

CarmichaelRECREATION AND
PARK DISTRICT

Memo

To: Advisory Board of Directors

From: Mike Blondino, District Administrator
James Perry, Park Services Manager

Date: July 15, 2021

Subject: Memorial Bench, Brick, and Tree Program

Background/Discussion:

As part of the FY 2019-20 Work Plan, the concept was brought forward of developing a Memorial Bench, Brick, and Tree Program so that community members could honor loved ones in our parks. The development was delayed due to the pandemic, but five staff members started to move the program forward in late 2020 as part of the FY 2020-21 Work Plan. There were many different programs that we found throughout the nation and decided to take the best parts of several to develop one for the Carmichael Recreation and Park District. It includes guidelines, a standard agreement, and a tri-fold brochure.

Staff feels that the guidelines are the key to the program being successful, as it gives community members interested in a bench, brick, or tree the tool needed to navigate the process. There will be an accompanying standard agreement that will make sure that both parties have reviewed and approved for the verbiage on the plaque or brick. We have also developed a tri-fold brochure that assists interested parties so they know what each amenity we offer, the cost, and locations they can be installed.

The District is partnering with the Carmichael Parks Foundation (CPF), providing for more exposure of the Program. Donations will be made through the CPF and placed in a designated reserve account, earmarked for this Program. Reimbursements from this fund will be made to the District for purchase of materials and installation. Any funds left over will be used to cover any additional expenses that arise.

Benches –

There are four (4) different benches for our program, three (3) are currently used in our parks (concrete, recycled plastic, and vinyl coated metal). The one bench we currently do not use in our park system but is used elsewhere, is a hardwood bench that we feel is stronger and will last longer. We received input from Director Carroll when she reviewed the benches originally, as she reminded us of the vinyl coated metal benched used at Jan Park, which we had omitted.

Bricks –

We will continue to use the same brick type/style that is currently used in all our parks.

Trees –

Tree species options have been approved by Sacramento Tree Foundation for site placement which allows the tree to thrive in its environment given the proper soil and climate. There are four (4) different species of trees in two (2) different sizes.

We are asking the Advisory Board to review the guidelines, standard agreement, and tri-fold brochure to provide feedback to staff at this month's meeting so that we can implement this new program starting September 1, 2021.

RECOMMENDATION:

Staff recommends that the Advisory Board approve the guidelines for the new Memorial Bench, Brick, and Tree Program, along with any agreed upon changes that come out of the discussion.

Carmichael Recreation and Park District Memorial Bench, Brick and Tree Program Guidelines

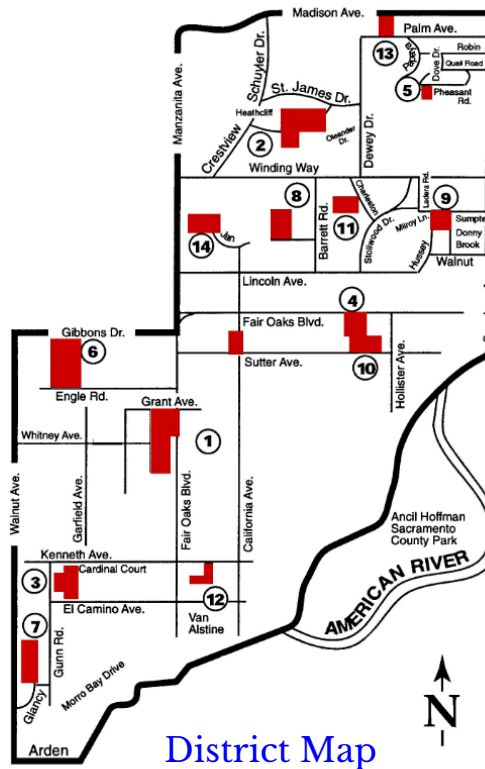
1. A donation will only be accepted for placement of a bench, brick, or tree, at a location previously identified by the Parks Services Manager of the Carmichael Recreation and Park District (District). The Parks Services Manager will work with the donor to select a site from the park's plan.
2. Benches – One of the four approved bench designs available from the District's vendors will be used to honor commemorative bench requests. The bench shall be appropriate to the setting in which it will be placed as described below:
 - a. A standard concrete bench for use in vandal risk locations.
 - b. A standard wooden bench for use in natural or resource focused inland park and trails.
 - c. A standard recycled material or metal with vinyl coating bench for use in both a. and b. settings.
3. Bricks will follow the same type/style used throughout District Parks.
4. Trees – One of four approved tree species will be used to honor commemorative tree requests. Selected tree options were based on recommendations by the Sacramento Tree Foundation for site placement which allow the tree to thrive in its environment given the proper soil and climate conditions.
5. The donor will complete the Standard Agreement (with information about the individual or organization as background for the plaque with an address for contact purposes) that will be attached to the Standard Agreement. The Parks Services Manager and donor will sign the completed Standard Agreement.
6. The Standard Agreement will be used to clarify the understanding between the donor and the District, and will include the following:
 - a. The donation amount, which will be found on the Memorial Bench, Brick and Tree Program brochure and the District's website. This amount will be updated periodically to keep pace with material and staff cost.
 - b. Donations will be made through the Carmichael Parks Foundation and placed in a designated reserve account, earmarked for the District's Memorial Bench, Brick, and Tree Program. The donor will receive a letter of thanks and acknowledgement. All Program related purchases and expenditures shall be made through this account. At the end of each calendar year, the funds that are not used for this Program shall be carried over into the next year to cover any maintenance, repair, or replacement required by the Program.
 - c. In the event of park redevelopment, the District will work with the donor or donor's family to relocate the amenity to a location that is best fit.

Carmichael Recreation and Park District Memorial Bench, Brick and Tree Program Guidelines

7. The donation to place an amenity in a park will also cover the cost of a donation plaque. All commemorative plaques installed must be for an individual or purpose that is non-controversial and/or inoffensive with text that is appropriate for display in a public setting. Text that in any way markets a product or service shall not be permitted. All text is subject to approval by the District Administrator.
8. The District's Parks Services Manager shall review both the location and the completed Standard Agreement prior to final approval by the District Administrator. Once approved, the Park Services Manager will place the order.
9. In the event a donated bench, brick, or tree is vandalized, damaged, or stolen and the donor does not want to provide funding to perpetuate the maintenance and repair or replacement, the commemorative plaque (if available) will be returned to the donor at the address provided on the Standard Agreement.
10. The District Administrator will be the final source of appeal for any disputes regarding this program.
11. The Parks Services Manager or designee will inventory, date, and maintain a listing of all existing commemorative benches, bricks, and tree donations.

Memorial Bench/Brick/Tree Program

Parks	Benches	Bricks	Trees
Bird Track			Options 1-4
Cardinal Oaks	Option 2		Options 1-4
Carmichael	Options 1-4		Options 1-4
Del Campo	Options 1-4		Options 1-4
Glancy Oaks	Option 2		
Jan	Option 1	Yes	Options 1-4
Jensen Botanical Garden	Option 4		
O'Donnell	Option 2	Yes	Options 1-4
Patriots	Option 2	Yes	
Sutter	Option 4	Yes	
	Benches	Bricks	Trees
Option 1	Belson Plastic-\$1500	\$125	15 inch box Zelkova-\$250
Option 2	Playcraft-Metal/Vinyl \$1700		15 inch box Willow Oak-\$250
Option 3	Outdoor Creation Concrete-\$2000		24 inch box Trident Maple-\$400
Option 4	Dumor Ipe Wood-\$2,300		24 inch box Tupelo-\$400



District Map

1. Carmichael Park - 5750 Grant Avenue
2. Del Campo Park - End of Heathcliff Drive
3. Cardinal Oaks Park - On El Camino near Garfield
4. Jensen Botanical Gardens - 8520 Fair Oaks Blvd.
5. Bird Track Park - West end of Pheasant Road
6. La Sierra Community Center - 5325 Engle Road
7. Glancy Oaks Park - 5292 Glancy Drive
8. N/A
9. N/A
10. Sutter-Jensen Community Park
11. O'Donnell Heritage Park - 6618 Rappahannock Way
12. N/A
13. Patriots Park - 6827 Palm Avenue
14. Jan Park - 4310 Jan Drive

The Carmichael Parks Foundation is a non-profit public charity of volunteers dedicated to supporting the youth and parks of our community. We partner with the Carmichael Recreation and Park District to enrich the quality of life for children, families and seniors in our community by securing funds for recreational scholarships, enhanced programs, beautification and modernization of Carmichael parks and facilities.



Memorial Bench, Brick & Tree Program

Carmichael Recreation & Park District

5750 Grant Avenue
Carmichael, CA 95608
(916) 485-5322





Bricks

Memorial bricks are standard in size and will be placed with other bricks as space allows. For a \$125 donation, the donor's brick can contain up to three (3) lines of 15 characters each, ALL CAPS, including spaces. The exact park site and location will be discussed with the donor by the CRPD Parks Services staff who will coordinate and install the brick(s) as time allows.



All orders will be accepted at the discretion of Carmichael Recreation and Park District.

Fees are subject to change.

CRPD will make every effort to maintain memorial trees, benches, and bricks but cannot be held responsible for normal wear, damage, vandalism, or acts of God.

For more information visit carmichaelpark.com or call (916) 485-5322

Benches

Material options for a bench donation include plastic, metal with vinyl coating, concrete, or wood benches (see images below). The plaque allows for 3 lines and number of characters will be determined by bench selected and is included in your contribution.

It takes approximately 8 weeks for the bench to be fabricated. It takes approximately 8 weeks for installation. The bench and plaque pricing are subject to change according to manufacturer's pricing. The exact park site and location will be discussed with the donor by the CRPD Parks Services staff who will coordinate and install the bench(es) as time allows.



Wood



Metal w/Vinyl Coating



Durable Plastic



Concrete

The purpose of this program is to offer an opportunity to celebrate or memorialize a loved one while improving one of Carmichael Recreation and Park District's many park sites. The exact park site and location will be discussed with the donor by CRPD Parks Services staff who will coordinate and install the tree(s), bench(es), and/or brick(s).

Trees

Tree species options have been approved by SacramentoTree Foundation for site placement which allows the tree to thrive in its environment given the proper soil and climate. You may choose from four species of tree:

- Zelkova (\$ 250-15 inch box),
- Willow Oak (\$250-15 inch box),
- Tupelo (\$ 400-24 inch box), or
- Trident Maple (\$ 400-24 inch box)

Your contribution will allow your commemorative tree to be planted at the site best suited for its success, determined in advance by both CRPD Parks Services staff and the donor.



Zelkova



Willow Oak



Tupelo



Zelkova



Carmichael Recreation and Park District Memorial Program Standard Agreement

Please check box(es): Bench Brick Tree

Location of Donation: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

*PLEASE PRINT. Indicate what you would like the bench plaque or brick to read using the boxes below.													
S	A	M	P	L	E		T	E	X	T			

*A bench plaque allows for 3 lines and number of characters will be determined by bench selected and is included in your contribution. A brick can contain up to three lines of 15 characters each, ALL CAPS, including spaces. All text is subject to approval by the District Administrator.

Proof of plaque verbiage will be sent to donor for approval before order is placed.

Payment: Please make Checks payable to the Carmichael Parks Foundation, a 501(c)3 Public Charity. Donations are fully tax deductible to the extent provided by law. Fed ID # 26-4274059.

AMOUNT: _____ CHECK NUMBER: _____ CREDIT CARD: VISA MASTERCARD

CARD NUMBER _____ EXP _____ CVV _____

Submit Completed Form:

By Mail:
5750 Grant Ave
Carmichael Ca, 95608

In Person:
Forms may be delivered to
the District Office M-F 8:30am- 4:30pm

DONOR SIGNATURE: _____ DATE: _____

CRPD APPROVAL: _____ DATE: _____