



STAFF REPORT

Agenda Item: 3E

Report To: Open Space Advisory Committee

Meeting Date: October 21, 2019

Staff Contact: Jennifer Budge, CPRP, Parks and Recreation Director

Agenda Title: For Discussion Only: Review and discussion only regarding the draft Parks, Recreation and Open Space Department Memorials Policy to establish guidelines and procedures for memorials and dedicatory donations on Carson City parks, trails and open spaces. *(Jennifer Budge)*

Staff Summary: This item is intended to seek feedback from the Commission and the public regarding the development of a memorial policy for Carson City's parks system. The policy is intended to establish guidelines to ensure consistent processes and expectations related to requests from the public to establish memorials within City parks, trails or open spaces. Further, it is intended that the program be sustainable and not over burden City resources.

Agenda Action: Other/Presentation

Time Requested: 10 Minutes

Proposed Motion

N/A

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

N/A

Background/Issues & Analysis

Numerous parks throughout Carson City are host to a wide variety of memorials. Historically, the Department accepted memorial donations without formal guidelines for donors, which lacked a coordinated and consistent approach. While memorials often provide comfort for many and can often contribute to the aesthetics or function of a park, it is important that the City ensure that the program is sustainable, provides clear expectations, and does not over burden the city from a financial or maintenance perspective.

The protection of the natural environment is a high priority, while considering the function and safety of the City's parks system. To this end, the draft policy for consideration encourages efforts to offer a memorial program that promotes natural resource management and sustainability of parks, trails, and natural landscapes. Due to the City being a Tree City USA affiliate, the policy incorporates an effort for citizens to invest in the community's urban forest as well as participation in the adoption program. A goal of the policy is to retain the integrity, natural and architectural features of parks, natural areas and facilities and not detract from a user's experience. Design specifications will be compatible with existing management and operations plans. Final decision on the placement of memorials will be made by the Park Operations Superintendent.

The draft Memorial Policy and application are provided for review and consideration.

Applicable Statute, Code, Policy, Rule or Regulation

N/A



Memorials Policy

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| Title/Topic: Memorials Policy | Number: 2019-2 |
| Authors: David Navarro, Park Operations Superintendent Jennifer Budge, Parks and Recreation Director | Effective Date: TBD |
| | Revision Date: Draft version as of 10.1.19 |
| Reviewed by: DDA: HR: Risk: PRC: 10.1.19 OSAC: Others: | Number of pages: 3 |
| Department Approval: TBD City Manager Approval: TBD | Attachments: Memorials Application Resolution 1988-R-59 Resolution 2013-R-19 Adopt-A-Park guidelines Adopt-A-Trail guidelines Adopt-An-Open Space guidelines |
| Applies to: Carson City's parks system (parks, trails, and open space) | |

1.0 PURPOSE

1.1 To establish guidelines for a consistent and equitable process related to the acceptance, placement, management, and long-term maintenance of memorials requested by the public within the City's park system. This includes procedures related to City acceptance of memorial assets and donations intended for City-owned parks and recreation facilities. This policy is needed to ensure sustainable management of site-appropriate amenities, while being respectful of our citizens. Memorials considered should not detract from the function or visual aesthetics of the surrounding natural environment, pose a safety risk, or place an undue burden on the City.

2.0 SCOPE

2.1 Standards established by this policy will apply to equipment needed, installation techniques, donation acknowledgements, and long term care and ownership of assets and infrastructure of memorials.

3.0 DEFINITIONS -TBD to be completed

4.0 POLICY

4.1 Types of Memorials and Donations

4.1.1 Trees- Carson City is an established and nationally recognized Tree City USA. Dedications of memorial trees are the preferred option for remembrance within Carson City's park system and shall be encouraged where possible. Trees not only enhance the beauty of the City's parks, while enhancing the natural environment, but provide many other intrinsic benefits to the community, while contributing to Carson City's quality of life.

City staff will work cooperatively with citizens to select appropriate tree species and locations. Donated trees will be added to the City's tree inventory and to a GIS donor map with the individual's name to be honored, unless otherwise requested by the donor. The donor map will be available for public viewing at www.carson.org/parksandrec. For the health of the trees and safety of park maintenance staff and equipment, plaques will not be permitted. Any items placed on or around trees will be removed during routine maintenance, as items could cause a potential safety concern and interfere with park programming, events, or maintenance activities. Donors will be responsible for all costs associated with purchase and installation of the tree, including staking, soil amendments, mulch, and irrigation modifications for the initial planting. The method and scope for tree planting will be dependent on species and location as determined by a City Arborist or Parks Maintenance representative. Areas where irrigation does not previously exist, or is not in the vicinity, should be discouraged. Trees should be planted according to standards set by the International Society of Arboriculture (ISA).

Memorial groves are established at the following locations and are considered priorities for further enhancement:

- Mills Park (refer to Mills Park Arboretum Plan)
- Lone Mountain Cemetery

4.1.2 Adoption Program- Carson City provides opportunities for volunteers (individuals, families, organizations, and businesses) to assist the City in caring for and enhancing the City's parks, trails or open spaces. Adopting a park, trail or open space can provide a meaningful opportunity to give back to the community, while honoring the memory of a loved one. The adoption program is the City's other preferred method for remembrance. The City will work cooperatively with volunteers to select the appropriate location for adoption and determine the volunteer scope of work and schedule appropriate for the location. The City will fund the purchase, fabrication, installation, and maintenance of an adoption sign/post in memory of the individual(s) to be honored. This option will require a separate adoption agreement between the City and the donor. Signage shall be consistent with the Department Sign Master Plan.

4.1.3 Park Amenities- Dedication of park amenities, such as picnic tables, benches, shade structures, dugouts, boulders or other improvements/infrastructure in memory of others can enhance the utility of the park system, where appropriate. City staff will work cooperatively with citizens, considering their request, and help guide the memorial to ensure it is placed in an appropriate location. The amenity will have a brass plaque installed on it indicating that it was donated to the City in memory of the person listed on the plaque. The donor will be responsible for all costs associated with the donation, including the plaque, asset, and installation. Unique items that require significant or specialized maintenance may require a separate maintenance agreement between the City and the donor. A maintenance agreement may require hiring a third party to conduct regularly scheduled maintenance tasks, at the sole financial responsibility of the donor. For items requiring a building permit, engineering drawings or other professional services, all costs related to these tasks will be the responsibility of the donor and all professionals associated with the project must comply with City requirements (licenses, insurance etc.).

Wide varieties of park amenity memorials exist at the following locations and are considered priority locations for further enhancement. Efforts should be made to not add additional memorials at alternative locations throughout the park system, due to maintenance and infrastructure considerations.

- Freeway multi-use pathway
- Fuji Park
- Governor's Field
- Mills Park
- Riverview Park/Korean War Veterans Memorial
- Carson River Park
- Cemeteries (Lone Mountain, Empire, Fuji, Pet, Pioneer)
- JohnD Winters Memorial Park

4.1.4 Naming- Opportunities for naming of parks and/or sites within the park system will be presented to the Parks and Recreation Commission and/or Open Space Advisory Committee as appropriate for initial consideration, and requires ultimate approval of the Board of Supervisors. The requirements and processes for naming are outlined in Resolutions 1988-R-59 and 2013-R-19.

4.1.5 Monetary donations and endowments- In addition to the above memorial opportunities, monetary donations may be made directly to Carson City, or to the City's non-profit partner, The Foundation For Carson City Parks and Recreation. Donations to the City shall be placed in the Department Donation Account and be spent in accordance with the wishes of the donor. Donations may be applied to future projects, parks, or amenities as requested by the donor. The City will also consider opportunities to receive endowments or similar contributions in remembrance. Undesignated donations will be spent in accordance to priorities identified by the Department in compliance with adopted plans.

4.1.6 Scattering of ashes- [TBD will work with the District Attorney's office to develop this section to ensure compliant with State law and local ordinances for public lands other than permitted cemeteries.](#)

4.2 Approval Criteria: Memorial considerations will be evaluated by Parks, Recreation & Open Space staff according to the following:

4.2.1 Placement of enhancements in the City's parks system must be compatible with Carson City adopted plans including, but not limited to: Parks and Recreation Master Plan, Unified Pathways Master Plan, Carson City Open Space Plan, Department Signage Master Plan, and the Management Plan for Carson City Open Space and Parks in the Carson River Area.

4.2.2 Memorials must be similar to existing park amenities and shall not detract from or overpower the scenic, historic, cultural, or architectural values of the natural environment. Deed restricted lands may be prohibited and some areas may require consultation by the State Historic Preservation Office or the Carson City Historic Resources Commission.

4.2.3 All memorials will be constructed of materials that meet the design and long-term maintenance considerations of the Department.

- 4.2.4 Unique memorials that are not similar to existing amenities or which are large in scale will be presented in advance to the Parks and Recreation Commission and/or Open Space Advisory Committee for consideration and will not get approval within the 20 day compliance period. Large public art installations may require additional consultation by the Carson City Arts and Culture Commission or the City's Arts and Culture Coordinator.
- 4.2.5 Final locations will be approved by the Parks Operations Superintendent on behalf of the Department.

3.3 Removal or replacement: Under the unfortunate circumstance that a memorial is damaged from weather, vandalism, or other means, it may need to be repaired, removed or relocated. The City does not guarantee permanency memorials and reserves the right to remove and/or relocate any memorial. Under such circumstances, City staff will evaluate the situation and make efforts to contact the donor for a thorough review. The City shall not be responsible for replacement or repair costs and may require removal of memorials that are damaged beyond repair or pose a potential safety risk. The City will document all damage or removals, regardless of being able to make donor contact. If a memorial must be removed and/or relocated, Department staff will attempt to notify the donor in writing, at the address shown on the completed Memorial Application.

5.0 PROCEDURE:

- 5.1 The donor contacts Department to discuss their vision and submits a completed Memorial Donation Application.

Department staff will review and determine the appropriateness of the proposal as measured by the criteria as outlined in this policy. Department staff will notify the donor, in writing, within 20 business days of the review decision, identifying any final conditions of approval, or that the request has been referred to a City advisory committee (Parks and Recreation Commission, Open Space Advisory Committee etc.).

With a positive review decision, Department staff will finalize the Memorial Application and submit it to the Parks and Recreation Director for final approval. The Director's approval is required before ordering and installation may proceed.

The total cost for the memorial, installation and replacement is the sole responsibility of the donor, unless part of the adoption program.

The Department will perform routine maintenance of the memorial and surrounding areas, but takes no responsibility or assumes any financial responsibility to replace stolen, damaged, or vandalized memorials, or the replacement of trees that are not viable. While the City will make every effort to maintain tree health, replacement associated with issues related to irrigation systems, watering, disease, pests, or other means may be beyond the City's control.

The City shall be responsible for oversight of the installation, maintenance and protection of the work, within available staff and financial resources. Hiring of a third party licensed professional is the preferred method for installation. Third parties must comply with Carson City requirements to conduct work on City property, which may include a Carson City Business License and insurance naming Carson City as an added insured, depending on the scope of work for the project. Should the City be able to provide the services needed for installation,

donor will be required to pay the City for the actual time and material costs associated with the scope of work. Once installed, the memorial becomes a City asset.

DRAFT



MEMORIALS APPLICATION

Donor Name: _____

Donor Organization (if applicable): _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____

Park, Trail or Facility for Donation: _____

Proposed Location within Park, Trail or Facility: _____

Description (Tree, adoption, bench etc.): _____

Tree Species Desired (Must meet Departments specification): _____

Other item description: _____

Plaque: _____ Yes _____ No (Plaque is only for park amenity option)

***Plaques will be provided by donor and must meet specifications before approval and installation.**

Memorial gifts to the City of Carson City are considered outright and unrestricted donations. The City does not guarantee permanency of the accepted memorial. If a memorial must be removed or relocated, Department staff will attempt to notify the donor in writing at the address shown on this form. Donations may be tax deductible (please consult a tax professional). The donor understands and agrees with the conditions set forth in the Carson City Memorial Policy and agrees to pay the City, or approved third party contractor, all necessary funds for the proposed memorial within one month of notification of approval. Third party contractors must comply with all City requirements including, but not limited to obtaining a Carson City Business License and meeting minimum City insurance requirements. Depending on the scope of work and maintenance required, a separate agreement may be required. Further consultation by a board or commission may be required due to deed restrictions or the historical nature of the project.

I have read and understand the Carson City Memorial Policy.

Signature of Donor

Date

Mail or email completed application to:
Department Business Manager
Carson City Parks, Recreation and Open Space Department
3303 Butti Way, Bldg. 9
Carson City, NV 89701
Phone (775) 887-2262 ccpr@carson.org

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|---|------------|
| Accepted By _____ | Date _____ |
| Estimated Cost \$ _____ Paid \$ _____ | Date _____ |
| Exact location verified _____ | Date _____ |
| Inscription proof reviewed by donor _____ | Date _____ |
| Director Approved _____ | Date _____ |