

CITY OF VACAVILLE
MEMORIAL BENCH DEDICATION POLICY PROGRAM



CITY OF VACAVILLE
PUBLIC WORKS DEPARTMENT
650 MERCHANT STREET
VACAVILLE, CA 95688

Adopted: December 13, 2016

Memorial Bench Dedication Policy Program

Adopted:

December 13, 2015

Resolution No. 2016-102; Resolution of the City Council of the City of Vacaville Adopting a Memorial Bench Dedication Policy and Program

Amendments:

RESOLUTION NO. 2016-102

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VACAVILLE
ADOPTING A MEMORIAL BENCH DEDICATION POLICY AND PROGRAM**

WHEREAS, the Public Works Department of the City of Vacaville has managed an informal memorial bench and plaque dedication program for the last two decades; and

WHEREAS, Public Works has developed a formal Memorial Bench Dedication Policy and Program in coordination with the Community Services Department; and

WHEREAS, on November 2, 2016, the Memorial Bench Dedication Policy and Program was presented to the Community Services Commission who unanimously forwarded their recommendation to adopt the memorial bench dedication policy and program to the City Council; and

WHEREAS, there will be no impact to the General Fund as a result on this resolution.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Vacaville does hereby adopt the Memorial Bench Dedication Policy and Program.

I HEREBY CERTIFY that the foregoing resolution was introduced and passed at a regular meeting of the City Council of the City of Vacaville, held on the 13th day of December, 2016, by the following vote:

AYES: Councilmembers Harris, Hunt, Mashburn, Vice-Mayor Rowlett and Mayor Augustine

NOES: None

ABSENT: None

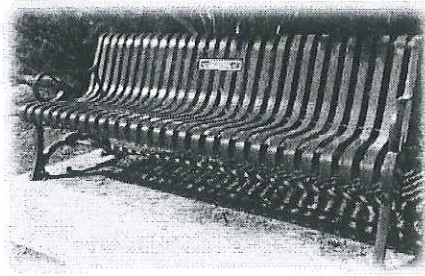
ATTEST:


Michelle A. Thornbrugh, City Clerk

CITY OF VACAVILLE

Memorial Bench Dedication Policy and Program

Give a gift that will honor a loved one... with a memorial bench.



GENERAL INFORMATION AND POLICY

The City of Vacaville Memorial Bench Dedication program provides the opportunity for members of the community to honor their loved one, while also enhancing the beauty and utility of the City parks and open space. In order to allow for a coordinated and consistent program for soliciting and recognizing contributions, the City has established the following policy and procedures.

Please read the Memorial Bench Dedication Policy below before completing the attached application.

- 1. Memorial Bench Review:** Memorial Bench Dedication Program applications will be received and screened by Public Works Maintenance Division, and if accepted, will be forwarded for review and consideration by the Community Services Commission. The applicant will be notified as to the date their application is set for review by the Commission.
- 2. Memorial Bench and Plaque specifications:** Your donated memorial bench will consist of the City's current standard green, metal, six foot long, slated park bench. Bronze plaque measures 10" long by 2" high and will be mounted to the bench seat-back.
- 3. Plaque Replacement:** Memorial benches have an expected life of 20 years. The memorial bench and or plaque may require replacement either before, upon or after the item reaching its 20 year life expectancy. If the donated bench or plaque needs to be replaced, the City will attempt to contact the donor to see if they wish to pay the replacement cost. The site of the memorial bench and or plaque may be made available for another donor if the original donor is unavailable, or if they do not wish to pay for the replacement.
- 4. Location:** Applicants may request a specific bench location, but the City will make the final determination based upon various factors including number of benches at requested location, accessibility, maintenance impacts, etc.
**Please Note: No new memorial bench dedication applications will be accepted for Alamo Creek Park.*
- 5. Plaque Text:** A maximum of 3 lines of text and 30 characters per line is permitted on bench-mounted plaques. The font type and size are pre-determined by the City for uniformity. Any proposed message content not deemed to be appropriate for public display will not be authorized by the City. No logos of any kind are permitted on plaques. Spelling is the sole responsibility of the applicant. Applicant is financially responsible for any plaque re-engraving that deviates from this policy and/or the approved application form.
- 6. Memorial Bench Relocation:** The City retains the right to relocate a donated memorial bench and plaque at any time. If a bench needs to be relocated, the City will attempt to contact the donor to discuss alternative locations; the City will make the final determination.

If you have any questions regarding the program, please call the Public Works Department,
Park Maintenance at (707) 469-6500.
 All applications are reviewed for appropriateness and subject to approval. Please type or print legibly.

1. Applicant Information

Name _____ Phone _____
 Address _____
 City _____ State _____ Zip _____
 Email _____

2. Memorial Bench Donation Cost

Memorial Bench & Plaque, \$2,200 (includes bench, concrete foundation, bench installation and plaque)

3. Desired Location Information (Describe the desired location for your donated memorial bench) _____

4. Proposed Text for Plaque (Maximum of 30 characters per line. Text will be centered. Donor is solely responsible for text and spelling. Please double check your information. **(Please print clearly!)**)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
LINE 1																														
LINE 2																														
LINE 3																														

5. Payment: Complete funding for the donation must be processed before the commencement of any work. Accepted forms of payment are cash or check.

6. Please return this form and your payment to:

City of Vacaville
 Public Works Department, Park Maintenance
 1001 Allison Drive
 Vacaville, CA 95687

7. I have read, fully understand, and agree to abide by the Memorial Bench Dedication Program Policy (on reverse)

My signature below indicates that I have read this document in its entirety, and understand and agree that:

- A. The City of Vacaville makes all final decisions, including but not limited to availability, bench location and bench style. All language used on memorial plaques is subject to approval.
- B. All donated items are the property of the City of Vacaville and will be maintained according to the Memorial Bench Dedication Policy.

Signature of Donor _____ Date: _____

<i>For office use only</i>	
Commission Approval Date: _____	Bench Location: _____
Bench # _____	Activation Date _____
Park Supervisor Name _____	20 Year Expiration Date _____
	Date: _____