



Midpeninsula Regional
Open Space District

R-14-100
Meeting 14-17
July 23, 2014

AGENDA ITEM 8

AGENDA ITEM

Consideration of District Volunteer Memorial Signs

GENERAL MANAGER'S RECOMMENDATION

Handwritten initials "KBW" in black ink.

Approve the proposed signs for memorializing deceased volunteers and docents who have provided a significant contribution to the District.

SUMMARY

The District proposes to install memorial signs to commemorate the dedication of deceased District volunteers and docents who have provided significant contributions to the District. The proposed design of the proposed memorial signs maintains consistency with other District informational/interpretive signs, the proposed two sign locations ensures high visibility and recognition by family, friends, and the general public. Initial costs for design and manufacture are included in the adopted FY2-14-15 Budget. Future annual budgets would need a small allotment for replacement costs, starting at about \$600.00 and increasing slightly each year due to inflation.

BACKGROUND

For years, the District has received requests from our volunteers, an important group of supporters who collectively donate over 18,000 hours annually, to provide a means to memorialize deceased volunteers for their contributions to the District. In response, Volunteer Programs Manager Paul McKowan, Ranger Elisa Stanton, and Ranger Anthony Correia have collaborated to design two volunteer memorial signs, one each for the Skyline and Foothills areas.

The District's Site Naming, Special Recognition, and Gift Naming Policy (Site Naming Policy) allows for special recognitions, such as the proposed Volunteer and Docent Memorial Signs. The Site Naming Policy also calls out *Volunteers* as eligible for District memorials. The applicable sections of the Site Naming Policy are provided below:

...III SPECIAL RECOGNITION

The Legislative, Funding and Public Affairs Committee (LFPAC) shall be the committee designated to discuss all requests that meet the criteria of the policy for special recognition, made by members of the Board of Directors or by members of the public, including bench memorials and the naming of bridges, and after deliberation shall decide which requests will be referred to the full Board for a vote...

...D. Deceased Founders, Significant Supporters, and Volunteers
"Founders", "Significant Supporters", and "Volunteers" are eligible for special recognition, including memorials...

... "Volunteers" shall be defined as individuals or groups of individuals who donated their time to the District by working for the District's docent or volunteer program...

DISCUSSION

In response to requests for memorializing the contribution of District volunteers, the General Manager is recommending the installation of two new Volunteer and Docent Memorial Signs, one each for the Skyline and Foothills area as further described below.

Sign Locations

The two proposed memorial signs would be installed at the following locations:

- Skyline Area near the Daniel C. Nature Center at Alpine Pond
- Foothills Area near the Rancho San Antonio Farm Bypass Trailhead (at Mora intersection, where the existing bike rack is located)

These locations were selected for the following reasons:

- High public visitation and easy access that would allow all volunteer family members the ability to visit each site
- High staff visibility with rangers patrolling each area on a regular basis to discourage vandalism
- Close proximity to field offices, allowing for convenient and efficient maintenance

Sign Description

Each memorial sign would be mounted on a pedestal frame with a slanted laminate board sign resting at wheelchair eye level, consistent with District interpretive signs found at Picchetti Ranch Open Space Preserve and the Daniel C. Nature Center (see Attachments 1 and 2). The pedestal frames would have a locking mechanism allowing the laminate board to be replaced to update the sign information. These updates would occur no sooner than once a year to include additional deceased volunteers as needed. Pedestal frames with laminate board were considered the best type of sign structure for this purpose. The memorial signs would include plates with each individual's name, donation of time, years of service, and program participation.

Eligibility Requirement

The General Manager recommends approving the following Volunteer Memorial eligibility criteria, and adding the criteria to the Volunteer Handbook and Site Naming, Gift and Special Recognition Policy:

- Volunteer Memorial Qualifications: minimum of 250 volunteer hours and 5 years of service.

Procedures, Cost, and Long Term Maintenance

For each eligible volunteer, the Public Affairs Department would contact the family and send a bereavement card with a note and information regarding the volunteer memorial program. The District would assume all costs and have final approval of memorial sign text and formatting. Each eligible volunteer would be recognized in a consistent manner. The laminate portion of

each sign would be updated no more frequently than annually on a designated date, prior to the mid-year budget process, to add new names. Once the laminate sign is updated, Public Affairs staff would contact the family of the recently deceased volunteer and provide directions to the memorial signs.

FISCAL IMPACT

The initial cost estimate for design and manufacture of the (2) memorial signs is estimated at \$2,200 and the yearly laminate board replacement cost is estimated at \$600 and increase slightly each year with inflation. It is also important to note that there will be years in which there will be no laminate board replacement costs. The initial costs are included in the adopted FY14-15 Budget. Replacement costs would need to be included in future annual budgets, as needed.

BOARD COMMITTEE REVIEW

This item was brought to the Legislative Funding and Public Affairs Committee (LFPAC) on March 18, 2014, who supported the proposal and directed staff to research additional sign options to lessen the total cost. At the time the proposal was presented to LFPAC, the initial cost estimate for the design, manufacture, and installation of the memorial signs was estimated at \$4,500 and the yearly replacement cost for the laminate board was estimated at approximately \$1,000. In response to LFPAC direction, District Planning Staff contacted various vendors and successfully lowered the initial cost by over 50% and the yearly laminate board replacement cost by nearly 50% as well.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This action is categorically exempt under section 15304, Minor Alterations to Land.

NEXT STEPS

If the Board approves the proposed Volunteer Memorial Signs, staff would communicate with the families involved and order the signs. Installation would be completed as part of a local Girl Scout Bronze Award project.

Attachments:

1. Sample Mock-up Memorial Sign #1
2. Sample Mock-up Memorial Sign #2
3. Proposed Locations

Responsible Department Head:
Shelly Lewis, Public Affairs Manager

Prepared by:
Paul McKowan, Volunteer Programs Manager

VOLUNTEER MEMORIAL PLAQUE

IN MEMORY OF THOSE INDIVIDUALS WHO HAVE DEDICATED THEIR TIME AND ENERGY
AS AN OPEN SPACE VOLUNTEER TO HELP PRESERVE, PROTECT, AND EDUCATE

Jane Doe: TP, 1999-2011	Leslie Nope: TP, 1997-2010	Anne Perkins: TP, 1999-2011
John Doe: NCH, 2001 - 2010	Aziz Ansari: NCH, 2001 - 2002	Troy Bama: NCH, 2001 - 2010
Pauly Mack: OAD, TP, 2005 - 2011	Mike Murphy: OAD, TP, 2005 - 2011	Lee Hammer: OAD, TP, 2005 - 2011
Rob Stark: OEL, PP, 1998 - 2004	Howard Stark: OEL, PP, 1998 - 2004	Tony Stark: OEL, PP, 1998 - 2004
Katniss Everdeen: NCH, 1996 - 1999	Dwight Shruet: NCH, 1996 - 1999	Tom Tollberg: NCH, 1996 - 1999
Ronald Weasley: TP, OAD, 1994 - 2000	Ginney Weasley: TP, OAD, 1994 - 2000	Phil Dumfy: TP, OAD, 1994 - 2000
Peeta Mellark: OEL, PP, 1989 - 1995	Draco Malfoy: OEL, PP, 1989 - 1995	Jay Pritchett: OEL, PP, 1989 - 1995
AJ, Jenkins: TP, 1994 - 1997	Patric Willis: TP, 1994 - 1997	Cameron Tucker: TP, 1994 - 1997
Tom Riddle: TP, NCH, 2001 - 2008	Joe Pavelski: TP, NCH, 2001 - 2008	Patty Marleau: TP, NCH, 2001 - 2008
Ran Swanson: OEL, 1991 - 2012	Steve Young: OEL, 1991 - 2012	Randy Marsh: OEL, 1991 - 2012

NCH: Nature Center Host OAD: Outdoor Activity Docent OEL: Outdoor Education Leader PP: Preserve Partner TP: Trail Patrol



VOLUNTEER MEMORIAL PLAQUE

IN MEMORY OF THOSE INDIVIDUALS WHO HAVE DEDICATED THEIR TIME AND ENERGY AS AN OPEN SPACE VOLUNTEER TO HELP PRESERVE, PROTECT, AND EDUCATE

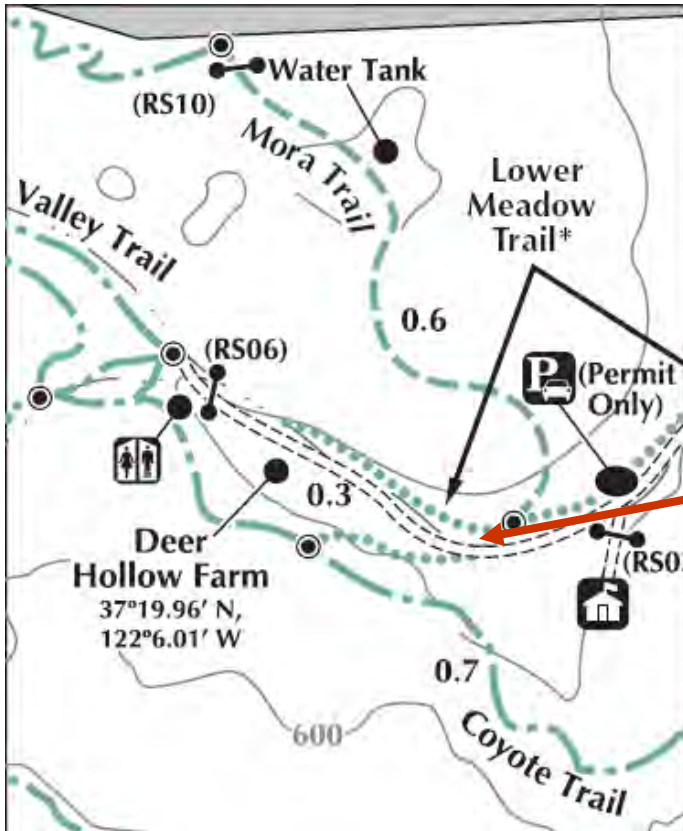
- Jane Doe: TP, 1999-2011
- John Doe: NCH, 2001 - 2010
- Pauly Mack: OAD, TP, 2005 - 2011
- Rob Stark: OEL, PP, 1998 - 2004
- Katniss Everdeen: NCH, 1996 - 1999
- Ronald Weasley: TP, OAD, 1994 - 2000
- Peeta Mellark: OEL, PP, 1989 - 1995
- A.J. Jenkins: TP, 1994 - 1997
- Tom Riddle: TP, NCH, 2001 - 2008
- Ron Swanson: OEL, 1991 - 2012
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- Joe Paveldki: TP, NCH, 2001 - 2008
- Steve Young: OEL, 1991 - 2012
- Anne Perkins: TP, 1999-2011
- Troy Barnes: NCH, 2001 - 2010
- Lee Hammer: OAD, TP, 2005 - 2011
- Tony Stark: OEL, PP, 1998 - 2004
- Tom Tolberg: NCH, 1996 - 1999
- Phil Dumfy: TP, OAD, 1994 - 2000
- Jay Pritchett: OEL, PP, 1989 - 1995
- Cameron Tucker: TP, 1994 - 1997
- Patty Mafteau: TP, NCH, 2001 - 2008
- Randy Marsh: OEL, 1991 - 2012

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Volunteer Memorial Plan

Attachment 3 - Site Maps



Foothills Area Rancho San Antonio

Memorial Sign Location



Skyline Area Skyline Ridge Nature Center Area

Memorial Sign Location