

Livermore Area Recreation and Park District

Staff Report

TO: Program Committee

FROM: Mathew L. Fuzie, General Manager

PREPARED BY: Michelle Newbould, Administrative Assistant

DATE: June 10, 2026

SUBJECT: Memorial Bench Program Update

RECOMMENDATION:

That the Program Committee receive an update on the Memorial Bench Program and provide feedback regarding potential future enhancements.

BACKGROUND:

The Memorial Bench Program provides community members with an opportunity to honor loved ones through the donation of memorial benches installed within District neighborhood parks and open space areas. The program serves as a way for residents to commemorate individuals while enhancing park amenities for the public.

Individuals may dedicate a bench with a personalized plaque at a designated park location. The one-time donation fee for a memorial bench is \$5,000, which includes the cost of the bench, plaque, installation, and ongoing maintenance. Any remaining proceeds support the LARPD Foundation.

DISCUSSION:

Over the past year, several improvements have been implemented to streamline the Memorial Bench Program and enhance customer service throughout the process.

Online In-Take Form

An online Intake Form was developed and added to the District website, making it easier for individuals to submit requests. The online form is routed directly to staff, providing a centralized intake system and ensuring all pertinent information is collected at the beginning of the process.

Single Point-of-Contact

Administrative oversight of the program has also been consolidated to provide customers with a single point of contact throughout the entire process. Staff now manage all administrative aspects of the program, including intake and processing of requests, coordination of site selection, ordering of benches and plaques, and communication with customers from the initial inquiry through final installation.

Improved Coordination with LARPD Foundation

In addition, staff works closely with the LARPD Foundation regarding donor payments and donation information and coordinate with the Accounting Department to ensure all bench and plaque invoices are processed appropriately and reimbursements are received accurately from the Foundation.

These improvements have streamlined administration of the program, improved coordination between departments, and enhanced the experience for donors.

Program Activity: Last 12 Months

During the past year, a total of fifteen (15) memorial benches were installed throughout the District, including five (5) benches in neighborhood parks and ten (10) benches in open space parks. These installations generated more than \$47,000 in revenue for the Foundation. The continued interest in the program demonstrates its value to the community and its contribution to enhancing District park facilities.

POTENTIAL FUTURE PROGRAM EXPANSION:

Staff will continue to evaluate opportunities to improve the Memorial Bench Program, maintain clear communication with donors, identify future memorial bench locations within District parks and open space areas, and explore the feasibility of offering additional memorial options to complement the existing bench program.

As part of that evaluation, staff will explore the feasibility of additional memorial giving opportunities that may complement the existing bench program, including:

- Memorial rocks or engraved boulders.
- Memorial brick or paver programs, particularly within existing dog parks
- Memorial picnic tables.