



# STAFF REPORT

## Agenda Item: 9

**Report To:** Open Space Advisory Committee  
and Parks and Recreation Commission

**Meeting Date:** June 21, 2021

**Staff Contact:** Lyndsey Boyer, Open Space Manager, [lboyer@carson.org](mailto:lboyer@carson.org)  
Jennifer Budge, CPRP, Parks and Recreation Director, [jbudge@carson.org](mailto:jbudge@carson.org)

**Agenda Title:** For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors regarding the Department Memorial Policy. (*Jennifer Budge and Lyndsey Boyer*)

**Staff Summary:** This item is intended to seek feedback from the Open Space Advisory Committee, Parks and Recreation Commission concerning and the public regarding the Parks, Recreation & Open Space Department Memorial Policy including but not limited to memorials on public property and the scattering of cremated remains in parks and open space areas.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

### **Proposed Motion**

N/A

### **Board's Strategic Goal**

Quality of Life

### **Previous Action**

N/A

### **Background/Issues & Analysis**

A draft Department Memorial Policy was presented to the Parks and Recreation Commission and Open Space Advisory Committee in 2019, as well as presented to each group separately in 2021. The purpose of this policy was 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’s 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.

Based on the feedback received from the two advisory boards, the policy has been updated, and the Department worked with the District Attorney’s Office on a draft to be reconsidered for a recommendation to the Board of Supervisors. The revised draft policy addresses procedures related to unauthorized memorials and scattering of cremated remains. The draft policy is attached for reference.

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

**Alternatives**

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)