

Livermore Area Recreation and Park District

Staff Report

TO: Chair Pierpont and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Jill Kirk, Community Services Manager

DATE: February 24, 2021

SUBJECT: Amendments to the Memorial and Commemorative Policy

COMMITTEES: Facilities Committee, August 22, 2019
Facilities Committee, November 20, 2019
Full Board, October 10, 2019
Ad Hoc Committee, January 21, 2020
Ad Hoc Committee, May 5, 2020
Ad Hoc Committee, June 29, 2020

RECOMMENDATION: That the Board of Directors adopt Resolution No. _____ approving amendments to the Memorial and Commemorative Policy No. FAC-86-1007 with proposed pricing increases and duration limits.

BACKGROUND: Historically, LARPD has received 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. In response to these requests, the District has developed a Memorial and Commemorative Gift Program, with proceeds benefitting the LARPD Foundation (see Attachment A: Memorial and Commemorative Policy No. FAC-86-1007). The LARPD Foundation, in turn, strives to enhance the quality of life for residents of the Livermore Area Recreation and Park District.

The amended changes to the policy include:

- The price of Benches/Seats, Picnic Tables, and Trees.
- Trees will be planted at the park requested by the donor, and will be recognized with a certificate of recognition, and will continue to receive a plaque on the donor tree at the Robert Livermore Community Center
- For Benches/Seats and Picnic Tables, the dedicated commemorative term will be a period of 10 years. Once the initial 10 years is completed, the donor will have the first right of refusal to renew.

Below is information on other Agency's pricing and duration, and what is being proposed for our program.

Benchmark data of other public agencies commemorative bench pricing includes duration:

Agency	Donation Price for Bench	Duration/Years
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 for 10 years; \$8,500 for 20 years	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

The following outlines the current District pricing for commemorative trees and benches and proposed pricing with duration limits for benches and picnic tables:

Commemorative Item	Current Price	Proposed Pricing	Duration
Tree – Neighborhood or Community Park	\$ 500 15 gallon	\$1,000	
Bench w/ plaque Neighborhood or Community Park	\$2,000 in perpetuity	\$5,000	Ten (10) Years*
Bench or Picnic Table – w/ plaque Open Space	\$2,000 in perpetuity	\$5,000	Ten (10) Years*
*At end of ten years, donor will have first right of refusal to renew; pricing subject to change			

ATTACHMENTS:

- A. Memorial and Commemorative Policy No. FAC-86-1007
- B. Map of Benches/Seats currently at Sycamore Grove Park
- C. Map of Picnic Tables currently at Sycamore Grove



Policy No. FAC-86-1007

MEMORIAL AND COMMEMORATIVE GIFT 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 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 Amended: Board Resolution No. _____, February 24, 2021

Purpose

Livermore Area Recreation and Park District (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. Offering a policy and procedure to allow acceptance of these gifts provides a guide to prospective donors who wish to give memorial or commemorative gifts that can be shared with the community. The LARPD Foundation may also be used to facilitate the donation process.

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

Policy

- District staff 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 a District facility.
- Location:
 - a. 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 on future memorial installations at any site, or discontinue them altogether.

- b. The location of memorial or commemorative items must be compatible with the selected site 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.
 - c. 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.
- Term: Donors participating in this program must agree that the memorial items installed or initiated under this policy do not have infinite longevity. Pricing: Memorial Gift pricing is subject to change.
 - Types of Donations:
 - a. Trees: A tree donation includes the choice of park location if available, an engraved plaque to be located at the Robert Livermore Community Center's donation display board, and a certificate recognizing the donation of the commemorative tree.
 - b. Benches and Picnic Tables: the dedicated commemorative term will be a period of 10 years. Once the initial 10 years is completed, the donor will have the first right of refusal to renew.
 - Maintenance of donated items: 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.
 - Potential Relocation of donated items: 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, and unsightly or, if relocation is required but not feasible for a particular item, the District retains the right to remove and not replace those items. Relocations and/or removals will be the responsibility of the District. Living memorials (trees, for example) 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.

- Donations Made Prior to this Policy Update: Any item donated prior to this amendment will be governed by the prior policy regarding the term, pricing, and other considerations that were in place at the time of that donation.

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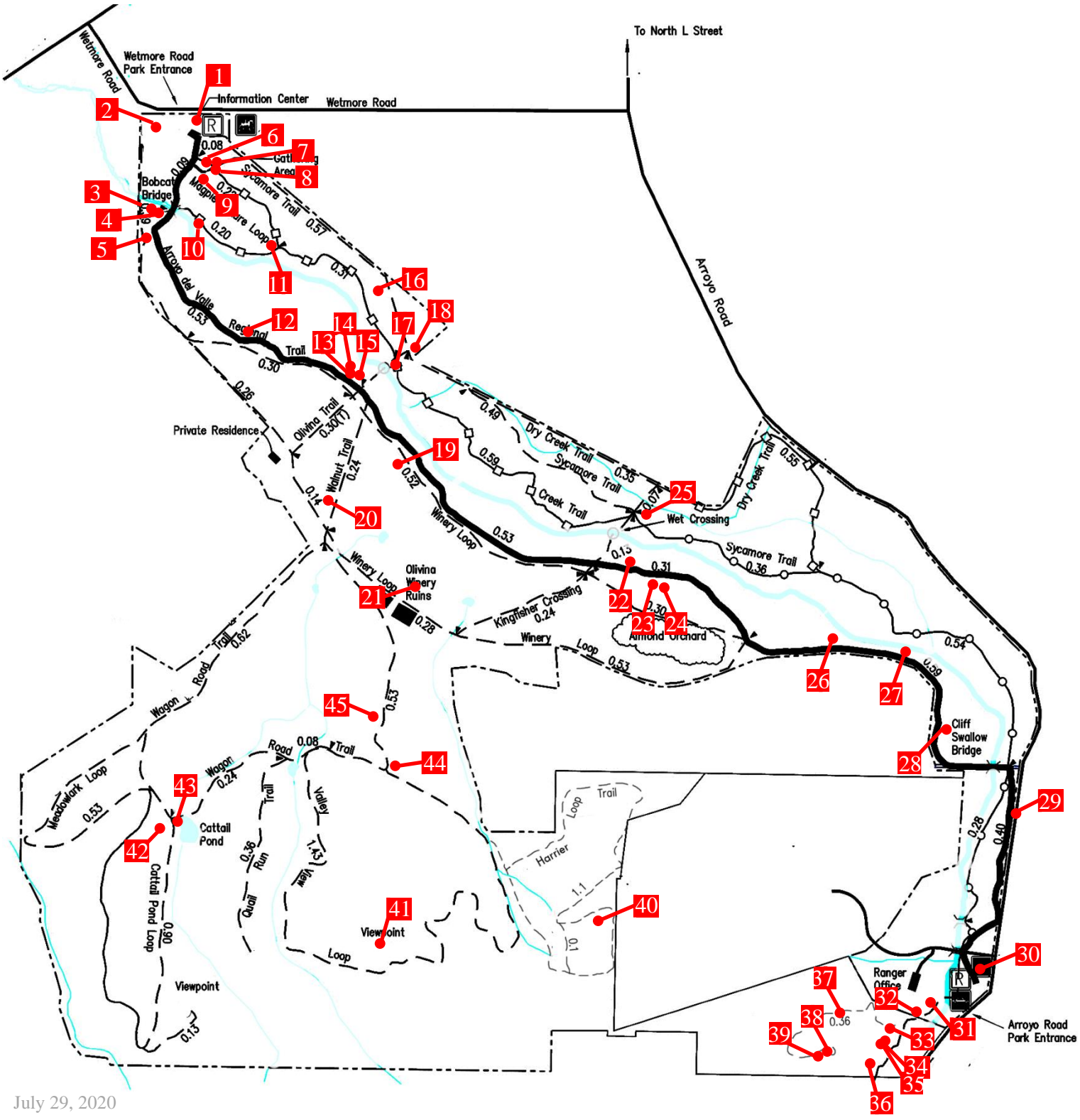
APPROVAL

Mathew Fuzie
General Manager

Date



INSTALLED BENCHES/SEATS IN SYCAMORE GROVE



Sycamore Grove Park Features

Map Key

Installed Benches & Seats*

Map ID Number	Install Date	Location Description	Notes	Plaque
1	~01/2000	LSGP - Behind Wetmore kiosk	Non-memorial	N
2	1999	LSGP - SW end of Wetmore parking lot		D
3	07/2000	LSGP - Downstream of Bobcat Bridge; South side of ADV		N
4	07/2015	LSGP - Downstream of Bobcat Bridge; South side of ADV		Y
5	09/2018	Paved Path at Winery Loop Trail		Y
6	12/2016	NEF Garden		Y
7	01/2017	NEF Garden		Y
8	~07/2017	NEF Garden		Y
9	09/2018	Gathering Area		Y
10	02/1998	LSGP - Upstream of Bobcat Bridge; North side of ADV		N
11	11/2001	Magpie Nature Loop		N
12	04/2002	LSGP - Paved Path ~.5 miles from Wetmore Entrance	Non-memorial	N
13	09/2012	LSGP - Olivina Trail at Paved Path (Hobbit Tree)		Y
14	~01/2000	LSGP - Olivina Trail at Paved Path (Hobbit Tree)	Non-memorial	N
15	07/2020	LSGP - Olivina Trail at Paved Path (Hobbit Tree)		Y
16	05/2020	LSGP - Sycamore Trail ~.5 miles from equestrian lot		Y
17	10/2018	LSGP - Olivina Trail at Creek Trail		Y
18	06/2006	LSGP - Olivina Trail at Sycamore Trail		N
19*	07/2004	LSGP - Paved Path ~.75 miles from Wetmore Entrance	(seat style)	N
20	11/2000	LSGP - Walnut Trail, SouthWest side of Winery Loop		N
21	05/2020	LSGP - Winery Loop across from Winery Ruins		Y
22	~01/2000	LSGP - Paved Path ~1.25 miles from Wetmore Entrance	Non-memorial	N
23	07/2003	LSGP - Paved Path ~1.3 miles from Wetmore Entrance		Y
24	07/2003	LSGP - Paved Path ~1.3 miles from Wetmore Entrance		N
25	09/2013	LSGP - Kingfisher Crossing at Sycamore Trail		Y
26	01/1999	LSGP - Paved Path ~1.75 miles from Wetmore Entrance		Y
27	09/2018	LSGP - Paved Path ~1.8 miles from Wetmore Entrance		Y
28	02/2000	LSGP - Paved Path ~1.85 miles from Wetmore Entrance		N
29	05/2002	LSGP - Paved Path ~2.25 miles from Wetmore Entrance		N
30	09/2012	LSGP - Paved Path at Arroyo Entrance parking lot		Y
31	07/2020	LSGP - Arroyo del Valle Connector Trail	TVC	Y
32	TBD	LSGP - Arroyo del Valle Connector Trail	TVC	Y
33	07/2020	Sycamore Ext. - Patterson Ranch trail at ADV Connector Trail	TVC	Y
34	07/2020	Sycamore Extension - Arroyo del Valle Connector Trail	TVC	Y

Sycamore Grove Park Features

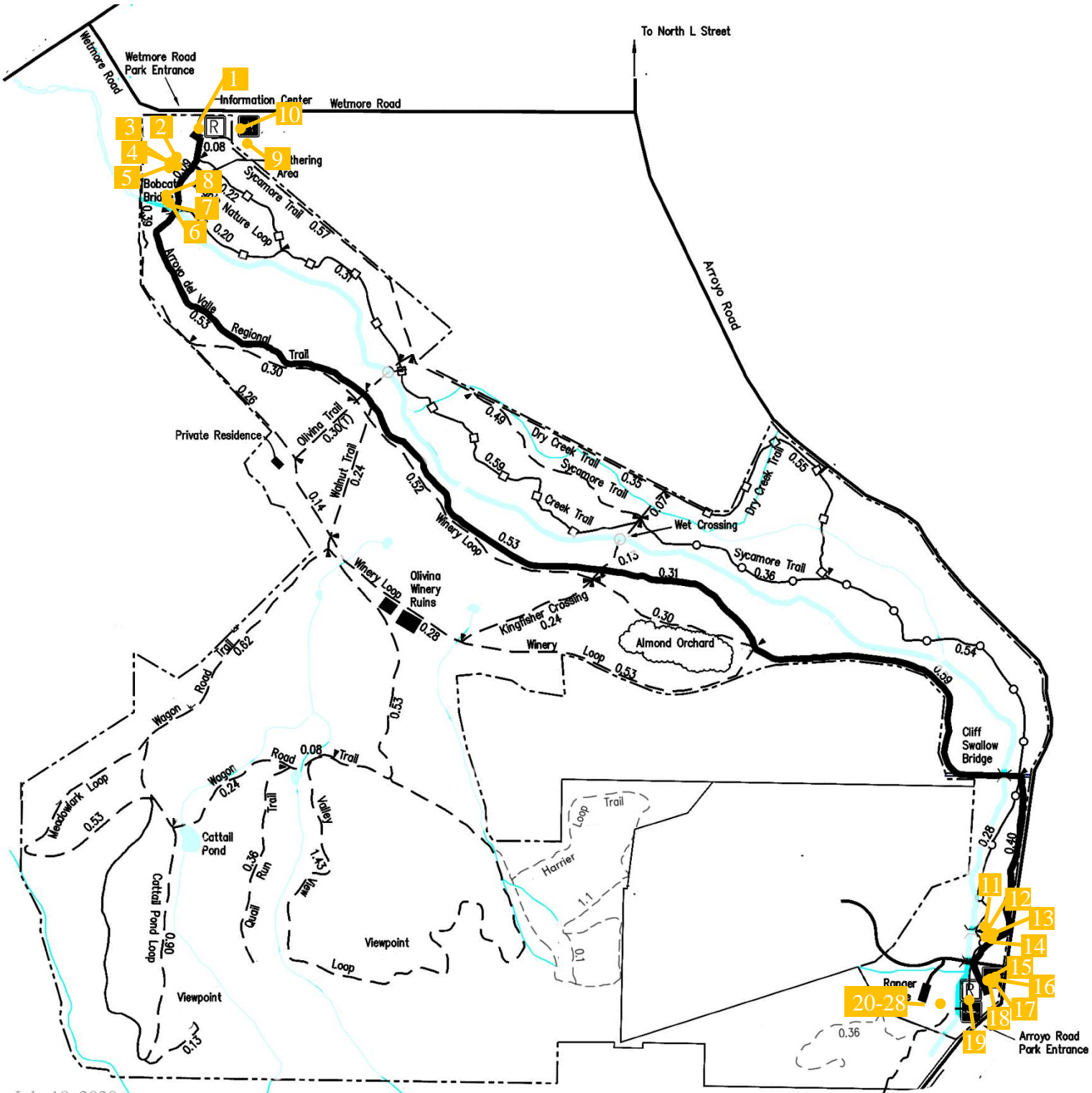
Map Key

Installed Benches & Seats* cont.

Map ID Number	Install Date	Location Description	Donor / Memory Of	Plaque
35	07/2020	Sycamore Extension - Arroyo del Valle Connector Trail	TVC	Y
36	07/2020	Sycamore Extension - Arroyo del Valle Connector Trail	TVC	Y
37*	2019?	Sycamore Extension - Patterson Ranch Trail	Non-memorial (seat style)	N
38*	2019?	Sycamore Extension - Patterson Ranch Trail Overlook	Non-memorial (seat style)	N
39*	2019?	Sycamore Extension - Patterson Ranch Trail Overlook	Non-memorial (seat style)	N
40	10/2017	Sycamore Extension - Harrier Trail		Y
41*	09/2008	USGP - Valley View Overlook	(seat style)	N
42	1999	USGP - Hillside above Cattail Pond		N
43	10/2013	USGP - Cattail Pond deck		Y
44	10/2018	USGP - Wagon Road Loop at Valley View Loop		Y
45	06/2005	USGP - Wagon Road Loop ~.25 miles S. of Valley View Loop		N



PICNIC TABLES IN SYCAMORE GROVE PARK



Sycamore Grove Park Features

Map Key

Picnic Tables

Map ID Number	Installation Date	Location Description	Donor/Memory Of	Plaque
1	NA	Wetmore Entrance behind Kiosk building	NA	NA
2	NA	Wetmore Picnic Area North	NA	NA
3	NA	Wetmore Picnic Area North	NA	NA
4	NA	Wetmore Picnic Area North	NA	NA
5	NA	Wetmore Picnic Area North	NA	NA
6	NA	Wetmore Picnic Area South	NA	NA
7	NA	Wetmore Picnic Area South	NA	NA
8	05/2020	Wetmore Picnic Area South	NA	Y
9	NA	Equestrian lot	NA	NA
10	NA	Equestrian lot	NA	NA
11	NA	Arroyo Picnic Area North	NA	NA
12	NA	Arroyo Picnic Area North	NA	NA
13	NA	Arroyo Picnic Area North	NA	NA
14	NA	Arroyo Picnic Area North	NA	NA
15	NA	Arroyo Picnic Area South	NA	NA
16	NA	Arroyo Picnic Area South	NA	NA
17	NA	Arroyo Picnic Area South	NA	NA
18	NA	Arroyo Picnic Area South	NA	NA
19	NA	Arroyo Entrance Parking Lot near fee machine	NA	NA
20	NA	Reservable Picnic Area	NA	NA
21	NA	Reservable Picnic Area	NA	NA
22	NA	Reservable Picnic Area	NA	NA
23	NA	Reservable Picnic Area	NA	NA
24	NA	Reservable Picnic Area	NA	NA
25	NA	Reservable Picnic Area	NA	NA
26	NA	Reservable Picnic Area	NA	NA
27	NA	Reservable Picnic Area	NA	NA
28	NA	Reservable Picnic Area	NA	NA