



Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles by providing safe parks and innovative and fun recreation programs for all residents.

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Thomas Judt
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

Facility and Development Committee Agenda

Directors: Briseño and Starnes

Tuesday, July 23, 2024 - 1:30 p.m.

Administrative Building – Board Room, 401 Amador Street

This committee shall study and recommend acquisitions of real property and the type of facilities that should be planned for new acquisitions, all joint planning and development programs for district facilities, including any additional facility needs, and the development of present parks. This committee shall review and make recommendations for facilities and/or developments. This committee shall review matters related to the engineering and operation of facilities and short and long-range capital improvement plans.

1. Public Comment:
 - a. Members of the public may speak on items within the jurisdiction of the Committee. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.
2. Proposed Policy-Memorial Trees & Benches
3. Request to rename Sheveland Park Garden
4. South Vallejo Community Center Charging Stations (City of Vallejo Project)
5. Terrace Park Playground Ribbon Cutting - Prop. 68
6. Cunningham Aquatic Complex Restroom Improvements
7. Lake Dalwigk Park Improvements
8. Meeting Adjourn

MEMORIAL TREE AND PARK BENCH DONATION POLICY

It is the policy of Greater Vallejo Recreation District to accept donations for the purpose of planting trees and installing benches within City Parks to memorialize a departed family member or friend, or to commemorate a special occasion. All donations shall be in compliance with the following:

A. Under this policy, donations for memorials will be accepted only for the purpose of purchasing and planting of trees, and for purchasing and installing park benches approved by GVRD.

B. Memorials shall be self-supporting, e.g., all costs related to purchase a memorial shall be at the expense of a donor(s), including repair or replacement, if necessary.

C. While we would like the donor to choose any tree and place, GVRD staff has final determination on the type of tree and location.

D. Memorial tree(s) and bench (es) are permitted at any park, provided that the Parks and Facilities Superintendent or his designee authorizes the location in the chosen park.

E. Memorial tree(s) and bench (es) are permitted to memorialize a departed family member or friend or, at the discretion of the Facilities Committee, to commemorate a special event.

F. Memorial donations will be recognized by use of a memorial plaque which will be displayed at the tree planting site, or the donated bench. This marker will be a non-corrosive brass, bronze or granite of specific design purchased at the donor's expense. The plaque will be set in concrete near the tree, not on the tree. Bench plaques may be set on the actual bench (where applicable), or in concrete centered at the base of the bench. Standard memorial plaques shall be used to promote consistency in cost, size, type, and mounting, with plaque language approved by the Facilities Committee. GVRD will provide residents with a list of accepted park benches for memorial use. This list shall include a description of each bench and color photo. GVRD may add or subtract bench or tree selections, as it deems necessary.

G. A ceremony or gathering at the time of a tree planting or bench placement is permitted, but must be arranged in advance with GVRD staff. Tree planting and bench placement will occur on normal GVRD staff time and days. No overtime will be permitted. All new trees will be annually recognized at GVRD's Arbor Day Celebration.

H. GVRD does not guarantee tree survivability, but will make our best efforts to ensure it survives.

I. GVRD staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialized, and type of tree/bench type and location.

J. GVRD can place a limit of memorials for each Park.

Trees Specific Information

- No marker or signage allowed on the tree itself.
- Donor, with approval and guidance of GVRD staff, selects park and type of tree from an approved list - Location of tree, within park, determined by GVRD staff.
- Size of tree to be a minimum 15 gallon container size tree.
- Final decision on the type of tree to be made by GVRD Maintenance Superintendent or designee.
- Tree to be planted within normal maintenance operating hours of 6:30am to 3pm, M - F. If the tree provider wishes to plant the tree, the planting must be supervised by GVRD Park Staff.
- Costs incurred by donor: total purchase cost of tree, including shipping
- Costs incurred by GVRD: planting of tree (labor, equipment, materials)
- Certificate commemorating donation to be given to donor
- Contract completed with prepayment before tree ordered; tree planting will be coordinated with the donor after the arrival of the tree.

Benches

- Installation time will be coordinated by GVRD maintenance staff.
- Donor, with approval and guidance of GVRD staff, selects park location(s). Final location to be approved by GVRD Facility Committee or Maintenance Superintendent. Please list alternate locations if your first choice is not available.
- Costs incurred by donor: total bench purchase costs, and plaque (including taxes, and shipping).
- Costs incurred by GVRD: installation of bench (labor, materials, and equipment)
- Contract completed with prepayment before bench is ordered
- Certificate commemorating donation to be given to donor

Process:

1. Complete and return application with payment.
2. Application is checked then approved or denied. If denied, payment will be refunded.
3. Installation is scheduled.

We thank you for inquiring about a Memorial Tree or Park Bench.

We thank you for considering a donation to Greater Vallejo Recreation District to provide enhancement to our park, and community.

Our tree and bench program was created to make memorials an easy process.

Please contact us regarding any questions you may have about this program.

You or your designated donor will be contacted upon receipt of application

Memorial Tree & Bench Application

Donor Name

Donor Address

City _____ State _____ Zip _____

Phone # _____

Name of person honored by memorial:

Type and number of memorial: Tree : _____ Bench: _____

• If tree, preference of Species:

• Requested park(s) dedicated for memorial:

Preferred date and time of memorial installation _____.

(Weekdays only between 9:00am -2:00pm. There are no guarantees of planting time.)

The total cost of the memorial is due to GVRD upon approval of the application.

\$ _____

Tree cost = TBD

Bench cost = TBD, please see bench descriptions and pricing.

*Ordering and shipping of tree or bench can take from 4 – 8 weeks

GVRD realizes that no physical structure is eternal and that this gesture of a bench or tree has a limited life. GVRD will maintain, honor and recognize the life expectancy for a normal, urban tree based on species and conditions. At any time GVRD may opt to remove any memorial, and not replace, if said memorial is unsound, dangerous or unusable.

Donor Signature _____ Date _____

GVRD Staff Signature _____ Date _____

Location of memorial within dedicated park: _____ (GVRD Staff use only)

Memorial Inscription to Read (must be 50 characters/letters or less over 5 lines)

Please mail the completed application to... **GVRD Memorial Program, 395 Amador St., Vallejo, CA., 94590**

Memorial Benches, Prices subject to change as this created in 2015

Product	Product Description	Price
11-60PL	6' Recyled Plastic Bench with Back and 3 supports	\$ 695.00
Plaque	Custom Plaque Q01ZE 2" x 10" installed	\$ 265.00
57-60PL	6' Cast Bench, Plastic, 2 supports	\$ 895.00
Plaque	Same as above	\$ 265.00
105-60PL	6' backless bench with Recycled Plastic	\$ 490.00
Plaque	Same as above	\$ 265.00
119-60	6' Steel bench with Cast Supports	\$ 1,085.00
Plaque	special plaque, not similar to above.	\$ 320.00

Prices do not include taxes.

Shipping will be paid by GVRD.

Substitution of real wood for recycled plastic, extra cost

11-60PL



57-60PL



105-60



119-60

