



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Memorial Bench Policy

RECOMMENDED MOTION:

Approve Memorial Bench Policy

SUMMARY

On September 15, 1992 the Council approved resolution 4152 in regards to accepting gifts and memorials. Searches over the past year for a policy regarding Memorial Benches have been unsuccessful. A new policy was developed and now requires your approval.

BACKGROUND

Under Resolution 4152 the City can accept gifts such as memorial benches. Many benches throughout the City have been memorialized however there are still benches available and locations that have been approved for the installation of a new bench to be memorialized. The locations of benches and the current fee schedule as adopted is:

Bridgeway	\$5,000 ea
Dunphy Park	\$3,000 ea
Gabrielson Park (on water)	\$5,000 ea
Gabrielson Park (inland)	\$3,000 ea
Harrison Park	\$2,000 ea
Tiffany Park	\$2,500 ea
Bay & Humboldt/Parking Lot #3	\$1,500 ea
Robin Sweeny Park	\$2,000 ea
MLK Park	\$2,000 ea
Langendorf Park	\$2,000 ea
Cazneau Park	\$2,000 ea
Cloudview Park	\$2,000 ea

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Staff has been contacted by individuals who wish to purchase a Memorial Bench however Staff has been unable to locate a policy or form used in previous purchases. Staff has developed the attached policy for your consideration.

The new policy was approved by the Parks and Recreation Commission on January 21, 2009.

ISSUES

Issues with Memorial Benches are rare and the new policy serves to answer questions that the public may have and make all conditions clear. One issue that has the potential to come up is the qualifications for being memorialized. Staff does not judge the individual being memorialized as to their standing in the community or their moral character. If there should be a protest as to who is memorialized, staff would work with the individuals to mediate the issue. If the issue cannot be resolved at staff level then it would be escalated to the Parks and Recreation Commission and finally to the Council.

FISCAL IMPACT

Memorial Benches are a positive way for the City to replace aging equipment and collect revenue. For fiscal year 2009 the Parks and Recreation Department has budgeted \$1000 in costs and \$5000 in revenues in regards to Memorial Benches.

STAFF RECOMMENDATIONS

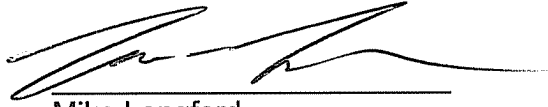
Staff recommends that you approve the new Memorial Bench Policy and allow staff to continue to offer Memorial Benches to the public.

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ATTACHMENTS

Memorial Bench Policy

PREPARED BY:



Mike Langford
Parks and Recreation Director

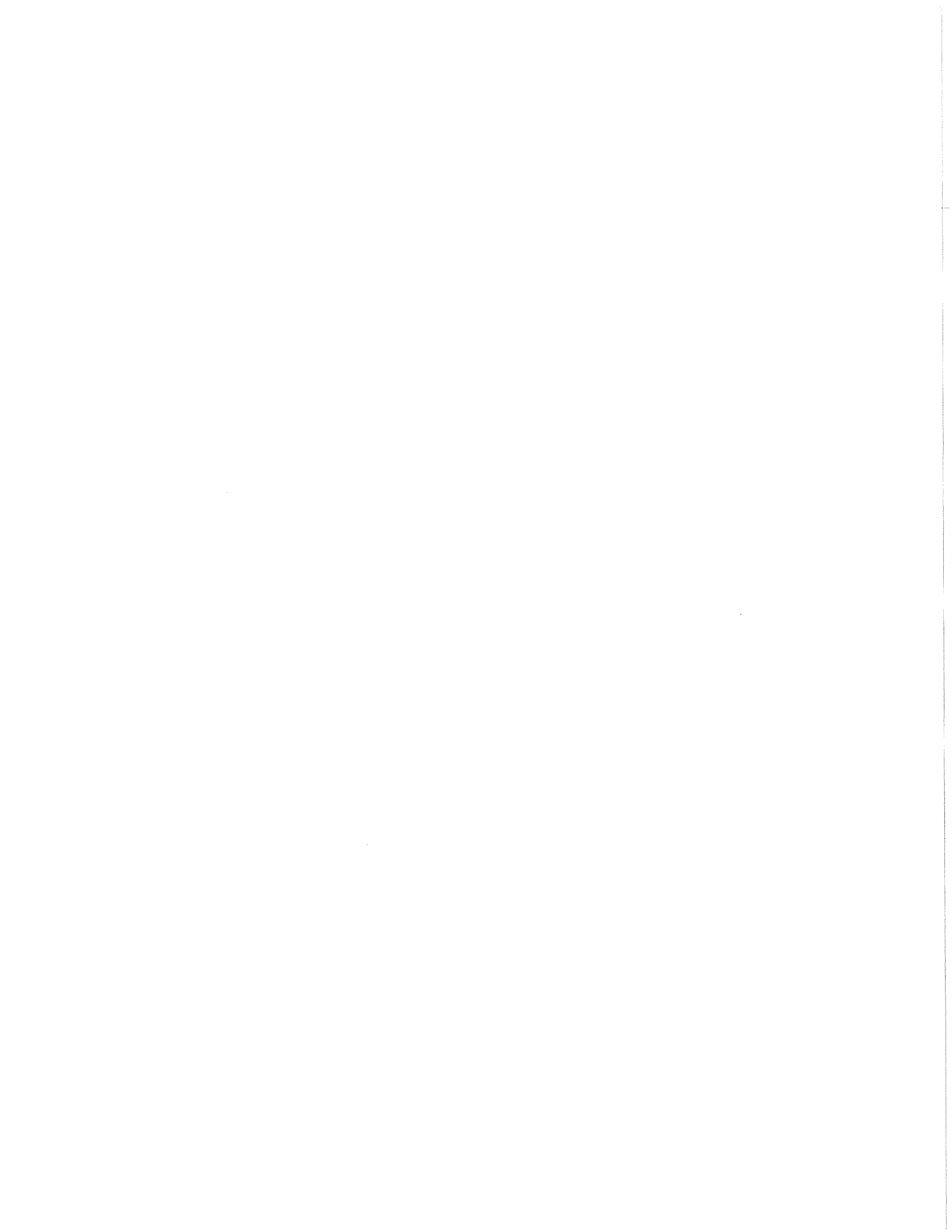
REVIEWED AS TO FORM BY:

Mary Wagner
City Attorney

SUBMITTED BY:

Adam W. Politzer
City Manager

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City of Sausalito Memorial Bench Program Policy

Responsibility of City:

The Sausalito Parks and Recreation Department along with the Public Works Department are responsible for the location of memorial benches. The City shall be responsible for bench and plaque installation. The City reserves the right to determine the level of general care depending on budget availability. General care is defined as the mowing, raking, pruning, and general cleaning of the grounds around the memorial bench as determined by the City. The City distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided. The City reserves the right to determine if the bench is damaged beyond usability. If a bench is damaged or destroyed, the City will attempt to contact the donor as they have the option to purchase a new bench. **It is the donor's responsibility to update their contact information with the City Memorial Bench Program.**

Process for Review:

Review of memorial benches involves at least one site meeting. A representative from the Parks and Recreation Department will meet with the donor to identify a specific location. Staff then reviews the site with Public Works for approval.

Bench and Plaque Design and Message:

Benches and plaques will be of the type and color selected by the City. The message that is placed on the memorial plaque affixed to the bench must be in good taste and is restricted by the capabilities of the plaque manufacturer. Most plaques include the name of the individual being memorialized as well as important dates and a saying or poem. Any special requests such as including a photograph on the plaque are at the discretion of the Parks and Recreation Department. Any additional fees will be charged to the applicant.

Fees:

The fee for memorial benches is established each year by the Master Fee Ordinance.

Payment:

Once a location is agreed upon, the donor needs to complete the Memorial Bench Application and submit payment in accordance with the City fee ordinance.

Installation of the Bench and Plaque:

Once location has been agreed upon and an application and payment have been received, the City will order materials necessary to complete the project. Lead times vary depending on the time of year, equipment ordered and supplier inventory.

Life Span of Bench and Plaque:

The bench and plaque remain the property of the City. The City will maintain the bench and plaque in proper working order for a period of five years. If after five years the bench and/or plaque become inoperable or unsafe, the City, at its discretion, may remove or replace the bench

and/or plaque. Donors will have the option of purchasing a new bench and/or plaque at that time. The City accepts no replacement liability for the bench or plaque after a period of five years. The City reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting such as Park renovation.

Donor Name _____

E-Mail _____

Phone _____

Address _____

City/State/Zip _____

Wording for Plaque:

I have read the attached Memorial Bench Donation Policy and agree to the conditions outlined therein.

Donor signature: _____ Date _____

CITY USE ONLY	
Date Paid _____	Receipt # _____
Bench Location _____	
Date Installed _____	
Bench Manufacturer _____	
Plaque Manufacturer _____	

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