



DATE: October 16, 2019

AGENDA ITEM # 5

**TO:** Parks and Recreation Commission  
**FROM:** Donna Legge, Recreation & Community Services Director  
**SUBJECT:** Commemorative Park Amenity Program

## **RECOMMENDATION**

Review Commemorative Park Amenity Program Guidelines to be implemented by City staff

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## **BACKGROUND**

The City of Los Altos has received several requests to purchase a memorial bench to be sentimentally placed in specific locations in City parks or public spaces. The City does not have an existing Bench Dedication Policy.

## **DISCUSSION**

At its regular meeting of February 8, 2017, the Parks and Recreation Commission (PARC) reviewed a draft Memorial Bench Policy proposed by staff. The following input and comments were received:

1. Price – It was recommended that the price capture the full cost of installing and maintaining a bench, plaque, and trees for a 10-year period.
2. Term – Consider term of memorial purchase to five years. Clarify in policy that the bench purchase is a donation or public gift to the City, after the 10-year period expires.
3. Approval Criteria - Additional language on selection criteria when several requests come at the same time, like it is anticipated once this policy is rolled out.
4. Tree Marker – Explore what types of signs, plaque, or designation will be installed for memorial trees.
5. Policy Content – Remove “data base entry” information. Add “The City reserves the right to make final decisions.”
6. Placement - The commission recommends that the placement of memorials is carefully planned and maintains the integrity of park uses and aesthetic appeal without being over crowded with installations.

Staff has pulled information from various other examples. Given that the Commission has new members and it has not been reviewed since 2017, staff is recommending that the attached Commemorative Park Amenity Program be implemented. Due to the nature of the proposed operational program, immediate requests and gifts are less than \$10,000, this item does not require City Council approval.

Significant changes since the original draft include:

1. The amenity, cost and location will be determined by the City staff on a case-by-case basis in order to meet the need of each donor while at the same time, maintaining the integrity of the original intended use of each area (park, trail, public property) and looking for opportunities to enhance the overall experience of the environment.
2. The cost will fully capture the cost of materials, staff time and anticipated maintenance based on the manufacturer's lifespan of the equipment, where applicable.