

Livermore Area Recreation and Park District

Staff Report

TO: Ad Hoc Committee on Memorial and Commemorative Program

FROM: Patricia Lord, Assistant General Manager
Sandra Kaya, Administrative Assistant

DATE: May 5, 2020

SUBJECT: Amendments to the Memorial and Commemorative Policy

COMMITTEE: Facilities Committee, August 22, 2019
Facilities Committee, November 20, 2019
Facilities Committee, December 18, 2019
Ad Hoc Committee, January 21, 2020
LARPD Foundation, February 18, 2020

RECOMMENDATION: That the Ad Hoc Committee recommends that the Board of Directors approve amendments to the Memorial and Commemorative Policy.

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 for community programs (see Attachment A- Memorial and Commemorative Policy).

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 engraved brass 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. In 2019, staff explored increasing the pricing, based on benchmark data from other comparable agencies. The Commemorative Tree and Bench Program was discussed at the Facilities Committee on August 22, 2019 and then with the Board of Directors on October 10, 2019. The Board reviewed the inventory of benches currently in Sycamore Grove Park and the consideration for additional benches. 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).

An Ad Hoc Committee was formed to provide direction to staff. This led to re-evaluating the program, including the pricing and the duration for commemorative benches and picnic tables and proposed amendments to the Memorial and Commemorative Policy and Memorial and Commemorative Gift Form (see Attachment D-Amendments to Policy No. FAC-86-1007, Memorial and Commemorative Policy).

The following outlines the most recent District pricing for commemorative trees and benches. At this time, the commemorative bench program is on hiatus District-wide, pending Board direction:

Commemorative Item	Donation Price
Tree	\$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 commemorative bench pricing from other agencies:

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 \$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

FINANCIAL SUMMARY: For several years, donors have paid \$2,000 to purchase a bench (including an engraved tablet in the bench) remains at the site in perpetuity. Sycamore Grove Park is the most requested site for donations with 38 benches and one commemorative picnic table currently at the park. There was a waiting list that staff is in the process of completing,

honoring the \$2,000 bench price that was originally quoted to them. The following outlines the recommended pricing, with duration limit for a commemorative bench or picnic table (See Attachment E, Memorial and Commemorative Gift Program Form):

Commemorative Item	Donation Price	Duration
Bench – Open Space	\$5,000	Ten (10) Years *
Picnic Table – Open Space	\$5,000	Ten (10) Years *
Bench –Neighborhood or Community Park	\$2,500	Ten (10) Years *
Tree – Neighborhood or Community Park	\$1,000	
*At the end of ten years, the donor will have the first right of refusal to renew; pricing subject to change.		

ATTACHMENTS:

- A. Memorial and Commemorative Policy
- B. Inventory of Donated Benches and Trees
- C. Map of Benches in Sycamore Grove Park
- D. Amendments to Policy No. FAC-86-1007, Memorial and Commemorative Policy (track changes)
- E. Memorial and Commemorative Gift Program Form