


# Livermore Area Recreation and Park District

## Staff Report

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TO: Chair Furst and Board of Directors

FROM: Mathew Fuzie, General Manager 

PREPARED BY: Patricia Lord, Assistant General Manager  
Sandra Kaya, Administrative Assistant

DATE: October 10, 2019

SUBJECT: Commemorative Tree and Bench Program

COMMITTEE: Reviewed by the Facilities Committee on August 22, 2019

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**RECOMMENDATION:** That the Board of Directors review the Commemorative Tree and Bench Program and provide direction to staff. The Facilities Committee recommended that the Board discuss this item.

**BACKGROUND:** LARPD receives requests from individuals, organizations, and other groups seeking permission for various types of commemorative or memorial gifts to be placed in or on District facilities or made available for program use. Policy No. FAC-86-1007, Memorial and Commemorative Policy, provides guidelines for District staff in addressing requests. (See Attachment A – Memorial and Commemorative Policy).

Historically, the District has offered a Commemorative Tree and Bench Program, with proceeds benefitting the LARPD Foundation as a fundraiser. Prospective donors contact the Memorials Coordinator, and staff works with donors to complete the donation form, submit payment, and find a suitable site for a bench or tree in coordination with Parks and/or Ranger staff, often meeting in person with the donor at the donation site. Proposed wording for engravings are submitted to the General Manager for approval, prior to installation. The tree planting or bench installation is then scheduled with the donor, who typically wants to be present at the planting or soon after the bench installation. Once the donated item has been planted or installed, staff orders a small plaque engraved plate with the donation information, which is then placed with the other engravings on display at the Robert Livermore Community Center. The District currently has an inventory of 66 commemorative trees, and 49 benches. (See Attachment B – Inventory of Donated Benches and Trees).

**ONGOING MAINTENANCE:** Ongoing maintenance is required with the Commemorative Tree and Bench Program. Once an Open Space bench is installed, Rangers check for graffiti, gum, etc. and sand/clean the benches as needed. Mowing is necessary multiple times per year, except for benches placed in dirt/gravel areas or on concrete. Mowing has to be done by hand because the trailer mower cannot get close enough or under the benches. Similarly, Parks staff attends to ongoing maintenance of commemorative benches and trees in the parks system.

**FINANCIAL SUMMARY:** For several years, donors have paid \$2,000 to purchase a bench (including an engraved tablet in the bench) that will remain at the site in perpetuity. In spring 2019, staff explored the idea of increasing the pricing. This has led to re-evaluating the program, including the pricing and the duration that a bench exists. Sycamore Grove Park is the most requested site for bench donations with 38 benches currently at the park. There is a waiting list that staff is currently working with, honoring the \$2,000 price that was originally quoted to them. Concerns have been raised that Sycamore Grove Park may be approaching capacity for commemorative benches (See Attachment C – Map of Benches in Sycamore Grove Park).

The following outlines current District pricing for commemorative trees and benches:

<b>Commemorative Item</b>	<b>Donation Price</b>
Tree, 15 gallon	\$ 500
Tree, 24" box	\$1,000
Open Space Bench and Engraved Tablet	\$2,000
Non-Open Space Bench and Engraved Tablet	\$2,000

The following is a survey of pricing of other agencies commemorative bench program:

<b>Agency</b>	<b>Donation Price for Bench</b>	<b>Duration/Years</b>
Tri-Valley Conservancy	\$10,000	
East Bay Regional Park District	\$2,500 \$2,200	10 Additional 10
Hayward Area Recreation and Park District	\$2,100, but prices are changing; Moratorium on plaques at one site	
Pleasant Hill Recreation and Park District	\$1,500-\$2,000, but prices are changing	
San Mateo County	\$5,000 \$8,500	10 20
City of Palo Alto	\$2,500	10
Midpeninsula Regional Open Space	\$5,000	10
San Francisco	\$6,000-\$10,000 plaque only on existing bench	
Los Altos	\$3,500	10
Santa Cruz	\$2,500	10

At this time, the commemorative bench program is on hiatus District-wide, pending Board direction.

## **ATTACHMENTS**

- A. LARPD's Memorial and Commemorative Policy
- B. Inventory of Donated Benches and Trees
- C. Map of Benches in Sycamore Grove Park



**Livermore Area  
Recreation & Park District**  
*An independent special district*

Policy No. FAC-86-1007

## MEMORIAL AND COMMEMORATIVE POLICY

PURPOSE OF POLICY	To provide guidelines for staff in addressing requests from the public to donate memorial or commemorative gifts
POLICY SUMMARY	This policy provides the parameters and procedures for processing memorial and commemorative donations.
APPROVAL	Adopted: Board Resolution No. 1007, March 12, 1986 Amended: Board Motion, June 12, 1996 Amended: Board Resolution No. 2210, Oct. 14, 2009

### **Purpose**

LARPD receives requests from individuals, organizations, and other groups seeking permission for various types of commemorative or memorial gifts to be placed in/on District facilities or made available for program use. These gifts can enhance a facility or program when they are properly planned, specified, and installed or implemented. Offering a policy and procedure to allow acceptance of these gifts provides a service to prospective donors who wish to give memorial or commemorative items that can be shared with the community. The LARPD Foundation may also be used to assist donors and the staff with the donation process.

The purpose of this policy is to provide guidelines for District staff in addressing requests from individuals, organizations, or other groups wishing to donate memorial or commemorative gifts.

### **Policy**

1. The District shall identify a Memorials Coordinator who will work with donors to select a memorial or commemorative item that will satisfy the wishes of the donor and provide a functional improvement to the District or to the District facility in which the memorial is to be located.



2. It is recognized that each facility or portion thereof has limitations as to the size and number of memorials that can reasonably be installed. The District will, at any time, place restrictions, limitations or disallow future memorial installations at any site.
3. The location of memorial or commemorative items must be compatible with the site chosen and any applicable master plans covering that site. Additionally, the memorial item must be compliant with the Standard Specifications and Standard Details adopted by the District.
4. Normally, all gift recognition plaques will be displayed in the Robert Livermore Community Center or other appropriate community facilities. These plaques are typically bronze, 3" by 1", engraved and mounted on wooden display boards. Engraved text shall follow a standard template including the name of the individual being memorialized, the location of the memorial item, the month and year of installation, and what the memorial item is. As determined by the General Manager, significant memorials or contributions may be given special consideration for plaques mounted on a donated item or at specific sites.
5. Unless otherwise arranged, maintenance of all memorial items shall be the responsibility of the District, and shall be consistent with standards established by the District. Voluntary supplemental maintenance by the donor shall be undertaken only with the prior approval of the District.
6. Donors participating in this program must agree that the memorial items installed or initiated under this policy do not have infinite longevity. The District retains the authority to relocate memorial items to accommodate future park/building development, changes in programs or changes in maintenance procedures. Should memorial items become unusable, unsafe, unsightly or cannot be relocated, the District retains the right to remove and not replace those items. Relocations and removals will be the responsibility of the District. Living memorials which fail to thrive may or may not be replaced at the District's discretion. The District will make reasonable efforts to notify donors of relocation or removal.


## **Procedures**

1. Upon first contact by an individual, organization, or other group proposing a memorial/commemorative gift, staff shall forward the proposal to the District's Memorials Coordinator.
2. The Memorials Coordinator shall provide the donor with an estimated cost for the gift, if possible. This cost will include materials, labor, equipment, designated maintenance, and other related expenses (engraving, shipping, taxes, etc).
3. Following the initial contact, the Memorials Coordinator will forward the memorial proposal information to the appropriate District Division. The respective Division shall assign an employee to assist the memorial donor in completing the project.
4. Individual Divisions are responsible for periodically updating lists of desired items for memorial consideration. These lists will include estimated costs for each item.

5. Once the details of a memorial gift have been mutually agreed upon by the donor and the Division representative, the Memorials Coordinator will complete a Memorial Gift Form. The completed form shall be sent to the donor for signature and pre-payment. The District shall not purchase materials nor initiate labor activity associated with a memorial until full payment has been received from the donor. Upon receipt of funds, the District shall be responsible for installation or initiation of the memorial item.
6. A Certificate of Acknowledgment shall be given to donors. This certificate will document the gift and may be sent to a third party if requested by the donor.

Adopted: Board Resolution No. 1007, March 12, 1986  
Amended: Board Motion, June 12, 1996  
Amended: Board Resolution No. 2210, October 14, 2009

#### APPROVAL

  
\_\_\_\_\_  
Timothy J. Barry  
General Manager

12-18-09  
\_\_\_\_\_  
Date



## Memorial Gift Form

I give the below described item(s) to the Livermore Area Recreation and Park District (LARPD) as a memorial contribution. I understand that the type and placement of the item(s) is determined by LARPD and that installation will be performed by LARPD unless otherwise indicated on this form. I acknowledge and understand that LARPD does not guarantee maintenance and/or replacement of the item(s) in the future and, due to the number and variety of donated items and number of donors, LARPD cannot guarantee that I will be notified if my donation is, for any reason, relocated, damaged or destroyed.

### Description of Gift

- ☐ Tree (type) \_\_\_\_\_
- ☐ Park Bench (type) \_\_\_\_\_
- ☐ Other \_\_\_\_\_

### Installation Information

Park Name: \_\_\_\_\_

Date of Installation: \_\_\_\_\_

### Memorial Information

In Honor of: \_\_\_\_\_

Include engraved plaque to be displayed in an LARPD public building:

Yes    x                      No    ☐

### Cost

Total amount due and payable to LARPD prior to installation: \$ \_\_\_\_\_



**Your Information**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Acknowledgment Information**

Would you like an acknowledgment sent to another person?

Yes ☐ No ☐

Send acknowledgment to:

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_

\_\_\_\_\_  
*Contributor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*LARPD Representative*

\_\_\_\_\_  
*Date*

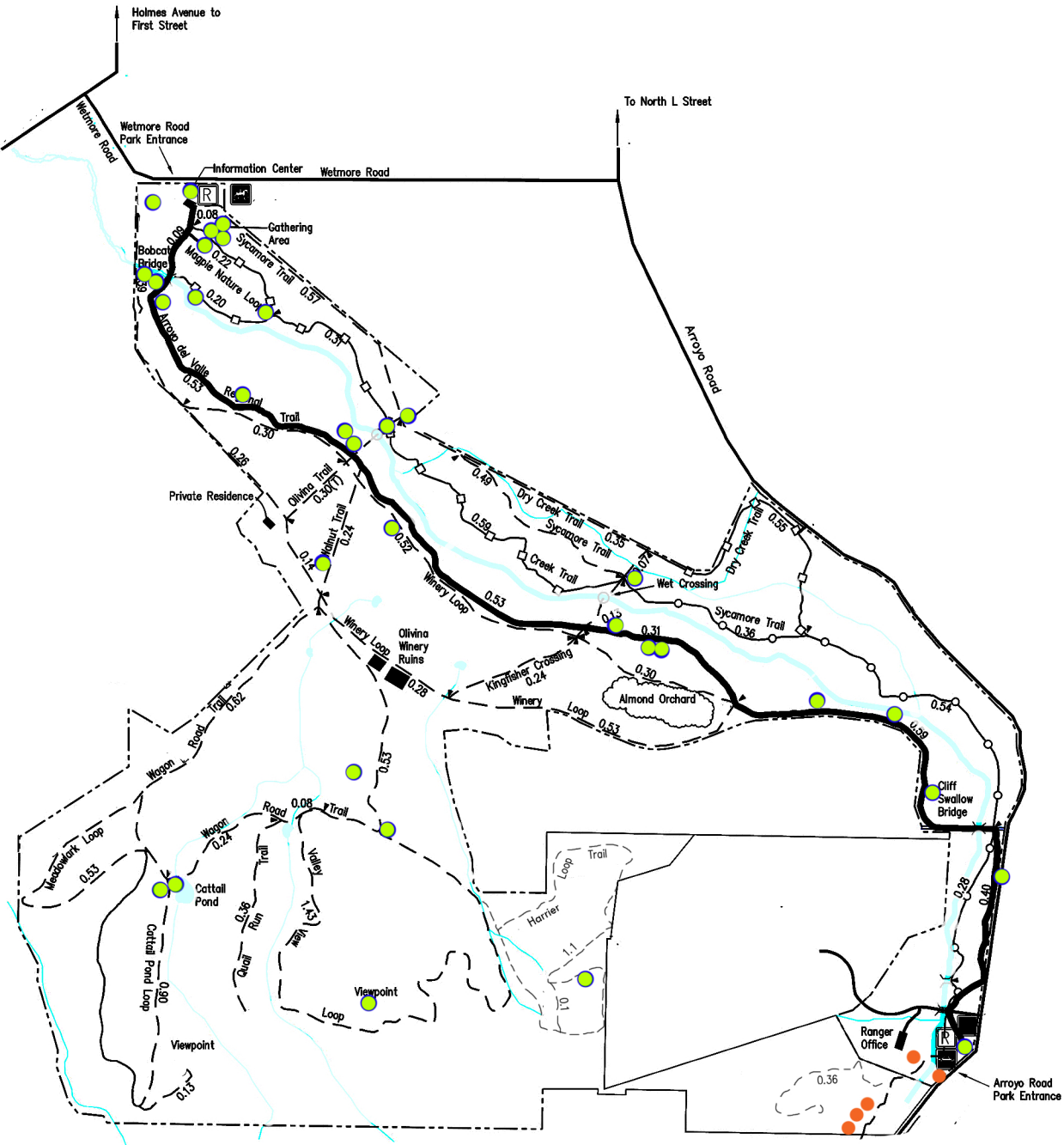
## Inventory of Donated Benches and Trees

<b>Facility</b>	<b>Benches (since 1998)</b>	<b>Trees (since 1991)</b>
Almond Park	0	1
Altamont Park	0	1
Big Trees Park	0	1
Bothwell Park	1	0
Christensen Park	0	1
Hagemann Park	0	1
Holdener Park*	2	0
Ida Holm Park	0	3
Independence Park	1	2
Jack Williams Park	0	6
Lester Knott Park	0	1
Maitland Henry Park	1	0
Marlin Pound Park	0	2
Max Baer Park	0	1
May Nissen Park	0	1
Meadow Vista Park	0	2
Mocho Park	0	1
Pleasure Island Park	2	0
Ralph T. Wattenburger Park	0	3
Ravenswood Historic Site	1	6
Ravenswood Park	1	2
Robert Livermore Park	1	4
Robertson Park	0	7
Sunset Park	0	5
Sycamore Grove Park*	38	11
Tex Spruiell Park	0	2
Vista Meadows Park	0	2
Weinberger Trail	1	0
<b>TOTAL</b>	<b>49</b>	<b>66</b>

\* total number of benches



# Sycamore Grove Park



(\*orange: TVC bridge fundraiser benches)

## Current Bench Sites

38 benches total