Livermore Area Recreation and Park District

Staff Report

TO: Chair Pierpont and LARPD Board of Directors

FROM: Mathew L. Fuzie, General Manager

PREPARED BY: Michelle Newbould, Administrative Assistant

DATE: November 18, 2026

SUBJECT: Amendment to Memorial and Commemorative Gift Policy No. FAC-86-1007

COMMITTEES: Program Committee, July 8, 2026
Full Board, September 9, 2026
Ad Hoc Memorial and Commemorative Gift Committee, September 15, 2026
Full Board, October 14, 2026

RECOMMENDATION

The Board of Directors approves Resolution No. _____, authorizing amendments to and renaming the District's Memorial and Commemorative Gift Policy No. FAC-86-1007 as the Park Amenity Dedication and Recognition Policy.

BACKGROUND

The Livermore Area Recreation and Park District (LARPD) receives requests from individuals, organizations, and other groups to donate or dedicate memorial, commemorative, honorary, or park-enhancement amenities within Neighborhood Parks, Community Parks, Special Use Parks, and Open Space Areas, or for use in District programs. This policy establishes guidelines and procedures for reviewing, evaluating, and approving such requests to ensure that proposed donations align with District needs, benefit the community, and support the District's mission. The LARPD Foundation may also help facilitate the donation process.

AMENDMENTS

The following is a summary of proposed policy amendments.

1. Policy Title: Rename the policy from Memorial and Commemorative Gift Policy to Park Amenity Dedication and Recognition Policy to better reflect the types of amenities covered.
2. Policy Scope: Expand the policy to include additional types of park amenities and designated park areas.
3. Eligible Amenities and Fees: Replace trees with boulders as an eligible commemorative amenity and establish a new donation fee for boulders.
4. Dedication Terms: Establish an indefinite dedication term for benches, picnic tables, and boulders.
5. Approval and Maintenance: Clarify approval requirements and the District's responsibilities and authority regarding amenity selection, maintenance, relocation, and removal.
6. Policy Appendices and Existing Donations: Add references to the park amenity fee schedule and maps of existing amenities and clarify that previously approved donations remain subject to the policy in effect at the time of approval.

NEXT STEPS

After the Board approves the amendments, staff will update the policy and related website content.

ATTACHMENTS

1. Draft Resolution
    - Exhibit A: Draft Park Amenity Dedication and Recognition Policy

ATTACHMENT 1

IN THE BOARD OF DIRECTORS OF THE
LIVERMORE AREA RECREATION AND PARK DISTRICT

RESOLUTION NO. 28XX
NOVEMBER 18, 2026

A RESOLUTION APPROVING AMENDMENTS TO AND RENAMING THE MEMORIAL AND COMMEMORATIVE GIFT POLICY AS THE PARK AMENITY DEDICATION AND RECOGNITION POLICY NO. FAC-86-1007

WHEREAS, the Livermore Area Recreation and Park District (LARPD) receives requests from individuals, organizations, and other groups to donate or dedicate memorial, commemorative, honorary, or park-enhancement amenities within Neighborhood Parks, Community Parks, Special Use Parks, and Open Space Areas, or for use in District programs. The District has established guidelines and procedures for reviewing, evaluating, and approving such requests to ensure proposed donations align with District needs, benefit the community, and support the District's mission. The LARPD Foundation may also help facilitate the donation process; and

WHEREAS, the Ad Hoc Memorial and Commemorative Gift Committee and District staff conducted a review of the existing Memorial and Commemorative Gift Policy and determined that amendments are necessary to reflect the expanded scope of the program, including a broader range of park amenity dedication and recognition opportunities; and

WHEREAS, as part of these amendments, the District desires to rename the Memorial and Commemorative Gift Policy to the Park Amenity Dedication and Recognition Policy to more accurately reflect the policy's expanded scope and purpose;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Livermore Area Recreation and Park District that:

1. The foregoing recitals are true and correct and are hereby incorporated by reference;
2. The Board approves the amendments to and renaming of the Memorial and Commemorative Gift Policy as the Park Amenity Dedication and Recognition Policy, as set forth in Exhibit A, attached hereto and incorporated herein by reference. The revised policy shall supersede the previously adopted Memorial and Commemorative Gift Policy in its entirety.
3. Following Board approval, LARPD shall update the policy document and related website content to reflect the newly adopted Park Amenity Dedication and Recognition Policy.

On motion of Director _____, seconded by Director _____ the foregoing resolution was passed and adopted on November 18, 2026, by the following roll call vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

ATTEST:

_____	_____
Philip Pierpont Chair, Board of Directors	Mathew L. Fuzie General Manager and ex-officio Clerk to the Board of Directors

Exhibit A: Draft Park Amenity Dedication and Recognition Policy

DRAFT

Policy No. FAC-86-1007

Park Amenity Dedication and Recognition Policy

PURPOSE OF POLICY	To provide staff guidelines for reviewing and processing requests to provide or dedicate park amenities for memorial, commemorative, honorary, or general park enhancement purposes.
POLICY SUMMARY	This policy establishes the requirements and procedures for providing or dedicating park amenities, including benches, picnic tables, and boulders, to recognize individuals or events or to enhance parks for community use.
APPROVAL	Adopted: Board Resolution No. 1007, March 12, 1986 Amended: Board Motion, June 12, 1996 Amended: Board Resolution No. 2210, October 14, 2009; Amended: Board Resolution No. 2709, February 24, 2021 Amended: Board Resolution No. xxxx, November 18, 2026

Purpose

The Livermore Area Recreation and Park District (LARPD) receives requests from individuals, organizations, and other groups to donate or dedicate memorial, commemorative, honorary, or park-enhancement amenities within Neighborhood Parks, Community Parks, Special Use Parks, and Open Space Areas, or for use in District programs. This policy establishes guidelines and procedures for reviewing, evaluating, and approving such requests to ensure that proposed donations align with District needs, benefit the community, and support the District's mission. The LARPD Foundation may also help facilitate the donation process.

Policy

- **Review and Approval**: All requests for memorial, commemorative, honorary, or park-enhancement amenities, whether intended for placement at District facilities or for use in District programs, shall be reviewed and approved by the General Manager or their designee before implementation, purchase, or placement as applicable.

- **Selection of Amenities**: District staff will work with applicants to identify an available memorial, commemorative, honorary, or park-enhancement amenity offered by the District that reasonably accommodates the applicant's wishes and provides a functional benefit to the District or the community.

- **Location and Availability**:
    a. The District recognizes that each facility, park, or designated area has limitations regarding the size, type, and number of amenities that can reasonably be accommodated. The District reserves the right to restrict or discontinue future installations at any location at its discretion.

EXHIBIT A

b. All proposed park amenities must comply with the District's adopted Standard Specifications and Standard Details, as applicable, and receive approval from the General Manager or their designee before installation.

- **Terms**: Applicants participating in this program must acknowledge that park amenities provided under this policy have a limited useful life and may require ongoing maintenance, repair, replacement, or removal at the District's discretion. Applicable fees and costs are subject to change.

- **Types of Park Amenities**: **Benches, Picnic Tables, and Boulders:** The dedication term for these park amenities shall be indefinite, with no predetermined expiration date. An indefinite dedication term does not guarantee the continued physical presence or condition of an amenity. The District reserves the right to perform maintenance, make repairs, replace, relocate, or remove an amenity, as necessary.

- **Maintenance of Park Amenities**: Unless otherwise agreed to in writing, the District shall be responsible for maintaining approved park amenities in accordance with established District standards and maintenance practices. Any supplemental maintenance proposed by an applicant or any other individual or organization must receive prior approval from the General Manager or their designee

- **Potential Relocation or Removal of Park Amenities**: The District reserves the right to relocate or remove park amenities as necessary to accommodate future park or building development, changes in programs, operational needs, or changes in maintenance practices. The District may also remove any amenity that becomes unusable, unsafe, unsightly, or otherwise unsuitable for continued use. The District is not obligated to replace an amenity that is removed.

- Relocation or removal of an amenity requires prior approval from the General Manager or their designee. The District will make reasonable efforts to notify the applicant or other designated contact when relocation or removal is necessary. If the applicant or designated contact cannot be reached, the District may proceed with relocation or removal without further notice.

- **Park Amenities Approved Under Previous Policies**: Donations approved before the effective date of this amended policy shall remain subject to the terms and conditions of the policy in effect at the time of approval, including provisions regarding dedication terms, pricing, and other applicable requirements.

- **Park Amenity Fee Schedule**: The current Fee Schedule is provided in Appendix A.

- **Park Amenity Location**: Maps identifying existing park amenities are provided in Appendix B.

APPROVAL:

_____ _____

Mathew L. Fuzie
General Manager

Date

DRAFT

APPENDIX A

Park Amenity Fee Schedule

Park Amenities	Current Price	Proposed Pricing	Duration
Boulder w/ plaque	--	TBD	Indefinitely*
Bench w/ plaque	$5,000	N/A	Indefinitely*
Picnic Table w/ plaque	$5,000	N/A	Indefinitely*

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APPENDIX B

Sycamore Grove Park Memorial Bench Map

Updated: 10/28/2026

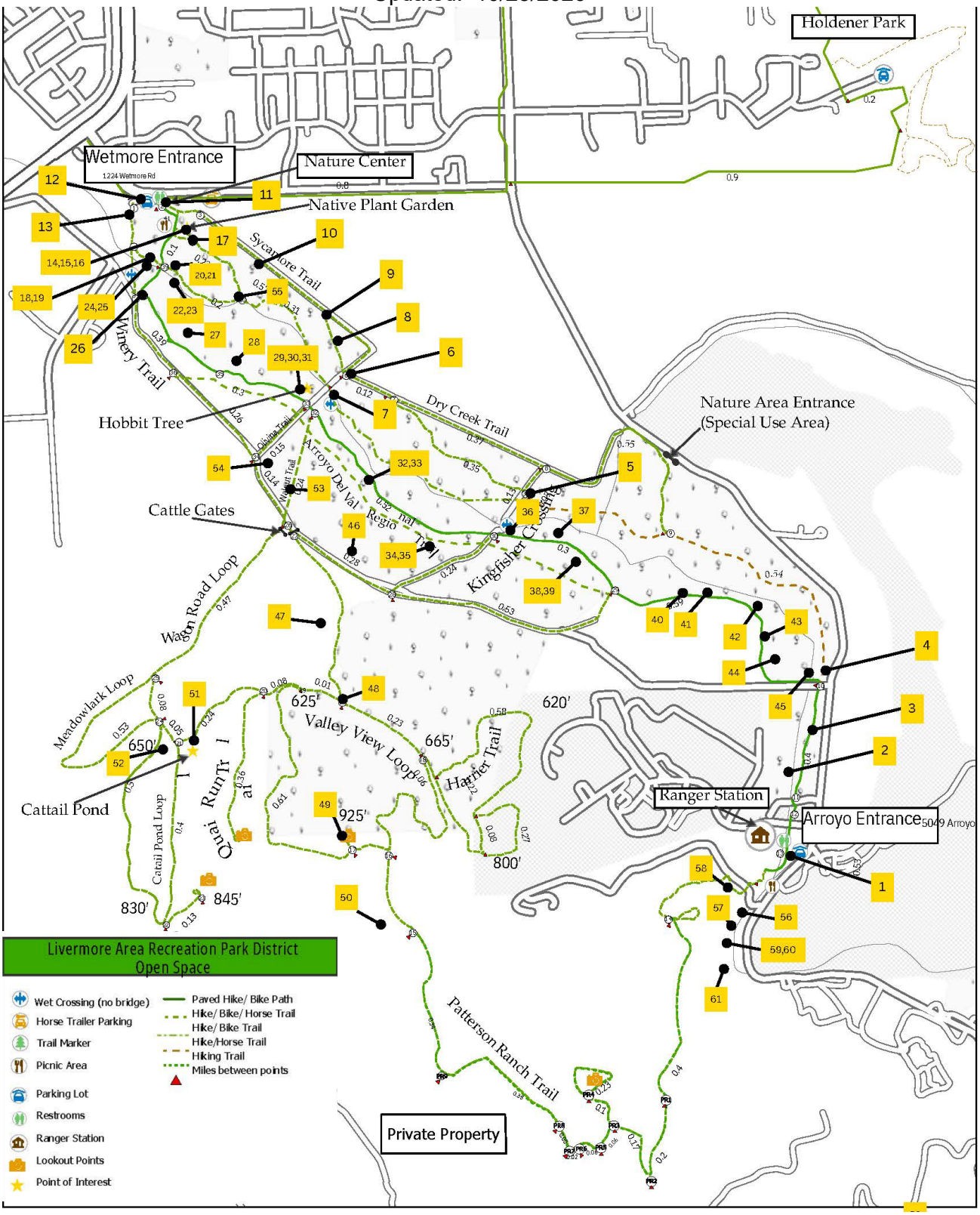


EXHIBIT A

Sycamore Grove Park Picnic Bench Map

Updated: 10/28/2026

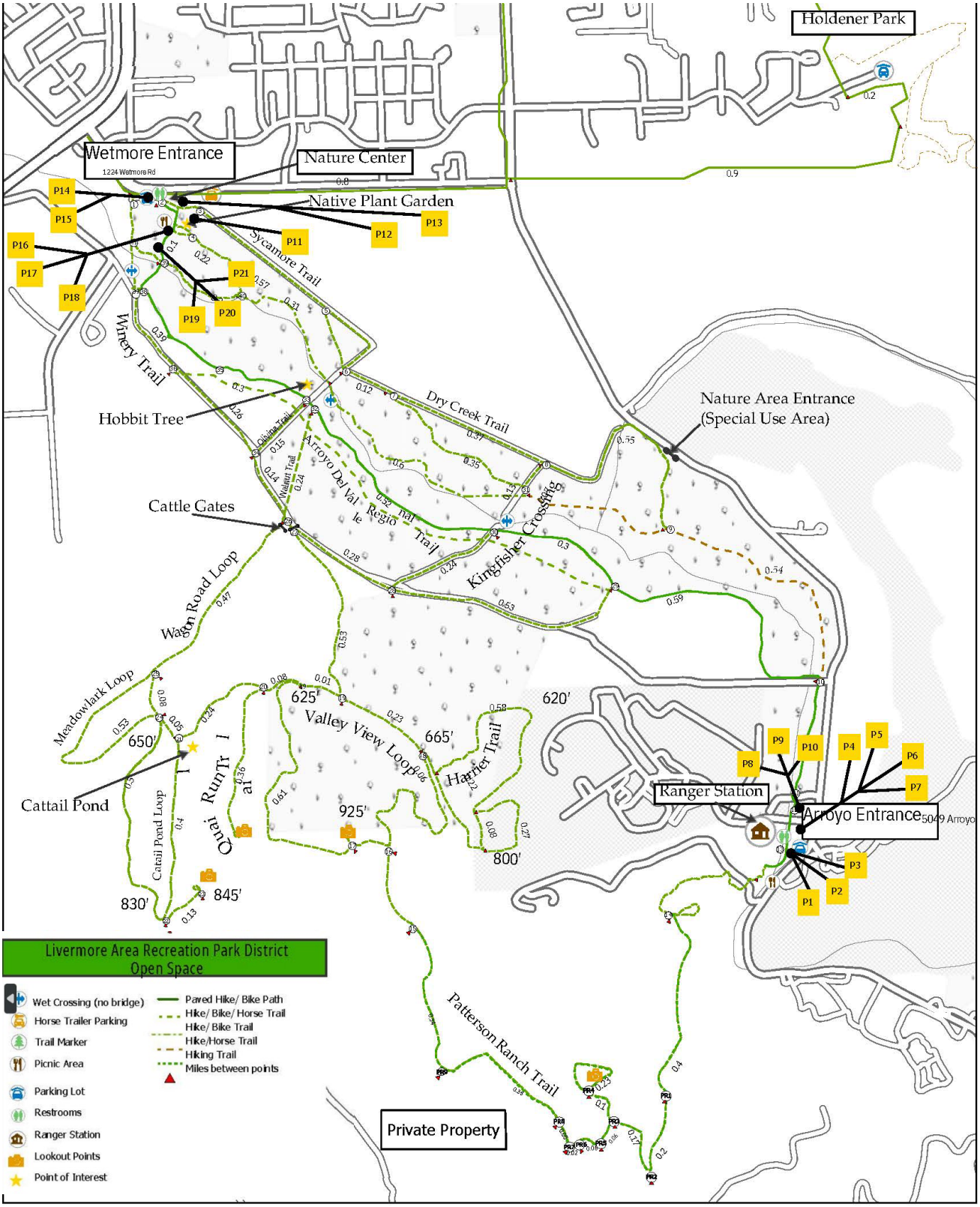


EXHIBIT A