect the item back to the cemetery manager and the PAB. This also works for items like the confederate monument ( addressed in section **3.2.7.3.2 Provide recommendations regarding the appropriateness and process of new monuments or commemorative features in each cemetery**).were instead of making a well thought out decision you said no and made up some poor examples that were easy to shoot full of holes, which again chips away at your creditability.

**3.2.6.6.3 Strategies for funding the repair of small-scale features such as gravestones. Include recommendations for an annual budget for cyclical repairs.** This goes back to the ownership Issue, headstones are purchased by the family and set by the city in most cases. You should not use the term repair, Instead refer to resetting for safety reasons. Tying into to this is Donna Howard’s bill about cemetery

maintenance. The consultant will need to work with COA Legal and define some of the issues so you have in writing an opinion form COA legal or the Attorney General of TX as to the meaning of the law. If you have these tools as a stance it's easy to defend your position to an unhappy descendant.

If you fund one repair and not another you are setting yourself up for a fight. Instead channel all headstone repairs through your partnership programs and work with them to come up with criteria for permission and then a review process for any repairs. That's not to say your staff cannot be involved in repairs funded by families. This is a revenue source for the city and employment for off season mowing staff. We will discuss several types of fund raising.

### **3.2.7 Cemetery Development and Expansion**

**3.2.7.1 Planting Plan: The Consultant shall develop a conceptual Planting Plan for each cemetery with recommendations for preferred plant type with soil, sunlight requirements, planting cycle, installation and maintenance requirements. The Planting Plan shall take into consideration the historic vegetation patterns as well as the city's mission to incorporate sustainable landscaping practices.** I get the feeling you copied this from one of the examples, we have very little historic planting outside of Oakwood, some Ad-hoc planting at AMP that clearly interferes with maintenance. Caution is needed her that we do not turn our cemeteries into something they never were just so we can have a garden style cemetery. Our climate will not support it and we already have water supply and cost issues.

Turf recommendations is what is needed foremost. New burials at Evergreen are not being re-sodded as far as I can tell.

**3.2.7.2 Land Use: The Consultant shall identify opportunities for greater use of cemetery space, summarizing the archeological and floodplain issues at Austin Memorial Park Cemetery and Evergreen Cemetery and addressing the City's desire to plat additional plots within cemetery boundaries.** As stated early on you have space at the other three site. While the development of all unused spaces is paramount in the long run I'm sure they will encourage you to utilize all the nooks and crannies

**3.2.7.3 New Facilities and Features.** There is a style of development called "family estates", which is similar to the old 25x30 lots at Oakwood,. these are high end areas with more liberal rules as far as monuments styles, some have preset vaults and astro turf for an assured green lawn with no regular maintenance required.

**3.2.7.3.2 Provide recommendations regarding the appropriateness and process of new monuments or commemorative features in each cemetery.** Herein lies features such as the confederate monument.

**3.2.7.4 Irrigation. The Consultant shall provide general recommendations and best practices for the future design of cemetery irrigation systems. Consultant will provide a probable cost estimate and prioritize in the Implementation Guide.** Part of the cost analysis needs to be historic rainfall estimate and cost for water. You have an opportunity here to shape the master plan to help reduce your water cost / gallon



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and not pay large wastewater fees Include in the scope a review of the water billing and ask for examples of gray water or reclaimed water use at cemeteries the pros and cons. This sets the stage for one of our biggest expenses past. Present and in the future you need to get ahold of citizen watering as well and people coming onsite and applying fertilizer and pesticides and herbicides.

## **7. QUALIFICATIONS**

**7.1 Successful completion of the Cemetery Master Plan requires a Consultant or Consultant Team with Cemetery Master Planning experience. The Consultant must secure all services necessary to meet the requirements of this solicitation. In addition to other qualifications and requested information, Consultant's experience, knowledge, capabilities in the following areas will be evaluated:**

the root to a lot of your conflicts are legal in nature and require a legal opinion from someone who understands the industry and is willing to work with COA legal. You do not list a legal person in your Qualifications

In your ICCFA magazines there is a legal section each month. There are trade associations like the Texas funeral home association who will have council on staff, this area needs some looking at so someone is looking at Texas law and able to give facts not what they think and not have it binding.

Last night, I reiterated my interest in including a discussion in the scope of work about repurposing some cemetery lands for constructions of trails. Such trails would serve recreational, transportation, preventative health care, and neighborhood connectivity needs, among other community needs. The discussion should consider only areas that would not require grave relocation.

I am aware of what appear to be great opportunities at Austin Memorial Park Cemetery and Evergreen Cemetery where such trails could be sited far from grave sites, in outlying areas of those cemeteries. There may be opportunities at other Austin cemeteries as well.

Last night you noted the item in the master plan scope of work draft:

"3.2.6.8.2 Provide recommendations about appropriate recreational partnerships that may benefit the cemeteries."

While such trails could directly benefit the cemeteries, I don't think the scope of work should be limited only to partnerships that directly benefit the cemeteries. **The scope of work should consider trail opportunities that require opening the discussion to a broader consideration of the value of the currently unused portions of cemetery land within the context of broader community needs.** (Nevertheless, such nearby trails can augment the public's awareness of the cemeteries, and thus benefiting the cemeteries by bringing them more into the public eye.)

Please remember that cemeteries are governed by State law and cannot be used for anything else such as Parks or trails just because someone thinks that would be a good idea. Tread lightly when you speak with individuals who do not have the best interest of the cemeteries in mind.

As a neighbor who lives immediately adjacent to the Austin Memorial Park Cemetery, I want you to know that I



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along with most all other neighbors living on Turnabout and/or in close proximity to the Austin Memorial Cemetery are opposed to the use of the nice, Cemetery green belts as a location for any kinds of trails. Anyone, who is either a biker or walker/runner, can already use the existing roadways within Austin Memorial Cemetery for their enjoyment and pleasure, SO please do not infringe upon the existing green belt where we have so much of nature still residing within the center of Austin; such as a family of foxes, both barn and great horns owls, an occasional deer, opossums, raccoons, squirrels, and oh so many different breeds of wild birds. This is "their" home and habitat and it should not be disturbed.

As you may recall, I have on a couple of occasions written you notes with regards to AMP. We on Turnabout Lane, who live adjacent to AMP have for well over a year, expressed our views/position relating to exactly where the "legal boundaries" of the AMP are, as determined by surveys, TexDot, and other documents filed with each member of the City Council and with employees of the Parks and Recreational Department. I have been informed that it is your plan to use GIS system when determining the boundaries of AMP under a proposal contained within the RFP contract. The only way the legal boundaries of the AMP can be ascertained is by the legal opinion and the documentation your office already has in its possession, and any new contract under the cemetery master plan that proposes to use language setting forth the AMP boundaries using a GIS system is not the way to determine "legal boundaries, and such method would be challenged. Please note my exception to the language currently being proposed and please give further consideration to changing the wording that uses the words stating that the legal boundary of AMP will be established using the GIS.

I offer proof that the provision of the Cemetery Master Plan RFP SOW section 3.2.6.8.2 asking the contractor to "provide recommendations about appropriate Recreational partnerships that may benefit the cemeteries" is not in compliance with State law Health and Safety Code §711.001 and §711.035. Please strike this requirement.

Here are quotes which clearly mean that Recreational partnerships are not related to the cemeteries since it does not fit into any category.

Health and Safety Code §711.001 State of Texas

"Cemetery purpose" means a purpose necessary or incidental to establishing, maintaining, managing, operating, improving, or conducting a cemetery, interring remains, or caring for, preserving, and embellishing cemetery property.

Health and Safety Code §711.035 State of Texas

(f) Dedicated cemetery property shall be used exclusively for cemetery purposes until the dedication is removed by court order or until the maintenance of the cemetery is enjoined or abated as a nuisance under Section 711.007.

(g) Property is considered to be dedicated cemetery property if:

- (1) one or more human burials are present on the property; or
- (2) a dedication of the property for cemetery use is recorded in the deed records of the county where the land is located.



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These attachments show clearly the effort to determine legal boundaries of real property such as a cemetery. A GIS process, as noted in the SOW of the Cemetery Master Plan, will not determine "legal boundaries" of the City's cemeteries. Including the GIS requirement in the SOW is a waste of money and the contractor's and City's time. Please strike this requirement from the SOW. Legal boundaries are determine by legal research.

We are against any use of Austin cemeteries for any type of recreation. We would like to see the partnership for recreational use eliminated from the scope of work. We are also against an outside entity deciding on what is considered proper memorial markers for the cemetery.

As a concerned and longtime Austin citizen, the owner of property in Austin Memorial Park and the grandfather of two children buried there 20 years ago as infants, I am writing to address the scheduled finalization tomorrow, August 30, of the Cemetery Master Plan, Section 0500 Scope of Work (SOW).

It is well known that a small but vocal group, mainly from the Alandale Neighborhood Assoc., seeks clearance for the development of a 'walking trail' from Northland to Hancock Dr. that would intrude into the currently recognized boundaries of the cemetery.

The proposed Scope of Work (SOW) 3.2.6.8.2 calls for the contractor to "provide recommendations about appropriate Recreational partnerships that may benefit the cemeteries." A walking trail would be an absurd conersion of dedicated cemetery property. A cemetery is hallowed ground with specific and limited purposes and uses as defined in Health and Safety Code 711.0001 and 711.035. Please strike this requirement and make it clear the SOW is to only map grave locations, not boundaries.

Further restrictions on dedicated cemetery property are found in Health and Safety Code 711.025, in force "until the dedication is removed by court order" (Section 711.007.)

In short, I vigorously object to any arrangement which could convert a square inch of the cemetery to "recreational partnerships...." A walking trail along Shoal Creek is downright stupid considering what longtime Austin residents know to be the swell and rage of the creek in times of heavy rain (remember the Memorial Day flood in 1981.) The whole trail would be wiped out.

Let's just keep it simple and be practical. Let the walkers find another truly public area to walk in. They have no business interfering with dedicated cemetery property. Next thing, they will want to establish an off-the-leash dog park in the cemetery!

Please do not desecrate an old cemetery that is serving us well.



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I am heartily and healthily in favor of trails in Austin's cemeteries.

I have spent over 30 years walking in Austin Memorial Cemetery.

My friends there include

- James Mitchner and his wife,
- Zachary Scott, his sister and his parents,
- Tommie Potts, Z. Scott's nurse in the last months of his life,
- Jewel Stokes, my neighbor in 9th St. -- she told me about the neighborhood back in the early 1900's and passed away at 108 years of age.
- Pags, the carburator guy,
- Red Sherrill, Robert Sherrill's uncle,
- The tiny Lamb baby,
- Drs. Moore and Hill , my husband's math profs, buried next to each other,
- ..... oh, too many to list now.

My bones are stronger, my mind is calmer and my stress is less for having walked hundreds of miles in the cemetery closest to my home and and thought of the many other Austinites who have made a difference in the City and the world by doing their best.

Oh, and did I mention the numerous trees and the beautiful skyline visible from the northwest corner?

More than once, I have walked thru the beautiful fields of AMC to visit Northwest Rec Center or friends who live north of 2222. It is much more calming and safer than walking on MoPac or Shoal Creek Blvd., especially during rush hour. And I get to see my old friends and neighbors.

Why would we not support walking and meditation in our cemeteries?

Why must the trails be far away from our friends and neighbors?

Anything less would be cruel and unusual.

3.2.2 Geospatial Database: A GIS process, as noted in the SOW of the Cemetery Master Plan section , will not determine "legal boundaries" of the City's cemeteries. Including the GIS requirement in the SOW is a waste of money and the contractor's and City's time. Please strike this requirement from the SOW. Legal boundaries are determine by legal research, historical documents, and require experts to determine the historical legal boundaries. Please strike this requirement. Make the SOW clear that the GIS is to map grave locations not boundaries.

"3.2.6.8.2 Provide recommendations about appropriate recreational partnerships that may benefit the cemeteries."

I offer proof that the provision of the Cemetery Master Plan RFP SOW section 3.2.6.8.2 asking the contractor to "provide recommendations about appropriate Recreational partnerships that may benefit the cemeteries" is not in compliance with State law Health and Safety Code §711.001 and §711.035. Please strike this requirement.



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Here are quotes which clearly mean that Recreational partnerships are not related to the cemeteries since it does not fit into any category.

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"Cemetery purpose" means a purpose necessary or incidental to establishing, maintaining, managing, operating, improving, or conducting a cemetery, interring remains, or caring for, preserving, and embellishing cemetery property.

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(f) Dedicated cemetery property shall be used exclusively for cemetery purposes until the dedication is removed by court order or until the maintenance of the cemetery is enjoined or abated as a nuisance under Section 711.007.

(g) Property is considered to be dedicated cemetery property if:

(1) one or more human burials are present on the property; or

(2) a dedication of the property for cemetery use is recorded in the deed records of the county where the land is located.

I attended a briefing on the master plan at the Northwest Recreation Center. While I was impressed by the amount of work that obviously had gone into preparing the document, it also read like it had been written by engineers, and edited by lawyers, or vice versa.

I realize that this is a proposed contract, not a magazine story. However, if there is any desire to have the public be able to understand what it says, I would suggest that the city run it through your public affairs office or some other entity that communicates regularly with the public.

That might help considerably to avoid as much as possible potential confusion about what the contemplated process will do. The city council, among others, needs to know what they're approving, and they might find this as challenging to understand as I did.

Thanks for considering this.

Please do not limit public access to, or opportunities for recreation in and around our cemeteries.

The City of Austin has mandated and confirmed, through resolutions, ordinances, comprehensive plans, and PARD plans, that public lands and green spaces are important to the quality of life and health of the community and are to be developed and conserved in a way that benefits the public and provides access to these public assets.

While Austin cemeteries are part of our public lands and green spaces, and are open to the use and enjoyment of all, recreational opportunities in or near a cemetery are limited to a scope and character compatible with the primary purposes of a cemetery. However, these cemeteries are called parks and fall under the aegis of the Parks and Recreation Department, so some recreational activity is naturally implied.

Calls from a vocal minority to limit citizens' access to public areas of our cemeteries, as well as to adjoining



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public areas, are specious and reflect underlying selfish attitudes and motives. For example, folks on Turnabout Lane abutting AMP have publicly declared their opposition to improved public access to AMP as a case of NIMBY (not in my back yard). They have boasted of generations of Turnabout residents teaching their kids to ride a bike in AMP. One resident even rolled back City of Austin fencing to extend his backyard onto public land. It's no wonder that they wish to preserve their privileged use of public property and hide it behind calls to safeguard nature and AMP. To further illustrate this sort of insincerity, not one Turnabout Lane resident joined the recent KAB cleanup of homeless camp trash and flood debris next to AMP.

The AMP deed (1941) clearly states that the AMP tract was bought for "all purposes," not just cemetery land. In addition, City ordinance allows use of AMP for "public health and safety." While AMP is dedicated as a Historic Texas Cemetery by the Texas Historical Commission (THC), state law Section 711.036 allows removal of dedication of any unused portions of a cemetery even with historic designation (per Bratten Thomason, Director THC). For example, a nature trail on part of the perimeter of a cemetery is either in keeping with the use of the cemetery or can be accommodated on dedicated land for such a purpose.

A low-impact trail in the floodplain and on the periphery of AMP will attract recreation (bikes, dogs) out of the cemetery and restore native plants and trees (instead of the current neglected ligustrum and nandina forest). Storm drainage will be enhanced by judicious native tree plantings and proper trail placement under Watershed and PARD supervision.

The question to ask when considering the use of any public land is "Who benefits?" Should the use of our cemeteries and surrounding public lands be limited to just a few, or enjoyed by all citizens?

The SOW you are preparing to sign continues to incorrectly define the Austin Memorial Cemetery ( Cemetery) boundaries and, as such, you are, with knowledge, allowing PARD to make, what evidence I have seen indicates, is a taking of cemetery property for their own use. Over a year ago, PARD in e mails had acknowledged differences of position over Cemetery boundairies. Internal PARD emails said that title search on this would be done. Since then, we have had two independent title searches done. Neither reveal a transfer of the approximately 3-acre tract east of the N-S fence line and extending to Shoal Creek. Nor, has there been any statement from PARD about their own search. This tells me that they did it and didn't find what they want and so have buried it. They cite as proof of ownership the TCAD map with that said 3-acre tract colored and notated as City of Austin, not Cemetery. Attached is the file in its entirety. Note that the piece of property cited as documenting the transfer DOES NOT HAVE ANYTHING TO DO WITH THAT 3 ACRES. Look at it. It is for a tiny tract somewhere else. IT IS A FALSE CITATION. You cannot build a legal transfer of property on a false document. The also-attached TxDOT map shows the correct boundaries that must be acknowledged by PARD and The City. It is these bounds that must be the points placed into the GIS data base.

Should you/PARD have title documents showing otherwise, present them. You've had over a year, but have produced nothing. Just keep making the same false statements. We have supplied our title research multiple times to multiple people. PARD has shown nothing, only continue to make, what shows to be, improper at best to maybe intentionally incorrect, acts of taking. We are many who care about the Cemetery and will not allow this to happen. Additionally, Cemetery property, by State stautues - attached - can only be used for Cemetery purposes. PARD does not own this property, they are stewards of it. But they do not act that way. I stand ready



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to discuss any aspect of this with you at your initiative. If not, know that if you let this proceed uncorrected, you will be hearing from many, often and in unity to protect The Cemetery from PARD

The only thing you might add, but anyone replying should be aware of this, is a statement about how site planning will need to encompass the issue of an increasingly changing climate or something along those lines. Keep up the good work, Kim

Thank you for inviting feedback regarding the Cemetery Master Plan scope of work.

**3.2.6.5 Grave Ornamentation, Maintenance and Rule Compliance**

3.2.6.5.1 The Consultant shall review the current cemetery rules and evaluate compliance issues related to grave ornamentation and the installation of unauthorized site furnishings...

We have confirmed in all Austin cemeteries that “forms of memorialization that are obstructions make maintenance more costly and difficult and are barriers to a high standard of care” (see Austin Cemeteries: A Comprehensive Business Analysis, by Thomas Longoria, Texas State University, 2010). Encouraging compliance to cemetery rules should include thoughtful public service announcements containing bereavement group information along with maintenance rationale that is sensitive to the grieving process.

**3.2.6.7 Potential Partnerships and Programs. The Consultant shall identify:**

3.2.6.7.1 Ways to strengthen existing partnerships and establish new partnerships with local organizations.

Neighborhood associations, churches, civic organizations, and recreational facilities are great resources for securing volunteers and coordinating volunteer days. Volunteer efforts create awareness of the value of cemeteries and their unique historical aspects through tourism, media relations, and community outreach.

Volunteer efforts may include:

- hospitality (greeting visitors, providing directions, leading tours)
- organizing commemorative events
- photographing headstones
- transcribing headstone records
- researching local personages and events
- sponsoring particular cemetery sections for year-long care
- maintaining flower beds and paths
- identifying, measuring, and mapping trees
- removing invasive species

**3.2.6.8 Programming, Use, Recreation, and Heritage Tourism Opportunities. The Consultant shall:**

3.2.6.8.1 Provide recommendations on developing a robust cemetery heritage tourism program.

The term “heritage tourism” resonates with anyone who has visited beautiful old churchyards and strolled around, marveling at the statuary and headstones. Anyone who has visited a cemetery to take photographs, make a religious pilgrimage, pay homage to an historical figure, research genealogy for one’s own family history or for a service such as Find a Grave appreciates the “heritage tourism” use aspect of cemeteries. Where space is

available, special memorial areas can be designated to recognize specific historical, national, and local people and events with annual commemoration (for example, random monthly birthday celebrations or readings from James Mitchner books). Historical items pertaining to veterans may be displayed. Docent training for cemetery tours may be provided. Donations may be collected, and memorial markers such as pavers or plaques may be offered for sale, with proceeds used for various purposes such as repair of damaged markers and monuments.

One need look no further than the non-profit organization Save Austin Cemeteries (SAC) right here in Austin for a myriad of activities that benefit our cemeteries. SAC holds lectures, photo-documentation sessions, beautification, and annual events such as the annual Texas Heritage Day festival at Oakwood—an event that “showcases central Texas heritage organizations, craftspersons demonstrating their various skills, guest speakers, story tellers, silent auction, music, walking tours, and more.”

The Texas Historical Commission’s “Texas Heritage Trails Program” is a remarkable heritage tourism initiative, highlighting more than fifty cemeteries (including the Texas State Cemetery) that encourage visitors along trails all over Texas. Austin’s cemeteries should join this initiative.

Across the country, visitors flock to see:

- John F. Kennedy’s eternal flame at Arlington National in Virginia
- in Massachusetts: the graves of John Hancock & Paul Revere at the Granary, Mary Chilton at King’s Chapel, Edmund Hartt at Copp’s Hill (all along Boston’s Freedom Trail); Eugene O’Neill & Lucy Stone at Forest Hills; Henry Wadsworth Longfellow & Oliver Wendell Holmes at Mt. Auburn in Cambridge, Emerson, Thoreau & Hawthorne at Sleepy Hollow, in Concord
- in New York: Judy Garland & Malcolm X at Ferncliff, Harry Houdini at Machpelah, Herman Melville & Duke Ellington at Woodlawn in the Bronx, Louis Comfort Tiffany & Leonard Bernstein in Brooklyn
- in California: Roy Rogers & Dale Evans at Sunset Hills, Rudolph Valentino at Hollywood Forever, Marilyn Monroe at Westwood, Eroll Flynn & Humphrey Bogart at Forest Lawn

World travelers visit Highgate in London, England where Michael Faraday, George Eliot, and Douglas Adams are buried; Tchaikovsky & Dostoyevsky are at Tikvin in St. Petersburg, Russia; there are 16 Catholic popes in the Catacombs of St. Calixtus in Rome, Italy; the old Jewish Cemetery in Prague, Czech Republic is a sobering sight, as is Normandy in France. A few other popular cemeteries are Pere-Lachaise in Paris, France, La Recoleta in Buenos Aires, Argentina, and Waverley in Sydney, Australia.

All of these cemeteries encourage and welcome visitors to “use” cemeteries for tourism purposes.

3.2.6.8.2 Provide recommendations about appropriate recreational partnerships that may benefit the cemeteries.

Historical designation makes Austin’s cemeteries even more significant and intriguing to the public. As anyone



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who has ever visited an old cemetery can attest, respect and appreciation are not limited to attending funerals or tending graves.

The most basic, low-impact, recreational use of cemeteries is simply walking through them. City of Austin ordinance 2009-312-018 states that construction-related activities are to serve projects within the cemetery or contribute to projects related to public health and safety. A walking path, especially along areas that cannot be used for interments or construction, that enables citizens to walk while avoiding traffic and vehicle exhaust, relates directly to health and safety.

Texas Administrative Code, Title 8, Subtitle C, Chapter 7.11, Subchapter A, Section 7.11.036, Removal of Dedication states, “A cemetery organization may petition a district court of the county in which its dedicated cemetery is located to remove the dedication with respect to all or any portion of the cemetery if... no interments were made in that portion of the cemetery where the dedication is to be removed and that portion of the cemetery is not used or necessary for interment purposes.”

According to the Texas Historical Commission, parks and cemeteries make very good partners; the rule of thumb is that at least 70-ft. should separate a park from the nearest grave.

Northwest Recreation Center is adjacent to Austin Memorial Park. Promoting walking paths or trails between the Rec Center and AMP is a compatible use of cemetery land and meets a number of City of Austin goals:

- Imagine Austin Comprehensive Plan: to integrate nature into our community, strengthen urban forest and green space, use existing resources;
- City Council resolution 2009 1119-068, Policy Goals for Urban Parks: to provide park and green space within walking distance (1/4-mile) for residents in the urban core;
- City Council resolution 2011 0113-038, Land Development Code Amendment: to protect creeks and green spaces, provide access and connectivity with trails;
- City Council resolution 2012 0301-051, Urban Parks Workgroup, to create a more walkable, healthy, family-friendly city with a connection to nature-based play areas.

Recreational use of public land is most frequently opposed by the small number of adjacent residents who advocate a privilege that no one else enjoys—use and enjoyment of that public land—at the expense of every other taxpayer. In “Transforming Inner-City Landscapes: Trees, Sense of Safety, and Preference,” the authors found that access to nearby nature and natural views decreases levels of graffiti, vandalism, and crime. Sharing space with non-adjacent neighbors is equitable. Any number of prohibitions may be employed to safeguard our green spaces, cemeteries, nearby residences, and the flora and fauna on our public lands.

An overwhelming amount of Austin’s public land is choked with invasive species. Through Austin City Council



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resolution 20100408-030, an Invasive Species Management Plan was devised for the control and eradication of invasive species. Further, the City of Austin encourages city departments, universities, community groups, and the private sector to collaborate and form partnerships to prevent the spread of invasive species. Nature lovers, bird watchers, hikers, dog walkers, and parents with children all have a stake in reclaiming and preserving our public lands, including cemeteries and their adjacent greenbelts, riparian zones, and urban forests.

Trail connections on public land utilize existing resources, foster restoration of urban forests, removal of homeless camp debris, and discouraging re-encampments. Land surrounding Austin Memorial Park bordered by Northland, Shoal Creek Blvd. and Turnabout has long been prime real estate for large homeless encampments. The 2013 Keep Austin Beautiful initiative was instrumental in removing vast amounts of trash from that area. However, such efforts have been repeated over and over again for many years. Austin should follow the lead of a highly successful California project, “Agencies Concerned Together for Transients, the Environment, and Abating Misdeeds” (the ACT TEAM). This coalition of federal, state, and local agencies works together to clean up homeless encampments, protect the environment, and provide assistance to the homeless population. Their efforts include “removing trash and debris, repairing damage, improving access trails, and carefully pruning vegetation in the area to promote re-growth. Clean up and pruning provide better visibility for law enforcement to prevent a future recurrence of transient encampments in the area.”

3.2.7.3 New Facilities and Features. Consultant will:

3.2.7.3.1 Explore the installation of columbarium facilities...

Due especially to the recent significant increase in the cost of burials, Austin cemeteries should incorporate columbaria and cremains gardens where space is available, as well as accommodate more affordable and environmentally sensitive conservation or “green” burials. According to Longoria’s report (mentioned above), the Cemetery Association of America expects a steady increase in cremations, pointing to an increased need for accommodating cremains. Pre-sales are also likely to increase. These options will generate new income sources and will advance the city’s goals to serve the public more responsibly.

You guys really are amazing in terms of getting information out and asking for input. I just have two comments.

One is that I don't remember seeing any reference to the drafters should consult with groups who own parts of the cemetery to bury their members - I am thinking the Jewish community; I don't know if any other group has the same arrangement. For example, they need to know that we don't have funerals on Saturday however we do on Sundays because observant Jews have the funerals as soon as possible (usually within 24 hours) after a person dies.

The other is that there I know city staff started to try to identify and made a database of who is buried where. However, at the meeting I attended where it was talked about, people had found many errors. So will City staff keep working on that or will you want the people who get the contract to do that.

That is it. Thank you for all that you have done.



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Please reconsider the open ended Master plan draft SOW that will be finalized tomorrow regarding the Austin Memorial Cemetery. It is urgent that the following items be addressed and changed.

3.2.2 Geospatial Database: A GIS process, as noted in the SOW of the Cemetery Master Plan section , will not determine "legal boundaries" of the City's cemeteries. Including the GIS requirement in the SOW is a waste of money and the contractor's and City's time. Please strike this requirement from the SOW. Legal boundaries are determine by legal research, historical documents, and require experts to determine the historical legal boundaries. Please strike this requirement. Make the SOW clear that the GIS is to map grave locations not boundaries.

"3.2.6.8.2 Provide recommendations about appropriate recreational partnerships that may benefit the cemeteries."

I offer proof that the provision of the Cemetery Master Plan RFP SOW section 3.2.6.8.2 asking the contractor to "provide recommendations about appropriate Recreational partnerships that may benefit the cemeteries" is not in compliance with State law Health and Safety Code §711.001 and §711.035. Please strike this requirement. Here are quotes which clearly mean that Recreational partnerships are not related to the cemeteries since it does not fit into any category.

Health and Safety Code §711.001 State of Texas

"Cemetery purpose" means a purpose necessary or incidental to establishing, maintaining, managing, operating, improving, or conducting a cemetery, interring remains, or caring for, preserving, and embellishing cemetery property.

Health and Safety Code §711.035 State of Texas

(f) Dedicated cemetery property shall be used exclusively for cemetery purposes until the dedication is removed by court order or until the maintenance of the cemetery is enjoined or abated as a nuisance under Section 711.007.

(g) Property is considered to be dedicated cemetery property if:

- (1) one or more human burials are present on the property; or
- (2) a dedication of the property for cemetery use is recorded in the deed records of the county where the land is located.

Thank you for your time and service to the citizens of Austin, Texas.

There is an overused speech introduction that describes an eight year old who completed a complex crossword puzzle in ten minutes( his secret was -- on the opposite side of the puzzle was a picture of JFK which was prominently displayed on the wall-- he looked at the portrait and adjusted the puzzle pieces and then flipped it over and the puzzle was solved.

I offer that when you along with staff identify the amount of space available for Walled repositories of cremated Remains at the five city owned cemeteries ( given the current increase of families preferring cremations) which if Evergreen can be viewed as an example the city Austin is suddenly able to realize an income stream sufficient to pay for maintenance and enhance infrastructure.



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Such a place allows time for the making the moves to adjust governance, PR and Stakeholder acceptance.

I wish you luck.

As a child traveling to visit my grandparents my first and continuing question was: Are we there yet?

You have approached this initiative with discipline and provided a road map for developing a framework for the planning process.

The critical element in any Master Plan is " Vision -Of- The- Architect". In this instance, its the intangibles. It's the mayor, the council and the public describing what they want and see and what they would like their children to see and feel about the final resting place of ,(in the state capitol) those buried there; Based on that foundation of visions the architect then crafts the details of each segment- maintenance, preservation, development, expansion and public participation as the cornerstone for governance(bonding issues, dedicated tax for improvement and acquisition).

To accomplish any of this the critical issue becomes management and oversight.

PARD has , by performance, established the need for change in oversight( PARD is a public service arm of local government and as such functions in a "response to request" manner when in the instance of promoting Cemetery Development a Chamber of Commerce model is called for).

My family owns 28 lots at Austin Memorial Park and we are seeking your help to preserve them to which is their intent. Over the years, many negative things as taken place. So many people are deeply concerned about how our city is protecting an area of land that should be safe, free from worry, and comforting. Please assist as you consider the following:

3.2.2 Geospatial Database: A GIS process, as noted in the SOW of the Cemetery Master Plan section , will not determine "legal boundaries" of the City's cemeteries. Including the GIS requirement in the SOW is a waste of money and the contractor's and City's time. Please strike this requirement from the SOW. Legal boundaries are determine by legal research, historical documents, and require experts to determine the historical legal boundaries. Please strike this requirement. Make the SOW clear that the GIS is to map grave locations not boundaries.

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(g) Property is considered to be dedicated cemetery property if:

(1) one or more human burials are present on the property; or

(2) a dedication of the property for cemetery use is recorded in the deed records of the county where the land is located.

My husband walks in Austin Memorial Park several times a week, as a form of exercise. He has been doing this for several years. My grandfather and step grandmother are buried there, and we have many friends buried there as well.

We have been aware of the problems and criticisms of the cemetery operations, and some of the changes that are being made in response.

This summer a friend in California asked for our help in getting her mother's ashes buried along-side her husband's grave at Austin Memorial Park, and we did make the arrangements, and went over after the hole was dug, and watched as the box with the ashes was covered over... I went back recently to take pictures of the gravestone after additional lettering was added for the mother's name.

It is SO DRY in many parts of the cemetery!!! Does not look like it is getting watered at all.... at least in that part of section 4. I have no idea what the current watering schedule or policy is for the city cemeteries .... And how soon there WILL be a specific policy/schedule!

Having spent many hours this summer on Reclaimed Water Rates for the the city Golf Courses, I am wondering if any thought is being given to whether Reclaimed Water could be brought to any of the city cemeteries, and at what cost.... Electric Rates for PARD and golf have definitely gone up, and reclaimed water rates are also being increased... I am no expert at all re Austin Energy and their rates, but I am urging a closer look at the Reclaimed water rates!

I just checked the city website re the City Cemeteries, and found the information about the development of a Cemetery Master Plan -- I have looked at your presentation about the history and condition of the city's cemeteries, and then at the proposed Scope of Work....

Unfortunately, there was only one small mention that I saw about Irrigation: "3.2.7.4 Irrigation. The Consultant shall provide general recommendations and best practices for the future design of cemetery irrigation systems. Consultant will provide a probable cost estimate and prioritize in the Implementation Guide."



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Well -- that is not really adequate, is it???? There is NO mention of working with the Water Conservation and Reclaimed Water folks at Austin Water Utility re ways to approach improving irrigation in the cemeteries in ways that can help with adequate water for the trees as well as the grass/shrubs, and in such a way that it "conserves" potable water, yet keeps the trees alive, and provides some level of "green" grass, and all of that at a reasonable cost....

I would like for PARD to be working on this issue not only for cemeteries but for ALL its parkland... I don't know how much \$\$ PARD pays now for Water -- and for what kinds and amounts of water.... We know what the reclaimed water is costing, and how much is being used on the golf courses... I don't know how much water is being taken out of Lady Bird Lake and Lake Austin as raw water used for irrigating some parkland/golf courses....

It has taken me a while to sit down and read the draft - you guys really are amazing in terms of getting information out and asking for input. I just have two comments.

One is that I don't remember seeing any reference to the drafters should consult with groups who own parts of the cemetery to bury their members - I am thinking the Jewish community; I don't know if any other group has the same arrangement. For example, they need to know that we don't have funerals on Saturday however we do on Sundays because observant Jews have the funerals as soon as possible (usually within 24 hours) after a person dies.

The other is that there I know city staff started to try to identify and made a database of who is buried where. However, at the meeting I attended where it was talked about, people had found many errors. So will City staff keep working on that or will you want the people who get the contract to do that.

Contact information: Kim McKnight, Project Coordinator & Cultural Resource Manager, PARD  
[Kim.mcknight@austintexas.gov](mailto:Kim.mcknight@austintexas.gov) or 512/974-9478

Gilbert Hernandez, Cemetery Manager, PARD  
[Gilbert.hernandez@austintexas.gov](mailto:Gilbert.hernandez@austintexas.gov) or 512/453-2320

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	A	B	C	D	E	F	G
1	Item #	Citizen Concerns	Possible Solution(s)	Support	Document	Responsible	Intended Outcome
2		<b>Operations: Trees and Vegetation</b>					
3	1	Outline Tree Maintenance Goals	Develop funding source(s) for tree program	General Support	Master Plan	PAR/Consultant/Citizens	Tree maintenance and replacement program
4	2	Establish Tree Maintenance and replacement programs	Establish responsibilities, guidelines, enforcement and penalties. Upgrade systems. Develop funding source(s) for tree program	General Support	Current Agreement with Amendments	PAR/Contractor/Purchasing	Overall improved care of trees and ongoing establishment of new trees.
5	3	Watering guidelines and enforcement; Watering restrictions due to drought	Improve tree watering guidelines, apply sufficient water. Establish enforcement processes and penalties. Contractor to water more trees at each cemetery while following water conservation guidelines by combining soaker hoses, irrigation and hand watering.	General Support	Current Agreement; Water Plan	PAR/Contractor/Citizens	More trees to survive. Break trend of losing over 174 trees in 2011 at Oakwood alone. Instead of spending money to remove the trees that will die in the next couple of years from not watering, save trees by using that money to water them this year.
6	4	Watering guidelines and enforcement; Watering restrictions due to drought	Contractor to extend watering hours and increase staff (or change staff hours) to maximize watering during allowed day(s). Obtain variance to water more than allowed day(s). Forestry to provide additional recycled water or water from swimming pools.	General Support	Current Agreement; Water Plan	PAR/Contractor	Improve care of trees so that more trees can live longer. Improve look of cemetery and community satisfaction with care of cemetery.
7	5	Watering guidelines and enforcement; Watering restrictions due to drought	Contractor & PAR need to water trees. Volunteer citizens to help, but not to be the predominant watering force. PAR needs to allocate funds (bonds) for repairing, updating or installing new irrigation at all cemeteries (except Plumbers).	Moderate Support	Current Agreement; Water Plan	PAR/Contractor/Citizens	Clear policy on water use and roles. Increased professional care with less reliance on citizens.
8	6	Pruning guidelines and enforcement	Define tree maintenance responsibilities. Establish pruning guidelines for contractor's part of pruning responsibilities. Establish enforcement process and penalties. Contractor to hire certified arborist to implement contractor's part of pruning responsibilities. Contractor to obtain Public Tree Care Permit or Public Tree Care Site Permit from Forestry prior to pruning. See UFB report.	General Support	Current Agreement with Amendments	PAR/Contractor/Purchasing/Urban Forestry	Improved tree health. More heritage trees to survive. Reduce safety risks. Improve care of heritage trees so that they can live longer. Improve look of cemetery and community satisfaction with care of cemetery.
9	7	Dead tree removal guidelines and enforcement	Add immediate care to Contractor contract restatement Add more responsibilities for Contractor into the agreement. Add more components and timeline for action	General Support	Current Agreement with Amendments	PAR/Contractor/Purchasing/Urban Forestry	Removal of dead trees. Improved look of cemetery and community satisfaction.
10	8	Dead tree removal guidelines and enforcement	Contractor has always been responsible for immediate care of fallen trees and limbs (Mode II care in 2006 contract), so contract re-statement is not needed only for this. Establish guidelines, enforcement and penalties for contractor when removing fallen trees and limbs that pose imminent danger. In these occasions, contractor to have a certified arborist on site when pruning limbs from live trees, and to follow proper pruning techniques. Provide funding to Forestry to remove dead trees that don't pose imminent danger. Clarify Forestry estimate, independent contractor bid \$175K. Establish dead tree removal on a continuous basis by Forestry.	General Support	Current Agreement with Amendments	PAR/Contractor/Purchasing/Urban Forestry	More heritage trees to survive when limbs fall and pose imminent danger. Reduce safety risks. Improve care of heritage trees so that they can live longer. Improve look of cemetery and community satisfaction with care of cemetery.
11	9	Ball moss removal schedule and enforcement	Cover in detail in Cemeteries Master Plan	General Support	Master Plan	PAR/Urban Forestry	Improved tree health.
12	10	Routine tree maintenance (compost, mulch) guidelines and enforcement needed	Cover fully in new competitive solicitation. Volunteers to implement now under current contract, in some areas, as possible.	General Support	Request for Proposal	PAR/Purchasing/Legal	Improved tree health.

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13	11	Need tree planting guidelines and enforcement	Forestry to develop cemeteries planting plan with citizen input, or cover in detail in Cemeteries Master Plan.	General Support	Master Plan	PAR/Consultant/Citizens/Urban Forestry	Ongoing additions to maintain urban forest as trees die from natural and other causes.
14	12	Digging graves within root system can injure trees. Need guidelines and enforcement for contractor.	Develop and implement immediately	General Support	City Code	PAR/Contractor/City Arborist	Avoid or limit damage to existing trees.
15	13	Digging graves within root system can injure trees. Need guidelines and enforcement for contractor.	Enforce city code to prevent contractor from pruning roots larger than 1 inch from heritage trees without review from City Arborist, and without following proper procedures (proper cut done by certified arborist, seal roots, cover roots to prevent drying, mitigation plan for tree to recover). Inspector to add item to Inspection Checklist because proper root cutting is specified in city code.	General Support	City Code	PAR/Contractor/City Arborist	More trees to survive when roots need to be cut for a burial. Reduce future safety risks and killing tree. Improve care of trees so that they can live longer. Improve look of cemetery and community satisfaction with care of cemetery.
16	14	Private ownership of trees	City Legal opinion on City's ability to manage trees that are on private plots, including COA liability for tombstone damage due to falling limbs and trees, to be researched, implement policy upon adoption. Refer to health and safety code 713.011 Care of Municipal Cemeteries.	General Support	State Code, City Code	PAR/Legal	Clear policy regarding planting trees on private plots.
17	15	Avoiding general tree damage: Not cutting tree trunks when weed eating or damage trees trunks or surface roots with lawn mowers. Not applying fertilizers or chemicals that damage trees.	Contractor to train staff. PAR inspector to add to Inspection checklist and enforce penalties when trees are damaged.	General Support	Current Agreement with Amendments	PAR/Contractor/Purchasing	Reduce future safety risks and killing tree. Improve care of trees so that they can live longer. Improve look of cemetery and community satisfaction with care of cemetery.
18	16	Define use of Equipment Storage Area at AMP	Include in restated agreement.	Limited Support	Current Agreement with Amendments	PAR/Contractor/Purchasing	Balanced needs of storage and aesthetics.
19	17	Determine amount of space required for equipment storage for each cemetery, determine location for each cemetery	Add immediate plan to restated contract.	Limited Support	Current Agreement with Amendments	PAR/Contractor/Purchasing	Minimize equipment storage area and ensure equipment is needed and used only for care of Austin cemeteries.
20	18	No space at other COA cemeteries for storage	Follow restatement	Limited Support	Current Agreement with Amendments	PAR/Contractor/Purchasing	Improve appearance of AMP.
21	19	Equipment needed for COA cemetery operations	Contractor to store all equipment off site	Limited Support	Request for Proposal	PAR/Purchasing/Legal	Improve appearance of AMP.
22	20	If spoils and equipment must be on site, do something to block if from view	Large but decorative gate to block view of equipment and spoils at AMP	Limited Support	Master Plan	PAR/Consultant/Citizens	Screening of spoils and equipment
23	21	Contractor stores spoils at AMP not only from AMP but other COA cemeteries and public thinks other cemeteries in Contractor management	Establish spoils management program	Limited Support	Current Agreement with Amendments	PAR/Contractor/Purchasing	Acceptable program for spoils removal. Assurance that spoils are from Austin cemeteries.
24	22	Determine maximum amount of spoils appropriate per site	Contractor to store all spoils off site	Moderate Support	Request for Proposal	PAR/Purchasing/Legal	Improve appearance of AMP.
25	23	Determine appropriate space for storage	Large but decorative gate or other visual screen to block view of equipment and spoils at AMP	Limited Support	Master Plan	PAR/Consultant/Citizens	Screening of spoils and equipment

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24	24	Dead Grass	Replace dead grassy areas with drought resistant grasses and ground covers.		Current Agreement with Amendments	PAR/Contractor/Purchasing	Establish and implement a Turf Maintenance Plan.
26							
27		<b>Operations: Capital Improvements</b>					
25	25	Irrigation improvements are a higher priority than road and drainage improvements	Add CIP funding request for installation/repair of irrigation systems and roadway resurfacing for all cemeteries. Citizens speak to bond committee about needs.	Moderate Support	Bond Election and Budget Process	PAR/City Manager/City Council/Citizens	Funding for major improvements to the cemeteries
26	26	Oakwood aqueduct creates safety concern.	Add CIP funding request for repair of aqueduct reconstruction at Oakwood.	Moderate Support	Bond Election and Budget Process	PAR/Public Works?	Funding to maintain concrete drainage channels that run through Oakwood cemetery.
27	27	Contractor does not place headstones upright after they fall	Establish Headstone Leveling Standards	Moderate Support	Current Agreement with Amendments	PAR/Contractor/Purchasing	Clarify policy and responsibility for re-leveling headstones.
28	28	Ownership of headstones, tracking descendants, concept of abandoned property all influence whether PAR/Contractor replace headstones	Request City Legal opinion on Contractor/City's ability to move headstones	Limited Support	Master Plan	PAR/Legal/Consultant	Clarify policy and responsibility for managing headstones.
29	29	Roadways are in poor shape and detract from the cemeteries.	Resurface the roadways.		Budget Process	PAR/Public Works?	Improve the functionality and appearance of the cemetery roadways.
30		<b>Management: Cemetery Master Plan</b>					
31	30	COA has no plan or 10-year vision for the for cemeteries	Create Cemetery Master Plan Schedule and Scope of Work; Focus on reverence, dignity, respect, beauty, peace, tranquility, vivid/good memories of those you visit.	General Support	Master Plan	PAR/Consultant/Citizens	A comprehensive assessment of the cemeteries and plan for maintaining them.
32	31	COA needs best practices for cemetery plan	Conduct market/industry analysis to determine best practices for cemetery management	Moderate Support	Master Plan	PAR/Consultant/Citizens	A comprehensive assessment of the cemeteries and plan for maintaining them.
33	32	Space issue, number of available spaces, including researching abandoned space	Look at issue of overcrowding and possibilities for expansion.	Moderate Support	Master Plan	PAR/Consultant/Citizens	A comprehensive assessment of the cemeteries and plan for maintaining them.
34	33		Engineering and archeological analysis required.	Moderate Support	Master Plan	PAR/Consultant/Citizens	A comprehensive assessment of the cemeteries and plan for maintaining them.
35	34	COA needs to find funding to deal with space issue	Assess possibility of bond funding Includes efforts for 2012 Bond	General Support	Bond Election and Budget Process	PAR/City Council/City Manager/Citizens	A comprehensive assessment of the cemeteries and plan for maintaining them.
36	35	Inadequate monitoring under current contract	Establish clear performance and monitoring measures.	Moderate Support	Current Agreement with Amendments; Cemetery On-site Compliance form	PAR/Contractor/Purchasing	Improve cemetery monitoring
37	36	Inadequate tree care under current contract	Include tree watering in the monitoring/inspection process.	General Support	Current Agreement with Amendments; Water Plan; On-site Compliance form	PAR/Contractor/Purchasing	Improve tree health
38	36						
39							
40							

**City of Austin Parks and Recreation Board  
Cemeteries Work Group  
Issues Matrix 03/31/2012**

1	A	B	C	D	E	F	G
	Item #	Citizen Concerns	Possible Solution(s)	Support	Document	Responsible	Intended Outcome
41	37	COA needs a special board or commission to handle cemetery management	Create a Cemetery Commission or Cemetery Manager position to oversee the operations and management of the cemeteries	General Support	Budget Process	PARB/City Council/City Manager	Dedicated person(s) with appropriate background and skills to oversee cemetery operations, planning, budgeting, and policies.
42		<b>Management: Historic Preservation</b>					
43	38	COA does not have Historic Preservation Goals	Create Historic Preservation Goals - to include the following:		Master Plan	PARD/Consultant/Citizens	Detail requirements for Cemetery Master Plan
44	39	COA does not have Historic Preservation Goals	Don't remove damaged old headstones and replace with new stones not appropriate for the time	Limited Support	Master Plan	PARD/Consultant/Citizens	Detail requirements for Cemetery Master Plan
45	40	COA does not have Historic Preservation Goals	Restore Oakwood Chapel	General Support	Bond Election and Budget Process	PARD/City Council/City Manager/Citizens	Preservation of historic structures.
46	41	COA does not have Historic Preservation Goals	Refurbish Oakwood Annex Restroom and Roof	General Support	Bond Election and Budget Process	PARD/City Council/City Manager/Citizens	Preservation of historic structures. Meet or exceed public health standards.
47	42	COA does not have Historic Preservation Goals	Refurbish AMP Caretaker House and Restroom to include a feasibility study for appropriate use(s)	General Support	Bond Election and Budget Process	PARD/City Council/City Manager/Citizens	Preservation of historic structures. Meet or exceed public health standards.
48	43	Recognize there is likely to be unmarked graves in some sections as consider expansion options. Respect history.	Establish strategy for preserving older graves found below newer areas in some cemeteries. (Predominately Evergreen Cemetery)	General Support	Master Plan	PARD/Consultant/Citizens	Preserve and respect cemetery history.
49	44	COA Lacks a Cemetery Monitoring System	Establish clear performance and monitoring measures.	General Support	Current Agreement with Amendments; Cemetery On-site Compliance form	PARD/Contractor/Purchasing	Improved cemetery operations
50	45	All records are kept manually, transition to an automated management system	Explore CIM's software to track cemetery operations; hire temp staff once SW adopted to back fill with all manual data. Important that City own the system and the data.	General Support	Budget Process	PARD/City Manager/City Council/Contractor	Improved accuracy, security, and accessibility of cemetery records.
51	46	311 complaint process is not working well	Create operations manual that clearly defines operating and management responsibilities; work with 311 operations to ensure prompt, appropriate response. Add 311 complaint resolution to the website	General Support	new	PARD/311 Center	Improved customer service.
52	47	COA needs best practices for cemetery plan	Gather contracts from other municipal cemeteries and analyze for best practices.	General Support	new	PARD	Knowledge of typical and best practices to use as a foundation in master planning and RFP.
53	48	COA needs funding for cemetery maintenance	Make cemetery maintenance a line item in COA budget, add a separate line item in the general fund budget specifically for maintenance	General Support	Budget Process	PARD/City Council/City Manager	Short- and long-term sustainability of cemeteries.
54		<b>Management: Coordination with the Public</b>					
55	49	Community Groups don't understand PARD relationship to the cemeteries	Define Community Groups and PARD Relationship	Moderate Support	new	PARD/Citizens	Improved communication and relationships.
56	50	Lack of coordination between interest groups, PARD, PARB, and Contractor	Develop MOU between PARD and Save Austin Cemeteries to formalize partnership	General Support	new	PARD/Citizens	Clear policy and expectations for working with special interest groups.
57	51	Documents that used to be posted on the website are no longer available from the new City website.	Update website to reflect all documents previously included, prior to website change, <b>completed</b>	General Support	City website	PARD	Better communications with citizens and government transparency.
58	52	Can't depend on PARD. Staff rotates and no accountability. Have to start the process too many times.	PARD budget for full-time, dedicated position to oversee the cemetery operations.		Budget Process	PARD/City Manager/City Council	Improved relationships, processes, and accountability for management of the municipal cemeteries.

**City of Austin Parks and Recreation Board  
Cemeteries Work Group  
Issues Matrix 03/31/2012**

1	A	B	C	D	E	F	G
Item #	Citizen Concerns	Possible Solution(s)	Support	Document	Responsible	Intended Outcome	
59		<b>Management: Finance</b>					
60	53	Financial Terms Do not appear to Support Economic Sustainability. Financial arrangement in the 2006 and draft contract is not sustainable.	Craft the compensation formula to mirror a real business model where performance is a factor and where Contractor is responsible for their profit and not the City of Austin. Convert to a fees for services rendered contract	Moderate Support	Request for Proposal	PARD/Purchasing/Legal	Provide adequate funding for Perpetual Care.
61	54	Contractor Retained Revenue Estimate, including expenses for markup for Contractor management of projects, is not a sustainable financial model.	For new contract, don't use retained revenue as funding--make it a payment for service contract with a not to exceed amount and mechanism for PARD to sell plots and other revenue generation. Revamp the financial compensation. Eliminate the RRE formula. Include performance measures in the contract. Cap on fee for contractor and install performance measures	Limited Support	Request for Proposal	PARD/Purchasing/Legal	Improved financial terms that can lead to economic sustainability and better managed cemeteries.
62	55		Same as above, but: <b>Without Cap</b> on fee for contractor and install performance measures	Limited Support	Request for Proposal	PARD/Purchasing/Legal	Improved financial terms that can lead to economic sustainability and better managed cemeteries.
63	56	Contractor expense cap to \$200 per repair	Cover actual expenditure for expenses beyond contract scope, with PARD to approve prior to expenditure. Any expense above \$200 requires City approval	Moderate Support	Current Contract with Amendments	PARD/Contractor/Purchasing	Improved management of expenses.
64	57	Contractor Water Expense capped at \$50,000	Determine appropriate budget for water and expenses allowed by contract.	General Support	Current Contract with Amendments	PARD/Contractor/Purchasing	Improved management of expenses. Feasible plan for watering trees and landscape.
65	58	Not sure where cemetery fees recovered by PARD actually go to.	Ensure cemetery fees all go to cemetery account. Deposit the \$100/space Cemetery Maintenance Fee into the permanent, interest-bearing Perpetual Fund account.	General Support	Current Budget; Current Contract	PARD/Finance	Clear accounting for Cemetery Perpetual and Interest Funds. Compliance with H&S code 713.011 concerning Municipal care of cemeteries.
66	59	The perpetual cemetery interest fund (operating fund) is being drained by the extra expenses paid Contractor outside the contracted RRE formula.	Ensure cemetery perpetual fund is protected	General Support	Request for Proposal	PARD/Purchasing/Legal	Adequate funding for Perpetual Care.
67	60	Contractor Retained Revenue Estimate including expenses for markup for Contractor management of projects.	Re-solicitation of the cemetery contract not later than one year from now	Moderate Support	Request for Proposal	PARD/Purchasing/Legal	Improved cemetery operations
68		<b>Management: Rules and Regulations</b>					
69	61	PARD and contractor not enforcing rules and regulations	Enforce the rules. Make sure everyone gets a copy of the rules and knows they will be enforced.		Cemetery Rules & Regulations	PARD/Contractor	Improved cemetery appearance and provide for easier maintenance (fewer non-compliant objects to edge around).
70	62	Preious enforcement has led to Council mandating no enforcement	Establish mechanism for reviewing and ruling on conflicts. Educate City Council, contractor, and public about the established process.		Cemetery Rules & Regulations	PARD/Contractor/Council/Citizens	Clear and consistent process for enforcement of the cemetery rules and regulations.



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Parks and Recreation Department  
City of Austin Cemeteries  
Introducing the Master Plan Process

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Kim McKnight

Project Coordinator and Cultural Resource Specialist





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# City of Austin's Cemeteries

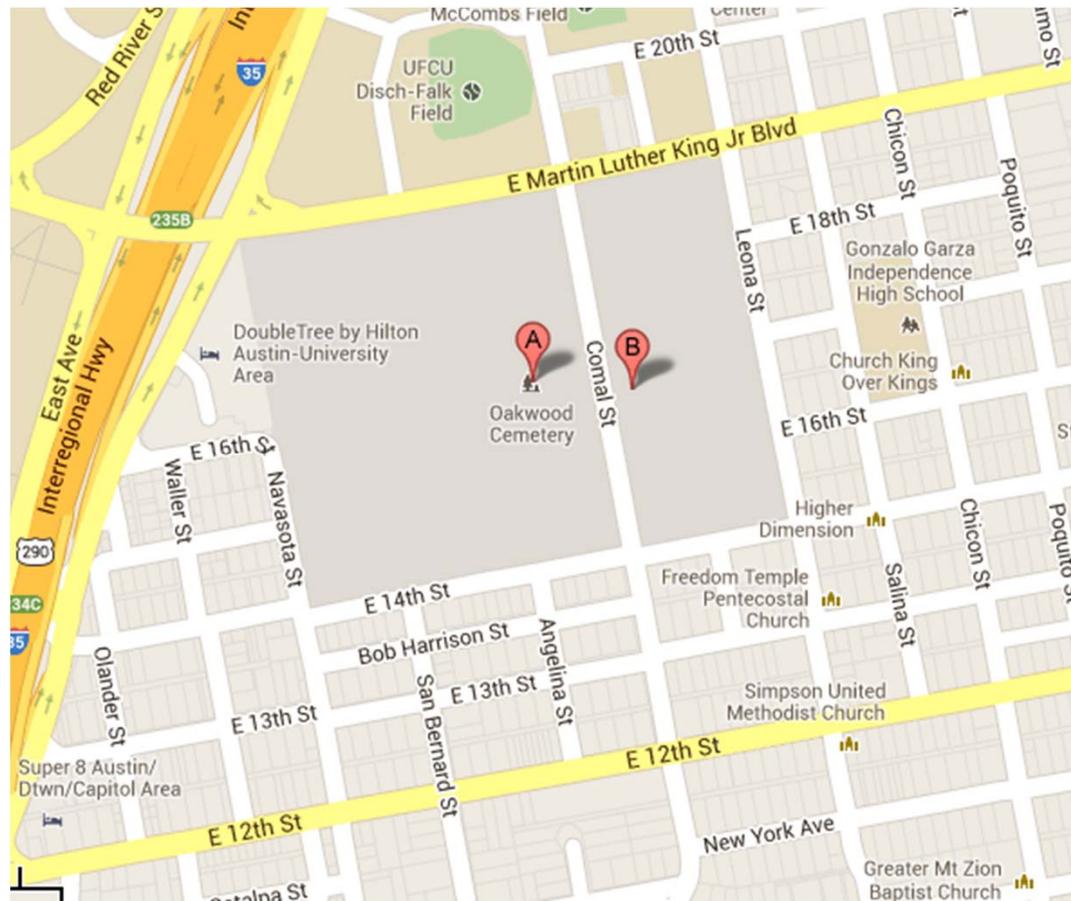
- Oakwood Cemetery
- Oakwood Cemetery Annex
- Evergreen Cemetery
- Plummers Cemetery
- Austin Memorial Park Cemetery





Oakwood Cemetery—1601 Navasota Street

Oakwood Annex—1601 Comal Street





# Early developments



- Edwin Waller City Plat of 1839
- City Cemetery (Oakwood Cemetery), 1839
- French Legation, 1840
- Texas State Cemetery, 1851





# Oakwood Cemetery Timeline



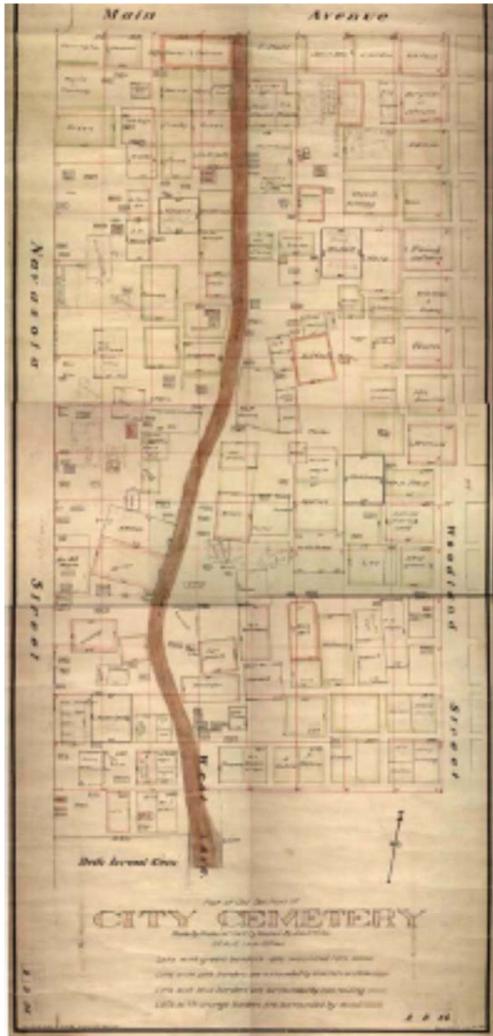
Grave marker for John Black and  
George Dolson, 1842

- Established in 1839
- Earliest recorded burial in 1841
- Oldest grave marker, 1842





# Oakwood Cemetery



- In 1856, original ten-acre section became city property through a permanent grant to City by the Texas legislature
- 1855, Austin Mayor J. T. Cleveland proposed an ordinance for the purpose of improving and beautifying cemetery; a group of local women secured \$400
- Austin Cemetery Association forms in late 19<sup>th</sup> century





# Oakwood Cemetery timeline



- 1876, Temple Beth Israel established a perpetual care system for the maintenance of the fenced Jewish section of Oakwood, Beth Israel #1.





# Oakwood Cemetery Chapel, 1914

Charles H. Page, architect

Renovation, 1944: J. Roy White, architect



- Built in 1914, the Oakwood Cemetery Mortuary Chapel was designed by architect Charles H. Page as a place to hold non-denominational memorial services and temporary interments





# Oakwood Cemetery Today



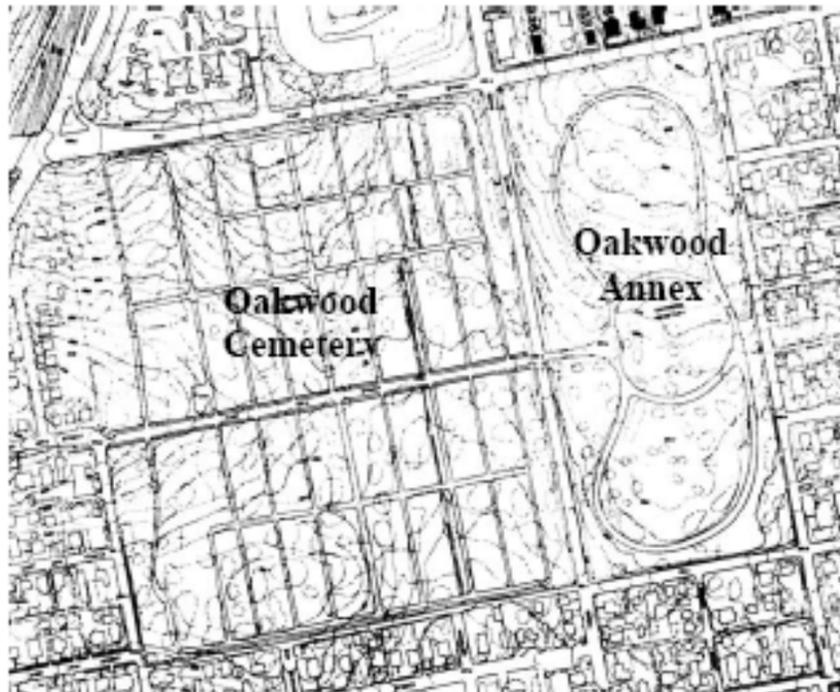
- National Register Property and City of Austin Historic Landmark
- 40 acres
- 23,000 burials
- 2 Jewish sections
- Receives approximately 40 burials a year
- Lots sold by early 20<sup>th</sup> century





# Oakwood Cemetery timeline

## Addition of Oakwood Annex, 1914



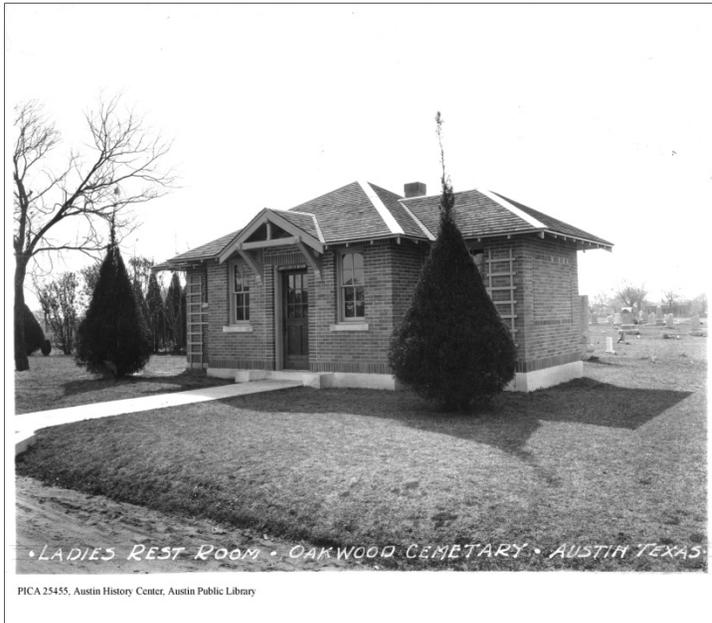
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# Oakwood Annex Restrooms, 1921

## Hugo Kuehne, architect





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# Oakwood Cemetery Annex today

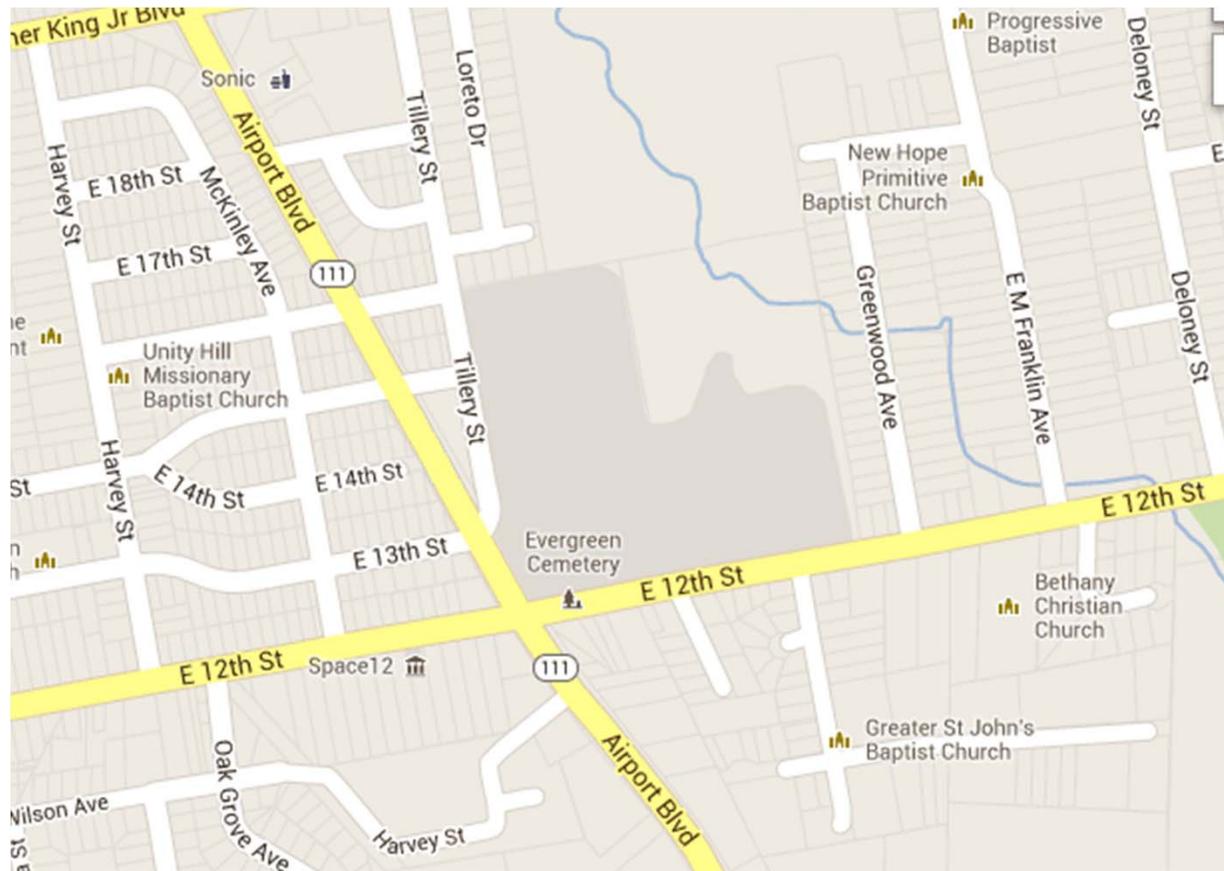
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# Evergreen Cemetery

## 3304 East 12<sup>th</sup> Street





# Evergreen Cemetery, 1881, 1926



- Established in 1926 as a 30 acre parcel with 12,000+ burials.
- Receives approximately 230 burials annually
- Highland Park Cemetery was established in 1891. In 1926, the southern half of the proposed Highland Park Cemetery was purchased for Evergreen Cemetery.





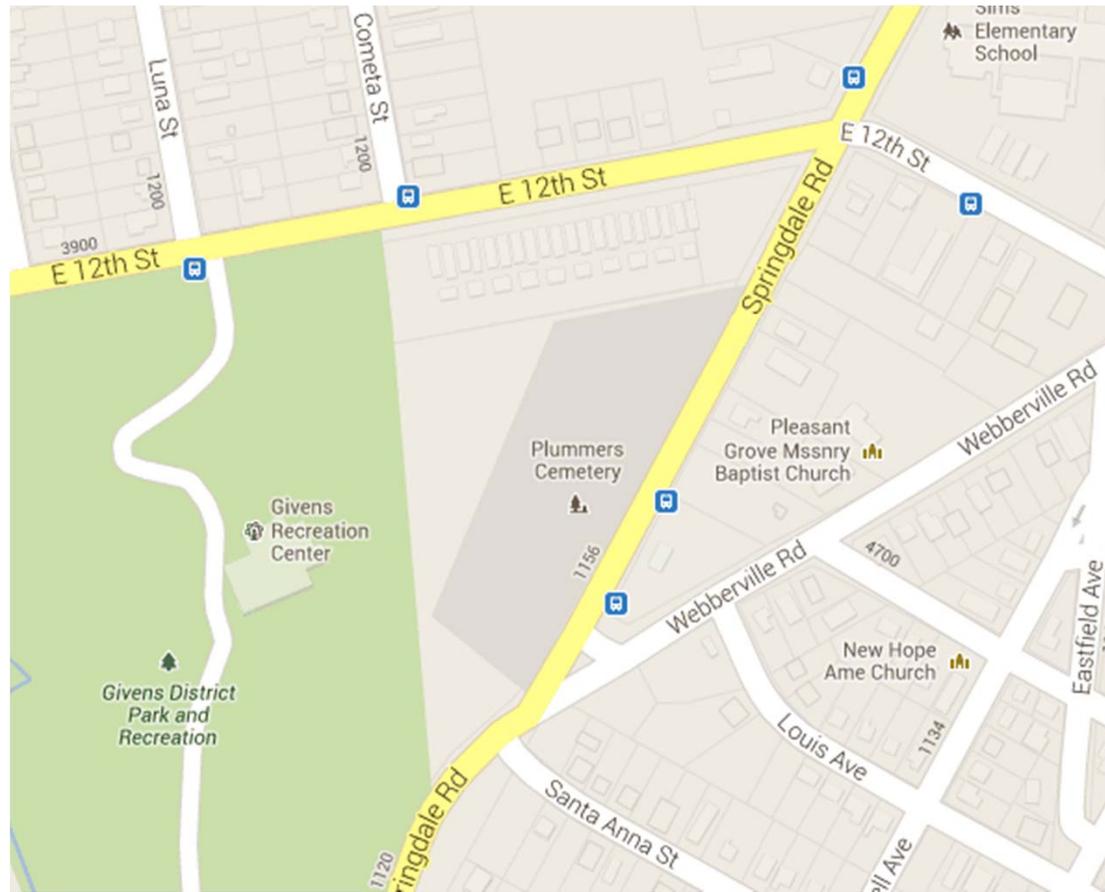
# Evergreen Cemetery, 1881, 1926





# Plummers Cemetery

## 1150 Springdale Road





# Plummers Cemetery, late 1800s Acquired by City of Austin in 1957



- Purchased by Tom Plummer, first African-American Deputy Sheriff in Travis County, in 1923.
- 8 acres
- Acquired by City of Austin in 1957 as a condition of purchase of land for Givens Park.





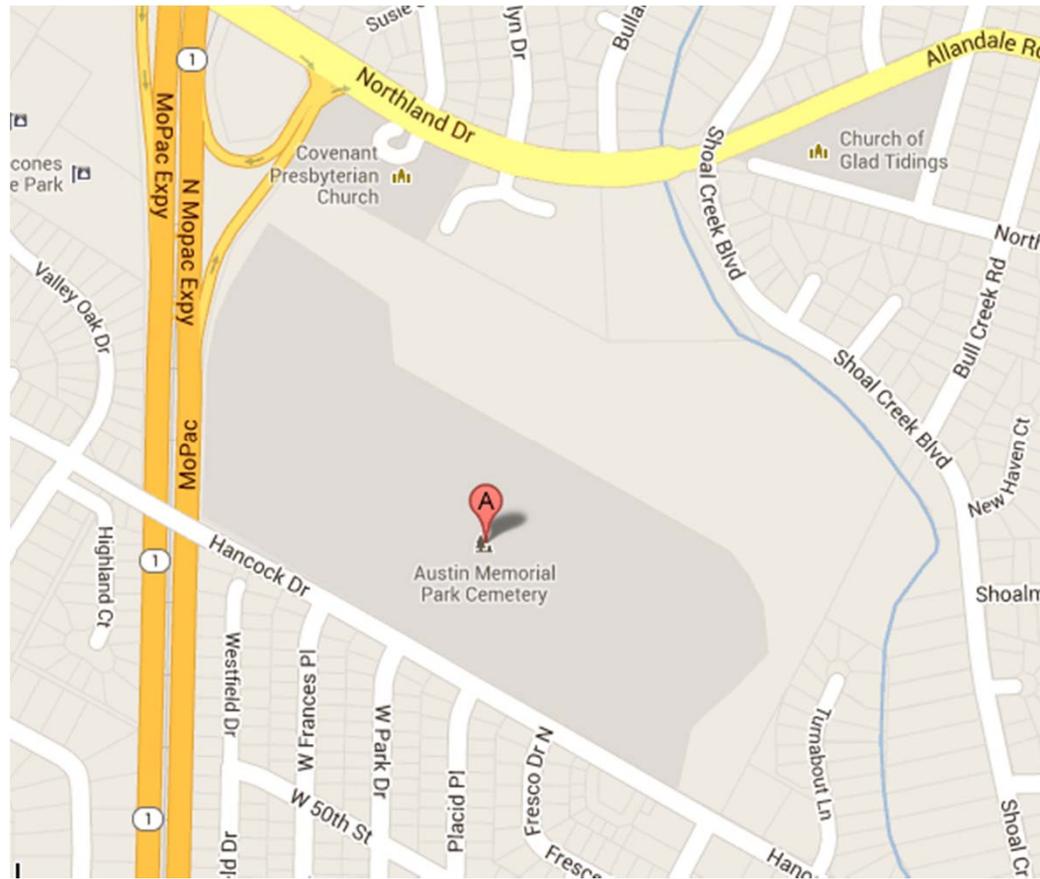
# Plummer's Cemetery, Acquired by City of Austin in 1957





# Austin Memorial Park

## 2800 Hancock Drive





# Austin Memorial Park, 1927





# Austin Memorial Park, 1927

- Designated Historic Texas Cemetery
- Acquired by the City of Austin, 1941
- More than 80 acres in size with approximately 18,500 burials
- Receives 360 burials a year.



C03869 Austin History Center, Austin Public Library





# Austin Memorial Park Caretaker House & Chapel, 1928

W.H. Chambers, architect





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# Cemetery Master Plan

## ■ What is a Master Plan?

A master plan is a roadmap or blueprint for the future. The future cemetery master plan will provide a historic context for the cemeteries, examine the issues that face the cemeteries, establish goals for the future and outline a plan for achieving the goals.





# Cemetery Master Plan

## Possible Components

- Historic context of cemetery development
- Identification of significant historic and cultural features
- Cultural landscape evaluation, including analysis of topography, land use, circulation, spatial relationships, vegetation, etc.
- Recommendations for infrastructure improvements including irrigation and drainage
- Recommendations for circulation improvements





# Cemetery Master Plan

## Possible Components

- Recommendations for horticulture documentation and management, including a master planting plan for trees and shrubs
- Recommendations for architectural conservation of existing buildings, mausoleums, monuments, gravestones,
- Recommendations for new facilities, features, fencing, monuments
- Analysis and recommendations for cemetery management issues including security, vandalism prevention, volunteer management, legal issues related to plot ownership





# Cemetery Master Plan

## Possible Components

- Recommendations related to use and recreation issues, such as interpretation, programming, heritage tourism
- Recommendations related to appropriate site furnishings
- Recommendations related to funding mechanisms for cemetery operations and maintenance





# Hiring a Consultant

- PARD develops preliminary Scope of Work through public engagement process
- PARD works with Contact Management Department (CMD) to establish solicitation schedule
- CMD issues a solicitation
- Consultants submit Statement of Qualifications (SOQ) or Proposals
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# Scoping Process for Master Plan

- Public Engagement Process for developing preliminary scope of work
  - Public meetings engaging stakeholders of the five municipal cemeteries
  - Stakeholders will provide their input about the issues a master plan will address and prioritizing the issues that are identified





# Meeting schedule

## **Introductory Community Meetings (two locations)**

Meeting objectives: 1) offer a presentation on the history of Austin's municipal cemeteries, 2) provide an overview of the Master Plan process and timeline and 3) seek input or recommendations from the cemetery stakeholders about the master plan process.

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# Parks and Recreation Department

## City of Austin Cemeteries

### Cemetery Existing Conditions

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Kim McKnight

Project Coordinator and Cultural Resource Specialist





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# City of Austin's Cemeteries

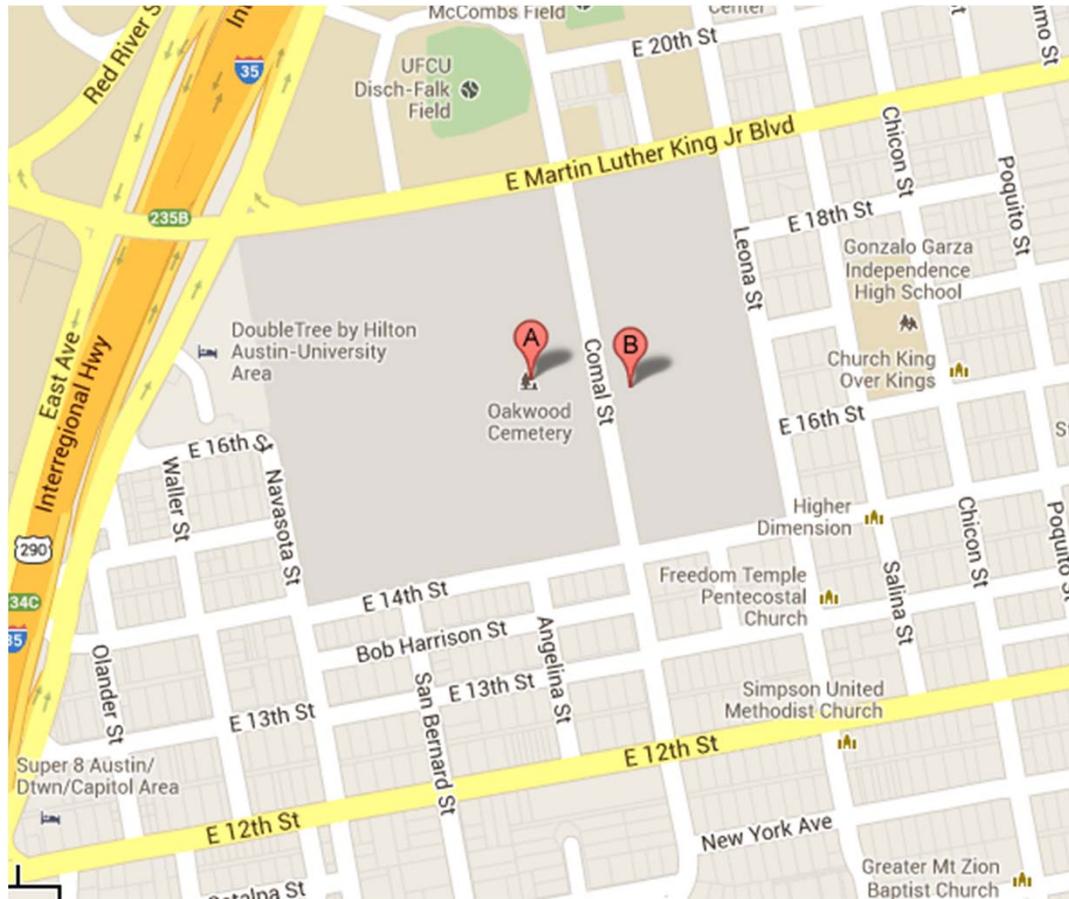
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Grave marker for John Black and  
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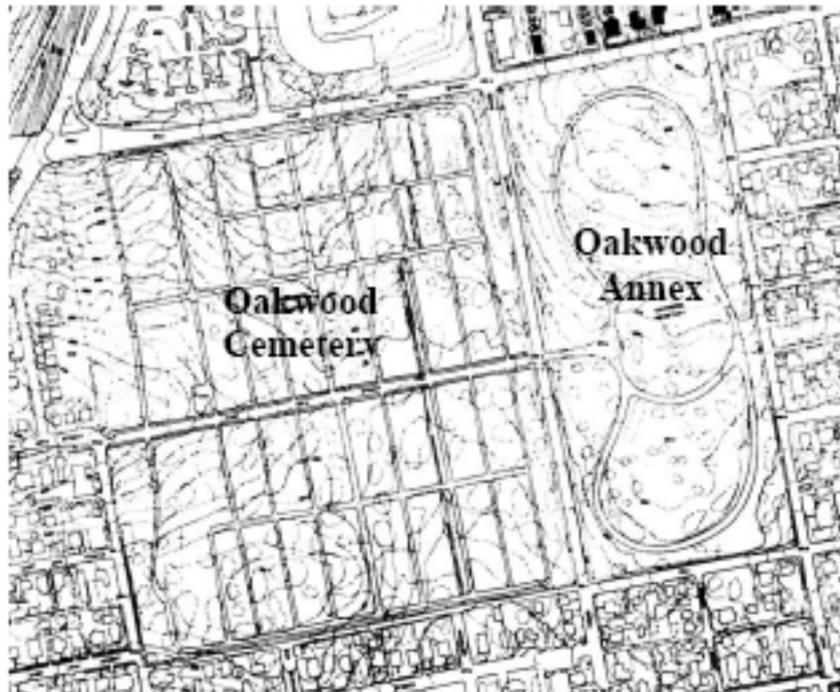
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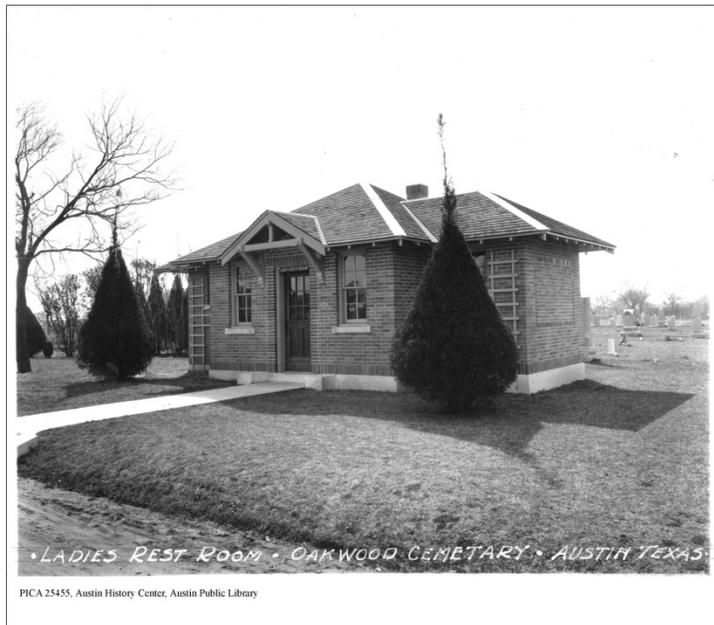
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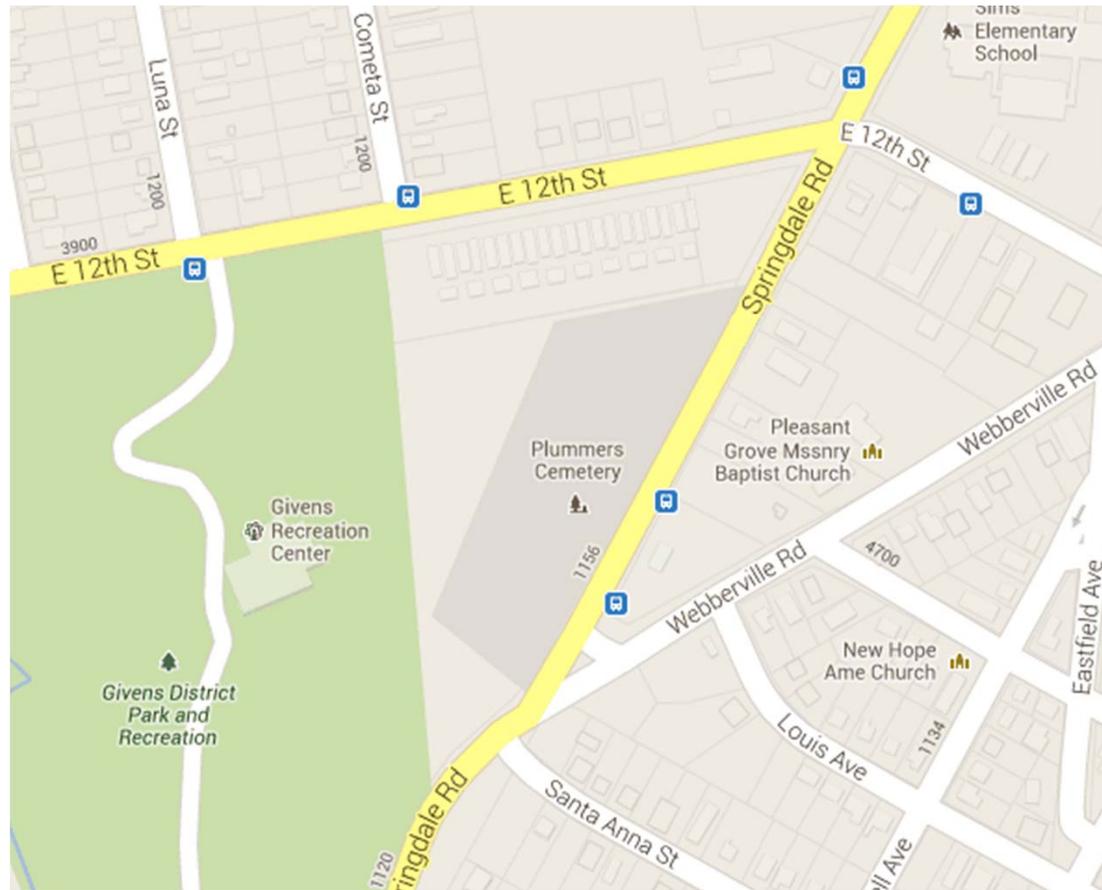
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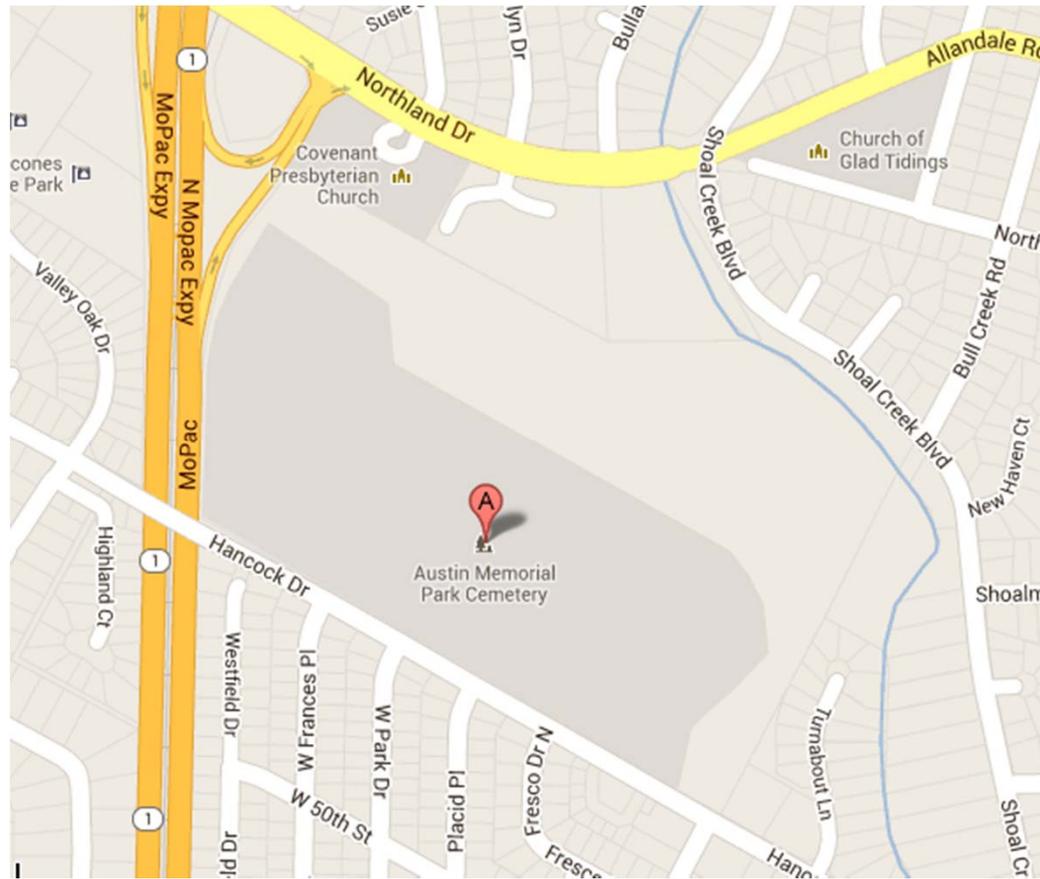
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C03869 Austin History Center, Austin Public Library





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## Historic Context of Cemetery Development

- Timeline of development starting with establishment of Oakwood Cemetery in 1839.
- Explains how the history of individual cemetery sites and how the cemeteries relate to city and state history.
- Documents historically significant persons buried in each cemetery.
- Explains how the individual cemeteries reflect distinct cemetery types.





# Historic Context of Cemetery Development





# Existing conditions

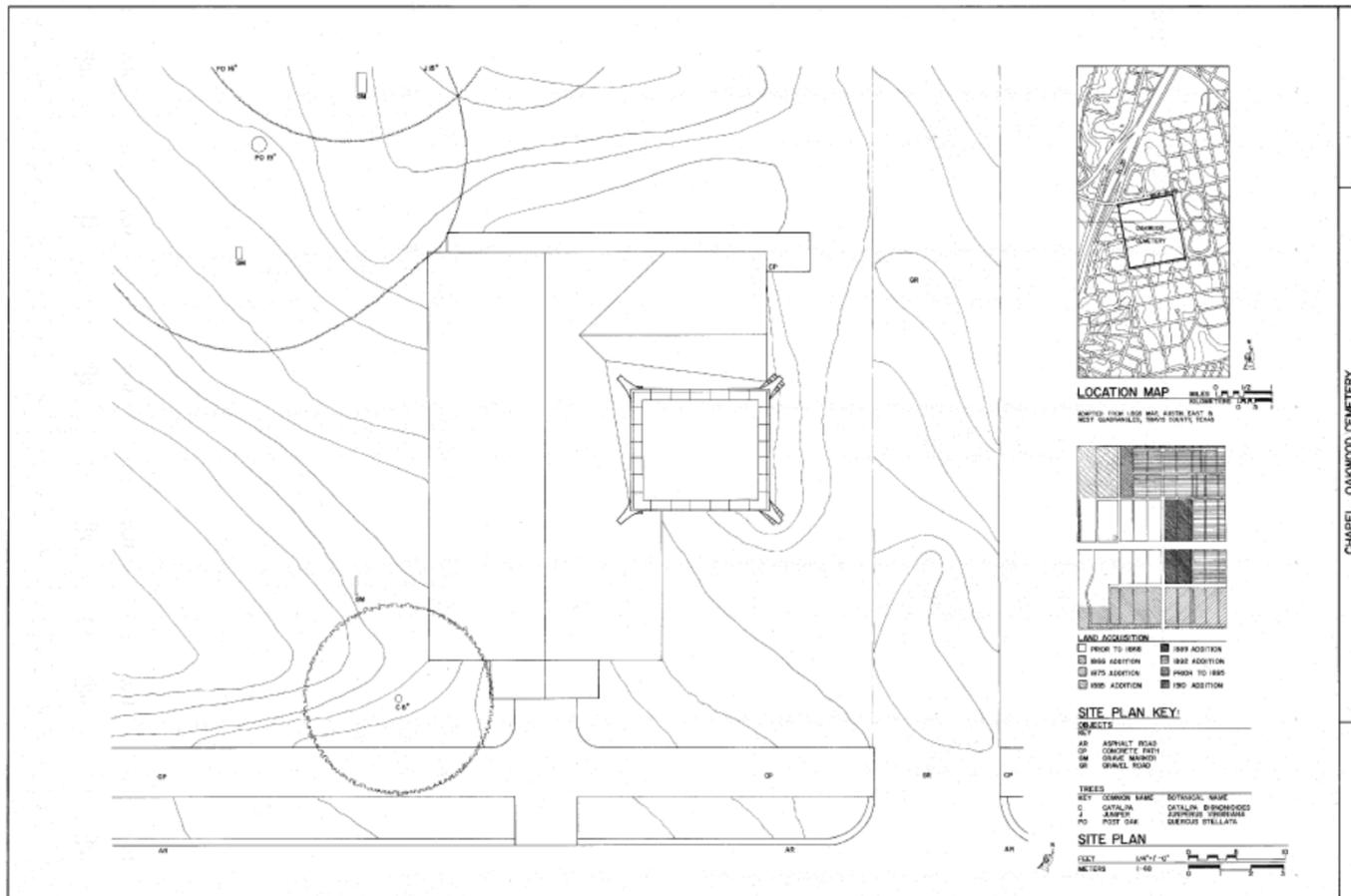
## Site conditions and Topography





# Existing conditions

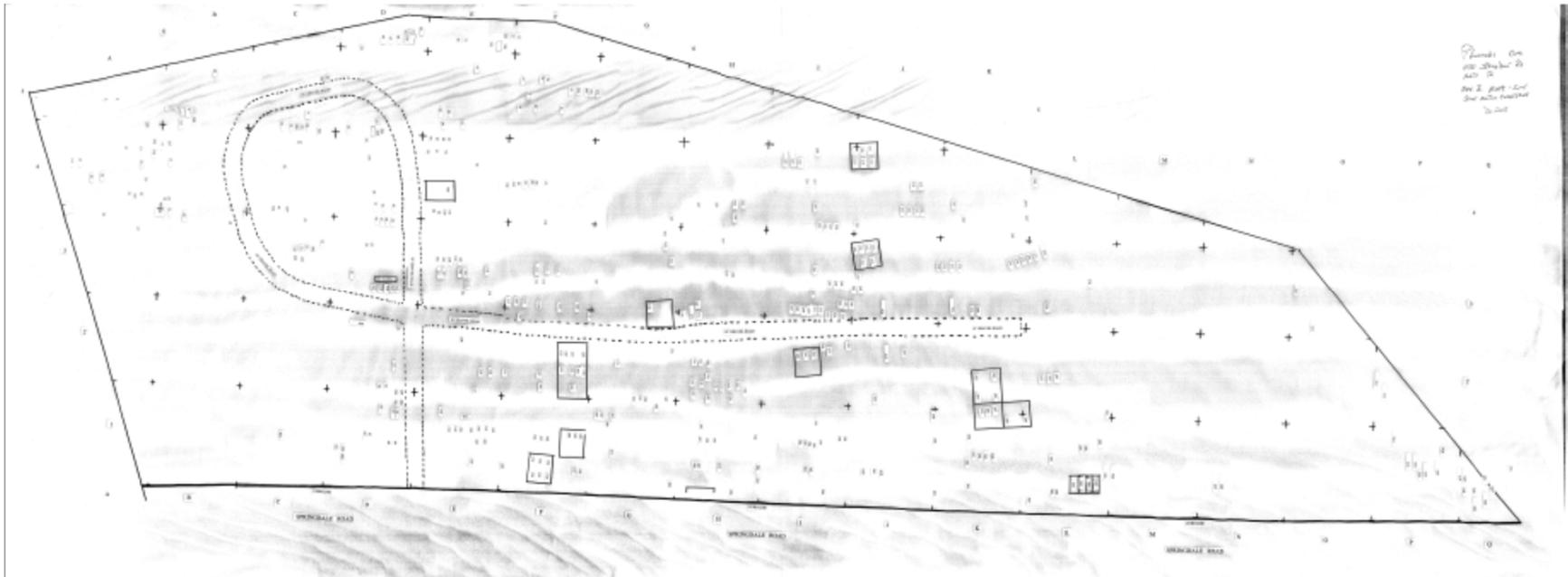
## Site conditions and Topography





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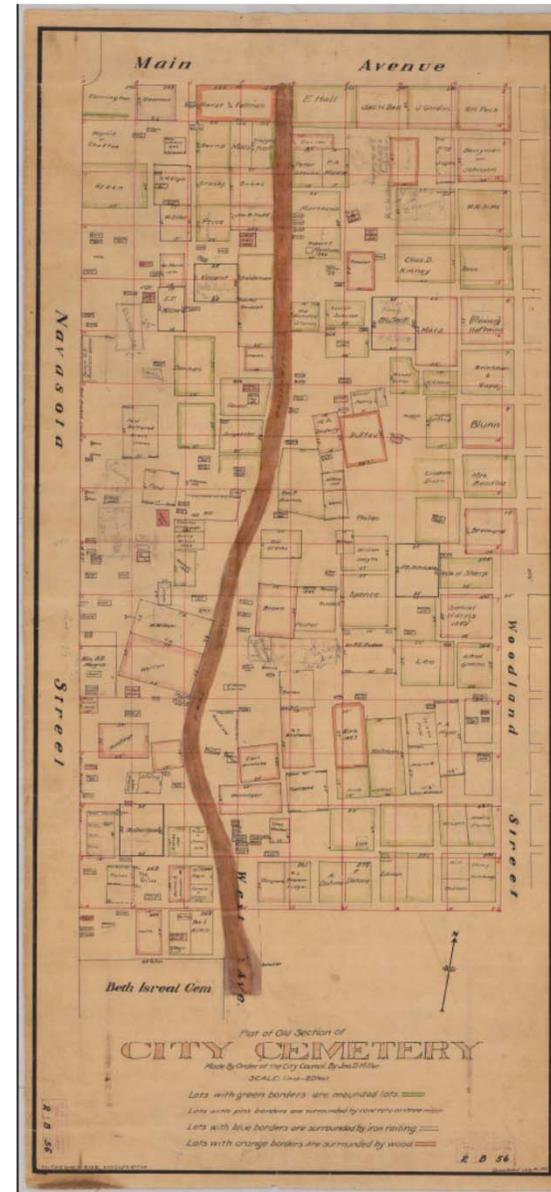
## Spatial organization





# Existing conditions

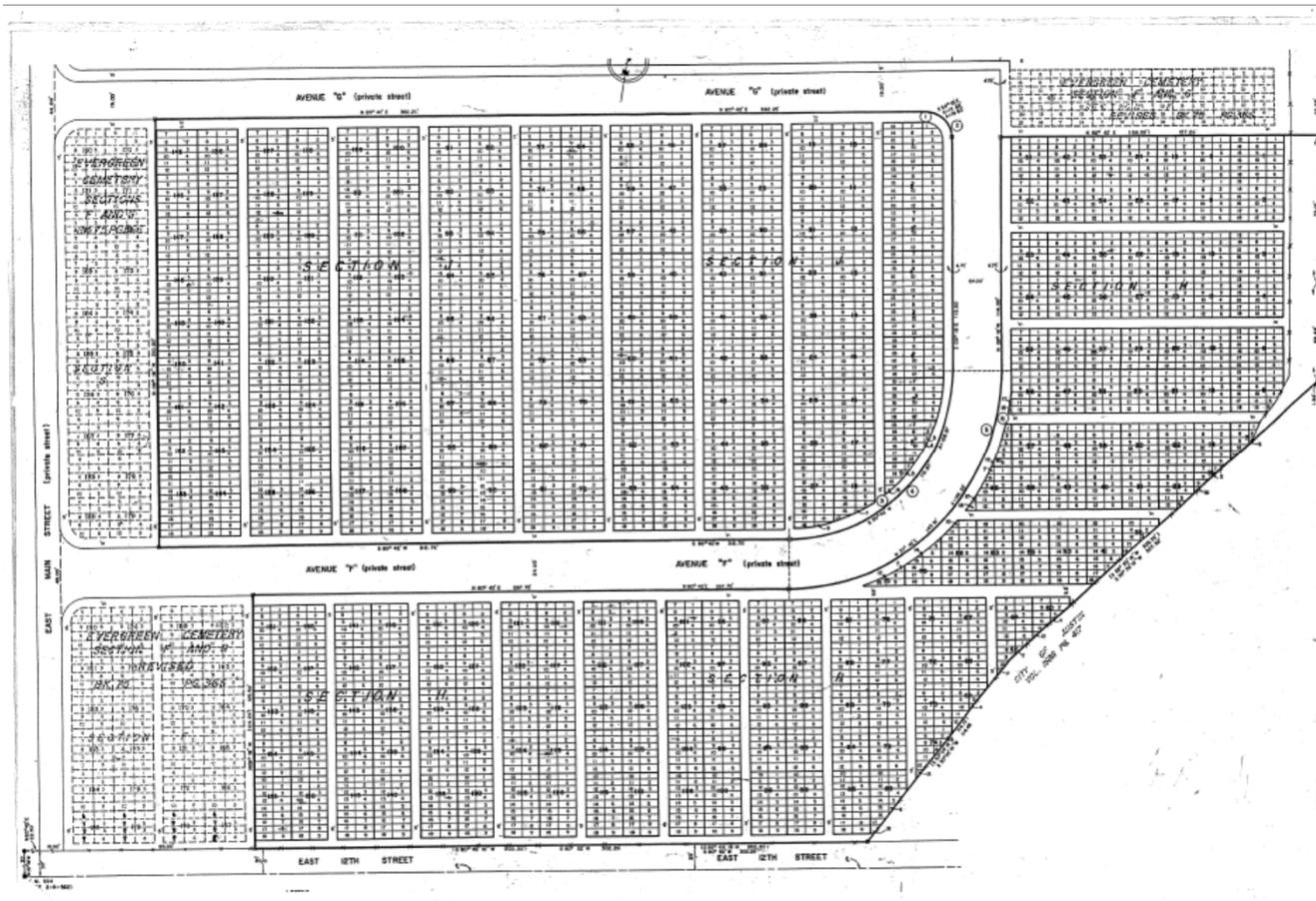
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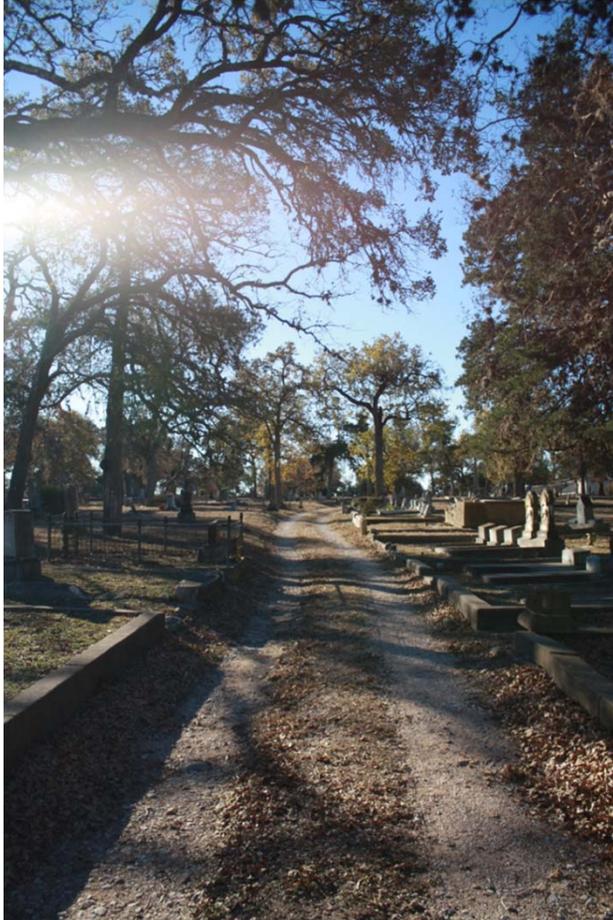
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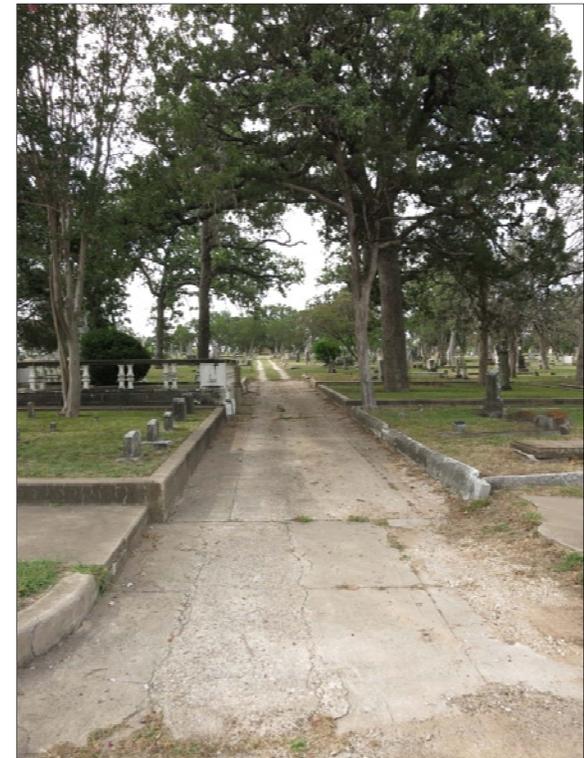
## Circulation





# Existing conditions

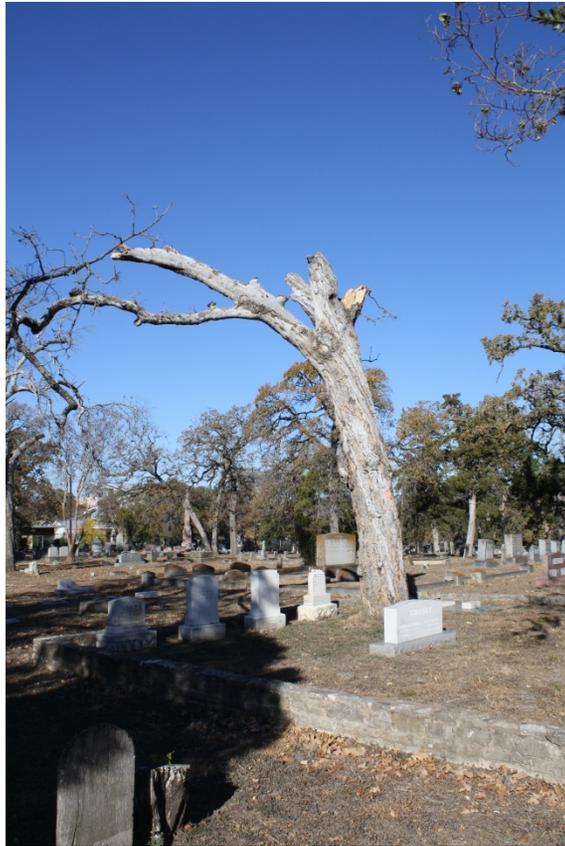
## Circulation





# Existing conditions

## Vegetation: Trees





# Existing conditions

Vegetation: Shrubs, Vines, Groundcovers, Perennials and Annuals





# Existing conditions

## Drainage and Irrigation





# Existing conditions

## Drainage and Irrigation





# Existing conditions

## Drainage and Irrigation





# Existing conditions Buildings



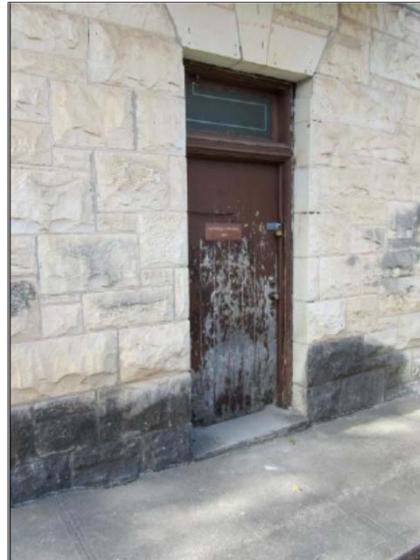


# Existing conditions Buildings



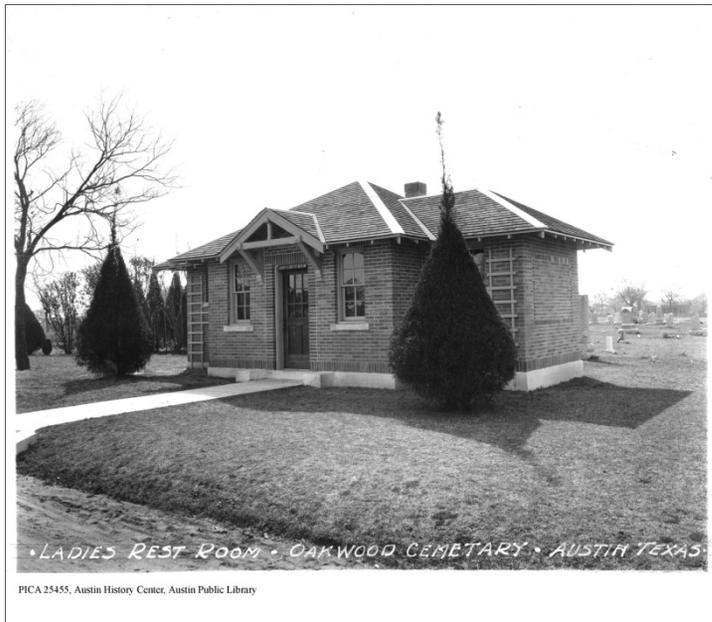


# Existing conditions Buildings





# Existing conditions Buildings





# Existing conditions Buildings





# Existing conditions Buildings





# Existing conditions Buildings





# Existing conditions

## Buildings





# Existing conditions

## Mausoleums





# Existing conditions Monuments





# Existing conditions

## Gravestones





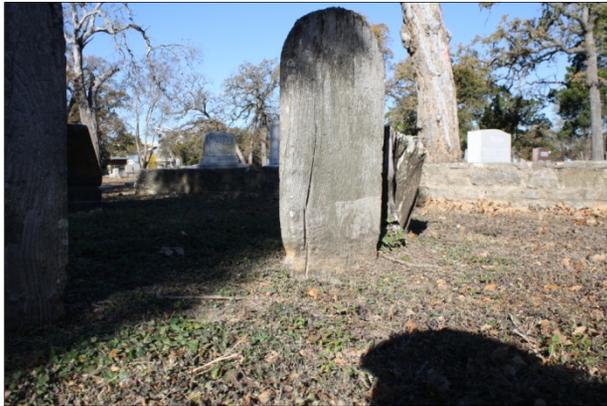
# Existing conditions

## Gravestones





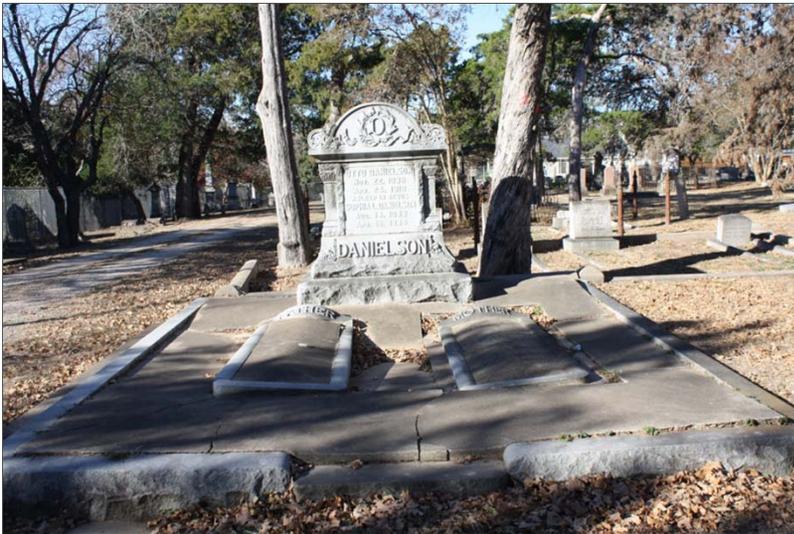
# Existing conditions Gravestones





# Existing conditions

## Family Plot Enclosures





# Existing conditions Walls





# Existing conditions

## Walls





# Existing conditions

## Fences





# Existing conditions

## Entrance Gates





# Existing conditions Entrance Gates

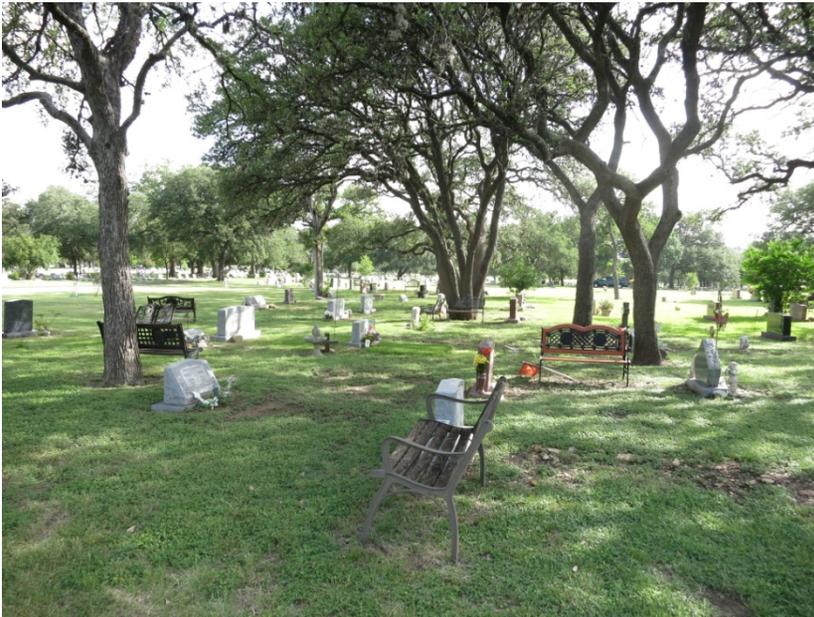






# Existing conditions

## Site furnishings and objects



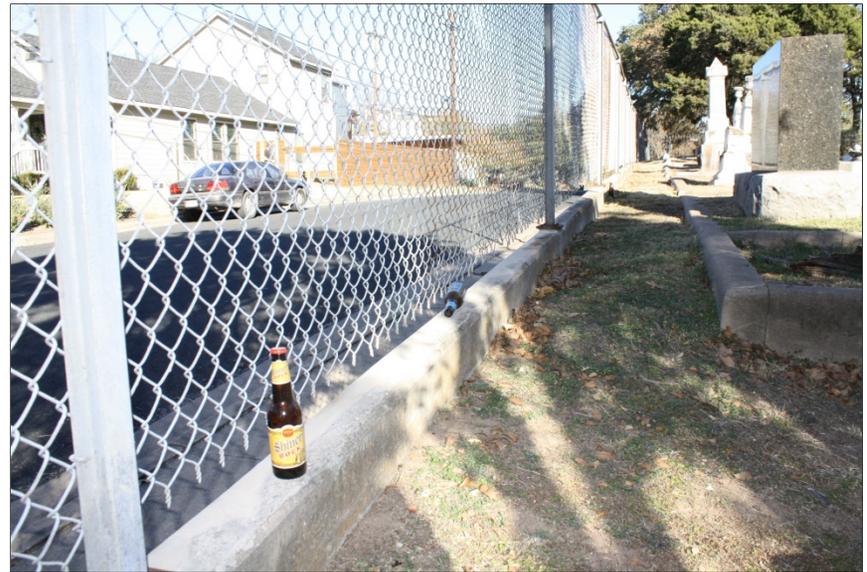


# New facilities, features, monuments





# Security and Vandalism Prevention





# Legal Issues Related to Plot Ownership





# Interpretive Programs and Heritage Tourism



## Texas Heritage Day Six Degrees of Connection

*Raising Awareness of Austin and Texas History*

Get the Latest Updates: 

Saturday, March 23, 2013 from 10:00 a.m. to 4:00 p.m





# Funding Mechanisms for Cemetery Operations and Maintenance





# Record Keeping and Cemetery Management Software





# Hiring a Consultant

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City of Austin  
 Cemetery Stakeholder Meeting #1  
 Carver Library  
 June 8, 2013, 2-3:30pm



First Name	Last Name	Email	Telephone Number	Affiliation or Organization (optional)
ORA	Houston		472-2951	Community
PHILIP	BAUM	PHILBAUM1964@NETZERO.COM	512 917 7987	CONG. BETH ISRAEL
Rae	Boyd			SAC - plot owner
LESLIE	WOLFENDEN	wolfard@gmail.com		SAC
GILBERT	HERNANDEZ			WA
DALE	FIAT			Soc.
Nancy	Walker	president@fcaambis.org	512-480-0251	AMBIS
Jill	ANDERSON	jillian@pegasusplanninganddevelopment.com	713-446-5731	RESIDENT
Michael	EMERY	MEMERY@TETRA.NET		Soc Texas Cemeteries
Fred McGUIRE		fmcghee@gmail.com		
Leslie	Inman	LDINMAN@AUSTIN.PR.COM	512 369 3082	AGS - plot OWNER



**City of Austin**  
**Cemetery Stakeholder Meeting #1**  
**Northwest Recreation Center**  
**June 12, 2013 6-7:30pm**



First Name	Last Name	Email	Telephone Number	Zip Code
Joyce	BIRD		512 346-6102	78759
Carolyn	Beynon	carolynbeynon@gmail.com	512-474-1106	78703
GEORGE	CASEY	carolynbeynon@gmail.com	letter reference request	78758
KAY	Boyd	mktb1405@aol.com		78752
SAM	SCHER	SAMSCHER@AOL.COM	240-401-5015	78730
Jane	Feinstein	jeafeinstein@austin.rr.com	512-258-5066	78750
Ross	Jehule	RSBV@austin.rr.com	512-343-7637	78731
James	Blythe	jamesblythe43@yahoo.com	512-784-1019	78750
FRANCES	ALLEN	fbz100@austin.rr.com	512-454-2113	78731
KATA	CARBONE	kata@utexas.edu	512-454-6571	78731
Elliot	Trester	elliott.trester@gmail.com	512-451-9679	78731
PETER IRWIN	IRWIN	IRWINS@AUSTIN.RR.COM	512-309-7111	78731
Kirk Scoulon	Scoulon	Kirk.Scoulon@austin.rr.com	512 974-6967	78704
CAROLYN JONES	JONES	Carolyn Loves Cowboys@yahoo.com	512-438-3594	78723
Victor	Hernandez	Victor.Hernandez@cityofaustin.org		78703
GILBERT	Hernandez	COA/PLANNING		
Martha	Bosier	mb81956@gmail.com	512-389-2630	78760
Kay	Teebel	Teebel@sbcglobal.net		78721
Dan + Sarah Fleischman		fleischman@usa.net	512-345-6214	78731
MARK	SMITH	MSMITH@RVPLANNING.COM	512-480-0032	78701



**City of Austin**  
**Cemetery Stakeholder Meeting #2**  
**Northwest Recreation Center**  
**June 22, 2013 9-11am**



First Name	Last Name	Email	Telephone Number	Zip Code
Philip	Baum	PHILBAUM1964@NETZERA.com	5129177987	78736
Sharon	Blythe	blytheinAustin@yahoo.com	512789-6152	78752
Lay	Boyd	MKEA1405@aol.com	512-836-7488	78758
Julia	MARSDEN	JMARS80278@aol.com	512-306-1325	78746
Joyce	BIRD	that is #1	512 346-6102	78759
Joan	CUIVER	JoanieJoy1@aol.com	512 452-7766	78703
KATA	CARBONE	kata@utexas.edu	512-454-6571	78731
LESUE	WOLFENDER	wolfthree@gmail.com		78758
Nancy	Carrales	ncarrales@yahoo.com	512/454-5046	78731
DWID	Carrales	txcubsfan@hotmail.com	512/585-4079	78731
Eddie	Sutherland	eddiemax56@aol.com	512-340-0410	78759
Rose	Sutherland	" " " "	" " "	"
Megan	Spencer	mary@megan@yahoo.com	512-441-9581	78704
Albert	Meisenbach	ameisenbach3@gmail.com		78701
MEGAN	MEISENBACH	mmeisenbach@austin.PR.com	512 940-2615	78701
SAM	SCHER	SAMSCHEER@AOL.COM	240-401-5015	78730
Lore Ann	Gerson	lagerson@prodigy.net	512-452-9887	78731
CAROLINE	REYNOLDS	crsolus@texas.net	512.454.8880	78731
Kay	Taebeel	Taebeel@sbcglobal.net		78731



City of Austin  
Cemetery Stakeholder Meeting #2

Carver Library  
June 27, 2013 6-8pm



First Name	Last Name	Email	Telephone Number	Zip Code
Sharon	Blythe	Blythe@austin@yahoo.com	789-6152	78750
Jake	Carter	jake@jakejive.com	785-1878	78721
Hattie	Brearton	tx4me@earthlink.net	989-1220	78702
Sandra	Kirk			78704
Sally	Victor	SSVICTOR20@gmail.com		
ERNEST	APPLEGATE	APPLEGATE@SBBELL.NET	512-444-2201	78704
DOROTHEA	ADAMS	dkadams00@gmail.com	512-478-1896	78722
Martha	Bosser			
Kevin	Johnson			
Beth	Pickett	pickettb@clear.net	512 695 2510	78702
Michael	Emery	MEMERY@TEXAS.NET		78702
Susan	Collins	SScollins1@hotmail.com	512-469-0448	78702
Joni	Rivera	on file		
ANDREI	LUSOMUDROV	ANDREIGURI@gmail.com		78702
ZOLLN	Veg	ZVeg@austin.tx.us	512-739-5210	78745
SHERI	PATTEN	SHERRIPATTEN61@gmail.com	512/422-6471	78746
HELEN	FLEMING	HFLEMINGTX@GMAIL.COM	512-917-1935	78741







## MEMORANDUM

**TO:** Parks and Recreation Board

**FROM:** Sara L. Hensley, CPRP, Director   
Austin Parks and Recreation

**DATE:** September 17, 2013

**SUBJECT:** Cemetery Master Plan Request for Proposals

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After an extensive community engagement process, a Request for Proposals (RFP) for the Cemetery Master Plan was issued on September 16, 2013.

In order to reach out to a broad group of constituents, PARD held four stakeholder meetings about the Cemetery Master Plan RFP process in June 2013. The objective of the meetings was to educate the community about the master planning process, highlight the history of City of Austin cemeteries, provide information about existing cemetery conditions, and gather community input and recommendations for the scope of work for the Cemetery Master Plan.

In July 2013, PARD developed a *draft* Scope of Work for the Cemetery Master Plan RFP, which was informed by both community input and departmental goals for the cemeteries. The *draft* Scope of Work was posted to PARD's website for the community to review and provide feedback. Meetings were held on August 20<sup>th</sup> and 22<sup>nd</sup> to provide the public with an in-person opportunity to provide feedback on the *draft* Scope of Work.

The RFP solicitation will close on October 17, 2013. Once a contract has been successfully awarded, the master planning process is projected to begin in early 2014.

For more information about the Cemetery Master Plan process, please visit <http://austintexas.gov/department/cemetery-master-plan>.