

RESOLUTION NO. 61,148-N.S.

PARK BENCH DONATION POLICY

WHEREAS, the Berkeley City Council received and filed a Park Bench Donation Policy on January 13, 1998; and

WHEREAS, on April 26, 2007, the Parks & Recreation Commission approved a revised policy whereby park bench donations will be allowed at sites recommended by staff; and establishing reasonable criteria for granting of such memorials; and

WHEREAS, on January 15, 2008, Berkeley City Council referred the item to a subcommittee for further review of the policy and to address concerns raised by the Council; and

WHEREAS, the subcommittee met on February 13, 2008 to discuss and revise the policy.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley adopts the revised Park Bench Donation Policy contained in Exhibit A.

Exhibit A

Parks Recreation & Waterfront Department Park Bench Donation Policy

This policy has been established to ensure that appropriate oversight is provided in preserving our City parks. To protect park resources, values, and the park visitor experience, bench donations shall fully respect the Park Bench Donation Plan, as well as the priorities, purpose, and integrity of the City parks. Park bench donations shall contribute to the park visitor experience and preserve the visual character of the park setting.

Types of Bench Donations:

There are two types of park bench donations: 1) a **Memorial Bench** with a small plaque identifying an individual honoree; and 2) a **“Friend of Berkeley Parks” Bench** with a small plaque that does not identify an individual (i.e. donated by a Friend of Berkeley Parks). An application in writing is required for either donation type.

Criteria for a Memorial Bench

An honoree for a Memorial Bench must have been deceased for at least one year prior to application. Only individuals may be honored with a memorial bench; organizations and groups will not be considered.

Term

The donation term for a bench and/or a plaque is 10 years or the useful life of the bench, whichever comes first. At the end of the donation term, the plaque will be removed to allow for other donations and/or for bench removal or replacement. The family may request to have the plaque returned to them by contacting:

Parks, Recreation and Waterfront Department
City of Berkeley
2180 Milvia Street
Berkeley, CA 94704

To the extent practicable, a postcard may be sent to the Donor at the end of the donation term to ascertain whether the donor would like the plaque returned.

Site:

The Parks, Recreation & Waterfront Department will establish a Park Bench Donation Plan showing the approved sites for all park bench donations. Some sites may be deemed inappropriate for memorial benches.

Bench Style:

Once the donation has been received and approved, the Department will purchase and install the bench, which will be of a style appropriate to its site, as determined by staff. All benches will meet the standards of the City for design, durability, and construction.

Bench Plaque:

The City will procure and install a small metal plaque on a Memorial Bench to honor the individual memorialized. The plaque size, font, and design specifications as well as approval of the message, will be at the discretion of the Parks Recreation & Waterfront Director or his/her designee. A maximum of three lines will be allowed on any plaque.

The plaque will be securely inset or surface-mounted onto the seat back of the bench by the City.

A marker that reads "Donated by a Friend of Berkeley Parks" will identify benches donated anonymously. The term for this plaque is also ten years.

Installation of Bench:

The City shall be responsible for bench installation.

Longevity of Bench:

Park benches in outdoor settings have a reasonable life span of about 10 years. The City will provide for normal maintenance and repair of the bench during its useful life. If bench removal is required, due to deterioration or severe vandalism, the City is not responsible for replacement of the bench. The plaque will either be installed on another bench or returned to the Donor. Additionally, the City reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting.

Cost of the Bench:

The Donor is responsible for all costs associated with the bench donation. The donation amount includes the cost of the bench (inclusive of tax and shipping), the cost of installation, and a \$500 administration fee to help cover costs of materials and processing. The donor will also pay the cost of the recognition plaque for memorial park bench donations (see below).

Low Income Berkeley Residents

A limited number of existing benches will be available to low-income residents for the purpose of memorializing an individual honoree. In this instance, the donor would only need to purchase the plaque. Berkeley donors may apply by completing and submitting an application, providing documentation of residency, and providing proof of low-income status per Federal guidelines.

Acceptance of the Donation:

The Director of Parks Recreation & Waterfront or his/her designee must approve the donation.

Approval Process:

The Parks, Recreation and Waterfront Department has the responsibility to review park bench donation applications and the authority to deny those that it determines would be inappropriate and/or that would predictably attract vandalism. Decisions by the Parks, Recreation and Waterfront Department to deny a bench donation application may be appealed to the appropriate Commission. Park bench donation requests will be processed in the order received.