

City of Brisbane *Agenda Report*

To: City Council via City Manager
From: Noreen Leek, Recreation Manager
Subject: Memorial Bench & Plaque Policy
Date: September 7, 2017

Purpose:

Build community by maintaining public spaces and honoring former residents.

Recommendation:

Review and adopt the proposal from the Parks & Recreation Commission for a policy to guide requests for the placement of commemorative benches with plaques in the City of Brisbane.

Background:

Over the years, individuals or groups have approached the City of Brisbane to install commemorative plaques or benches within City limits. Despite the existence of a few previously dedicated plaques, the City of Brisbane lacks a formal policy to guide staff and the City Council in the process of procurement and installation. The City Attorney has recommended establishing a formal policy to receive and respond to requests using a consistent and objective process.

On November 9th, 2016, the Parks & Recreation Commission reviewed and compared three Memorial Bench & Plaque policies from other cities to guide them towards drafting a similar policy for the City of Brisbane. Commissioners specified areas of importance and discussed preferred language for the policy. Staff drafted a policy based on the Commission's initial suggestions and brought the draft in front of the Commission on December 14th, 2016 for review. At that time, the Commission submitted final amendments to the policy and made a motion to recommend the revised policy (*Attachment A*) to City Council for consideration.

Discussion:

The purpose of the policy is to outline the terms and conditions of allowing for a private commemoration on a memorial bench positioned on City-owned property. The bench style will be in keeping with the general aesthetics of the City and will complement surrounding areas. To the extent possible, and in order to maintain a consistent look and feel throughout the City, all commemorative benches will be identical.

The proposed process requires the donor to complete an application (*Attachment B*) to initiate the purchase of a commemorative bench in honor of a loved one. The Parks & Recreation Department will review applications and maintain the authority to deny a request if warranted. Decisions to deny an application may be appealed to the Parks & Recreation Commission. Memorial bench applications will be reviewed throughout the year and processed in the order in which they are received as space allows.

Initially, there will be a limited number of benches designated for this purpose and placement options may include the following:

- a. Sierra Point shoreline and other walkways along Sierra Point Parkway or Marina Boulevard (contingent upon approval from the Bay Conservation & Development Commission)
- b. City of Brisbane owned Parks & Facilities (i.e. Community Park, Pool)
- c. Walkways or pathways in Central Brisbane (i.e. Firth Canyon, Bicentennial Walkway, Quarry Road)
- d. Fisherman's Park
- e. Crocker Park Trail

Location determination will be made by the Parks & Recreation Department in conjunction with the Brisbane Public Works Department. Locations outside of those listed above may be allowed on a case by case basis, subject to review by City staff. The City will provide for basic maintenance and repair of the bench during its useful life. This policy would only apply to new benches and plaques installed after 6/1/2017. Existing commemorative plaques will be grandfathered and remain in place for the foreseeable future.

The Council should discuss the proposed policy and adopt as recommended by the Parks & Recreation Commission or elect to amend further.

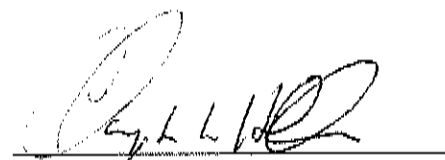
Fiscal Impact:

The fee for memorial benches would be established each year by the Master Fee Schedule. The initial memorial bench commemoration fee is being proposed at \$1,500. This would be the price for a single commemorative plaque on a memorial bench and would cover the cost of the bench, plaque, and installation/maintenance by the City.

Attachments:

- A. DRAFT - Memorial Bench & Plaque Policy
- B. Commemorative Bench Application
- C. Bench Design Samples


Noreen Leek
Recreation Manager


Clay Holstine
City Manager

City of Brisbane



I. PURPOSE

The purpose of this policy is to outline the terms and conditions of a commemoration on a memorial bench with a plaque. The City of Brisbane, through its Parks & Recreation Department, administers a municipal memorial bench program. This program allows for private commemorations on memorial benches positioned on City owned property. Benches should contribute to the Brisbane experience and preserve the character of the City.

II. CRITERIA

An honoree for a memorial bench must be deceased prior to application. Only individuals may be honored with a memorial bench; organizations and groups will not be considered.

III. APPLICATION

An application must be completed to submit a formal request for a commemorative bench with a plaque. The Parks & Recreation Department will review applications and maintains the authority to deny those that it deems inappropriate. Decisions to deny an application may be appealed to the Parks & Recreation Commission. Memorial bench applications will be reviewed throughout the year and processed in the order in which they are received as space allows. Lead time may vary.

The application is attached to this policy and available online at www.brisbaneca.org.

IV. FEES

The fee for memorial benches is established each year by the Master Fee Schedule. The memorial bench commemoration fee is \$1,500. This is the price for a single commemorative plaque on a memorial bench. The amount covers the cost of the bench, plaque, and installation by the City. Complete payments must be received in order to initiate the purchasing process.

V. BENCHES

The Parks & Recreation Department will select a bench style in keeping with the general aesthetics of the City and will complement potential placement areas. To the extent possible, and in order to maintain a consistent look and feel throughout the City, all commemorative benches will be identical.

VI. PLAQUE & TEXT

The City will procure and install a small plaque on a memorial bench to honor the individual or individuals being memorialized. The plaque size, font, and design specifications as well as approval of the message, will be at the discretion of the Parks & Recreation Department. The purchaser will agree on the text content

and both parties will sign off on the final proof before the order is submitted. The plaque will be securely inset or surface-mounted onto the seat back of the bench. The City shall be responsible for the bench installation.

VII. PLACEMENT

This policy permits commemorative benches on City owned property, and the City reserves the right to determine individual bench placement. Bench locations may include, but are not limited to, the following areas:

- Sierra Point shoreline and other walkways along Sierra Point Parkway or Marina Boulevard (contingent upon approval from the Bay Conservation & Development Commission)
- City of Brisbane owned Parks & Facilities (i.e. Community Park, Pool)
- Walkways or pathways in Central Brisbane (i.e. Firth Canyon, Bicentennial Walkway, Quarry Road)
- Fisherman's Park
- Crocker Park Trail

Placement preferences may be noted by the purchaser but are not guaranteed. Location determination will be made by the Parks & Recreation Department in conjunction with the Brisbane Public Works Department. Locations outside of those listed above may be allowed on a case by case basis, subject to review by City staff. Note: The City reserves the right to relocate a bench if unforeseen circumstances arise due to its location (i.e. recurrent vandalism, park renovation, etc.).

VIII. MAINTENANCE & TERM

Benches in outdoor settings have a reasonable life span of approximately ten years. The City will provide for basic maintenance and repair of the bench during its useful life.

The bench and plaque remain the property of the City. The donation term for a bench is ten years or the useful life of the bench, whichever comes first. If the purchaser so chooses, an additional ten year term can be purchased at the conclusion of the first ten years. Otherwise, at the end of the donation term, the plaque will be removed to allow for other donations and/or bench replacement. The purchaser may request to have the plaque returned to them and must submit their formal request to the Parks & Recreation Department in writing. City staff will do their best to return the plaque to the purchaser upon expiration of the term.

This policy only applies to new benches and plaques installed after 6/1/2017. Existing commemorative plaques will be grandfathered and remain in place for the foreseeable future.

IX. RESTRICTIONS

The placement of any mementoes (i.e. flowers, statues, personal belongings, etc.) in the vicinity of the memorial bench is not permitted.

BRISBANE PARKS & RECREATION DEPARTMENT
MEMORIAL BENCH APPLICATION



DONOR INFORMATION

Donor's Name			
Street Address			
City			
State		Zip	
Primary Phone		Secondary Phone	
Email			

HONOREE INFORMATION

Name of Individual(s) to be memorialized:
Describe their connection to the City of Brisbane:
What additional information would you like for us to know?
Preferred wording for plaque:
Bench Location: 1 st Choice _____ 2 nd Choice _____

ACKNOWLEDGEMENT & SIGNATURE

I have read and understand the Memorial Bench Policy and agree to the conditions outlined therein. I understand that although I have submitted my personal preference regarding the location of the bench, it is not guaranteed and placement is subject to the discretion of the City.

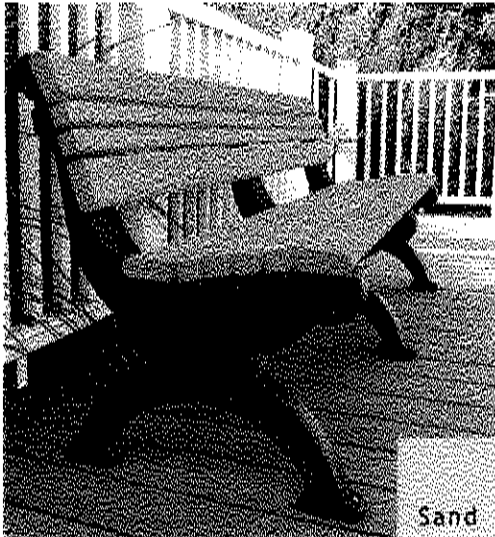
Applicant Signature: _____ Date: _____

FOR CITY USE ONLY

Fee Paid:	Form of Payment: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK (Check # _____) <input type="checkbox"/> CREDIT CARD
Payment Received By:	Date Payment Processed:
Receipt #:	Date Installed:

Your completed application can be sent to:
ATTN: Parks & Recreation Department | 50 Park Place | Brisbane, CA 94005
For additional information regarding the application process, please call our office at 415-508-2140.

ATTACHMENT C: BENCH DESIGN SAMPLES



CAMBRIDGE 6' BENCH

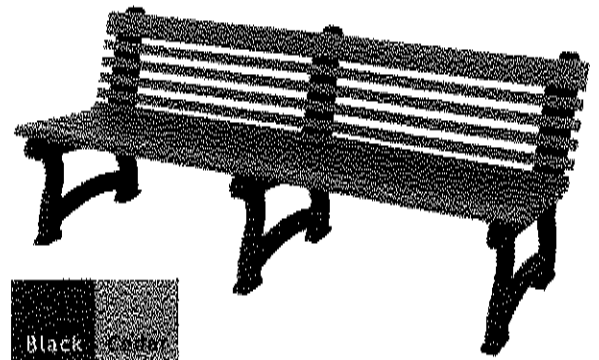
The Cambridge Bench offers both comfort and style. The proprietary Green-Scapes bench frames have the appearance of black cast iron, but are molded from solid 100% recycled plastic with intricate detail. This creates a low maintenance park bench with both strength and durability, yet still offers an elegant classic look.

Available options include arm rests, engraving of text and/or logos with optional color inlays, and plaques. The Cambridge Bench offers up to 2 boards of engraving for customized Memorial Benches or Buddy Benches.

WILLOW 6' BENCH

The Willow Bench is a newer park bench style made with 100% recycled plastic for a sustainable, maintenance free-product. The leg frames come in Black only, with choice of 7 colors of planks for the seat and bench back.

Available options include arm rests, engraving, both text and logos which may also have color inlays, and plaques.



MONARQUE 6' BENCH

A Monarque bench provides commercial quality with an architectural design. The upscale bench frames are the product of choice for any setting. Memorial benches provide a sustainable message.

Available options include arm rests, engraving of text and/or logos with optional color inlays, and plaques. The Monarque Bench offers 3 back boards which can be engraved for customized memorial benches or Buddy Benches.